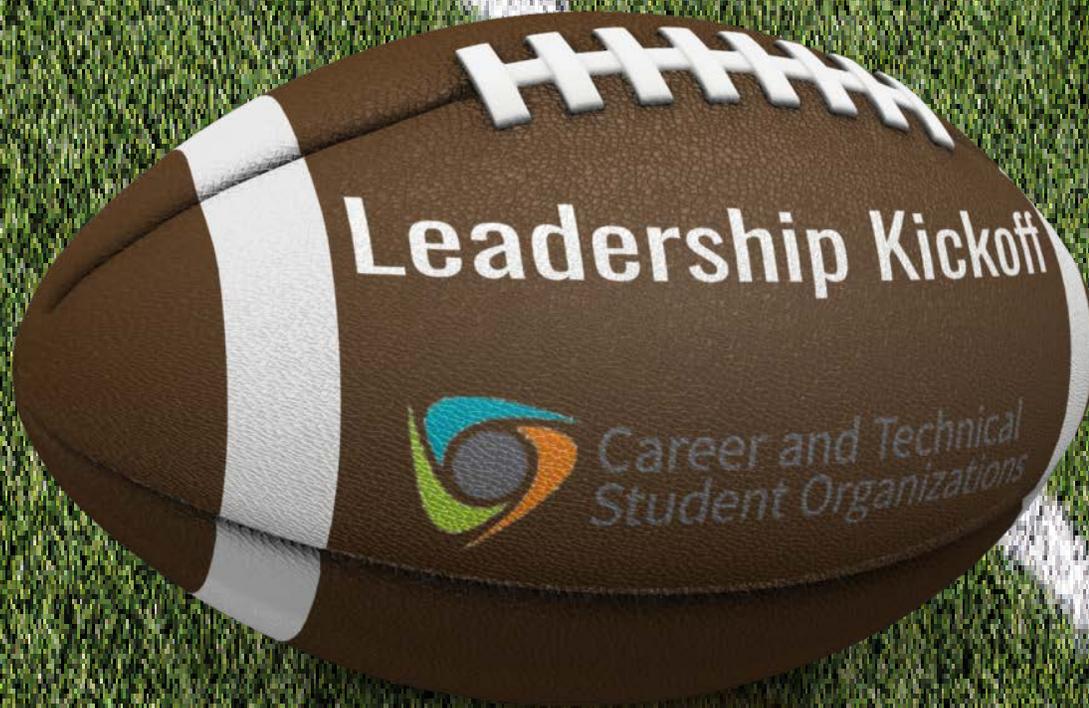


# Call to Conference

## September 10, 2019



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## Checklist to Prepare for Colorado CTSO Leadership Kickoff

- Set chapter deadlines for registration and payment
- Determine student cost to attend with your chapter, including registration fees, meals, travel, etc.
- Provide students with necessary conference information, including cost
- Send a letter to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Register all students, advisers, chaperones for the conference by the deadline
- Print e-mailed invoice and check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper for payment
- Mail conference payment to Colorado FCCLA
- Review tentative agenda with attending members
- Ensure all CTSO Multiple Release Forms are properly completed
- Complete a Certification Form
- Have all attendees follow and like Colorado CTSOs on social media sites to receive conference updates and emergency information during the conference

## Colorado CTSO Leadership Kickoff Deadline Checklist

Date	Deadline
September 3 <sup>rd</sup> (11:59 pm)	Registration Deadline
September 10 <sup>th</sup>	CTSO Leadership Kickoff
September 17 <sup>th</sup>	Payment Deadline

## General Information

### CTSO Leadership Kickoff Description

***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).

OMAHA! OMAHA! HIKE! Leaders will learn the team playbook to lead their chapter to victory. This training will include learning leadership styles, team building activities and how to facilitate meaningful meetings for members. Coaches (aka, advisers/advisors) will network with other coaches and their state director to develop a game plan for the season.

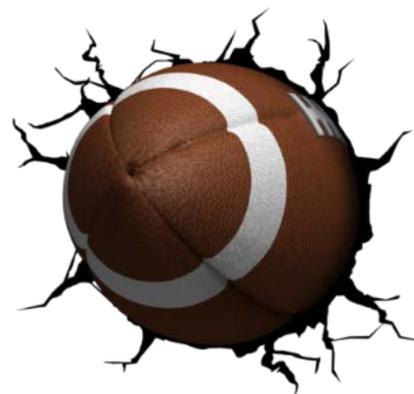
**HURRY, HURRY! Registration is limited!**

**Date:** Tuesday, September 10<sup>th</sup>

**Location:** [Jeffco Fairgrounds, Golden](#)

**Cost:** \$15 per attendee (includes facility fee, materials, lunch)

**Registration Deadline:** September 3<sup>rd</sup>



### Information Needed to Register

- Adviser Name
- Chapter Name
- Email
- CTSO
- Special Accommodations (dietary needs, wheelchair access)
- Number of Officers Attending
- Number of Advisers Attending
- Payment Information (paying by check or credit card)

### Required Forms

- CTSO Multiple Release Form – completed form from each attendee and kept in possession of the adviser (or on-site contact)
- Turned in on-site: Certification Form – completed form from each adviser indicating that all forms are completed and compliance with

## CTSO Leadership Kickoff Registration

[Registration Link](#)

**This event is not for the general membership, as space is limited.** CTSO chapter officers are eligible to attend the CTSO Leadership Kickoff. Chapter advisers and chaperones are eligible to attend. (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. **If registering multiple CTSOs from a school, register each CTSO separately. (Example: ABC High School will be bringing officers from HOSA and TSA; register HOSA officer numbers, then register TSA officer numbers.)**

## Chaperone Ratio and Requirements

A ratio of one adult for every 10 members is recommended for day trips. In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado CTSO conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Colorado CTSO code of conduct. Advisers are expected to attend all sessions.

