

Within each of the Career and Technical Education Student Organizations (CTSOs), advisors are responsible for a variety of activities including student leadership, community service, competitions, and professional development as outlined below. CTE contributions will differ between CTOSs and schools as we work towards an equitable funding model. Coordinate with your CTE Instructional Facilitator regarding advisor or co-advisor roles, as needed.

| CATEGORY | ADVISOR DETAILS |
|--|---|
| Advisor Responsibilities | <ul style="list-style-type: none"> Initiate the CTOS organization of the chapter activities <ul style="list-style-type: none"> Affiliate and register students for the CTOS Complete and incorporate an annual Program of Work (POW) - submit it to your CTE Instructional Facilitator by the third Friday in May of the current school year. The POW will reflect the upcoming school year. Actively promote CTOS by recruiting members Elect local officers in an equitable and fair manner Train the officers in basic parliamentary procedures to keep meetings running smoothly Hold regular meetings conducted in a businesslike manner Attend local advisors' meetings to keep up with changes Encourage participation in district, state, regional, and national conferences, and competitions Attend and supervise all in planned student CTOS events (conferences, competitions) Meet deadlines for state and national events (dues, conferences, etc.) Collect completed CTOS consent forms for conferences Supervise members and actively encourage participation in activities Adhere to all field trip/extended experience guidelines Provide leadership opportunities to members (guest speakers, workshops, being a good role model, etc.) Assist students in creating adequate chapter records, accounts, and funding action plans Facilitate fundraising based on school and district policies Keep school administration, CTE office, and the public posted on activities and accomplishments Prepare end of school year interview / report from students on the POW |
| Extended Day Stipends ★ The CTE office will submit your name to HR, which will begin your 8-day stipend. | <ul style="list-style-type: none"> You will receive <u>6 extended days = 45 hours</u> (hours outside of your regular workday) These hours do not include the 22.5 hours of CTE Additional Compensation (see below) You will need to document, on the Supplemental Days/Extended Work Year Verification form (HR will send this to you), how you used these hours throughout the year. This form should accompany your CTOS POW Examples of qualifying hours: membership or local leadership meetings, working with members during lunch or prep time, virtual competitions, regional/area competitions, competition testing, judging, planning, and preparing for conferences and competitions The Supplemental Days/Extended Work Year Verification form is submitted in June (prior to leaving for summer) to the CTE office Any activities performed after the Supplemental Days/Extended Work Year Verification form has been submitted will go on the next year's form ★ CTE Director is the supervisor who will sign the Supplemental Days/Extended Work Year Verification Form. |
| Additional Compensation | <p>Additional Compensation hours are requested after the 6-day (first 45 hours) stipend is exhausted and count only for overnight competitions (where supervision is taking place)</p> <ul style="list-style-type: none"> Maximum of 22.5 hours per event (7.5 hours per day * 3 days) <ul style="list-style-type: none"> State Student Competition: up to 22.5 hours National Student Competition: up to 22.5 hours (based on advancement of students at the state level) Hours are for duties performed outside of the advisor's regular workday and/or outside school year hours Additional Compensation Information: <ol style="list-style-type: none"> Request for additional hours through your facilitator Once approved, submit online timesheet <ul style="list-style-type: none"> EXTENDED DAY TS Outsource Code – CTE Activity Performed – Name of the Competition Supervision Must be completed within the payroll period in which the competition took place |

| EXPENSES AND FUNDING | | |
|---|---|---|
| STUDENT AFFILIATIONS/DUES | | |
| <ul style="list-style-type: none"> A student wishing to participate in any co-curricular/extra-curricular CTSO activity must meet minimum eligibility requirements of the organization, which involves paying dues CTE will cover all local, state, and national affiliations/dues for each registered student member All dues are to be paid by the first day in November of the current school year CTSO rosters must be submitted to the CTE Administrative Assistant in the CTE office in addition with the invoice before the invoices can be paid | | |
| TRAVEL | | |
| <ul style="list-style-type: none"> ALL OVERNIGHT TRAVEL MUST BE APPROVED by the Superintendent's Office prior to completing registrations or making any reservations Once the Travel is approved, please send approval confirmation to the CTE Administrative Assistant SEE TRAVEL ARRANGEMENT section on page 3 for specific details | | |
| FIELD TRIPS - One day local classroom extension activities Covered Expenses listed below: | | |
| <p>Upon Prior Approval:</p> <ul style="list-style-type: none"> Substitute coverage Bus transportation to and from the event <p>★ It is recommended that a minimum of two (2) adults supervise a field trip</p> | | |
| SPONSORED LEADERSHIP CONFERENCES Covered Expenses listed below: | | |
| Advisor: | **Chaperone: | Students: |
| <ul style="list-style-type: none"> Registration Airfare Baggage Hotel Meals (not covered by event) Mileage Substitute coverage | <ul style="list-style-type: none"> Registration Airfare Baggage Hotel Meals (not covered by event) Mileage Substitute coverage | <ul style="list-style-type: none"> N/A |
| <p>Transportation:</p> <ul style="list-style-type: none"> Bus transportation to the event and shuttles needed while at the event Bus driver timesheet and hotel for eastside of the state | | |
| COMPETITIONS (Regional/Area, State, National, International) Covered Expenses listed below | | |
| Advisor: | **Chaperone: | Students: |
| <ul style="list-style-type: none"> Registration (in-person and/or virtual) Airfare Baggage Hotel Meals (not covered by event) Milage Substitute coverage | <ul style="list-style-type: none"> Registration Airfare Baggage Hotel Meals (not covered by event) Milage Substitute coverage | <ul style="list-style-type: none"> Registration (MAX \$140.00) ★ All students must qualify for any competition above the initial competition |
| SPONSORED LEADERSHIP CONFERENCES and IN-PERSON COMPETITIONS NOT Covered Expenses listed below | | |
| Advisor: | **Chaperone: | Students: |
| <ul style="list-style-type: none"> Theme Park Tickets Excursions Rental Cars | <ul style="list-style-type: none"> Theme Park Tickets Excursions Rental Cars | <ul style="list-style-type: none"> Airfare Baggage Hotel Meals Theme Park Tickets Excursions |
| <p>**Chaperones (MUST be District approved. Excludes mentors and parents):</p> <ul style="list-style-type: none"> Overnight and Out-of-state field trips require at least two (2) adult supervisors. A male and female adult supervisor is preferred if there are students of all genders Any additional chaperones beyond the 2 required by the district will be covered by the CTSO | | |

