

**Delaware Department of Education  
Career & Technical Education  
Career & Technical Student Organizations  
Policies and Procedures**

Teaching and Learning Branch  
Career & Technical Education and STEM Office



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## **INTRODUCTION**

Career and Technical Student Organizations, commonly referred to as CTSOs, are youth organizations designed to support students in Career & Technical Education (CTE) programs. CTSOs provide students with an opportunity to explore and apply academic and technical subject matter through leadership activities and competitive events at the local, state, and national levels. In addition, CTSOs are designed to be paired with a CTE program of study to assist students with an early start on their career preparation.

Delaware programs of study are comprehensive pathways for delivering academic and Career & Technical Education (CTE) to prepare all students for career success and continuing education. Defined by state-district-school-business and community partnerships, programs of study include a sequence of academic and technical coursework as well as opportunities to earn early college credit and industry recognized credentials. Programs of study also provide opportunities for students to participate in work-based learning opportunities, service learning, and other leadership experiences including CTSOs. Programs of study are designed to prepare students for future career success and a seamless transition into employment and continuing education. CTE programs pair rigorous academic content and technical subject matter to relevant and authentic applications of the content. When CTSOs are aligned with a CTE program of study, students are able to participate in a comprehensive model that helps them to develop a student's growth mindset.

Delaware has historically exhibited strong support for CTSOs as an integral component of CTE programs. Past Governors and General Assemblies have demonstrated their support through legislation and the provision of state funding. The State Board of Education, the Delaware Advisory Council for Career & Technical Education, and the Delaware Department of Education promote and support CTSOs through regulations that require all local school districts and charter schools that offer state approved CTE programs to “organize and financially assist Career and Technical Student Organizations as integral components of Career & Technical Education Programs in public schools that complement and enrich instruction.”

The purpose of this handbook is to reflect the Department of Education's vision and the commitment to supporting every child. When CTE programs of study and CTSOs are aligned, they provide students with competency-based instruction and applied learning opportunities that build academic knowledge, higher-order thinking, problem-solving, improved employability and leadership abilities, as well as occupation specific and technical skills

## **National CTSOs**

All state student organizations have a corresponding national organization. The National Coordinating Council for Career and Technical Student Organizations (NCC-CTSO) is a coalition of national career and technical student organizations (CTSOs) serving Career & Technical Education students and teachers in one or more of the sixteen (16) career clusters identified in the National Career Clusters Framework. The Association of Career & Technical Education (ACTE) works closely with the NCC-CTSO to share and coordinate CTE resources.

National CTSOs are comprised of eleven (11) not-for-profit organizations, specifically authorized by the U.S. Congress in the Perkins Act. The Delaware Department of Education CTSOs align with the National Career Cluster model and more than fifty (50) career pathways – serving more than 12,000 CTSO members statewide.

### ***BPA***

Business Professionals of America (BPA) is the leading CTSO for students pursuing careers in business management, office administration, information technology and other related career fields. BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) is BPA’s showcase program that facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events. The WSAP prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications.

Some of BPA’s other major programs include the National Leadership Academy, Officer Elections, and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

### **Contact National BPA**

Business Professionals of America  
5454 Cleveland Avenue | Columbus, OH 43231-4021  
614-895-7277  
FAX: 614-895-1165  
[www.bpa.org](http://www.bpa.org)



**DECA**

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe. With over a 60 year history, DECA has impacted the lives of more than ten million students, educators, school administrators and business professionals since it was founded in 1946. Their strong connection with CTE and the Delaware Department of Education has resonated into a brand that people identify as a remarkable experience in the preparation of emerging leaders and entrepreneurs.

**Contact National DECA**

DECA Inc.  
1908 Association Drive | Reston, VA 20191  
703-860-5000  
FAX: 703-860-4013  
[www.deca.org](http://www.deca.org)  
[info@deca.org](mailto:info@deca.org)



**FCCLA**

Family, Career and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade twelve (12). Everyone is part of a family, and FCCLA is the only national CTSO with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

Today 200,000 members in more than 5,500 chapters are active in a network of associations in 50 states, including the Virgin Islands and Puerto Rico. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life - planning, goal setting, problem solving, decision making, and interpersonal communication necessary in the home and workplace.

