

CTSO ADVISOR CONTRACT

DUE to High School CTE Coordinator September 22, 2017

School: _____

CTSO: _____

Lead Advisor: _____

Assistant Advisor: _____

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Important dates and requirements Due Sept 2017, Due May 2018

CTSO Advisor contract completed by the advisor and assistant – due September 22nd 2017 ☆

- **CTSO Verification Report due to High School Coordinator May 5, 2018** ☆
- **Student officer chapter history/Blog due May 5th** ☆
- Advisors and assistants **must be content-endorsed instructors teaching approved CTE courses.** ☆

CTSO Advisory duties and responsibilities

Registration

- **Complete State and National chapter registrations (10 students minimum). Must include a receipt of payment. Due as soon as the final registration is completed.** ☆
- Register and supervise students at local, regional and state workshops and conventions
- **Submit a copy of the national roster due May 5th** ☆

Organization

- Register chapter at school as required by the Utah State Legislature
- **Chapter information guide due September 22nd** (list of state and chapter officers)
- **Chapter must include a full and active chapter leadership team** ☆
- **Student Officers keep a chapter history due May 5th** ☆
- Keep school administrators informed of your activities and activities
- Coordinate transportation for chapter activities
- Recognize chapter and student achievement through promotional media

Leadership Training

- Supervise chapter meetings
- **Provide students with co-curricular training and professional development experiences** ☆
- Organize the election and training of CTSO officers

Supervision

- **Supervise students at fall leadership conference** ☆
- **Supervise students at state sponsored competitions** ☆
- **Supervise students at state competitions** ☆
- Supervise students at national conferences when applicable

Professional Responsibilities

- Involve subject area teachers in the student organization ☆
- Complete and submit the application and the yearend evaluation to your high school coordinator.
- Meet all deadline requirements

Do you have a state officer this year?

State officer: _____

State Office: _____

I understand the requirements as School CTSO Advisor and agree to the conditions stated in *The CTSO Advisor Packet* in order to be eligible for extra compensation.

Advisor Signature: _____

Assistant Advisor Signature: _____

CTE Coordinator Signature: _____

☆ **Required to receive the full compensation**