



CTSO **CTE CLUB** **ADVISOR GUIDE**



**2023 -
2024 SY**

CTSO/CTE Club Advisor Guide: TABLE OF CONTENTS

2023 – 2024 School Year

<u>Membership Requirements</u>	1
<u>Required Advisor Responsibilities</u>	1
<u>CTSO/CTE Club Primary Advisor</u>	2
<u>CTSO/CTE Club Assistant Advisor</u>	2
<u>Expenses and Funding</u>	3
<u>Student Affiliations/Dues</u>	3
<u>Competition Supplies/Materials</u>	3
<u>Travel</u>	3
<u>Field Trips</u>	3
<u>Sponsored Leadership Conferences</u>	3
<u>Sponsored Leadership Conference and Competitions Non-Covered Expenses</u>	3
<u>Competition Covered Expenses</u>	4
<u>Region/Area Covered Expenses</u>	4
<u>State-Covered Expenses</u>	4
<u>National/International Covered Expenses</u>	4
<u>Travel Arrangements</u>	5
<u>Travel Authorization</u>	5
<u>Field Trip Planner</u>	6
<u>Quick Reference Guide</u>	8

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 CTSOs and schools as we work towards an equitable funding model. Coordinate with your CTE Instructional Facilitator regarding advisor or co-advisor roles, as needed.

This handbook has been reviewed by teachers and administrators at Everett Public Schools and is a live document; regularly updated to match changes in CTE requirements or district changes. Any questions about the content included should be directed to CTE@everettsd.org.

MEMBERSHIP REQUIREMENTS

Options –
CTSO (i.e., TSA) or
approved CTE Club
(i.e., Educators
Rising)?

COMPETITIVE MEMBERS:

Since CTE funds are used to pay for the CTSO costs related to membership and participation in competitive and leadership events, **only students who are enrolled in related CTE courses (OSPI Approved) during the 2023-24 school year or were enrolled in a related CTE course in the prior year*, qualify to participate in club competitions and other supported leadership events.**

Competitive members will be affiliated through registration with the CTSO/CTE Club parent organization. Competitive Member participation will be documented and submitted at the end of the school year on the [2023 - 2024 CTSO CTE CLUB Student Roster and Participation Worksheet.xlsx](#)

* Prior year qualification is only valid for the 2023-2024 school year.

** Excludes Middle School.

Students who meet the above requirement will be considered **Competitive Members** of the club and as such are eligible to participate in all CTE-supported club competitions and leadership events. **Certain CTSO-specific membership rules may apply, and it will be up to CTE Advisors to verify those requirements.**

SOCIAL MEMBERS:

We do realize that you may have students who wish to be part of the club who have neither taken nor are enrolled in a related CTE course. These students shall be considered **Social Members** and may participate in club meetings, club competitions, and leadership events but will not be CTE supported and must be self-funded.

Social members will be affiliated through registration with the CTSO/CTE Club parent organization at the student's expense.

CLASSROOM MEMBERS:

All CTE frameworks contain a leadership component that is directly tied to a CTSO/CTE Club. **Students who are enrolled in related CTE courses (OSPI Approved) participate in classroom activities that are tied to the CTSO/CTE Club but are not affiliated members as they do not participate in club competitions and other supported leadership events.**

