



*Career and Technical
Education Student
Organization Guidelines*

2024-2025

CTE DEPARTMENT CONTACT INFORMATION

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KENNEDALE INDEPENDENT SCHOOL DISTRICT

CAREER AND TECHNICAL EDUCATION PROGRAM NON-DISCRIMINATION POLICY

Kennedale ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Stephanie Devlin, Director of Counseling Services, 120 W Kennedale Pkwy, Kennedale, Tx 76060, 817-563-8000, devlins@kisdtx.net.

KENNEDALE INDEPENDENT SCHOOL DISTRICT

NOTIFICACION PUBLICA DE NO DISCRIMINACION EN PROGRAMAS VOCACIONALES

Kennedale ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: Stephanie Devlin, Director of Counseling Services, 120 W Kennedale Pkwy, Kennedale, Tx 76060, 817-563-8000, devlins@kisdtx.net

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WHAT IS A CAREER AND TECHNICAL STUDENT ORGANIZATION?

The term 'Career and Technical Student Organization' (CTSO) means an organization for students enrolled in a Career and Technical Education [CTE] program that engages in career and technical education activities as an integrated part of the instructional program. Students participating in these organizations have a unique opportunity to develop leadership skills, strengthen occupations skills through competition, and develop personal characteristics.

Kennedale Affiliated CTSO's

- FBLA
- TAFE
- TSA



Any affiliated student organization or group representing Kennedale ISD must follow all CTSO and Kennedale ISD guidelines and policies. All travel must be approved by the campus principal and the CTE office prior to submission of registration or travel documents. All affiliate organizations or student clubs must have approved advisors in attendance to travel and represent Kennedale ISD.

As an integrated part of the program offering, CTSOs are operated as co-curricular student activities rather than extra-curricular activities. When operated as an integral and active part of each career program, CTSOs are powerful education tools in the classroom. It is essential that the designated CTSO is affiliated with the related program area to reinforce and provide application of both academic and career classroom instruction.

CTSO's are individually incorporated entities operating under a constitution and/or charter and bylaws. The organizations are directed by an executive board comprised of the state officers (students elected by the organization's membership), state program supervisor, state coordinator, and local advisors. The local advisors are members involved in the associated career program areas.

A CTSO's successful operation is contingent upon an effective and informed advisor. An advisor is responsible for recruitment, organizational management, preparation for competition, chaperoning, participation in specific functions at conferences, and fiscal management of the CTSO. This document is a valuable resource that provides pertinent information on the overall effective management and advisement of students in CTSOs.

This document prepares individuals and provides information to perform the advisory tasks in organizing and operating a highly successful Career and Technical Student Organization (CTSO) for the Kennedale Independent School District. This guide includes roles and responsibilities of advisory leadership, maintaining a CTSO, overview of all CTSOs, CTSO operating guidelines, and the use of funds for CTSOs.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS GOALS

Career and Technical Student Organizations (CTSO) are designed to prepare all students in the areas of leadership, citizenship, teamwork, and a competitive work environment. Career and Technical Education courses provide all students opportunities to prepare for secondary and post-secondary education, career preparation and advancement, meaningful work, and active citizenship. Kennedale I.S.D.'s Career and Technical Student Organizations have ten (10) goals that will provide all Kennedale I.S.D. students with the academic and personal skills necessary to succeed in the global market of the 21st century:

CTSOs provide co-curricular activities that strengthen and reinforce the overall CTE educational experience.

CTSO and CTE education should include curriculum to:

1. Motivate and involve students to participate
2. Develop leadership skills
3. Educate students in government leadership
4. Help students to develop and achieve high skill levels
5. Enhance student self-esteem and self confidence
6. Develop work-based skills and employment ethics
7. Assist students in developing and setting high standards and expectations
8. Teach students about the importance of partnerships and networking
9. Incorporate school-based learning with work-based learning
10. Develop student skills to become a productive citizen

To establish an effective CTSSO, teachers should do the following:

