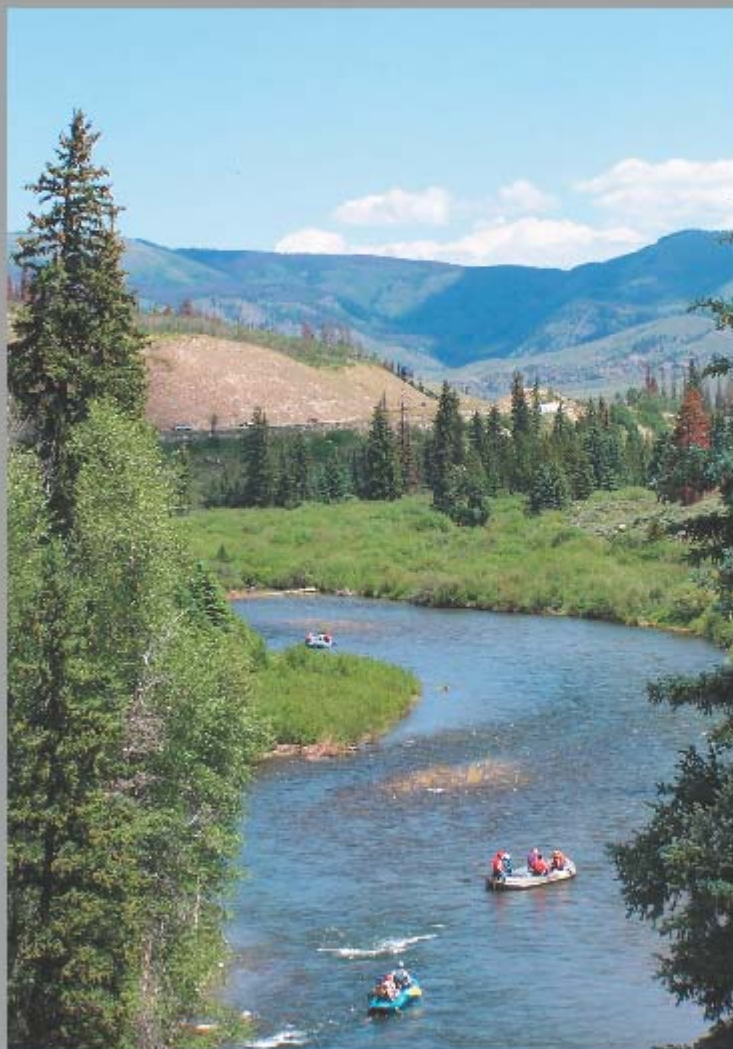


COLORADO

Career and Technical Student Organizations State Officer Handbook



COLORADO COMMUNITY
COLLEGE SYSTEM



9101 East Lowry Boulevard
Denver, CO 80230-6011
303-620-4000

Recognized
Colorado
CTE
Student Organizations



TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS..... | i |
| FOREWORD..... | ii |
| INTRODUCTION..... | 1 |
| I. RESPONSIBILITIES OF STATE OFFICERS..... | 3 |
| II. GENERAL POLICIES..... | 3 |
| III. TRAVEL POLICIES..... | 4 |
| IV. OFFICER EXPENSES..... | 5 |
| V. AUTHORIZATION - MEDICAL RELEASE - PARENTAL CONSENT | 5 |
| VI. SUGGESTIONS FOR STATE OFFICERS..... | 5 |
| VII. HOW TO MAKE EFFECTIVE LOCAL CHAPTER VISITS | 6 |
| VIII. COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISORY COUNCIL | 8 |
| IX. COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISORY COUNCIL TO THE COLORADO COMMUNITY COLLEGE SYSTEM OPERATING POLICIES AND PROCEDURES..... | 8 |
| X. COLORADO STATE CAREER AND TECHNICAL STUDENT ORGANIZATIONS CODE OF CONDUCT..... | 12 |
| NEW OFFICER INFORMATION SHEET | 14 |
| VERIFICATION STATEMENT..... | 17 |
| STATE OFFICER CHAPTER VISIT REPORT | 18 |
| MONTHLY STATE OFFICERS ACTIVITIES REPORT | 20 |
| COLORADO STATE OFFICER YEARLY REPORT..... | 21 |
| PHOTO RELEASE FORM..... | 22 |

The Colorado Community College System is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to the Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, Colorado 80230-6011, 303-620-4000 or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-5695.