REQUIRED ADVISOR RESPONSIBILITIES

- **CTSO Chapter Registration:**
 - Affiliate and register students for the CTSO/CTE Club by November 1 of the current school year (or date within the CTSO/CTE Club Affiliation deadline).
 - Create a copy and complete the [2023 - 2024 CTSO CTE CLUB Student Roster and Participation Worksheet.xlsx](#).
 - Share the [2023 - 2024 CTSO CTE CLUB Student Roster and Participation Worksheet.xlsx](#) link in the [2023 - 2024 CTSO/CTE Club Affiliation Documentation](#) by of the current school year (or date within the CTSO/CTE Club Affiliation deadline).
- **Program of Activities/Program of Work:**
 - CTSO/CTE Clubs must develop a full-year calendar of activities using the required **OSPI Program of Activities/Program of Work Template** located in the **CTSO Materials folder**.
 - Each **Program of Activities Program of Work** will need to include dates and descriptions for the selection of officers, regular meetings, competitions, and other elements as outlined in the OSPI template.
 - Each CTSO/CTE Club **Program of Activities/Program of Work** will need to be completed and submitted to the following link: [2023 - 2024 CTSO/CTE Club Affiliation Documentation](#) by November 1 of the current school year (or date within the CTSO/CTE Club Affiliation deadline).
 - Please contact jjacobs@everettsd.org if you require any assistance or have questions regarding this requirement.
- **Club Meetings and Minutes:**
 - Conduct meetings and maintain minutes from these meetings.
 - Use the **Meeting Minute Template** located in the **CTSO Materials folder**.
 - Email the minutes to jjacobs@everettsd.org after each meeting or share a meeting minutes folder which with contains the minutes to jjacobs@everettsd.org
- **Skill Competition:**
 - Participate in at least one regional/area (and state if applicable) CTSO or approved CTE Club competitive event as indicated in the **Program of Activities/Program of Work**.
 - Attend National/International Competition with qualifying students outside of the school year (when applicable)
- **End Year Documentation:**
 - Complete the **CTE Advisor Student Roster and Participation Worksheet** located in the **CTSO Materials folder** by **August 31**.

CTSO/CTE CLUB PRIMARY ADVISOR

- **MUST BE AN EEA and CTE-CERTIFIED TEACHER (Exceptions may apply and must be approved by the CTE Department).**
- CTE will cover up to **1.0 FTE per CTSO/CTE Club Primary Advisor.**
- See **REQUIRED RESPONSIBILITIES** for specific advisor requirements.
- The Primary Advisor will receive **6 extended days** (hours will be based on your CTE FTE and will take place outside the regular workday).
- The CTE office will submit the Primary Advisors' name to HR, which will begin the **extended days** stipend.
- HR will send a **Supplemental Days/Extended Work Year Verification form**; this form will be used to document the **extended days** throughout the year.
- The **Supplemental Days/Extended Work Year Verification form** should accompany the CTSO/CTE Club POW.
 - Examples of qualifying hours: membership or local leadership meetings, working with members during lunch or prep time, regional/area competitions, competition testing, judging, planning and preparing for conferences, attending competitions that fall outside of the school year calendar.
- The building Principal and designated CTE department member will sign the **Supplemental Days/Extended Work Year Verification form**.
- The **Supplemental Days/Extended Work Year Verification form** will be submitted to the CTE office by **August 31** of the current school year.
- Any activities performed after the **Supplemental Days/Extended Work Year Verification form** has been submitted will go on the next year's form.
- Competition hours can be earned after the **extended day's** stipend is exhausted and counts only for **Category 2 Competitive Conferences** where additional responsibilities are taking place.
- Maximum of **22.5 hours** per competitive conference (7.5 hours per day * 3 days).
 - State Student Competition: up to **22.5 hours**
 - National/International Student Competition: up to **22.5 hours** (based on the advancement of students at the state level)
- **Competitive Conference** hours are to be requested through the [CTSO Facilitator](#)
- Once the **Competitive Conference** hours are approved and the competitive conference has concluded, submit an online timesheet.
- Once the **Competitive Conference** hours are approved and the competitive conference has concluded, submit an online timesheet. **EXTENDED DAY TS**
 - Outsource Code – CTE
 - Activity Performed – Name of the Competition Activity
 - Must be completed within the payroll period in which the competition took place.