1. Inform prospective students and their parents about the CTSSO
2. Assist students in running and operating successful CTSSO activities year around
3. Encourage involvement from all students in the pathway
4. Provide up to date information about their CTSSO to the CCMR Coordinator
5. Instruct students in leadership and personal development
6. Provide opportunities and prepare students for competition
7. Recognize students for achievement
8. Understand national and state organization curriculum to implement leadership activities
9. Partner with other CTSSOs in campus-based service projects
10. Establish goals to run and operate a successful CTSSO
11. Understand local, state, and national CTSSO guidelines
12. Align CTSSO activities with curriculum
13. Stay informed about their CTSSO through the state and national website
14. Build school and community support for the programs
15. Encourage and enforce proper student behavior at activities and events
16. Motivate and encourage students in teamwork
17. Encourage students to take responsibility for their own learning
18. Build good community relations

GENERAL INFORMATION

Section 1: Establishing a CTSO

The campus based CTSO can provide a valuable learning experience, as well as motivation and recognition for students, the program, and the advisor. Advisors should ensure success by seeking information and encouraging student participation and leadership.

To establish a CTSO, teachers should do the following:

- ✓ Learn about the national organization and where it can help in the curriculum for your CTSO
- ✓ Establish goals aligned with state/national/local organizations
- ✓ Prepare students to develop and manage a program of activities that serves the needs of students, school, and community
- ✓ Encourage students to pursue leadership and competition recognition opportunities
- ✓ Help students run effective chapter meetings
- ✓ Make the most of student partnership, (business, civic organizations, charities)

Other advisors in the school can be valuable allies. For example, if a CTSO chapter designs digital media products for fund-raising, then other CTSOs might market and sell them. Such cooperation enhances extended learning opportunities and provides some cross training as students are exposed to other areas.

Section 2: Benefits and Responsibilities

The CTSO advisor makes a positive difference in students' lives by developing their potential for citizenship, leadership, teamwork, personal growth, and career success. The experience should provide opportunities at the local, district, region, state, and national levels.

Students benefit from CTSO experiences that do the following:

- ✓ Make school-to-career connections for students
- ✓ Develop students' career and leadership skills
- ✓ Prepare students to be responsible citizens
- ✓ Earn students' recognition and build their self-confidence

The advisor may provide these benefits to students by doing the following:

- ✓ Supervising CTSO activities year-round and aligning those activities with curriculum
- ✓ Facilitating, encouraging, and promoting the CTSO at all levels
- ✓ Working with local and state staff to coordinate CTSO activities
- ✓ Recruiting prospective students and informing their parents about the CTSO
- ✓ Instructing students in leadership and personal development
- ✓ Encouraging involvement of all chapter members in activities
- ✓ Preparing students for involvement in competitive events and awards programs
- ✓ Encouraging students to be team players
- ✓ Integrating experiential and classroom learning with recognition opportunities
- ✓ Motivating and encouraging students to take responsibility for their own learning
- ✓ Building good community relations and recognition for their schools

Section 3: Chapter Activities

CTSO activities should support student development and chapter development.

Student development activities should include the following:

- **Leadership** activities that help student develop technical, human relations, and decision-making skills to enhance personal success
- **Healthy** lifestyle activities that promote the well-being and self-esteem of students, mentally and physically
- **Scholastic** activities that develop a positive attitude toward lifelong learning experiences
- **Citizenship** activities that promote and encourage members to become active, involved citizens of their schools, communities, and country
- **Career skills** activities that develop occupation and career skills through a progressive learning environment
- **Awareness** activities that help the public become better informed about career and job opportunities

Chapter development activities should include the following:

- **Chapter recruitment** activities that increase education, enrollment, and/or membership in the national organization
- **Financial** activities that encourage financial management among members
- **Public relations** activities that promote a positive image and inform students, parents, school officials, and the community about CTSO programs and member accomplishments
- **Leadership** activities that develop teamwork and cooperative skills among chapter members
- **Support** group activities that develop support and maintain positive relations among the CTSO, parents, community leaders, and industry

Section 4: CTSO Cluster Crosswalk

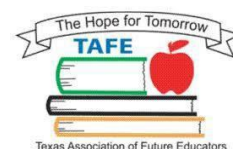
Business, Management, Marketing, and Finance
Information Technology



