

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, 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 1st. (Second semester will have a February 1st 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
Chapter Advisor Name (Please type or print)	Chapter Advisor Signature	Date
Chapter Advisor Name (Please type or print)	Chapter Advisor Signature	Date
Chapter Advisor's Email Address (Please type or print)		
Local Director Name (Please type or print)	Local Director Signature	Date

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 1st. (Second semester will have a February 1st 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
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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
_____ Chapter Advisor Name (Please type or print)	_____ Chapter Advisor Signature	_____ Date
_____ Chapter Advisor Name (Please type or print)	_____ Chapter Advisor Signature	_____ Date
_____ Chapter Advisor's Email Address (Please type or print)		
_____ Local Director Name (Please type or print)	_____ Local Director Signature	_____ Date

Career and Technical Student Organizations | Support

West-MEC will provide support for the following Career and Technical Student Organization (CTSO): DECA, 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 in the following manner:

Membership

CTSO chapters who fulfill the award requirements for the current school year may submit for reimbursement as outlined below. Membership numbers will be based on names submitted on ADE State CTSO rosters by October 1st (second semester will have a February 1st deadline for additional student names). Please discuss the payment process with your local CTE director.

- DECA, FCCLA, HOSA, SkillsUSA and Thespians | student membership dues, for up to 20 students per chapter and all advisors.
- FBLA | Chapter Affiliation model, 0-40 students, up to \$700
- FFA | 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. **The check will be a reimbursement to the home district, not the chapter.**

In-State CTSO Leadership and Competitive Activities (two event maximum per Chapter)

Registration fees for students and advisors to participate at in-state regional, state leadership and competitive activities. The intent is to encourage year-round fall and spring activities. West-MEC will not provide funding for food, camps, sporting/entertainment events, student observers, chaperones or alternate competitors.

This area is limited to registration costs only. Each chapter may submit an invoice for registration reimbursement of two statewide or local, regional events. Registration fees are limited to no more than \$75.00 per student, per event. The invoice must include the event, the number of students and advisor(s) who participated, and the registration cost per student and advisor.

National CTSO Competition (one event maximum per Chapter)

Students must have earned the right to compete through the state qualifying competition. Student registration fees (no food) are limited to no more than \$125 per student, plus travel/lodging costs up to \$750. The invoice must include the event date, contest, registration fee, and documentation for travel/lodging costs.

Advisor (one per Chapter) to accompany students who have earned the right to participate in a national competition. Advisor travel costs include conference registration (no food), air transportation, lodging, and ground transportation (up to \$500 for rental car, taxi fare, etc.). The invoice must include the event date, contest, registration fee, and documentation for travel/lodging costs.

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 reimbursement forms in the semester in which the event occurred. Signed invoices and completed documentation must be submitted to West-MEC by June 30th, except for national 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:

June 30th – Chapter Affiliate Award applications
All fall and spring semester CTSO reimbursements

July 15th – 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 15th

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 for the school year.**

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 reimbursement forms in the semester in which the event occurred. Signed invoices and completed documentation must be submitted to West-MEC by June 30th, except for national 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:

June 30th – Chapter Affiliate Award applications
All fall and spring semester JROTC reimbursements

July 15th – Any national travel reimbursements from June events