**Contact National FCCLA**

Family, Career, and Community Leaders of America  
1910 Association Drive | Reston, VA 20191-1584  
703-476-4900  
[www.fcclainc.org](http://www.fcclainc.org)





### ***Educators Rising***

Educator’s Rising, formerly known as Future Educators Association (FEA), is an international student organization dedicated to supporting young people interested in education-related careers. Founded in 1937, Educators Rising has helped thousands of students develop the skills and strong leadership behaviors that are found in highly-qualified educators over the past 75 years. By staying true to its mission while incorporating the latest in technology and education research, Educators Rising continues to help:

- Attract exemplary future educators and begin averting teacher shortages at a local level, particularly within the areas of math, science, and special education;
- Encourage students from diverse cultural and ethnic backgrounds to enter the education profession; and
- Elevate the image of teaching and promote it as a challenging and rewarding career.

Educators Rising is a federally-recognized CTSO. As the co-curricular component of state-recognized CTE programs of study, Educators Rising enhances the classroom experience for students enrolled in Education and Training career cluster programs.

#### **Contact National FEA**

1525 Wilson Blvd., Suite 605 | Arlington, VA 22209

800-776-1156

[www.futureeducators.org](http://www.futureeducators.org)

[fea@pdkintl.org](mailto:fea@pdkintl.org)



#### **FFA**

The National FFA Organization envisions a future in which all agriscience students will discover their passions and build on that insight to chart a course for their education, careers and personal futures. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. In 1988 the official name of the organization was changed from “Future Farmers of America” to “The National FFA Organization” to reflect the growing diversity of agriculture.

Today, agricultural education prepares students for successful careers and a lifetime of informed choices in global agriculture, food, fiber and natural resources systems. FFA is one part of the three-circle model for school-based agricultural education. The other two parts of the model include the agriscience classroom/laboratory and supervised agricultural experience. Currently, there are 610,240 FFA members aged 12-21 in 7,665 chapters in all 50 states, Puerto Rico, and the US Virgin Islands.

The National FFA Organization operates under a federal charter granted by the 81st Congress of the United States and is an integral part of public instruction in agriculture. The U.S. Department of Education provides leadership and helps set direction for FFA as a service to state and local agriscience programs.

**Contact National FFA**

National FFA Organization

P.O. Box 68960, 6060 FFA Drive | Indianapolis, IN 46268-0960

317-802-6060

[www.ffa.org](http://www.ffa.org)



**HOSA**

HOSA- Future Health Professionals is a national student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA’s two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA’s goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, post-secondary, adult, and collegiate students enrolled in HSE programs.

Since its inception in 1976, HOSA has grown steadily reaching over 165,000 members through 47 chartered HOSA State Associations, Puerto Rico, Washington, DC and Italy. HOSA had over 3,700 secondary and post-secondary/collegiate chapters in 2013-2014. HOSA’s mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the HSE-HOSA Partnership maintain its momentum and encourage all HSE instructors to integrate HOSA into their curriculum and classrooms.

**Contact HOSA**

HOSA- Future Health Professionals

548 Silicon Drive, Suite 101 | Southlake, TX 76092

<http://www.hosa.org>

[hosa@hosa.org](mailto:hosa@hosa.org)



**SKILLSUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA’s mission is to empower its members to become world-class workers, leaders and responsible American citizens.

SkillsUSA uses an applied method of instruction for preparing America’s high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

SkillsUSA serves more than 300,000 students and instructors annually. The organization has 13,000 school chapters in 54 state and territorial associations. More than 14,500 instructors and administrators are professional members of SkillsUSA.

**Contact National SkillsUSA**

14001 SkillsUSA Way | Leesburg, VA 20176

703-777-8810

FAX: 703-777-8999

[www.skillsusa.org](http://www.skillsusa.org)

[anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org)



**TSA**

The Technology Student Association (TSA) is a national organization devoted exclusively to the needs of students interested in science, technology, engineering, and mathematics (STEM). Open to young people enrolled in—or who have completed—technology education courses, TSA’s membership includes more than 200,000 middle and high school students in 2,000 schools spanning 48 states. TSA partners with universities and other organizations to promote a variety of STEM competitive events and opportunities for students and teachers. TSA is supported by educators, parents, and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities, and much more. The diversity of activities makes TSA a positive experience for every student. From engineers to business managers, alumni members credit TSA with a positive influence on their lives.