Arts, A/V Technology Communications
Information Technology
Science, Technology, Engineering & Mathematic
(Implementing 2024-25 School Year)



Education and Training



PROCEDURES AND OPERATIONS OF CTSO'S

Section 1: Chapter Requirements

The following are the activities to be incorporated in each CTSO:

- Recruiting and enrolling members
- Selecting officers and conducting meetings
- Leadership development, team building, and community service activities
- Fund-raising and fiscal management of student activity account
- Public relations and marketing the chapter
- Student Recognition programs
- Competitions and leadership activities at the local, district, region, state, national levels

All chapter activities require communication among advisors, officers, members, and parents. A means of communication must be established for each student organization.

Section 2: Constitutions and Bylaws

Each student organization is governed by its own constitution and bylaws. These bylaws describe governing structure for the organization, including the officers to be elected and requirements to run for office, and meeting attendance.

- Each CTSO will adhere to the Organization's constitution and bylaws as well as Kennedale ISD policies.

Section 3: Membership Dues and Registration

An annual review by the CTE department will evaluate the payment of membership dues and review the fees paid by students. For the 2024-2025 school year, dues will be paid by each chapter. CTE state and federal funds will not go towards paying chapter or student dues. However, state funds will be used to pay advisor dues.

Section 4: Officers

Participation in a CTSO is a great way to build interest in a program, as well as develop the competitive nature of students. Serving as an officer builds leadership and character. In addition to campus level officer positions, CTSOs offer officer opportunities at area, district, region, state, and national levels.

Local officer names and titles must be submitted to the KISD CCMR Coordinator by **September 30th** of each school year.

Student Officer wishing to run for District, Area, State, or National office must follow and adhere to the procedures below.

- Before a student runs for an officer position beyond the local level, the following procedures will need to be followed. Remember that any higher position will require the sponsor to attend as well, serving as the KISD representative.
- Submit a request to the CCMR Coordinator for approval. Do not proceed with a campaign prior to receiving approval.
- In your request, include the following:
 - Organization
 - Student Name, including current grade level
 - Officer Position being sought
 - Duties and responsibilities of the officer

- Dates of events associated with the position
 - Funding providing by the CTSO
- The officer positions that will be considered for student travel and possible financial assistance are listed in the appendix of this book.
- Advisors wishing to run District and State officers shall schedule a meeting with the Campus Administration along with the CCMR Coordinator, prior to declaring candidacy. A date for the meeting should be scheduled at least six weeks prior to application deadline or elections.

Section 5: Chapter Meetings

- Chapters should meet a minimum of once per six weeks. A meeting agenda must be created prior to the meeting and minutes must be recorded during the meeting.
- Standards for meeting minutes and attendance may be found in the chapter handbook.
- Documentation of chapter meetings are to be maintained for 2 years.

Section 6: Finance Activity Account

- Advisors must maintain fiscal responsibility and adhere to the Kennedale ISD Activity Fund Guidelines
- All deposits must be completed within the same day funds are received and money must never be left in the classroom or laboratory unattended/unsecured or overnight.
- Any monies spent from activity fund must be voted upon by membership and recorded in the meeting minutes.
- Advisors must oversee and confirm accuracy in the Chapter Ledger of the activity account. Advisors shall be responsible for ensuring financial accountability and shall implement checks and balances in order to accomplish the organization's purposes at the campus level.
- *Monthly financial reports of cash disbursements and payments must be available at all times for review by campus administrator or CCMR Coordinator.*
- Advisors must attend annual money handling procedures training provided by the High School.

Section 7: Fundraising

- Each chapter can fundraise to pay for dues, activities, and competition costs as needed.
- Fundraising can be a source of support for the CTSO.
- These funds will be deposited by the sponsor in the appropriate activity account according to the guidelines set forth by Kennedale ISD.

Section 8: Competition

All CTSO participation will adhere to the UIL No Pass/No Play guidelines when considering student eligibility for attending competition and or local/district/regional/state/national events.

Local Only – These are contests designed for areas which do not advance to the district, area, regional, state, or national levels.

Local, District, Area, Regional, State, and National – These contests have an elimination process and have a next level of advancement.