FOREWORD

A HANDBOOK FOR COLORADO STATE CAREER AND TECHNICAL OFFICERS

You have been elected by your fellow members to be a leader in a Colorado Career and Technical Student Organization (CTSO) this coming year. Your record of accomplishments, your belief in the future of career and technical education, and the manner in which you have demonstrated qualities of leadership have helped you be elected as a state officer--one of the highest achievements in a Colorado Career and Technical Student Organization. Congratulations!

This is an accomplishment, which brings honor to you, your parents, your school, and your community. As a state officer, you have specific duties and responsibilities to perform, as well as policies, which you are expected to follow. There will be much for you to learn, and hard work to be done; however, there will be many new experiences for you, pleasures to be enjoyed and higher honors and achievements to be won through the door of opportunity, which is now open to you.

It is important that you read and understand the policies and regulations pertaining to the work of a state CTSO officer. All officers must develop knowledge of their specific organization as well as an overall understanding of the Career and Technical Student Organization Program. It is important that you thoroughly understand your job and the duties associated with it, and assume and complete any assigned responsibilities in connection with activities for which the State Associations are responsible.

You are an officer of one of Colorado's Career and Technical associations. Your job is a special one. Not everyone can be a state officer. You are an important part of a team and through this experience, you and the State Association will benefit.

Colorado Career and Technical Student Organizations
Colorado Community College System
9101 E. Lowry Boulevard
Denver, Colorado 80230

State Advisors:

| | | |
|--|--------------------|----------------|
| Colorado Young Farmers Educational Association (CYFEA) | Jack Annan | (970) 521-6690 |
| Colorado DECA | Ev Vaughan | (303) 595-1576 |
| Colorado Collegiate DECA | Ev Vaughan | (303) 595-1576 |
| Colorado FBLA | Deborah Ramirez | (303) 595-1583 |
| Colorado PBL | Deborah Ramirez | (303) 595-1583 |
| Colorado FCCLA | Patti Krattenmaker | (303) 595-1581 |
| Colorado HOSA | Jennifer Staley | (720) 858-2752 |
| Colorado FFA | Kenton Ochsner | (303) 595-1562 |
| Colorado SkillsUSA | Tony Raymond | (303) 595-1614 |
| Colorado TSA | Tony Raymond | (303) 595-1614 |

INTRODUCTION

What Is Career and Technical Education?

Career and Technical Education is training that equips the recipients with entry skills, retrain them for changing employment, or updates them with current technological skills.

Program standards:

- ◆ Career and Technical programs are an important component of the total educational system.
- ◆ Career and Technical programs should duplicate or simulate actual work environments.
- ◆ Career and Technical programs must be taught by individuals who have work experience in the occupation.
- ◆ Career and Technical programs are to be operated under the guidance of advisory committees.
- ◆ Career and Technical education should be available to all who need it, want it, and can profit from it.

Career and Technical Education is the segment of education charged with preparing people for work and career. It is the backbone of the nation's employment-related educational programs. It draws strength from the fact that it is an integral part of this nation's public educational system, presenting a joint federal, state, and local partnership effort to meet the nation's need for skilled workers and to prepare individuals for employment.

In 1917 the Congress of the United States enacted legislation establishing career and technical education as an integral part of the public educational system in America. By this act, the Congress of the United States indicated that career and technical education was one of the highest priorities for this nation.

The primary purpose of federal responsibility in Career and Technical Education is to enable the federal government to cooperate with the states in improving and expanding quality employment-related education. Career and technical education programs should be readily accessible to all people who want, need, and are able to profit from them.

Career and technical education is delivered primarily through:

- Agricultural Education
- Business Education
- Family and Consumer Sciences Education
- Health Occupations Education
- Marketing Education
- Technology Education
- Trades and Industrial Education



Career and Technical Education programs provide individuals with the skills, attitudes, abilities, and the basic knowledge needed to obtain employment in occupations requiring other than a baccalaureate degree. Such programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, and the occupational specific skills necessary for economic independence. Career and technical education programs provide training that equips recipients with entry-level skills, retrain them for changing employment, or updates them with current technological skills.

COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

Is There Value in Career and Technical Student Organizations?

The activities of Career and Technical Student Organizations are a required part of all secondary career and technical programs. Student activities are also an important part of many postsecondary programs. The recognized Career and Technical Student Organizations in Colorado are:

CYFEA—Colorado Young Farmers Educational Association
Collegiate DECA—An Association of Post Secondary Marketing Students
DECA—An Association of Marketing Students
FBLA—Future Business Leaders of America
FFA---Colorado FFA
FCCLA—Family, Career and Community Leaders of America
FCCLA - Occupational—Family, Career and Community Leaders of America
HOSA—Health Occupations Students of America
PBL—Phi Beta Lambda
DEX – Delta Epsilon Chi
SkillsUSA
TSA—Technology Student Association

Postsecondary

Postsecondary students in Business Education, Health Occupations, Marketing Education and Trade and Industrial Education participate in student activities in postsecondary divisions of the PBL, HOSA, DEX and SkillsUSA organizations respectively.

