

West-MEC is excited to provide a distinctive Career and Technical Student Organization (CTSO) chapter award program for the following Career and Technical Student Organizations: DECA, EdRising, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and Thespians. These Career and Technical Student Organizations must be from a West-MEC member district in order to be eligible for the West-MEC CTSO Chapter Award & Support Program.

Greg Donovan is the founding superintendent of West-MEC leading the district for 20 years. Donovan served for more than 42 years in the education profession. His career journey started in the classroom as a CTE teacher; he then went on to work in the Arizona Department of Education. In his time at Northern Arizona University's Institute for Future Workforce Development, Donovan developed and implemented Career and Technical Education curriculum and facilitated CTED teacher districts. He also served eight years as an elected member of Peoria Unified School District's Governing Board.

CTSO chapters who fulfill the award requirements will have student membership dues paid by West-MEC for the current school year for up to 20 students per chapter and all advisor memberships paid. Any remaining balances will be paid by the chapter/student. Membership numbers will be based on names submitted on ADE State CTSO rosters by October 1<sup>st</sup>. (Second semester will have a February 1<sup>st</sup> deadline for additional student names.) West-MEC will continue to support FBLA and FFA membership dues through the Chapter Affiliation model.

## **The CTSO Chapter Award Program Application is due June 15th.**

### **CTSO Chapter Award Program Requirements**

- Official members of the state and national CTSO
- Have a chapter constitution and bylaws
- Elect chapter officers
- Provide officer training for local chapter officers
- Official membership roster
- Develop an annual program of work that includes activity opportunities for all members
- Conduct four-chapter events, with member participation, per year outside of class time
- Members participate in official leadership and/or competition events above the chapter level (regional, state or national conferences)
- Conduct a member awards recognition that involves parents and other program supporters
- Conduct activities in each of the following categories:

#### Student Development

- Leadership
- Career Literacy
- Scholarship
- Motivational Activities

#### Chapter Development

- Program Recruitment
- Chapter Fundraising
- Public Relations
- Stakeholder Connections

#### Community Development

- Workforce Opportunities
- Environmental Sustainability
- Citizenship
- Community Service

High School \_\_\_\_\_ CTSO \_\_\_\_\_ Sub Group \_\_\_\_\_

Please refer to guidelines for appropriate sub-groups for each CTSO. If there are multiple advisors, ALL advisor names must be included on this cover sheet.

The application should be completed by one of the chapter officers or a committee chairperson. Completed applications must include the requested documents below in order and correctly labeled with attachment titles.

**Turn in with Packet**

- Attachment A – Chapter has a constitution and bylaws (include a copy with the initial application only)
- Attachment B – Chapter officers were elected (include a list of office titles and elected officer names)
- Attachment C – Copy of officer training agenda or sign-in sheets with date and names of attendees
- Attachment D – Membership Roster
- Attachment E – Chapter Program of Activities/Work (attach a copy of the Program of Activities/Work)
- Attachment F – Copy of the official regional and state conference registration
- Attachment G – Copy of awards recognition event program
- Attachment H – A 100 to 150-word description, each, for at least six activities (two from each category below for a total of 6 events). The description should detail how the activities supported student, chapter, and community development.

**Include all attachments in order and labeled**

Student Development

- Leadership
- Career Literacy
- Scholarship
- Motivational Activities

Chapter Development

- Program Recruitment
- Chapter Fundraising
- Public Relations
- Stakeholder Group Relations

Community Development

- Workforce Opportunities
- Environmental Sustainability
- Citizenship
- Community Service

By signing below, we certify that all requirements have been met:

Chapter Officer Name (Please type or print)	Chapter Officer Signature	Date
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Chapter Advisor Name (Please type or print)	Chapter Advisor Signature	Date
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Chapter Advisor Name (Please type or print)	Chapter Advisor Signature	Date
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Chapter Advisor's Email Address  
(Please type or print)

Local Director Name (Please type or print)	Local Director Signature	Date
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New CTSO chapters who fulfill the abbreviated award requirements below will have student membership dues paid by West-MEC for the current school year for up to 20 students per chapter and all advisor memberships paid. Any remaining balances will be paid by the chapter/student. Membership numbers will be based on names submitted on ADE State CTSO rosters by October 1<sup>st</sup>. (Second semester will have a February 1<sup>st</sup> deadline for additional student names.) West-MEC will support FBLA and FFA membership dues through the Chapter Affiliation model.

## **NEW CTSO Chapter Award Program Requirements**

**Chapter applications are due October 1st.**

### **Due October 1st**

- Official members of the state and national CTSO
- Have a written chapter constitution and bylaws
- Elect chapter officers
- Provide officer training for local chapter officers
- Develop an annual program of activities/work that includes activity opportunities for all members.