Participation/Eligibility:

Each CTSO Advisor will make this first level competition available to their students through their designated CTSO.

Student Participation Guidelines:

1. Students must be a paid member of the CTSO they are competing with.

2. Students must be eligible under UIL eligibility rules.
3. Students must have approval of campus administration to attend competition

Due to budget constraints no CTSO may enter more than a total fifteen (15) student entries into CTSO events that advance beyond the local level.

Section 9: Student Travel

Guidelines – CTSO

Competitions Events:

District, Area, Regional, State, - Student

- Registration for skilled contests – Paid by the CTE Department
- Hotels – Paid by the CTE Department
- Meals – Paid by the CTE Department
- Transportation (District vehicles or buses) – Paid by the CTE Department

National Events are paid by CTSO.

Non-covered expenses

- Membership Dues
- Excursions or activities, at any contest/competition level, not included in the lowest level of registration.
- CTSO Student Officers – the district will not cover any costs associated with holding a CTSO office.

Field Trips:

Field trips will be approved on a case-by-case basis.

Requirements

- Must align with the course TEKS
- Must take place so as to not cause a disruption in normal school bus drop off and pick up times.
- Request for approval must be made using district or campus field trip form
- Must be approved by both the campus Principal and CCMR Coordinator (Principal approval does not guarantee CCMR Coordinator approval)
- Available funding
- Students must be currently enrolled in and attending the course with which the field trip is aligned at the time the field trip is taken

Covered Costs

- Transportation

Non-Covered Costs

- Food
- Registration, entry, or ticket fees
- Any other associated costs

Additional Competition Requirements and Safeguards

- In events with little or no other competitors at District/Area/Regional competitions, there should be a campus-level competition prior to advancing to State.
- Travel will be funded by CTE for skills-based events only, including written events.
- Student must be a current member and in good standing of the local Career and Technical Student Organization (CTSO) and meet national and state CTSO guidelines for

membership at the local level.

- Students must be 9th – 12th graders and meet one of the following requirements:
 - Have completed a CTE class, either a semester or year long, the previous year while in high school.
 - Have completed a CTE class in the first semester of the current school year.
 - Be currently enrolled in, and attending, a CTE class, either a semester or year long, at the time of CTE-related travel.
- Students must be competing in a skilled contest/competition that is recognized by the CTSO as one that advances from district/regional/area to state or district/regional/area to state to national.
- Students who have earned advancement to state contest/competition through participating and placing in a skilled event at district/regional/area and will compete in the same skilled event at state contest/competition, may travel to state contest/competition.

Approvals Required and Actions Necessary Prior to Trip

- All travel requests must be submitted at least four weeks (30 business days) prior to the trip.
- The district will not approve overnight lodging for competitions taking place within 60 miles of Kennedale ISD.
- All forms need to have advisor signature and campus principal signatures prior to being sent to the CCMR Coordinator for approval.
- All forms will be forwarded at the central office for additional required approvals – no last- minute approvals are available. Please adhere to the timelines specified to ensure that your trip has the greatest chance of approval.
- For individuals and teams advancing to the next level of competition all travel must be submitted the next school day following the qualifying competition.
- District Field Trip Procedure and Forms required for all student travel.
- Additional documents submitted to CCMR Coordinator:
 - Who Will Be Traveling
 - Official agenda/timeline of events from the student organization

Supervision of Students

- Attending advisors for overnight travel will be required to include gender-specific advisors for each gender traveling. The recommended advisor to student ratio is 15 students to every 1 adult advisor. The number of advisors traveling with students will be determined on a case- by-case basis with approval of the CCMR Coordinator.
- All chaperones must be employees of the district, preferably the student's teacher. For large groups the campus should provide an administrator, or you can contact the CTE office for district support.
- No high school student is authorized for travel to required official organizational functions without an adult advisor. No organizational activity will be considered mandatory to the point that an individual student has to attend if an advisor cannot accompany him or her.

Section 10: Alternate Travel

Students must travel with the group for competitions.

Section 11: Student Competitor Behavior

CTSO chapter advisors are responsible for ensuring student behavior and conduct is appropriate at all CTSO activities and events.