Colorado CTSOs are dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Colorado and Federal Laws, all employees, volunteers, staff, chaperones and guests of chaperones in direct contact with Colorado CTSO members must submit to a Criminal Background Check and complete Sexual Abuse Prevention Training. In partnership with local chapters, the Certification Form is required to be completed by an authorized representative of the school district, certifying that all staff provided by the school district and working with members of Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Review this [Background Screening Guide for those Working with Children](#) on criminal background checks, disqualifier guidelines and a quick guide for those adults working with children.



## Payments

**Payment Postmark Deadline:** September 17

### Invoices

The confirmation e-mail received after registering also acts as an invoice.

### Checks

Checks should be made out to **Colorado FCCLA** and mailed to 9101 E Lowry Blvd, Denver, CO 80230. Colorado FCCLA will collect all CTSO registration funds for CTSO Leadership Kickoff.

### Credit Card Payments

Credit card payments are collected via PayPal. **NOTE:** A convenience fee of \$5 will be added to the registration.

### Registration Refunds

No registration refunds will be processed after the registration deadline.

### Questions about Payments

Contact Cynthia Hoepfner, FCCLA/HOSA Program Assistant, [Cynthia.hoepfner@cccs.edu](mailto:Cynthia.hoepfner@cccs.edu).



## Tentative Schedule

8:30 – 9:00 am	Registration
9:00 – 9:15 am	Opening Session
9:30 – 11:00 am	Game Plan/Workshops
11:00 – 11:45 am	Lunch
11:45 – 1:30 pm	Game Plan/Workshops
1:30 – 2:00 pm	Closing Session

## Dress Code

Members should always be respectful to administrators, exhibitors, parents, advisers and other members. Advisers will ensure that students look professional and in appropriate attire at all times. However, activities (walking and being outside) are a part of the Colorado CTSO Leadership Kickoff and the chance to showcase our CTSOs by wearing a CTSO shirt.

Activity	Student Attire
Colorado CTSO Leadership Kickoff	<b>Casual Attire: Jeans and CTSO T-shirt (or other nice shirt), tennis shoes preferred.</b> Neat jeans, collared shirts, sweat shirts, appropriate T-shirts and casual footwear.

\*\*Advisers and guests are encouraged to follow the dress code.

### Inappropriate Attire

The following should not be worn to any activity:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity

- See-through, tight fitting, spaghetti straps, strapless, extremely short or low-cut blouses/tops/dresses/skirts
- Pants or skirts that are worn below the hip bone; no undergarments may be showing
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs or pajamas. If leggings are worn, shorts/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn or ripped
- Bare feet

## Release Forms

All members must have completed forms (CTSO Multiple Release Form) prior to the beginning of the kickoff. Keep the release forms with you, and complete the Certification Form to turn in at registration.

## Special Accommodations

For members that require special accommodations, complete the Special Accommodations portion in the registration system. Example reasons that students may need special accommodations would include wheelchair access or interpreter services or food allergies or IEP determined accommodations.

## Adviser Meeting

Advisers will meet for CTSO updates and networking during workshop sessions.

## Packing List

- Writing Utensil
- Positive attitude!



## Directions and Parking

The CTSO Leadership Kickoff will take place at the Jeffco Fairgrounds in Golden. [Here](#) is a link for directions.

## FAQs

**Q:** I have submitted my registration already, but I need to add students. How do I make this happen?

**A:** Using the registration link, submit just the additional registrations for your chapter.

**Q:** I'm confused. Where should I send payment?

**A:** Checks should be made out to Colorado FCCLA and sent to Colorado FCCLA, 9101 E Lowry Blvd, Denver, CO 80230. A PayPal link will also be available through the confirmation invoice received after registering.

**Q:** We need Colorado FCCLA's W-9 to issue a check.

**A:** Colorado FCCLA W-9 can be found online [HERE](#).

## 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.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Members will be prohibited from participation without local supervision provided by the chapter or school.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- 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.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- 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, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. 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) Multiple Release Form

**Please print and make sure to complete and sign all portions of the release form.**

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 CTSSO. Colorado CTSSO's include: Creative Careers, 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 CTSSO or its representatives liable for said expenses.

**List any medical/dental conditions that a medical doctor/dentist should be made aware of:**

**List any allergies that a medical doctor/dentist should be made aware of:**

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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 CTSSO, 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 CTSSO, 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 CTSSO 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/CTSSO image and to follow guidelines for specific events. Each CTSSO 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 CTSSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

CTSSO Member Signature

Date

Parent/Guardian Signature

Date

## PUBLICITY – STANDARD RELEASE FORM

CTSSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSSO deems appropriate, including, but not limited to, CCCS/CTSSO publications, use on the CCCS/CTSSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSSO 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 CTSSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

CTSSO Member Signature

Date

Parent/Guardian Signature

Date

## Chapter Certification Form

The CTSO members of \_\_\_\_\_ School have read the Code of Conduct, Dress Code and completed the CTSO Multiple Release Forms.

In addition, we certify that all staff provided by the school district and attending this conference with the Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

\_\_\_\_\_  
(Adviser Printed Name)

\_\_\_\_\_  
(Adviser Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School Administrator Printed Name)

\_\_\_\_\_  
(School Administrator Signature)

\_\_\_\_\_  
(Date)

This form is to be submitted during on-site conference registration. Do not send individual forms to the state. Individual forms must be in possession of the adviser.