CTSO/CTE CLUB ASSISTANT ADVISOR

- **MUST BE AN EEA and CTE-CERTIFIED TEACHER (Exceptions may apply and must be approved by the CTE Department).**
- If a CTSO/CTE Club has the following membership level, an Assistant Advisor may be requested:
 - Middle School = 30 or more members
 - High School = 50 or more members
- If an Assistant Advisor is requested CTE will cover **1.0 FTE per CTSO/CTE Club Assistant Advisor.**
- The Assistant Advisor will receive **3 extended days = 22.5 hours** (hours outside the regular workday).
- The CTE office will submit the Assistant Advisors' name to HR, which will begin the **3 extended days = 22.5 hours** stipend.
- HR will send a **Supplemental Days/Extended Work Year Verification form**; this form will be used to document the **3 extended days = 22.5 hours** throughout the year.
- The **Supplemental Days/Extended Work Year Verification form** should accompany the CTSO/CTE Club POW.
 - Examples of qualifying hours: membership or local leadership meetings, working with members during lunch or prep time, regional/area competitions, competition testing, judging, planning and preparing for conferences, attending competitions that fall outside of the school year calendar.
- The building Principal and designated CTE department member will sign the **Supplemental Days/Extended Work Year Verification form**.
- The **Supplemental Days/Extended Work Year Verification form** will be submitted by **August 31** of the current school year (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.

EXPENSES AND FUNDING

STUDENT AFFILIATIONS/DUES

- A student wishing to participate in a co-curricular/extra-curricular CTSO activity must meet the organization's membership requirements, which involve paying dues.
- CTE will cover all local, state, and national affiliations/dues for each eligible student member (Competitive Member).
- Non-eligible student members will not be covered by CTE (Social Member).
- All dues are to be paid of the current school year (or date within the CTSO/CTE Club Affiliation deadline).
- Once members are registered upload rosters and affiliation invoices to the following link: [2023 - 2024 CTSO/CTE Club Affiliation Documentation](#).

Category	CTE	ASB	Paid via
Advisor	x		CTE
Assistant Advisor	x		CTE
Students	x		CTE

- Submit the Invoice via the [2023 - 2024 CTSO/CTE Club Affiliation Documentation](#)
- CTE will pay the complete invoice.
- Competitive members and Advisors are covered.
- Social members will pay into the CTE account. The payment will be coded to the CTE account (contact Shama for the code).

COMPETITION SUPPLIES/MATERIALS

- Some competitions require additional supplies/materials to prepare for competitive events.
- Competition supplies/materials costs must come from the CTSO/CTE Club ASB funds and/or family contributions.
- No student will be excluded due to financial need.

TRAVEL

FOR TIMELINES SEE: [Field Trip Planner – CTSO/CTE Club](#)

- 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 the TRAVEL ARRANGEMENT** section on page 3 for specific details.
- All FIELD TRIPS must adhere to District Policies**
 - [2320P](#)
 - [6213P](#)
 - [Field Trip Procedures](#)

FIELD TRIPS – Classroom Extension Activities

Covered Expenses are listed below:

Upon Prior Approval:

- Substitute coverage.
- District transportation to and from the event.
- **Chaperones (Must be District approved):**
 - It is recommended that a minimum of two (2) adults supervise a field trip.
 - CTE will **only** cover the expenses for two (2) adult supervisors (**Excludes mentors, parents, and spouses**).
 - If the CTSO/CTE Club has an Assistant Advisor this person would be **Adult Supervisor 2**.
 - Chaperones do not receive additional compensation for duties performed outside their working hours. Unless otherwise indicated per contract.

SPONSORED LEADERSHIP CONFERENCES – COVERED EXPENSES

A combination of family contributions and CTSO/CTE Club ASB funds will be used to cover costs for all sponsored leadership conferences. It is expected that CTSOs/CTE Clubs wishing to participate in sponsored leadership conferences will fundraise to cover associated student costs. No student will be excluded due to financial need.