TSA chapters take the study of STEM beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests. Together, chapter members work on competitive events, attend conferences on the state and national levels and have a good time raising funds to get there. At the chapter level, leadership skills are developed, and members may become officers within their state and then run nationally. TSA chapters are committed to a national service project and are among the most service-oriented groups in the community.

**Contact National TSA**

1914 Association Drive | Reston, VA 20191-1540

703-860-9000

888-860-9010

FAX: 703-758-4852

[www.tsaweb.org](http://www.tsaweb.org)

[general@tsaweb.org](mailto:general@tsaweb.org)



**State CTSOs**

State CTSO activities are required components of the Career & Technical Education (CTE) curricula, as stated in Delaware CTE content standards and state regulations 14 DE Administrative Code, §525. The Delaware Department of Education (DDOE) designates and sponsors a CTSO for each CTE content area. CTE Education Associates serve as State Advisors for their respective CTSO(s) and report directly to the State Director for CTE.

The State CTSO Leadership Committee provides leadership and general oversight for all Delaware CTSOs. The State CTSO Leadership Committee is governed by the Delaware Department of Education, Teaching and Learning Branch, Office of Career & Technical Education. Members of the committee include the CTE State Director, CTE Policy Advisor, CTSO State Advisors, and CTSO Administrative Associates. The committee develops, coordinates, and aligns activities, programs, and procedures common to all state CTSOs in order to ensure statewide consistency. State CTSOs should be considered resource and support organizations. They do not select, control, supervise, or approve local chapter or individual activities except as expressly provided for in the respective state CTSO constitution and/or bylaws. Individual members of the State CTSO Leadership Committee must carry out decisions of the committee for all respective CTSOs.

***State CTSO Goals***

While each state CTSO is designed to meet the career training needs of its respective students, all state CTSOs share common goals to support the career and technical curricula. All Delaware CTSOs:

1. Have enrolled students in state approved CTE programs of study;
2. Provide opportunities for students to develop leadership, career advancement, and technical skills related to specific career areas;
3. Provide opportunities for students to develop social and personal skills necessary for effective interactions with business, education, and industry leaders and for career success;

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4. Recognize the direct relationship between their CTSO, their selected career pathway, and their related school and work-based educational activities; and
5. Plan activities and experiences that benefit the community through community service programs.

### ***Roles and responsibilities***

#### State CTE Director and Policy Advisor

The Delaware Department of Education, Office of Career & Technical Education is responsible for coordinating and managing CTSO activities for CTE. The services provided through this office include financial management, national representation, and conference coordination and facilitation. In support of Delaware CTSOs, the State CTE Director:

1. Develops a clear transition between secondary and post-secondary education and the workforce through CTE programs of study and the designation of career pathways under the national career cluster framework;
2. Establishes purposeful alignment of curricular and co-curricular activities through leadership opportunities for all students as well as connections to business and industry;
3. Ensures rigorous standards, curricula, and assessments are evident within all state CTE programs;
4. Ensures programs of study provides a comprehensive and structured approach to meet the unique needs of all students; and
5. Engages partners in post-secondary education and business leaders to support CTE programs.

#### CTSO State Advisors

Career & Technical Education Associates or CTSO State Advisors at the Delaware Department of Education, Office of Career & Technical Education are responsible for providing leadership and technical assistance to local CTSOs, managing state CTSO activities, and partnering with the national CTSO. Each state CTSO conducts activities according to its national CTSO bylaws. The responsibility of the CTSO State Advisor includes, but is not limited to, the following areas:

1. Provide leadership in the development and alignment of curriculum to state and local CTSO activities;
2. Organize and conduct professional development and technical assistance for local CTSO advisors;
3. Supervise the state CTSO including all state sponsored competitive, leadership, and career development activities;
4. Provide supervision and training opportunities for CTSO state officers;
5. Develop and implement financial documentation for the use of state CTSO funds;
6. Serve as the liaison between state and national CTSOs;
7. Supervise CTSO contractual services and personnel; and
8. Conduct other activities necessary for the success of the state CTSOs.

