



## 2020 CTSO

# Leadership Kickoff

**DATE**  
**SEPTEMBER**  
**23**

**TIME**  
**9:00 AM**  
**TO**  
**3:00 PM**

### WHAT TO EXPECT

Leadership Training for Chapter Officers & Leaders  
CTSO Specific Program of Work Development  
State Officer Workshops and Networking

**LOCATION**  
**VIRTUAL**

**COST**  
**FREE**

### REGISTRATION

[bit.ly/ctsokickoff2020](https://bit.ly/ctsokickoff2020)

\*\*\* If you are unable to attend live, you must still register to receive the session recordings \*\*\*



## Checklist to Prepare for Colorado CTSO Leadership Kickoff

- Send link to students for registration -**OR**- Register all students for the conference by the deadline
- Review tentative agenda with attending members and parents
- Ensure CTSO Multiple Release Forms are properly communicated to students/parents

## Colorado CTSO Leadership Kickoff Deadline Checklist

Date	Deadline
September 18 <sup>th</sup> (3:00 pm)	<a href="#">Registration Deadline</a>
September 23 <sup>rd</sup>	CTSO Leadership Kickoff (Login information will be sent after registration)

### General Information

**Colorado CTSOs are ready and motivated to guide CTSO leaders to kickoff their year of leadership.** This event is for chapter officers or potential leadership students (if officers have not yet been elected). This training will include training about a well-balanced chapter Program of Work, understanding chapter team strengths/talents and engaging and motivating members.

**Date:** Wednesday, September 23<sup>rd</sup>

**Location:** Virtual, via Zoom

**Registration Cost:** NO COST

#### Information Needed to Register

- Student and Chapter Name
- Student Email
- Live Attendance or Virtual Recordings Available Later
- CTSO Virtual Multiple Release Form – acceptance through registration form

### Release Forms

All members/advisors must check the box during registration to virtually accept the Virtual Multiple Release Form.

### Registration

[Registration Link](#)

**Students can register directly through the registration link.** Or chapter advisers can register for students, provided that the students and parents have been notified of the virtual release forms.

#### **This event is not for the general membership.**

CTSO chapter officers are eligible to attend the CTSO Leadership Kickoff. (If officers have not been elected yet, a group of potential officers can be registered.) Every person attending the CTSO Leadership Kickoff **MUST** be registered.

### Tentative Schedule

8:45 – 9:00 am Log In  
 9:00 – 11:30 am Morning Activities: Chapter Planning, Teamwork  
 1:00 – 3:00 pm Afternoon Activities: Program of Work Components by CTSO (SC)<sup>2</sup> will have an advisor meeting only (no student leaders) during the afternoon

### Advisor Meeting

**Join us on September 16<sup>th</sup> from 5:00 – 6:00 pm for an Advisor Sharing/Networking Meeting!**

## CTSO Code of Conduct

*The purpose of the Code of Conduct is to ensure that CTSO members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado CTSOs are proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Code of Conduct in their possession at all CTSO activities and must submit a Certification Form certifying that all members have read the Code of Conduct.*

### **CONDUCT POLICIES AND PROCEDURES FOR COLORADO CTSOs**

The following conduct policies reflect minimum behavioral standards for Colorado CTSO members. The policies are in effect for all delegates who are attending any Local, State or National CTSO function. The term "delegate" shall mean any CTSO member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an CTSO member is prohibited.
- Members will be respectful of other CTSO members, advisers and guests.
- Colorado CTSO photographers and videographers will be taking photos and videos throughout the conference for use in any manner the CTSO deems appropriate including, but not limited to, publishing in publications, on the website, and in connection with competitive performance events. By attending the conference, you grant Colorado CTSOs the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of Colorado CTSOs its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

### **DISREGARDING OR VIOLATING THE CODE OF CONDUCT**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events and dismissal from the conference. Parents and/or guardians will be notified and CTSOs reserve the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.

# Colorado Career and Technical Student Organization (CTSO) Virtual Multiple Release Form

**By registering for the event, the following releases are agreed:**

*Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)<sup>2</sup>.*

## **MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY**

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

## **LIABILITY**

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

## **CODE OF CONDUCT AND DRESS CODE**

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

\_\_\_\_\_  
*CTSO Member Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

## **PUBLICITY – STANDARD RELEASE FORM**

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

\_\_\_\_\_  
*CTSO Member Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*