Advisor (Adult Supervisor 1):	**Chaperone (Adult Supervisor 2):	Students:
- Registration - Airfare - Baggage - Hotel - Meals (not covered by event) - Mileage - Substitute coverage	- Registration - Airfare - Baggage - Hotel - Meals (not covered by event) - Mileage - Substitute coverage	N/A

Payments:

Category	CTE	ASB	Paid via
Advisor (Adult Supervisor 1)	x		CTE
Chaperone ** (Adult Supervisor 2)	x		CTE
Students		x	ASB

- Make all the necessary arrangements. All registration and reservations are to be made by the CTSO/CTE Club Advisor.
- Work with the building Treasurer/office Manager to pay all invoices.
- Adult Supervisor (2) expenses will be coded to the CTE account (contact Shama for the code). If Adult Supervisors are invoiced separately submit the Invoice to sdesarda@everettsd.org
- Competitive and Social member student expenses will be paid into the CTSO/CTE Club ASB account

**Chaperones (MUST be District approved):

- 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.
- CTE will **only** cover the expenses for two (2) adult supervisors (**Excludes mentors, parents, and spouses**).
- If the CTSO/CTE Club has a co-Advisor/Assistant Advisor this person would be **Adult Supervisor 2**.
- Chaperones do not receive additional compensation for duties performed outside their working hours. Unless otherwise indicated per contract.

Transportation:

- District transportation to and from the event and shuttles needed while at the event (**maximum \$5,000.00 dollars per trip**).
- District driver timesheet and hotel for the east side of the state).
- District driver accommodations will be made by the CTSO/CTE Club Advisor.

AREA/REGIONAL COMPETITION – COVERED EXPENSES				
A combination of family contributions and CTE Department funds will be used to cover costs for competitive members only to participate in area/regional competitions. No student will be excluded due to financial need.				
Advisor (Adult Supervisor 1):		**Chaperone (Adult Supervisor 2):		Students:
- Registration - Meals (not covered by event) - Milage - Substitute coverage		- Registration - Meals (not covered by event) - Milage - Substitute coverage		- Registration (MAX \$100.00) ★ All students must qualify for any competition above the initial competition.
Payments:				
Category	CTE	ASB	Paid via	- Submit the Invoice to sdesarda@everettsd.org - CTE will pay the complete invoice. - Competitive members are covered. - Social members will pay into the CTE account. The payment will be coded to the CTE account (contact Shama for the code).
Advisor (Adult Supervisor 1)	x		CTE	
Chaperone ** (Adult Supervisor 2)	x		CTE	
Students	x		CTE	
**Chaperones (MUST be District approved): - It is recommended that a minimum of two (2) adults supervise a field trip. - CTE will only cover the expenses for two (2) adult supervisors Excludes mentors, parents, and spouses. - If the CTSO/CTE Club has an Assistant Advisor this person would be Adult Supervisor 2. - Chaperones do not receive additional compensation for duties performed outside their working hours. Unless otherwise indicated per contract.				
Transportation: - District transportation to and from the event and shuttles needed while at the event. - District transportation driver timesheet and hotel for eastern WA locations (maximum \$5,000.00 dollars per trip). - District transportation driver accommodations will be made by the CTSO/CTE Club Advisor.				
STATE COMPETITION – COVERED EXPENSES				
A combination of family contributions and CTE Department funds will be used to cover costs for competitive members only to participate in state competitions. No student will be excluded due to financial need.				
Advisor (Adult Supervisor 1):		**Chaperone (Adult Supervisor 2):		Students:
- Registration - Hotel - Meals (not covered by event) - Milage - Substitute coverage		- Registration - Hotel - Meals (not covered by event) - Milage - Substitute coverage		- Registration - Hotel ★ All students must qualify for any competition above the initial competition.
Payments:				
Category	CTE	ASB	Paid via	- Submit the Invoice to sdesarda@everettsd.org - CTE will pay the complete invoice. - Competitive members are covered. - Social members will pay into the CTE account. The payment will be coded to the CTE account (contact Shama for the code).
Advisor (Adult Supervisor 1)	x		CTE	
Chaperone ** (Adult Supervisor 2)	x		CTE	
Students	x		CTE	
**Chaperones (MUST be District approved): - Overnight/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. - CTE will only cover the expenses for two (2) adult supervisors Excludes mentors, parents, and spouses. - If the CTSO/CTE Club has a co-Advisor/Assistant Advisor this person would be Adult Supervisor 2. - Chaperones do not receive additional compensation for duties performed outside their working hours. Unless otherwise indicated per contract.				
Transportation: - District transportation to and from the event and shuttles needed while at the event. - Bus, van, or air transportation to and from eastern WA locations (maximum \$5,000.00 dollars per trip). - If air travel is used, ground transportation to and from the airport. - If using district transportation, driver timesheet and hotel for the east side of the state - District transportation driver accommodations will be made by the CTSO/CTE Club Advisor. See Payments for the payment process.				