Adult

Colorado has one Career and Technical Student Organization at the adult level--the Colorado Young Farmers Educational Association. This activity is for all students of the Young Farmer Program, a comprehensive program offered by many high schools and two-year colleges to assist young adults in becoming established in farming and agricultural-related occupations, and in community life.

What is the Colorado Community College System?

Colorado is the only state in which **all** Career and Technical education, including the regulation of private Career and Technical schools, is the function of a single state agency, which is independent of other educational agencies. This agency is the Colorado Community College System (CCCS). The State Board for Community Colleges and Occupational Education is appointed by the governor--each member for a four-year term.

The principal function of the CCCS is to administer state and federal funds for Career and Technical education and to serve as the regulatory agency for the U.S. Veterans Administration Approval Agency for all education and training programs.

The Colorado Community College system comprises the state's largest system of higher education serving more than 117,000 students annually including:

- Careers and academic programs in 13 state community colleges.
- Career and technical programs in more than 160 school districts and seven other postsecondary institutions.
- 1,200 secondary programs.
- 800 postsecondary programs.

I. RESPONSIBILITIES OF STATE OFFICERS

A. GENERAL

1. TO THE ORGANIZATION

The general responsibilities and duties of state officers are explained in the official organization handbook or manual that supplements this handbook. Your responsibility as a state officer is to represent the many members throughout Colorado. Therefore, first impressions are most important. Often, you will be the only member that a government, business, or education leader has the opportunity to meet. Therefore, your entire organization as well as the other CTSOs will often be judged by others' impression of you. Consequently, you must always be mindful of the image you project.

You are charged with the responsibility of developing enthusiasm whenever you speak officially for the organization. The growth of your organization during your term of office will depend on the quality of the performance of your duties.

2. TO MEMBERS

As a state officer, you have the challenge of providing guidance, leadership, and inspiration to all members. Remember, they look up to you, and the example you set will affect their enthusiasm, involvement, and emotions toward the organization. Thus, it is important to exhibit the qualities of leadership that will contribute to the growth of the organization through its many members. Throughout the year you will inspire leadership in direct proportion to the degree that you, as an individual, give leadership. As you reach for higher goals in self-improvement, so will you instill in those you meet the desire for self-improvement and the attainment of higher goals.

3. TO SELF AND FAMILY

You have a responsibility to yourself and to your family. You must always seek to carry out the duties of your office in the best way you can. You owe yourself the obligation to "want to succeed," to achieve as much as you can, and to be the best you can be. Keeping your family informed of your activities during the year, planning ahead to get your schoolwork up-to-date and helping when you are home will promote understanding within the home.

Remember, a thank you to mom, dad, brothers and sisters will go a long way toward family harmony.

B. ATTENDING ACTIVITIES OUTSIDE YOUR ORGANIZATION

1. A state officer may be assigned to represent the organization at meetings and activities other than those of your organization. Such assignments could include attending other Career and Technical Student Organization conferences and appearing before business, educational, and governmental groups.
2. All assignments for outside activities must be approved by the state CTSO State Advisor prior to the activity.

II. GENERAL POLICIES

A. Each state officer must submit to the CTSO State Advisor the following materials:

1. Vehicle Insurance Policy and a copy driver's license or parental letter stating they will not drive
2. Medical Release Form
3. Chapter Visitation Reports
4. Monthly Reports
5. State Officer Yearly Report
6. Code of Conduct Verification Statement
7. Photo Release Form
8. Travel Authorization

- B. Reports, speeches, etc., must be accurate, in neat form, and must be submitted as requested by the CTSO State Advisor.
- C. Officers will wear official dress at all times when representing the State Association.
- D. State officers are members of the Association's Executive Board/Committee and are expected to attend all meetings and contribute to the activities of the Executive Board/Committee.
- E. All state officers are required to attend the Summer Career and Technical Student Organization State Officers' Leadership Training Conference.
- F. All state officers are required to make visits to chapters as assigned.
- G. Being absent from any executive and/or regular meeting or from official officer activities will constitute grounds for probation or dismissal from office based on the policies of the individual organization.

