What is the Standard?

Submission of CTSO Documents:
- Constitution/Bylaws
- List of current membership
- List of local officers
- Agendas and minutes
- Evidence of how CTSO is co-curricular
- Program of Work
- Meeting Minutes
- Administrator’s Handbook
- Scholarship
- Leadership Training
- Professional Development
- Professional Connections

If you affiliate:
- Your state CTSO will provide you with all of these CTSO documents so you can customize to the needs of your school and chapter
- You will have access to many opportunities for your students:
  - Scholarships
  - Professional development
  - Leadership training
  - Professional connections

A Passport for CTSOs
Chapter Management & Program of Work

What is the Standard?
Public Relations

- Know your resources
- Ask questions & grab attention
- Establish your chapter’s officer team
- Review/Create/Implement your Program of Work
- Create a school presence
- Invite others to join—make deadlines known
- Make membership a part of every activity
- Reach ALL students
- Think long term
- End the year promoting to next year’s students

Ideas for Public Relations

Competitive Events Tips

- Read & know the current competitive events guide
- Ask Questions
- Match project requirements with rating sheet
- Set timeline with student
- Highlight keywords and use them
- Read the guides and rules again!
- Practice, practice, practice

Ideas for Competitive Events
Management Tips

- Affiliating your chapter members
- Collaborating with other CTSO Advisors
- The Advisor is the Facilitator—The Officers are the Leaders
- Submission & maintenance of CTSO Documents
- Plan Ahead & Set Boundaries
- Make meetings meaningful
- Keep communication lines open with State & National Office
- Integrate CTSO activities into your curriculum
- Have fun!

Meaningful Meetings

- Prepare an Agenda
- Hold meetings when necessary
- Use The Ceremonies
- Use Parliamentary Procedure
- Get Membership Involved
- Raise Communication Lines with State & National Office
- Make meetings meaningful
- Plan Ahead & Set Boundaries
- Submission & Maintenance of CTSO Documents
- The Advisor is the Facilitator—The Officers are the Leaders
- Collaborate with other CTSO Advisors
- Affiliate Your Chapter Members

Sample Agenda

- Call to Order
- Committee Reports
- Homecoming Committee
- Unfinished Business
- Fall Conference Update
- New Business
- Ice Cream Social
- Have an Activity
- Prepare an Agenda
Professional Development/Employability

- Determine individual leadership needs
- Communicate list of responsibilities of each leader
- Set accountability benchmarks & evaluate leadership program
- Seek support and collaboration
- Provide opportunities for leadership development

Ideas for Professional Development/Employability

- __________________________
- __________________________
- __________________________
- __________________________
- __________________________

Financial Leadership

- Set a budget for the year
- Know your local, state, and national deadlines
- Start simple and use activities that tie back to your program
- Associate the activity to the program of work
- Build community loyalty
- Begin a long term project
- Make business and industry connections

Ideas for Financial Leadership

- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________