NATIONAL/INTERNATIONAL COMPETITION – COVERED EXPENSES

A combination of family contributions and CTSO/CTE Club ASB funds will be used to cover costs for qualifying competitive members only to participate in national/international competitions. CTSOs/CTE Clubs wishing to participate in national/international competitions are expected to fundraise to cover associated student costs.

No student will be excluded due to financial need.

Advisor (Adult Supervisor 1):				**Chaperone (Adult Supervisor 2):	Students:
- Registration - Airfare - Baggage - Hotel - Meals (not covered by event) - Mileage - Substitute coverage ★ There is no additional compensation for conferences and/or competitions that occur outside of the academic school year. These hours fall under the 6 extended days.				- Registration - Airfare - Baggage - Hotel - Meals (not covered by event) - Mileage - Substitute coverage	N/A
★ Advisor and Chaperone expenses are covered only if students qualify via competitive events and will be competing at the event. Unless this is the first level of competition.					
Payments:				- Make all the necessary arrangements. All registration and reservations are to be made by the CTSO/CTE Club Advisor. - Work with the building Treasurer/office Manager to pay all invoices. - Adult Supervisor (2) expenses will be coded to the CTE account (contact Shama for the code). If Adult Supervisors are invoiced separately submit the Invoice to sdesarda@everettsd.org - Competitive and Social member student expenses will be paid into the CTSO/CTE Club ASB account	
Category	CTE	ASB	Paid via		
Advisor (Adult Supervisor 1)	X		CTE		
Chaperone ** (Adult Supervisor 2)	X		CTE		
Students		X	ASB		
**Chaperones (MUST be District approved. Excludes mentors, parents, and spouses) - Overnight/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. - CTE will only cover the expenses for two (2) adult supervisors (Excludes mentors, parents, and spouses). - If the CTSO/CTE Club has a co-Advisor/Assistant Advisor this person would be Adult Supervisor 2. - Chaperones do not receive additional compensation for duties performed outside their working hours. Unless otherwise indicated per contract.				Transportation: - Ground transportation to and from the airport. Travel Agency: We recommend using CTM, as they have been awarded a state contract, please reach out to Procurement before signing anything or with any questions. - Corporate Travel Management (CTM) Primary Contact: Lynn Kerntz Email: lynn.kerntz@travelctm.com Phone: 206.647.4318	

SPONSORED LEADERSHIP CONFERENCES and COMPETITIONS - NON-COVERED EXPENSES

Advisor:		**Chaperone:	Students:	
- Theme Park Tickets - Excursions - Rental Cars		- Theme Park Tickets - Excursions - Rental Cars	- Airfare - Baggage - Hotel	- Meals - Theme Park Tickets - Excursions