### Administrative Associates

The Administrative Associates at the Delaware Department of Education, Office of Career & Technical Education are responsible for performing a wide range of administrative and office support activities for the department, CTE Director, Policy Advisor, and CTE Education Associates. Administrative Associates facilitate the efficient operation of Delaware CTSOs in the following ways:

1. Partner with CTSO State Advisors to manage contracts for services that are provided in support of CTSOs;
2. Partner with CTSO State Advisors to plan career and technology student organization events;
3. Manage fiscal policies and logistics related to career and technology student organizations; and
4. Coordinate and conduct annual State CTSO Leadership Committee meetings.

### CTSO Executive Associates

Each state CTSO has a designated Executive Associate that provides deliverables outlined within an individualized contractual agreement. The contracts for Executive Associates are specific to the needs of the respective CTSO. General responsibilities consistent across each state CTSO Executive Associate are to provide:

1. A list of current elected state officers with contact information to include school, local advisor, home address, and contact number;
2. Documentation of a plan of work. This documentation will vary with each CTSO but may be as simple as a narrative describing the student organizations involvement in the community and/or events planned throughout the year; and
3. Support the planning and preparation of annual conferences and organizational activities such as:
  - Plan and execute State CTSO Fall Leadership Conference;
  - Plan and execute state leadership conference(s);
  - Coordinate state finalists to attend national CTSO leadership conferences;
  - Coordinate and attend Legislative Appreciation Day;
  - Develop state officer leadership trainings;
  - Track annual CTSO performance measures;
  - Coordinate and attend Advisory Committee/Board of Directors meetings; and
  - Maintain a current CTSO website.

### ***Meeting structure***

#### State CTSO Leadership Committee

The State CTSO Leadership Committee will meet at a minimum of twice annually, typically in the spring and fall. The primary agenda for the spring meeting is to review the Delaware CTSO Handbook, discuss and plan the Fall Leadership Conference, and review the CTSO budget. In the fall, the Committee will plan state officer trainings, Legislative Appreciation Day, and review the CTSO budget. Additional

agenda items will be added as necessary. State CTSO Leadership Committee meetings will be recorded and minutes will be provided to all committee members and made available for the general public.

#### Advisor Committee/Board of Director Meetings

According to the organization, the number of Advisor Committee/Board of Director meetings held each year differs for each CTSO. All meeting agendas and minutes will be documented. The structure for meetings will vary from organization to organization, but should follow these general guidelines:

- Provide an agenda;
- Review calendar of events; and
- Produce minutes to be distributed and archived in public folders.

All Advisor Committee/Board of Director meetings will be entered in PDMS to be used for tracking registration and clock hours. Only meetings scheduled after regular work hours will be granted clock hours for the duration of the meeting. The CTSO Executive Associate is responsible for maintaining meeting minutes per the deliverables outlined within their contract. Meeting minutes shall be provided to the CTSO Administrative Associate at the conclusion of each meeting, as well as, posted on the respective CTSO website. Any meal reimbursements must be accompanied by a sign in sheet and meeting minutes. Meals for meetings shall follow the DDOE standard operating procedures and not exceed the allowable expense. The following meal allowances are authorized for activities sponsored by DDOE, and include cost of the meal, tax and gratuity:

- Breakfast \$10
- Lunch \$16
- Dinner \$20

Total delivery charges including tip may not exceed \$25.

#### State Officer Meetings

The number of state officer meetings held each year will differ for each CTSO according to the structure of the organization. Agenda and minutes for state officer meeting will be documented. Meeting minutes will be supplied to the CTSO Administrative Associate as well as posted on the respective CTSO website. The structure for meetings will vary from organization to organization, but shall follow these general guidelines:

- Provide an agenda;
- Develop and execute Plan of Work for upcoming school year; and
- Produce minutes to be distributed and archived in public folders.

### **BYLAWS**

Each student organization is governed by its own constitution and bylaws. These bylaws describe the governing structure for the organization, including how the state officers are to be elected, the requirements to run for office, the composition of the Advisory Committee/Board of Directors, and the requirements for annual meetings. All state CTSOs will have their own set of bylaws accessible on their respective CTSO website. Bylaws are to be reviewed by the State CTSO Leadership Committee and CTSO Advisory Committee/ Board of Directors annually to ensure they remain relevant and up to date.