III. TRAVEL POLICIES

- A. Each officer will use the form of travel determined and authorized by their chapter adviser, the CTSO State Advisor and/or Officer Team Advisor. A travel authorization form must be submitted one week in advance, for all official travel.
- B. Officers may be reimbursed for authorized travel by automobile based on the policies of the individual organization.
- C. On all official state organization trips authorized by the State CTSO Advisor and/or Officer Team Advisor, lodging will be provided by the State Association.
- D. On official business, reimbursement for meals shall not exceed state organization policy and a receipt must be submitted. Any amount over the organization limit will be paid personally by the officer.
- E. On chapter visitations, if more than one officer attends, the expenses of only one officer will be reimbursed, unless other arrangements are made with the State CTSO State Advisor or Officer Team Advisor.
- F. Each state association's policies must be followed concerning state officer reimbursement for local chapter visits.
- G. Each officer shall use that form of transportation which is most convenient; however, if a special or a privately owned means is used, the cost should not be greater than the cost of a common carrier for the trip involved. An exception may be made where it is impossible to make train or bus connections, and in this case, an explanation shall be made on the Officer's Expense Voucher when it is submitted to the State Association office. All officers will travel together when assigned.
- H. Each state officer is required to submit a certificate of insurance on all automobiles the officer will drive during the year and a copy of their driver's license or a letter from a parent stating the officer does not and will not drive.
- I. Receipts for common carrier transportation, registration fee, and lodging shall be attached to the expense account when submitted. (All items purchased must have prior approval of the State CTSO State Advisor.)
- J. A hard copy of the Travel Expense Form has been included with this handbook.

IV. OFFICER EXPENSES

A. Each officer is allowed expenses for official business trips:

State Association Authorized Travel

1. Travel unauthorized by the State Association must be paid for by the officer or by the sponsoring organization.
2. Reimbursement is available by using the standard expense form supplied by the State CTSO Office. The expense vouchers are to be completed and submitted to the CTSO Office according to the organizational policies or by the end of each month.
3. All other expenses not included under Travel Policies must be authorized by the State CTSO State Advisor before the event.
4. Expenses will also include official postage and phone calls. A copy of the phone statement must be enclosed with the expense form.
5. Regarding tipping, it is the accepted custom to tip 15 to 17 percent for meals excluding tax if the service merits it. If a tip is given, the officer may be reimbursed. As a state officer, we expect you to be honest regarding the size of the tip.

V. AUTHORIZATION - MEDICAL RELEASE - PARENTAL CONSENT

Each state officer must submit to the State CTSO State Advisor an authorization/medical release form prior to CTSO Officer Training. This form includes your parent/guardian consent to travel.

VI. SUGGESTIONS FOR STATE OFFICERS

- A. As a state officer, you are representing one of the finest student leadership training organizations in the world.
- B. The eyes of many people will be on you. What you do and how you do it should leave a favorable impression. Watch your conduct. Avoid anything that might be questioned.
- C. Be neat in your dress and personal appearance. Wear your official uniform on proper occasions. Always wear your official dress to come to the state office building.
- D. Set a good example for other members to follow. They look up to you.
- E. Be courteous. The words "please" and "thank you" pay good dividends. Use them often.
- F. Be careful of what you say, and how you say it.
- G. Do your best at all times. Plan to make the most effective use of your time and money.
- H. Do not commit yourself orally or in writing unless you are certain that you are right.
- I. Keep all appointments. Plan to arrive at least 15 minutes ahead of schedule.

- J. When you attend a convention or meeting or visit a civic organization:
 1. Find out as much as possible about the club or organization before you visit.
 2. Get acquainted with as many members as possible.
 3. Recognize the good things the group is doing.
 4. Avoid sarcasm and outright criticism.
 5. If it seems advisable, tell them a few of the good things other groups are doing.
 6. Be of whatever help possible to members and officers.
 7. At a meeting of a school organization, meet the local administrators.
- K. Make a special effort to remember people's names. Keep a record of the people you meet.
- L. When you speak at a meeting or gathering, have your talk well prepared in advance. Some suggestions:
 1. Bring greetings from the state officer team.
 2. Express your appreciation for being invited.
 3. Let the audience know that you are knowledgeable about some of the good work that the organization is doing.
 4. If you are at a meeting where parents are present, mention that members appreciate their parent's cooperation and sacrifice even though they often fail to express that appreciation.
 5. Speak a word of appreciation for the organization or group that served the banquet.
 6. Don't talk too long. Ordinarily, a nine to twelve-minute talk, well thought out in advance, and presented effectively, will serve the purpose. Remember--banquet programs have a tendency to last too long.
- M. Learn all you can about your organization on a district, state, and national level. Study the official manual or handbook, and other texts and materials relative to your organization. You will have many opportunities to use this knowledge and to demonstrate your competency.
- N. Of course, avoid telling inappropriate jokes or stories.
- O. REMEMBER. The use of tobacco and alcohol is prohibited while representing the State Association, even if you are of legal age.
- P. Whenever there are any questions pertaining to the State Association, always feel free to ask your State Officer Team Advisor, State CTSO State Advisor or your local advisor.