TRAVEL ARRANGEMENTS

Use this workflow to prepare for all travel arrangements

1. Compile the complete list of advisor(s), chaperone(s), and students.
2. Complete the travel expense information as indicated below.
3. Send email confirmation to [CTSO Facilitator](#) when approved.
4. Advisors will arrange for their own substitutes through their Office manager; 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 transportation needs.
6. School buildings are responsible for arranging travel and lodging arrangements and payment. CTE will provide a budget code for PCard reconciliation ONLY for approved items listed above.
7. Send a copy of the itinerary to the [CTSO Facilitator](#).
The 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 EXPENSE REIMBURSEMENT

(REFERENCE: Everett Public Schools Business Manual – [Section 1.05 – Travel Procedures](#))

Approved Field Trip paperwork will be used to as approval of travel for CTE funded Adult Supervisors (2).

PRIOR TO TRAVEL:

Provide the [CTSO Facilitator](#) and [CTE Office Manager](#) and with the following:

- Trip Tracker number (provided by building field trip coordinator).
- Trip Name.
- An estimate of **ALL** out-of-pocket expenses.
- **DO NOT INCLUDE:**
 - Those paid by CTE.
 - Those covered as a part of the conference.

UPON RETURN:

- **SUBMIT** a [REIMBURSEMENT VOUCHER](#) to [CTE Office Manager](#) (email scan) or via inner office mail to Shama Desarda.
- **INCLUDE:**
 - Trip Tracker number (provided by building field trip coordinator).
 - Trip Name.
 - A description **ALL** out-of-pocket expenses.
 - **EXCLUDE:**
 - Those paid by CTE.
 - Those covered as a part of the conference.
 - For uncovered meals use the district per diem.

Meals	In-state	Out-of-state
Breakfast	\$ 15.00	\$ 16.00
Lunch	\$ 18.00	\$ 19.00
Dinner	\$ 31.00	\$ 34.00
Total	\$ 64.00	\$ 69.00

- **ATTACH:**
 - Required receipts (See below excludes meals).
 - Completed and approved field trip forms (page 22 and page 28).

IMPORTANT REMINDERS:

- Be sure to **ONLY** request reimbursement for items you paid for, and your meal per diem.
- **Do NOT** request reimbursement for items paid by CTE or covered as a part of the conference.
- Attach **ALL** your required receipts (**RECIPTS REQUIRED:** Transportation (Taxi, Shuttle, Uber, Parking, Tolls), Luggage (if not paid by CTE), etc.).

FIELD TRIPS

★ **ALL Field Trip MUST FOLLOW Board Policy: [2320P Field Trips](#).**

★ **Check with your building regarding building timelines and requirements.**

- Field trips, when used as a teaching strategy integral to the curriculum or to extra-curricular programs, are educationally sound components in the instructional/extra-curricular programs of the schools.
- Such trips must supplement and enrich classroom/extra-curricular programs by providing learning experiences in an environment beyond the school.

