CAREER & TECHNICAL EDUCATION COMPETITION AND OFFICER TRAINING FUNDING FMG(R3)

This Administrative Regulation outlines Keller ISD's guidelines for Career & Technical Education (CTE) student travel related to competitions, conferences, leadership events, and officer responsibilities above the chapter/local level. Its purpose is to ensure consistency, equity, and fiscal responsibility in how student-funded travel and CTE supported travel are planned, approved, and implemented across all campuses and Career & Technical Student Organizations (CTSOs).

All travel not involving students, including professional development, conferences, meetings, and staff-only events, must follow the district's PD Travel Protocol. Employees should refer to that protocol for procedures, eligibility, and reimbursement guidelines.

All funding outlined in this regulation is subject to budget availability and may be adjusted or suspended if district circumstances require it.

- **District/Area/Region Competitions** – Career and Technical Student Organizations (CTSOs) are required to pay for all travel expenses from their student activity accounts including registration fees, meals, and other expenses. CTE will cover transportation (Bus or White Fleet), lodging (only if required), and teacher substitutes. Students must be in a current CTE class and meet all CTE requirements. Students not in a CTE class are responsible for all of their travel and competition fees.

- **State Competition** – CTE will cover all travel costs for students who qualify for the competition including registration, transportation, lodging, and meals. Students must be in a current CTE class and meet all CTE requirements. Students not in a CTE class are exclusively responsible for all of their travel and competition fees.

- **National Competition** – CTE will cover all travel costs for students who qualify for the competition including registration, transportation, lodging, and meals. Students must be in a current CTE class and meet all CTE requirements. Students not in a CTE class are responsible for all of their travel and competition fees.

- **Uniform Expenses** – CTSOs and students/families are responsible for all uniform costs.

- **Leadership Events, Camps, Conventions, Officer Trainings, and other similar events** – Career and Technical Student Organizations (CTSOs) are required to pay for all travel expenses from their student activity accounts including registration fees, meals, and lodging. CTE will cover transportation (Bus or White Fleet) and teacher substitutes.

- **Students in District/Region/Area/State/National Officer Roles** – Students are allowed to run for higher level officer positions with the permission of the CTE Director, Parent/Guardian, and the Campus Principal. Funding from CTE will only cover transportation costs (Bus or White Fleet) and the cost of teacher substitutes. The CTSO activity account, the student/family, or the CTSO Organization