VII. HOW TO MAKE EFFECTIVE LOCAL CHAPTER VISITS

- A. ARRANGE FOR THE VISIT
 1. Make proper contact with advisor and chapter president by letter.
 2. Allow them to set a convenient date.
 3. Try to learn if there is anything special you can plan for the chapter visit.

B. PREPARE FOR THE VISIT

1. Be well informed about the chapter before you arrive.
2. Know the accomplishments of the chapter, as well as some of its weak points.
3. Know the names of the school superintendent, principal and/or local Career and Technical director.
4. Know the names of the advisor and the chapter officers.

C. Make an effort to meet with the advisor and the officers prior to the chapter meeting or class presentation.

D. VISIT WITH THE LOCAL ADMINISTRATOR

E. PRESENTATION

1. Meet the advisor first, then the president, along with other officers.
2. Extend greetings from the State Association.
3. Express appreciation for the visit.
4. Inform members of the purpose of your visit.
5. Make the members feel that you are one of them.
6. After your presentation, invite questions about your organization's activities. Avoid getting in over your head on questions. If you don't know the answer, or are not sure you are qualified to speak on the subject--say so!
7. Members may be interested in what other chapters are doing, what is being planned for the State Association, contests, activities, etc.
8. Your main task is to inspire chapter members to take advantage of organization opportunities, to set and reach high goals in their career-related experience, and organizational work. But, avoid being a "know-it-all" or getting into the area of "advising." Encourage members to enter chapter, district, state, and national activities.
9. Compliment members and chapters as much as possible on accomplishments.
10. **DON'T BE CRITICAL.** If there are weak points that the chapter wishes to discuss, try to do this in a diplomatic and constructive manner. Remember--pride, once hurt, is often difficult to mend. It is best never to criticize anything unless you have the entire story.
11. USE MEMBER STORIES TO ILLUSTRATE POINTS.
12. Remember and practice the "Six P's for Success." Prior - Proper - Planning - Prevents - Poor - Performance!!!

VIII. COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISORY COUNCIL

This Council will consist of all state presidents from the following Career and Technical education programs:

Secondary

Colorado DECA
Colorado FFA
Family, Career and Community Leaders of America
Future Business Leaders of America
Health Occupations Students of America
SkillsUSA
Colorado TSA

Postsecondary

Collegiate DECA
Delta Epsilon Chi
Health Occupations Students of America
Phi Beta Lambda
SkillsUSA

Adult

Colorado Young Farmers Education Association

PURPOSE:

1. Act as the communication link between all Career and Technical Student Organizations and the Career and Technical Student Organization advisors.
2. Act as a supporting unit for Career and Technical education throughout the year.
 - a. Career and Technical Education Week
 - b. Legislative Day
 - c. Career and Technical Educators' Conferences
3. Act as a source to furnish ideas and suggestions to organization-related activities.
4. Serve as advisory committee to the Career and Technical Student Organization Advisors.

IX. COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISORY COUNCIL TO THE COLORADO COMMUNITY COLLEGE SYSTEM OPERATING POLICIES AND PROCEDURES

Article I. Name

The name of this organization shall be the Colorado Career and Technical Student Organization Advisory Council and the organization shall be referred to hereinafter as the Council.

Article II. Purpose

The purpose of the Council is to serve as an advisory council to the State Career and Technical Student Organization State Advisors of the CCCS, hereinafter referred to as the advisors, and also to act in a liaison capacity between Advisors and respective Career and Technical Student Organizations.

Article III. Functions of the Council

The Council makes recommendations to the Advisors in those matters of interest to the Career and Technical Student Organizations.

Article IV. Membership

A. **Election and Composition of the Council**

The Council membership shall be composed of the State Presidents of respective Career and Technical Student Organizations: Colorado DECA; Colorado FBLA-PBL; Colorado FFA; FCCLA; HOSA; SkillsUSA; and, Colorado Young Farmers Educational Association. If a president is unable to attend a scheduled council meeting, he or she shall secure an alternate representative.

B. **Terms of Members**

Members shall serve on the Council for a term of office of one CTSO Conference year.

C. **Vacancies on the Council**

Whenever a vacancy occurs on the council, the respective Advisors shall be responsible for informing the new appointed president of their council responsibilities.

D. **Voting**

1. Each Council member as defined in Article IV, Section A, shall have one vote on all questions.
2. A legal vote by the Council shall require the presence of a quorum. A quorum shall be a majority of all voting members of the Council.