Date	Details	District Representative
August – CURRENT SCHOOL YEAR	Complete and submit field trip paperwork for all forecasted field trips for the upcoming year	Building Field Trip coordinator
September – CURRENT SCHOOL YEAR	Complete the 2023 - 2024 CTSSO/ CTE Club Conference/Competition Planning Guide (NEW) for all forecasted field trips for the upcoming year	NA – Microsoft Form
October – CURRENT SCHOOL YEAR	Follow up to determine if all submitted field trips have been approved	Building Field Trip coordinator
Category 1: Single Day, Extended Day, In-state field trip District policy: 30-days		
Days Prior to Trip	Details	District Representative
CANNOT BE COMPLETED UNTIL FIELD TRIP IS APPROVED BY BUILDING ADMINISTRATION AND CTE HAS BEEN NOTIFIED		
Upon Approval	Promote the Field Trip	CTSO Advisor
When approved and prior to the organization's deadline	Complete registrations and submit them to CTE Office	CTSO Advisor
	Complete any additional reservations not covered	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
30	Communicate if the trip has been canceled	Building Field Trip coordinator
	Secure your DISTRICT APPROVED chaperone	CTSO Advisor
	Secure/request funding See 2023 – 2024 CTSSO/CTE Club Advisor Guide	CTSO Advisor
	★ Extended Day, In-state field trip - TRAVEL EXPENSE REIMBURSEMENT See 2023 – 2024 CTSSO/CTE Club Advisor Guide	CTSO Advisor
	Complete registrations and submit them to CTE Office	CTSO Advisor
	Complete any additional reservations not covered via registration	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
	Secure transportation (i.e., airfare if applicable)	CTE Administrative Assistant
	Secure guest teacher/substitute/class coverage	Building Field Trip coordinator
15	Submit updated itinerary, budget, and trip details (if changed after original request)	Building Field Trip coordinator
	Distribute field trip forms, itineraries, and other documents	Students/Parents
10	Collect and submit all informed consent forms	Building Representative (school nurse)
7	★ Extended Day, In-state field trip - Host an informational parent meeting	Students/Parents
5	Inform of students' absences	Attendance Secretary Building Staff (teachers)
	Verify transportation details	District transportation coordinator
3	Obtain all necessary contact numbers (in case of emergency)	CTSO Advisor
	Review any special medication or personal health care needs ** All medications, prescription and non-prescription, licensed health care professional orders and signed parent/guardian permission for medications must be in the Health Room.	District registered nurse/health room assistant
Day of	The staff member designated to administer medications shall pick up and count medications in the office before departure.	CTSO Advisor
Day of Return or 1 Day After	Upon return, all medications will be counted and returned to the health room along with the paperwork	District registered nurse/health room assistant
	Return all receipts and documentation	Shama Desarda CTE Administrative Assistant
	Update on participant attendance	Attendance Secretary Building Staff (teachers)
	Complete TRAVEL EXPENSE REIMBURSEMENT See 2023 – 2024 CTSSO/CTE Club Advisor Guide	CTSO Advisor
	Submit CTE Additional Compensation See 2023 – 2024 CTSSO/CTE Club Advisor Guide	CTSO Advisor

Days Prior to Trip	Details	District Representative
CANNOT BE COMPLETED UNTIL FIELD TRIP IS APPROVED BY THE SUPERINTENDENT AND CTE HAS BEEN NOTIFIED		
Upon Approval	Promote the Field Trip	CTSO Advisor
Upon Approval	Update the CTE Department that the trip has been approved	Shama Desarda CTE Administrative Assistant
When approved and prior to the organization's deadline	Complete registrations and housing arrangements and submit them to CTE Office Include bus driver accommodations when applicable.	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
	Complete any additional reservations not covered	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
45	Communicate if the trip has been canceled	Building Field Trip coordinator
	Secure your DISTRICT APPROVED chaperone	CTSO Advisor
	Secure/request funding See 2023 – 2024 CTSO/CTE Club Advisor Guide	CTSO Advisor
	Complete TRAVEL EXPENSE REIMBURSEMENT See 2023 – 2024 CTSO/CTE Club Advisor Guide	CTSO Advisor
	Secure transportation (i.e., airfare if applicable)	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
	Secure guest teacher/substitute/class coverage	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
	Submit updated itinerary, budget, and trip details (if changed after original request)	Building Field Trip coordinator
	Distribute field trip forms, itineraries, and other documents	Students/Parents
30	Collect and submit all informed consent forms	Building Representative (school nurse)
15	Host an informational parent meeting	Students/Parents
14	Inform on students' absences	Attendance Secretary
7	Host an informational parent meeting	Building Staff (teachers)
5	Verify transportation details (if using District transportation) Obtain all necessary contact numbers (in case of emergency)	District transportation coordinator
		CTSO Advisor
3	Review any special medication or personal health care needs **All medications, prescription and non-prescription, licensed health care professional orders and signed parent/guardian permission for medications must be in the Health Room.	Building Representative (school nurse)
	The staff member designated to administer medications shall pick up and count medications in the office before departure.	CTSO Advisor
1 Day Prior or Day of	Upon return, all medications will be counted and returned to the Health Room along with the paperwork	District registered nurse/health room assistant
	Return all receipts and documentation (i.e., hotel receipt)	Shama Desarda CTE Administrative Assistant
Day of Return or 1 Day After	Update on participant attendance	Attendance Secretary
	Return all receipts and documentation (i.e., hotel receipt)	Building Staff (teachers)
	Complete TRAVEL EXPENSE REIMBURSEMENT See 2023 – 2024 CTSO/CTE Club Advisor Guide	CTSO Advisor
	Submit CTE Additional Compensation See 2023 – 2024 CTSO/CTE Club Advisor Guide	CTSO Advisor