Students, advisors, and teachers chaperoning students to student organization conferences and other activities are responsible for the behavior and conduct of students under their supervision.

Student Behavior - Students breaking the school's, Kennedale ISD's, or CTSO's code of conduct, or violating the following rules on any school trip are subject to be sent home at the parent's expense and face consequences set by the school or Kennedale ISD.

- Students are not to break curfew. Evening curfew will be set no later than 11PM, morning curfew at 6AM. Some adjustments may be made by the group leader if deemed necessary.
- Students must stay in designated room assignments.
- Students may not loiter outside the hotel or depart the premises without an advisor.
- Room checks will be conducted. Each student must be visible at that time.
- Alcohol, illegal drugs, tobacco products, and weapons are prohibited.
- Friends or family are not allowed to visit. Parents with a background check prior may make special arrangements.
- Student medication must be dispensed by trained advisor.
- Rooms must remain gender specific. Members of the opposite sex are not to enter the rooms at any time.

All rules for student behavior remain in effect even if student has graduated and is competing at the national level during the summer.

ADVISOR GUIDELINES

Section 1: Expectations for Advisors

- Advisors shall be involved in the day-to-day operation (membership, finances, conferences, registration) of an active CTSO as co-curricular activities that are integrated in the career and technical courses.
- Advisors must maintain an active recruitment program and CTSO tables/booths representing your organization will be required at scheduled events (i.e. 4E Expo).
- CTSO Stipend Form required for payment at end of year for the lead advisor.

Section 2: Advisors Trip Responsibilities

- Advisors are on duty 24 hours a day from departure until return to departing location and all students have been returned to class or released to a parent/guardian.
- Advisors will hold an in-person or virtual parent meeting to discuss expenses, agenda, student behavior, and other expectations related to the competition at least 3 weeks in advance of state/national travel.
- An agenda of activities and contact information must be provided to parents and campus/district personnel prior to leaving for the event - including approximate timeline.
- Advisors are to be involved in event related activities at all times.
- Advisors must follow district dress code.
- Advisors must ride on district provided transportation with the students.
- Room assignments for advisors and chaperones must be appropriate.
- Movies at cinemas or on buses may not exceed the PG13 rating for high school.
- Tobacco products are prohibited in the presence of students.
- Profanity of any kind that may be offensive to others is prohibited.
- Curfew times are to be set and enforced daily. Recommended CTSO curfew is 11PM. (At curfew, all students must be in their assigned room with the TV/radio at low volume.)
- Prior to room check, advisors should meet to set the game plan for the following day and make provisions for any student that will have a different schedule.
- Room checks to be conducted by gender appropriate sponsors and district approved chaperones. A visual room check is required at curfew time (see/speak to every child).
- One advisor will be trained by campus nurse prior to trip and will be required to dispense medications according to labels.
- All advisors on the trip will assist with chaperoning all students on the trip.
- Weapons, alcohol, and illegal drugs are prohibited
- Medications must be used according to prescription labels.
- Upon return, sponsors remain with students until all are picked up by parent or guardian.

All inappropriate behavior by students(s), teacher(s), or chaperone(s) must be reported to the campus principal and CCMR Coordinator within 24 hours of returning to the district.

Section 3: Advisors Running for District/State/National Office

Participation in professional organizations and in leadership roles in CTSOs is a great way to develop networking opportunities, as well as bring recognition to the school district. Serving as an officer allows the teacher to enhance their leadership skills and develop new contacts as resources.

Before a CTE staff member runs for any position in a professional organization, whether it is

serving with a CTSO or the professional organization, the following procedures will need to be followed. Remember that any position with an organization may require the staff member to attend meetings and conferences that may result in missing school days, as well as possibly having fees/costs associated with the position.

Submit a request to the CCMR Coordinator for approval. Do not proceed with a campaign or acceptance prior to receiving approval.