### **To Be Completed During the First Year**

- Official members of the state and national CTSO
- Have a chapter constitution and bylaws
- Elect chapter officers
- Provide officer training for local chapter officers
- Provide a membership roster
- Develop an annual program of work that includes activity opportunities for all members
- Conduct four-chapter events, with member participation, per year outside of class time
- Members participate in official leadership and/or competition events above the chapter level (regional, state or national conferences)
- Conduct a member awards recognition that involves parents and other program supporters
- Conduct activities in each of the following categories:

#### Student Development

- Leadership
- Career Literacy
- Scholarship
- Motivational Activities

#### Chapter Development

- Program Recruitment
- Chapter Fundraising
- Public Relations
- Stakeholder Connections

#### Community Development

- Workforce Opportunities
- Environmental Sustainability
- Citizenship
- Community Service

## New CTSO Chapter Award Application

High School \_\_\_\_\_ CTSO \_\_\_\_\_ Sub Group \_\_\_\_\_

Please refer to guidelines for appropriate sub-groups for each CTSO. If there are multiple advisors, **ALL** advisor names must be included on this cover sheet.

The application should be completed by one of the chapter officers or a committee chairperson. Check the items below as complete and fill in the blank spaces. The completed application must include the requested documents in order and correctly labeled with attachment titles.

**Turn in with Packet**

- Attachment A – Chapter has a constitution and bylaws (include a copy with the initial application only)
- Attachment B – Chapter officers were elected (include a list of office titles and elected officer names)
- Attachment C – Copy of officer training agenda or sign-in sheets with date and names of attendees
- Attachment D – Membership Roster
- Attachment E – Chapter Program of Activities/Work (attach a copy of the Program of Activities/Work)

By signing below, we certify that all requirements have been met:

_____ Chapter Officer Name (Please type or print)	_____ Chapter Officer Signature	_____ Date
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_____ Chapter Advisor Name (Please type or print)	_____ Chapter Advisor Signature	_____ Date
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_____ Chapter Advisor Name (Please type or print)	_____ Chapter Advisor Signature	_____ Date
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_____ Chapter Advisor's Email Address (Please type or print)		
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_____ Local Director Name (Please type or print)	_____ Local Director Signature	_____ Date
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**Career and Technical Student Organizations | Support**

West-MEC will provide support for the following Career and Technical Student Organization (CTSO): DECA, EdRising, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and Thespians. These Career and Technical Student Organizations must be from a West-MEC member district, have an official chapter with the appropriate Arizona State Association, and have earned the CTSO Chapter Award.

West-MEC will support Career and Technical Student Organizations (**DECA, EdRising, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and Thespians**) in the following manner:

- **CTSO student membership dues, for up to 20 students per chapter and all advisors.**

CTSO chapters who fulfill the award requirements for the current school year will have up to 20 students per chapter and all advisor memberships paid. **Please discuss the payment process with your local CTE director.** Membership numbers will be based on names submitted on ADE State CTSO rosters by October 1<sup>st</sup>. (Second semester will have a February 1<sup>st</sup> deadline for additional student names.) West-MEC will continue to support FFA and FBLA membership dues through the Chapter Affiliation model.

In addition, Chapter must have been awarded and therefore, will receive reimbursement for the following leadership and competitive activities as outlined below.

- **Registration fees for students and advisors to participate at in-state regional and state leadership and competitive activities.** (two event maximum)

Each chapter may submit an invoice for registration reimbursement of two statewide or local, regional events. West-MEC will not provide funding for camps, sporting/entertainment events, student observers, chaperones or alternate competitors. Registration fees are limited to no more than \$75.00 per student, per event. The intent is to encourage year-round fall and spring activities.

This area is limited to registration costs only. The invoice must include the event, the number of students who participated, and the registration cost per student. The invoice must also include the number of teachers who participated and the registration cost per teacher.

- **National registration up to \$125, plus travel/lodging costs up to \$750 for each student participating in national competitive activities. Students must have earned the right to compete through the state qualifying competition.** (one event maximum)

The invoice must include the event date, location, contest, team member names, registration fee up to \$125 and documentation for travel/lodging costs up to \$750.

- **National travel costs for one advisor per chapter to accompany students who have earned the right to participate in a national competition.**

Travel costs include:

- Conference registration
- Air transportation and lodging
- Ground transportation (rental car, taxi fare, etc.) up to \$500

The invoice for reimbursement must include a copy of the home district travel claim form, excluding food expenses, approved for payment and copies of the receipt documentation. The check will be a reimbursement to the home district, not the chapter.

**Additional Information:**

- Every request for payment must be invoiced to West-MEC on the supporting reimbursement form. This request must include all back-up documentation, and be signed by the member district CTE Director. There are separate West-MEC invoice forms for in-state activities and national competition.
- Please submit invoices in the semester in which the event occurred. Signed invoices and completed documentation must be submitted to West-MEC by June 15, except for those events that occur after June.
- Requests with missing documentation will not be processed, and delays that are not resolved before the end of the fiscal year will result in a loss of reimbursement.