CTSO/CTE QUICK REFERENCE GUIDE		
CTSO ADVISOR REQUIREMENTS	EEA and CTE Teacher Cert	Must be valid by September 1 of the school year
	CTSO Chapter Registration	Due Nov 1 (or prior to CTSO/CTE Club Affiliation deadline)
	CTSO Affiliation documentation	Due Nov 1 (or prior to CTSO/CTE Club Affiliation deadline)
	Program of Activities / Program of Work	Due Nov 1 (or prior to CTSO/CTE Club Affiliation deadline)
	Club Minutes	Due after each meeting
	End of Year Documentation – Roster, Participation Worksheet, etc.	Due August 31
	Skill Competitions – at least one	Due August 31
MEMBERSHIP	CTE funds membership for students currently enrolled in related CTE Course (or enrolled last year)	CTE funds cannot be used for social members (Social members are students not enrolled in related CTE Courses this year or last year)
ADVISOR STIPEND AND COMPENSATION	One primary advisor per club Stipend = 6 Extended days / 45 hours Requires Supplemental Days Verification Form The form requires the school administrator and CTE signature	Form Due August 31
	Competitive Conference hours available at a maximum of 22.5 hours per Category 2 Competition conference Requires pre-approval from admin	Online Timecard Due within the same pay period as the event
ASSISTANT ADVISOR STIPEND	One assistant advisor per club per member limit Stipend = 3 extended days / 22.5 hours Requires Supplemental Days Verification Form The form requires the school administrator and CTE signature	Form Due August 31
EXPENSES/ FUNDING	Student Expenses Covered • Membership dues • Field Trip transportation • Regional Competition Registration • State Competition Registration and Hotel	Student Expenses NOT Covered: • Airfare/Baggage • Hotel (except State Competition) • Meals • Theme Park Tickets • Excursions
	Advisor & Chaperone (2 Adult Supervisors) Covered Expenses • Sponsored Conferences: ○ Registration ○ Airfare/Baggage/Hotel ○ Meals – not covered by the event ○ Mileage ○ Sub coverage • Regional and State Competition: ○ Registration ○ Hotel ○ Meals – not covered by the event ○ Mileage ○ Sub coverage • National/International Competition: ○ Registration ○ Airfare/Baggage/Hotel ○ Meals – not covered by the event ○ Mileage ○ Sub coverage	Advisor & Chaperone Expenses NOT Covered: • Theme Park Tickets • Excursions • Rental Cars
		Transportation Expenses Covered: • District transportation to and from local and state-sponsored leadership conferences and competitions • District transportation if needed for local and state-sponsored leadership conferences and state competitions • District transportation driver timesheet and hotel to eastern WA locations - limit of \$5000 • Nationals/Internationals ONLY: Ground transportation to and from the airport.
TRAVEL ARRANGEMENTS	All district-required forms are required BEFORE ANY travel occurs.	This includes (when applicable): • Chaperone volunteer application approval • Travel prior approval in Employee Online • Field trip paperwork • District transportation requests • Substitute arrangements in Frontline • Itinerary sent to CTSO Facilitator