



CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO) PROCEDURES

Student Support Procedures | Section 600.610B

Last Reviewed:

8/1/2023

Executive Staff Approval:

8/7/2023

1. Procedure Statement

This procedure provides guidance on implementing and running CTSO's, including duties of employees and students, and compensation for faculty and advisors.

2. Career & Technical Student Organization Duties

2.1 Advisors

- 2.1.1 Attend Fall Leadership Conference (if applicable)
- 2.1.2 Advertise CTSO opportunities to all students
- 2.1.3 Recruit Student Officers (if applicable)
- 2.1.4 Enroll students on State and National levels.
- 2.1.5 Confirm that all state contest participants have required uniforms, resumes and contest information.
- 2.1.6 Attend the state contest and state awards ceremony.
- 2.1.7 Attend the National Conference with any invited winners.
- 2.1.8 Register and pay all applicable fees including registrations, travel, etc.
- 2.1.9 Complete all National conference registration paperwork.

2.2 Instructors

- 2.2.1 Encourage students to join student organizations.
- 2.2.2 Provide CTSO payment receipt to Advisor for enrollment on State and National levels.
- 2.2.3 Help prepare students for contest(s), including connecting the student with the Student Success Center for résumé preparation.

- 2.2.4 Administer MTECH contest to narrow state contestants to maximum number of secondary and post-secondary students able to compete, if needed.
- 2.2.5 Communicate regularly with the advisor about student expectations.
- 2.2.6 Attend CTSO events such as conferences, competitions and awards ceremonies.
- 2.2.7 Prepare students to take the knowledge and skills exams.
- 2.2.8 Attend the National Contests with any of their own students who are invited to attend and compete. Duties include:
 - 2.2.8.1 Coordinate with Student and advisor regarding uniforms, equipment and documentation needed for the contest.
 - 2.2.8.2 Maintain contact with students, and report to the advisor when needed.
 - 2.2.8.3 Ensure student(s) attend all events, including the pre-contest meetings, contests, written exams, and any other required meetings on time.
 - 2.2.8.4 Confirm that the student is prepared and dressed according to applicable standards. This may include making sure the student has the required number of résumé copies, is prepared with necessary equipment, and has transportation to and from the hotel.
 - 2.2.8.5 Where necessary, drive rental vehicles to transport students to and from hotel, events and activities.

- 2.3 Contest Host Duties
 - 2.3.1 Make arrangements for competitions, rooms, lunch venues, facilities and technology support.
 - 2.3.2 Write contest (hands-on skills test and/or written exam, if applicable).
 - 2.3.3 Recruit judges for the contest.
 - 2.3.4 Arrange “Thank-You” gift(s) for judges
 - 2.3.5 Arrange “donated” prizes for first, second and third place winners for secondary and post-secondary competitions, if needed.
 - 2.3.6 Submit final scores to the advisor immediately after the contest; all scores must be entered by cut off time on the day of the competition (if applicable).

- 2.4 Student Officer Duties (if applicable)
 - 2.4.1 Help with student recruitment
 - 2.4.2 Help advisors plan Opening Social, if any
 - 2.4.3 Attend State Leadership Conference
 - 2.4.4 Plan Chapter Service Project

3. CTSO Compensation

3.1 Advisors

3.1.1 Selected by department's Program Director. Receive payment for performance of job duties in section 1.1, above, with hours submitted on an Extra Service Agreement, approved by the Program Director. Also receive travel expenses to state and national competitions including transportation, lodging, and meals.

3.2 Instructors

3.2.1 \$50 for each student who registers as a CTSO participant. This amount to be paid upon completion of all Instructor Duties listed above.

3.2.2 \$100 for each student who competes at the state level. This amount is for the instructor's time to prepare the student for the state competition. This amount will be paid upon completion of all Instructor Duties listed above.

3.2.3 \$400 for each student who competes at the national level. This amount is for the instructor's time to prepare the student for the national competition. This amount will be paid upon completion of all Instructor Duties listed above.

3.2.4 100% of all travel expenses, including transportation, lodging, and meals, to the National convention in the case of a student being invited to attend. Instructor agrees to perform the duties listed above.

3.3 Contest Host

3.3.1 \$400 one-time stipend upon completion of all Contest Host Duties.

4. Revision History

Last Reviewed	Executive Committee Approval	Board Approval
11/30/2015	11/30/2015	
1/10/2017	1/17/2017	2/17/2017
7/13/2017	7/17/2017	
2/1/2018 no changes	2/12/2018	2/6/2018
7/5/2018	4/25/2022	
8/1/2023	8/7/2023	