TRAVEL ARRANGEMENTS

Use this workflow to prepare for all travel arrangements

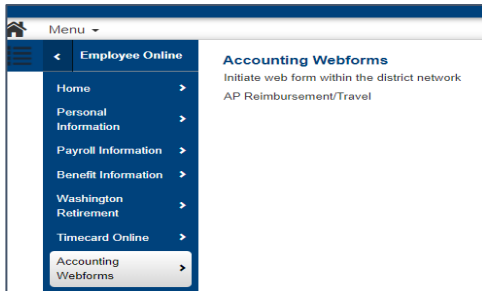
1. Compile your complete list of advisor(s), chaperone(s), and students
2. Complete your travel authorization request as indicated below
3. Send email confirmation to [CTSO Facilitator](#) when approved.
4. Advisors will arrange for their own substitutes in Frontline; CTE will provide the budget code for sub payment to your office manager for reconciliation
5. For field trips, work with [CTSO Facilitator](#) to determine bus transportation needs
6. School buildings are responsible for arranging travel and lodging arrangements and payment. CTE will provide budget code for PCard reconciliation ONLY for approved items listed above.
7. Send copy of itinerary to [CTSO Facilitator](#) Itinerary should include:
 - a. Team name, School, and student roster
 - b. Team advisor/coach, chaperone(s), and contact information
 - c. Lodging reservations
 - d. Flight reservations

TRAVEL AUTHORIZATION REQUEST (PRIOR APPROVAL)

Complete after travel is approved and prior to travel.

★ Advisor must do an online travel form for IN-PERSON events (please note that this can only be completed on district building sites) in [EMPLOYEE ONLINE](#)

ACCOUNTING WEBFORMS – Select AP Reimbursement/Travel



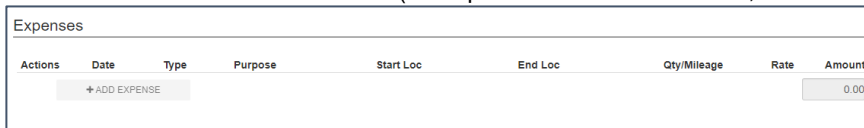
The screenshot shows the 'Employee Online' menu with 'Accounting Webforms' selected. The sub-menu includes: Home, Personal Information, Payroll Information, Benefit Information, Washington Retirement, Timecard Online, and Accounting Webforms. The 'Accounting Webforms' section is expanded, showing 'Initiate web form within the district network' and 'AP Reimbursement/Travel'.

ACCOUNTING WEBFORMS – Select Travel Authorization Record (Prior Approval)



The screenshot shows the 'Travel Authorization Request (Prior Approval)' form. It includes fields for 'Request Date' (11/09/2018), 'Employee' (12209 | TRESS, ANDREA MARIE), and 'Request Type' (Travel Authorization Request (Prior Approval)). There is also a 'Purpose of Trip and Destination or Claim' field and a 'Notes' section.

PURPOSE OF TRIP/DESTINATION (Example: FBLA Fall Conference, Seattle WA)



The screenshot shows the 'Expenses' table with columns: Actions, Date, Type, Purpose, Start Loc, End Loc, Qty/Mileage, Rate, and Amount. There is a '+ ADD EXPENSE' button and a total amount of 0.00.

EXPENSES – Advisor expenses only (student costs DO NOT go here)

★ Take a screen shot for your records before submitting.

Be sure to include flights, hotel, baggage, mileage or transportation to and from airport, and meal stipend. See [Business Information Manual](#) for more information.

TRAVEL EXPENSE REIMBURSEMENT (PRE-AUTHORIZED) – Complete after travel is complete

★ Take a screen shot for your records before submitting.