E. **Selection of Officers for the Council**

1. New officers shall be selected at the first meeting of the Council. The Council shall elect from the voting membership a chair, a vice chair, and a secretary.
3. No member of the Council shall hold the chair position consecutively.

Article V. Duties of Council Members

A. **Duties of Officers**

1. The Chair shall:
 - a. Chair all meetings of the Council.
 - b. Prepare agendas for all meetings.
 - c. Attend the first meeting of the newly selected Council.
 - d. Keep lines of communication in good standing order.
 - e. Report to the Council in writing all actions, decisions, and information received from and given to the Advisors.
2. The Vice Chair shall:
 - a. Assume the duties of the Chair in the absence of the Chair.
 - b. Arrange for appropriate meeting facilities with the representative of the Advisors.
 - c. Act as Parliamentarian for all Council meetings.
3. The Secretary shall:
 - a. Record, publish, and distribute the minutes of the last meeting in advance of all meetings.
 - b. Maintain files of CTSOAC meetings.
 - c. Perform all other duties and functions incident to the office.

B. Duties of Members

1. Each member of the council or alternative representative shall be required to attend all meetings of the Council, unless excused by the Advisors.
2. Each officer team must prepare a Program of Work.
3. The Advisory Council is responsible for the CCCS Board Presentation.
4. Failure to comply with Article V, Section D, Part 1. a., one unexcused absence shall result in automatic dismissal from the Council and within five (5) working days notification of said action will be sent to the ex-representative and the state officer advisor. The respective organization shall not have representation on the council for the rest of the year.
5. All members of the Council shall make recommendations to the Chair to report to the Advisors for action:
 - a. Act as the communication link between all Career and Technical Student Organizations and the Career and Technical Student Organization Advisors.
 - b. Act as a supporting unit for Career and Technical Education throughout the year.
 - (1) Career and Technical Education Week
 - (2) Legislative Day
 - (3) Career and Technical Summer Conference
 - c. Act as a source to furnish ideas and suggestions to organization-related activities.
 - d. Serve as advisory committee to the Career and Technical Student Organization Advisors.
6. Individual Council members shall, on a regular basis, meet and report to their Career and Technical Student Organization to advise and make recommendations to them on matters of interest and concern to students.

Article VI. Meetings

- A. The Council shall meet at least three times a year or as deemed appropriate by the respective Advisors.
- B. Special meetings may be called by the Advisors, as deemed necessary, by written announcement. All Council members must be notified by a certified, written notice or a person-to-person call of each meeting at least one week prior to the meeting.
- C. Meetings will operate in accordance with Robert's Rules of Order, Newly Revised.

Article VII. Compensation for Members

- A. Travel expenses by voting members of the Council to and from the meeting shall be reimbursed at an appropriate rate and shall be paid upon submission to Advisors. Travel expenses for each regular or special meeting shall be paid only to voting members who were in attendance.
- B. Reimbursement information for officers at other Career and Technical Student Organization conferences or activities should be the responsibility of the host association. Material will be enclosed in the invitation.

Article VIII. Amendments

- A. Amendments to these Operating Policies and Procedures shall be initiated by the Council upon a majority vote of the members.
- B. Amendments shall be considered by the Council if submitted two weeks prior to the next meeting. Amendments submitted at Council will be acted upon at the following Council meeting.

- C. Amendments may then be approved by the Council upon two-thirds vote of those in attendance at that Council meeting.

Article IX. Approval

These Operating Policies and Procedures shall become effective upon approval of the Council, and subsequent approval by the President of the Community College and Occupational Education System.

X. COLORADO STATE CAREER AND TECHNICAL STUDENT ORGANIZATIONS CODE OF CONDUCT

Purpose: The Code of Conduct was developed by the Colorado Career and Technical Student Organizations Advisory Council to set the highest standards for personal conduct at official activities.

These regulations will apply to State Officers attending any Career and Technical Student Organization State Officer function, including summer conference. This will include the visitation of other state Career and Technical organizations activities. They do not in any way supersede your own organization's rules at your own respective activities.

State Officers attending a Career and Technical Student Organizations (CTSO) conference are expected to follow their own official dress code. While attending another organization's activities, they will wear casual business attire unless otherwise informed of special activities.

1. The possession or consumption of any intoxicating beverage or illegal drug by any officer is prohibited. The local authorities may be notified of the incident.
2. Officers of the opposite sex are not allowed in sleeping rooms in hotels or motels unless an advisor is present in the room. Any violation of this rule may be considered as misconduct.