**DUE DATES:** (any date listed below that falls on a weekend will be due the following Monday)

February 15<sup>th</sup> – All fall semester CTSO reimbursements due

June 15<sup>th</sup> – All spring semester CTSO reimbursements due (with the exception of June travel)  
Affiliate Award applications due

July 15<sup>th</sup> – Any national travel reimbursements from June events

West-MEC is excited to provide a distinctive Career and Technical Student Organization (CTSO) chapter award program opportunity for JROTC Units. The JROTC program must be from a West-MEC member district in order to be eligible for the West-MEC CTSO Chapter Award & Support Program.

The JROTC unit, which fulfills the award requirements, will have a lump sum reimbursement provided to them for activities outlined in this document.

### **JROTC - CTSO Chapter Award Program Requirements**

#### **Due June 15th**

- Official members of a JROTC
- Have a written Cadet Handbook with Rules and Regulations
- Organizational Chart with Names that includes Job Tasks and Descriptions of Each Job
- Provide officer training through Leadership Academy, Field Training Exercises, and/or Junior Cadet Leadership Camp (JCLC)
- Develop an annual Schedule of Events.
- Conduct at least four unit events per year outside of class time
- Unit members must compete at an official Regional Event or Competition
- Unit members must participate in at least four unit events outside of class time
- Conduct an awards recognition event outside of the normal classroom that involves parents and other program supporters
- Conduct activities in each of the following categories:  
*(Minimum of two sub-activities for each category below and at least four of the events must have occurred outside of class time)*

#### Student Development

- Leadership
- Career Literacy
- Scholarship
- Motivational Activities

#### Chapter Development

- Program Recruitment
- Chapter Fundraising
- Public Relations
- Stakeholder Connections

#### Community Development

- Workforce Opportunities
- Environmental Sustainability
- Citizenship
- Community Service

## JROTC CTSO Chapter Award Application

High School \_\_\_\_\_ Unit \_\_\_\_\_

### The JROTC - CTSO Chapter Award Application is due June 15<sup>th</sup>

The application should be completed by one of the unit officers or a committee chairperson. The completed application must include the requested documents in order and correctly labeled with attachment titles.

#### Turn in with Packet

- Attachment A – Cadet Handbook with Rules and Regulations
- Attachment B – Organizational Chart with Names that includes Job Tasks and Descriptions
- Attachment C – Provide officer training through Leadership Academy, Field Training Exercises, and/or Junior
- Attachment D – Annual Schedule of Events
- Attachment E – Copy of the official regional, state, or championship event registration
- Attachment F – Copy of awards recognition event program
- Attachment G – A 100 to 150-word description, each, for at least six activities (two from each category below for a total of 6 events). The description should detail how the activities supported student, chapter, and community development.

#### Student Development

- Leadership
- Career Literacy
- Scholarship
- Motivational Activities

#### Chapter Development

- Program Recruitment
- Chapter Fundraising
- Public Relations
- Stakeholder Connections

#### Community Development

- Workforce Opportunities
- Environmental Sustainability
- Citizenship
- Community Service

By signing below, we certify that all requirements have been met:

_____ Unit Officer Name (Please type or print)	_____ Unit Officer Signature	_____ Date
_____ Unit Advisor Name (Please type or print)	_____ Unit Advisor Signature	_____ Date
_____ Unit Advisor Name (Please type or print)	_____ Unit Advisor Signature	_____ Date
_____ Local Director Name (Please type or print)	_____ Local Director Signature	_____ Date



West-MEC will provide support for the following Career and Technical Student Organization (CTSO): JROTC. The JROTC Unit must be from a West-MEC member district and have an official chapter with the appropriate Arizona State Association.

West-MEC will support Career and Technical Student Organizations (**JROTC**) in the following manner:

- **JROTC registration, travel, and lodging expenses for students and advisors to participate in official competitions or events up to \$2,500 per unit.**

#### Competitions

Air Rifle Team  
Drill Team

Adventure Team  
Academic Team

Orienteering Team  
Color Guard | Honor Guard

#### Events

Curriculum in Action (CIA)  
Field Days

Field Training Exercise (FTX)  
Community Service

Junior Cadet Leadership Camp (JCLC)

#### Additional Information:

- Every request for payment must be invoiced to West-MEC on the JROTC reimbursement form. This request must include all back-up documentation, and be signed by the member district CTE Director.
- Please submit invoices in the semester in which the event occurred. Signed invoices and completed documentation must be submitted to West-MEC by June 15, except for those events that occur after June.
- Requests with missing documentation will not be processed, and delays that are not resolved before the end of the fiscal year will result in a loss of reimbursement.

**DUE DATES:** (any date listed below that falls on a weekend will be due the following Monday)

February 15<sup>th</sup> – All fall semester JROTC reimbursements due

June 15<sup>th</sup> – All spring semester JROTC reimbursements due (with the exception of June travel)  
Affiliate Award applications due

July 15<sup>th</sup> – Any championship travel reimbursements from June events