In your request, include the following:

- Organization
- Staff Name
- Campus
- Officer/Position being sought
- Duties and responsibilities of the position
- Dates of events associated with the position
- Funding providing by the organization

Section 4: CTSO Advisor Stipend

To receive the CTSO Advisor stipend the chapter advisor(s) must accomplish the following:

- Advisors shall be involved in the day-to-day operation (membership, finances, conferences, registration) of an active CTSO as co-curricular activities that are integrated in the career and technical courses.
- Advisors must maintain an active recruitment program and CTSO tables/booths representing your organization will be required at scheduled events.
- Advisors must be involved in preparations for and attend leadership and competitive events.
- See Stipend form for required documentation to be submitted in May/

APPENDIX

CTSO OFFICER APPROVAL FORM

Student Name: _____

ID #: _____

Campus: _____

Organization: _____

Position: _____

Advisor: _____

I _____(student) understand I could miss multiple days of instruction due to my responsibilities as a _____(regional, state, etc.) officer. It is my responsibility to make arrangements with my teachers prior to missing class and I will complete any make-up work in the required time. I also understand I will not be allowed to travel if I am failing any classes at the time of travel.

I _____(advisor) understand I am responsible for the travel of the student officer and will make arrangements with my campus prior to travel with the student. I also understand that a gender specific chaperone may have to attend in my place if required.

I _____(principal) understand the opportunity for the student to hold a regional, state, or national office requires time away from school and the student and teacher advisor may miss multiple days of instruction throughout the school year.

Student Signature: _____

Date: _____

CTSO Advisor Signature: _____

Date: _____

Campus Principal Signature: _____

Date: _____

CCMR Coordinator Signature: _____

Date: _____

TEACHER OFFICER APPROVAL FORM

Teacher Name: _____

Campus: _____

Organization: _____

Position: _____

I _____(teacher) understand my primary responsibility is to the students of _____(campus) and the additional duties associated with this position will not interfere with my primary responsibilities to the campus. I understand time off requests related to my officer duties are at the discretion of the campus Principal and District Administration.

I _____(principal) understand the teacher may be required to be off campus multiple times throughout the year and may miss instructional time with students. I understand this is a growth opportunity for the teacher and will support the teacher in their decision to be a CTSO leader.

Teacher Signature: _____

Date: _____

Campus Principal Signature: _____

Date: _____

CCMR Coordinator Signature: _____

Date: _____



CAREER & TECHNICAL STUDENT ORGANIZATION (CTSO) Request for Compensation 2024-25| Kennedale High School

Campus: _____ CTSO Sponsored: _____

I have been an active club sponsor and wish to apply for compensation at:

NOTE: In order to receive compensation for sponsorship documentation must be submitted with the formal request for payment.

Bronze Level \$400 | *Must complete all items*

- Roster of members - not necessarily state/ national affiliates. *(copy of roster will serve as documentation)*
- Hold one meeting per month *(sign in sheets and agendas will serve as documentation)*
- Actively participate in the Kennedale ISD 4E Expo. *(submit names and photos)*

Silver Level \$600 | *Must complete all items*

- Roster and dues sent to the state/ national organization. *(copy of roster will serve as documentation)*
- Hold one meeting per month. *(sign-in sheets and agenda s will serve as documentation)*
- Participate in and compete at the first level of competition. *(submit names)*
- One community service project successfully completed per semester. *(flier and photos will serve as documentation)*
- Actively participate in the Kennedale ISD 4E Expo. *(submit names and photos)*

Gold Level \$800 | *Must complete all of Silver Level & one of the following*

- Host a district/ area/ regional contest or leadership conference. *(flier and photos will serve as documentation)*
- Sponsor a district/ area/ regional/ state/ or national officer. *(submit names)*
- Attend and compete at the CTSO's State Leadership Conference. *(completed registration form will serve as documentation)*

Diamond Level \$1,000 |*Must complete all items in Silver, one item in Gold & the following*

- Attend and participate in the CTSO's National C ompetition. Sponsor will be actively involved in preparing student(s) who will be participating in the national competition. *(submit names)*

I certify that to the best of my knowledge, the above documentation and request for compensation is accurate and complete. Documentation must be attached to receive compensation.

CTSO Sponsor Name Date

CTSO Sponsor Signature Date

CCMR Coordinator Signature Date

Form must be completed and returned to the CCMR Coordinator (Dr. Rachel lomaxr@kisdtx.net) by:
FRIDAY, MAY 17, 2025

Revised 7.30.23