A violation of Rules 1 and/or 2 subjects an officer to immediate suspension and, therefore, the officer will be sent home from the conference. Transportation home will be arranged at the officer's expense. Due process will be followed at a later time.

3. Defacing of property--any damages to, or loss of furnishings located on the premise of a CTSO function, will be paid for by the individual responsible. The local authorities may be notified of the incident.
4. The use of tobacco, in any form, by an officer will not be permitted.
5. Any violation of curfew will be considered as misconduct.
6. Officers will be prohibited from conference participation without authorization from State Advisor.
7. Out-of-town officers will spend nights at assigned hotel and in assigned rooms. Conference area officers not staying at the hotel shall be off the grounds of the hotel by curfew or immediately following the last scheduled event.

A Violation of Rules 3 through 7 subjects an officer to suspension, probation, letter of reprimand, or case dismissed. Due process will be followed.

NOTE:

- A. Misconduct is any act that brings criticism or discredit to the Career and Technical Student Organizations.
- B. For the purpose of interpreting these rules, a state or national activity or event will start at the time a CTSO officer leaves home and continues until the officer returns home.

PROCEDURES

NOTE:

Probation shall be interpreted to mean a warning to the individual. Probation will not eliminate the officer from participation in state or national activities or events.

Suspension shall be interpreted to mean that any officer will not be allowed to participate in any state or national activity for a period of the remainder of their term of office. Under suspension, state awards and offices for the individual for the current year shall be withdrawn.

1. All official complaints must:
 - a. be written (or delivered in person) to a State Career and Technical Student Organization State Advisor or mailed to the State CTSO Office within ten (10) working days following the event.
 - b. consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.
2. The affected individual, state advisor, local administrator, and parent or guardian will be notified by letter that an official complaint has been received. Within ten (10) working days following the receipt of the written complaint, they will be notified of the meeting date of the hearing and requested to attend. The individual may elect not to attend the hearing.
3. The State Career and Technical Student Organization Advisors will conduct the hearing and will determine the disposition of the complaint.
4. The following action may be taken in response to a legitimate complaint.
 - a. Case dismissed.
 - b. Letter of Reprimand to all correspondents.
 - c. Officer may be placed on probation until the end of their term of office.
 - d. Officer may be placed on suspension until the end of their term of office.
5. The officer, advisor, local administrator, and parent or guardian (for secondary organization officers) shall be notified by certified mail, in writing, of the decision of the State CTSO State Advisors within ten (10) working days after the hearing.
6. Within ten (10) working days after receiving the decision, the state officer may appeal the decision to the State CTSO State Advisors in writing.
7. Within ten (10) working days, the state CTSO State Advisors must inform the state officer of the scheduled meeting date of the appeals hearing before an unbiased board. The board will consist of three (3) individuals who are not associated with Career and Technical Student Organizations (such as, but not limited to: college/university personnel, local administrators, and business, industry, and/or professional persons). After private deliberation, the decision will be made at the meeting of the board.
8. The state CTSO State Advisors will inform the state officer, advisor, local administrator, and parent or guardian in writing of the Appeals Hearing Committee decision within ten (10) working days after the decision is made.
9. All correspondence will be sent by certified and registered mail.

NEW OFFICER INFORMATION SHEET

NAME _____

DATE OF BIRTH _____ E-MAIL _____

ORGANIZATION _____

OFFICE _____

DISTRICT _____

HOME ADDRESS _____

Street

City

State

Zip

HOME PHONE (_____) _____ CELL (_____) _____

HOME FAX (_____) _____

PARENT'S NAME(S) _____

PARENT'S ADDRESS _____

Street

City

State

Zip

SCHOOL NAME _____

ADMINISTRATOR'S NAME _____

SCHOOL ADDRESS _____

Street

City

State

Zip

SCHOOL PHONE NUMBER (_____) _____ SCHOOL FAX (_____) _____

LOCAL ADVISOR'S NAME _____

LOCAL ADVISOR'S HOME PHONE (_____) _____

LOCAL ADVISOR'S CELL (_____) _____

ADVISOR EMAIL ADDRESS _____

LOCAL ADVISOR'S HOME ADDRESS _____

Street

City

State

Zip

**COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS TRAVEL AUTHORIZATION,
NOTIFICATION, AND CONFIRMATION FORM FOR STATE OFFICERS**

TO BE RECEIVED ONE WEEK PRIOR TO SCHEDULED MEETING

Name of Officer _____ Date _____

This form will serve as authorization for attendance for the above-named State Officer at the following:

Activity and Location _____

Date _____ Mode of Transportation _____

Departure Time: _____ Place: _____ Return Time: _____ Place: _____

Adult or other persons accompanying _____

The Colorado Career and Technical Student Organization Association will reimburse the officer at the following rates for reimbursable items:

- a. Mileage to be reimbursed per organization policy.
- b. Meals at a reasonable cost will be reimbursed--if receipt is submitted.
- c. Lodging at a reasonable cost will be reimbursed--receipt is required (advance permission required unless it is an emergency situation).
- d. Other, such as: parking fee, common carrier (bus, airplane, etc., when prior approval is received)--receipt required.
- e. Air travel expense must be approved prior to travel.