### **Local CTSOs**

Local CTSO activities are a required component of CTE curricula, as indicated in state content standards and state regulation 14 DE Administrative Code, §525. Therefore, every state approved middle school and high school CTE program must operate a local chapter of the state CTSO. State regulation also require the district to provide financial (federal, state and/or local) support for local CTSOs under 14 DE Administrative Code, §525.

### ***District Responsibilities***

The district is legally responsible for the supervision of students at all local, state, and national CTSO activities. All participants (students and advisors) must abide by the regulations set forth by the district and state CTSO. These regulations also apply to state officers. The state CTSO retains the right to prohibit individuals from participation in activities for violation of these regulations. These requirements also cover any member of a state officer team for any activity they attend as a representative of a student organization. For all CTSO activities, the district must:

1. Provide funding opportunities to support statewide CTSO activities and ensure state and national payment obligations are honored;
2. Complete and retain student permission/release forms;
3. Provide district advisors/chaperones to be present at CTSO conferences and activities;
4. Follow CTSO Codes of Conduct; and
5. Support co-curricular activities in relation to CTE and CTSOs.

Delaware CTSOs typically require registration fees to help supplement the expenses accrued to support and facilitate high quality leadership events. By registering students for a Delaware CTSO event, districts agree to all **payment obligations** for the costs associated with the event. Districts have five (5) working days before the conference to cancel registration. Cancellations must be in writing and sent to the respective Executive Associate. If cancellations are not made and the amount of students who attend are less than the amount registered, districts are responsible for the full costs of the amount of students



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registered. Payment is due upon the close of registration for that particular event. If payment is not received in full, the state CTSO has the right to restrict local chapters from participating in upcoming events.

**Permission forms** must be signed by students' parents/guardians for each local, state, and national CTSO activity to include a general release from liability and indemnification provision for the State of Delaware. The following standard release forms are required to be completed and signed for each student participant in CTSO activities:

- Permission/Medical form;
- Photo release form;
- CTSO Code of Conduct; and
- Waiver forms (only if required by CTSO).

Required forms are to be retained by chaperoning teacher advisors and readily available at all state CTSO activities. The attending teacher advisor will sign a 'Certification Form' ensuring proper documentation has been attained and is within their possession. The state CTSO will maintain a record of certification forms for each event held.

**Advisors/Chaperones** are required to accompany students at all CTSO activities with the exception of state officer functions. The district must ensure the local CTSO has no less than one adult advisor/chaperone for each ten (10) student delegates in attendance at CTSO activities. If district or national CTSO policies require a smaller chaperone to student ratio, then the number of students per advisor/chaperone shall follow district guidelines. With the exception of state officer functions, no student delegation may attend CTSO activities without appropriate district-assigned advisor/chaperone(s). To that extent, the advisor/chaperone must remain on site at the CTSO event at ALL times. The CTSO State Advisor, or their designee, will not accept student registrations for any function without the identification of the district-assigned advisor/chaperone(s).

Districts/schools are also required to provide both male and female advisors if both male and female student delegates are attending an overnight activity. In the event a district/school is sending only a male or female advisor, an advisor/chaperone of the opposite gender from another district/school must be identified and pre-approved in writing by the district(s) to assist in chaperoning their students.

Each CTSO has a **National Code of Conduct** that applies to all students participating in CTSO activities. School districts retain responsibility for their student delegation at all CTSO activities. State and national

CTSO activities are operated within the parameters of the CTSO and district codes of conduct, therefore, CTSO and district codes of conduct apply for students at CTSO activities.

The local CTSO advisor/chaperone(s) is responsible for maintaining discipline and enforcement of the student code of conduct, including curfew, for their student delegation. If a student has a major conduct or disciplinary infraction, the local CTSO advisor/chaperone must consult with the CTSO State Advisor. The local CTSO advisor/chaperone must then contact the school principal and the district superintendent, or designee to report the incident. The local CTSO advisor/chaperone and CTSO State Advisor have the authority to send the student home at the expense of the student or district.

School districts must obtain complete **medical information** for all student delegates. Those students without written permission and complete medical information are not allowed to participate in the CTSO activity. Any medical conditions, illnesses, and/or allergies must be brought to the attention of the CTSO State Advisor at least one week prior to attendance in any state CTSO activity or four weeks prior to any national CTSO event. The local CTSO advisor(s) is responsible for making arrangements to meet the health needs, including medication administration and storage, for his/her students. Only a registered nurse may administer medications, with the exception of an educator who may be trained to assist with self-administration. Districts retain full responsibility to adhere to district policies and procedures regarding administration of medications and/or medical treatments for students in their delegations throughout the CTSO activity.