Prior to the date of the scheduled activity, the officer must notify the following persons: (1) his/her parent(s); (2) his/her adviser; (3) the designated school official; each person is to sign below confirming that the officer has notified them and that arrangements have been satisfactorily made between them and the officer for any absences. The officer realizes all schoolwork and/or other responsibilities neglected will have to be completed or made up.

Officer and Parent(s) or Guardian(s): Please be aware that if the officer violates any policies (curfew, drinking, drugs, misconduct, etc.) or in the opinion of the supervisor does not conduct himself/herself in the manner expected of a State Officer, you may be asked to: (1) reimburse the person supervising for the cost of transportation for your son/daughter from the activity site to home; (2) reimburse the school/chapter for the expenses of your son/daughter incurred by the school/chapter for this activity; and/or (3) the State Officer may be removed from office.

State Career and Technical Student Organizations Officers: After this form has been signed, please return it **ONE WEEK*** prior to the activity to:

Career and Technical Student Organizations, State (your organization, i.e., FBLA, FFA, FCCLA, etc.)
Adviser, 9101 East Lowry Blvd., Denver, CO 80230-6011.

*I understand that in order to be reimbursed for related expenses or represent the State of Colorado, this form must be received in the state office by 5 p.m. **ONE WEEK** prior to the scheduled activity, unless authorized by the Career and Technical Student Organizations State Adviser or State Officer Team Adviser.

(State Officer)

(Principal or Director)

(Parent or Guardian)
CTSO8 (8/9/10)

(Adviser)

COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION OPERATING POLICIES AND PROCEDURES AND CODE OF CONDUCT

(In addition to specific CTSO Operating Procedures and Code of Conduct)

VERIFICATION STATEMENT

This is to acknowledge I have read and understand the Policies and Procedures and Code of Conduct under which Colorado State CTSO Offices operate, and specific CTSO operating procedures and code of conduct for my organization.

Student

Date

Organization

Office

Parent

Date

Local Chapter Advisor

Date

Local School Building Administrator

Date

NOTE:

Return this form to the state CTSO office prior to any official CTSO activity.

STATE OFFICER CHAPTER VISIT REPORT

Chapter Visited: _____

Officer Visiting: _____ Date: _____

School Personnel Visited: _____

Classes Visited: _____

Subject of Officer Presentation(s): _____

Class Reactions: _____

Comments pertaining to students: _____

Comments pertaining to advisors: _____

Suggestions for chapter improvement: _____

Additional chapter activities observed and your reactions to these: _____

Additional comments: _____

Respectfully submitted,

(Name)

(Organization/Office)

COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS
MONTHLY STATE OFFICERS ACTIVITIES REPORT

NAME _____ ORGANIZATION _____

OFFICE _____

Covering the period from _____ to _____

1. Attach copies of correspondence you have mailed out.
2. This form must be submitted by the 5th day of the month to your state adviser and state officer team adviser.

Discuss these points:

- | | |
|--|---------------------------------------|
| 1. Correspondence (written and verbal) | 7. National Leadership Conference |
| 2. Presentations/Speeches | 8. District Conference |
| 3. Articles for Publication | 9. Committee Meeting |
| 4. Other Public Relations | 10. Chapter Visits/New & Reactivating |
| 5. State Conference | 11. Miscellaneous |
| 6. Regional Conference | 12. Recommendations/Remarks |

Officer's Signature

Local Adviser's Signature

CVSO19 (06/7/05)

COLORADO STATE OFFICER YEARLY REPORT

NAME _____ ORGANIZATION _____

OFFICE _____ DATE _____

1. Total miles traveled for organization: _____

2. Total days spent in behalf of the organization: _____

3. Number of speeches given: _____

4. Number of letters received: _____

5. Number of letters written: _____

6. Number of chapters visited: _____

7. List chapters that you visited in an official chapter visitation capacity:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

8. List District, State, and National meetings of all organizations you attended as representative of your organization and your capacity while there:

a. _____

b. _____

c. _____

9. Total personal money spent on State Association business this past year: \$_____

10. Suggestions for improvement for your office:

a. _____

b. _____

c. _____

d. _____