If a student has a family or medical emergency while attending a CTSO activity, the local advisor/chaperone must notify the CTSO State Advisor. Permission forms should include parental permission for any necessary medical treatment, including emergency care. If a student must return home early because of medical problems, the local advisor/chaperone must consult with the CTSO State Advisor, parent and school administration; make the necessary arrangements; and, if required, accompany the student.

Certain CTSO events may require an additional **waiver form** for participation in that specific event. When a special needs form is required as part of an event, the form should be completed and documentation provided to the state CTSO as outlined by national CTSO at least six (6) weeks prior to the event.

### ***Local Advisors***

The local advisor is responsible for co-curricular activities and administration of the local CTSO chapter in accordance with district and state CTSO guidelines. Chapters should develop a local CTSO plan of

work, which incorporates leadership and skills development, community service projects, and fundraising efforts in the classroom for participation by all students. The local plan of work should be considered co-curricular and part of the CTE program of study. The local advisor is responsible for the following:

1. Establish and maintain a local CTSO chapter;
2. Establish and maintain national membership expectations for chapter members;
3. Establish local chapter leadership and an annual plan of work;
4. Partner with business, industry, and institutions of higher education related to career cluster and CTSO to ensure career and college connection for students;
5. Participate in state and national conferences;
6. Provide support to state officers who are elected from the school's chapter; and
7. Serve as a liaison with the state CTSO and assume additional roles and responsibilities assigned by the CTSO State Advisor or CTSO Executive Associate when attending state or national CTSO functions.

In the event the local advisor has a student selected to be a state officer, they are then responsible for providing support to ensure expectations and obligations are being met by the selected student. To this extent, the local advisor will ensure travel arrangements are made per district guidelines when state officers are scheduled to attend meetings and conferences. CTSOs with collegiate state officers will be managed at the state level.

#### Additional Activities

There may be opportunities for educational and recreational tours, events, and/or trips while attending CTSO activities. Student participation in these activities is at the discretion of the local advisor as a representative of their district. The local advisor representing the district retains responsibility for their student delegations at all CTSO events to include additional activities not associated with the CTSO.

#### ***Student Delegates***

All students participating in CTE courses are state members of the related state CTSO. Support for student participation is provided through the State Legislature, the Secretary of Education, the State Board of Education, and the Delaware Department of Education.

Students may participate in more than one CTSO if they are actively enrolled in a related state approved CTE program of study. Students may also compete in multiple state or national conferences as long as they are members of multiple CTSOs; however, students may not compete in the same or similar event for both conferences. Local chapter advisors are encouraged to contact the CTSO State Advisor regarding a ruling on the degree of similarity in specific events prior to enrolling students in state and/or

national competitions for two CTSOs. In the event a decision cannot be made at the state level by the CTSO State Advisor, the CTSO State Leadership Committee will review the case and render the final decision. Students may serve as a state officer in only one CTSO during a given school year.

#### State Officers

The selection process and requirements for state officer positions vary across each CTSO as outlined in their bylaws; however the expectations for each state officer remain consistent throughout all state CTSOs. State officers are expected to do the following:

- Attend all assigned meetings, activities, and events throughout the year; however if unable to attend a meeting it is the state officers responsibility to notify the CTSO State Advisor and CTSO Executive Associate prior to the date of the meeting;
- Demonstrate good behavior and professionalism at all times while representing the organization;
- Promote the organization in a positive, exciting, and enthusiastic manner;
- Develop an annual plan of work and work with the CTSO Executive Associate to perform duties and assignments during state officer meetings and respective CTSO events; and
- Learn and understand the mission statement, creed, and pledge for the respective CTSO. In addition, FFA State Officers must know Opening and Closing Ceremony and Parliamentary Procedure.

The State CTSO Leadership Committee will maintain a file for each selected state officer to include a completed state officer application, a signed code of conduct, and a notarized medical permission form. Official uniforms will be provided by the DDOE to state officers when not available through the school. State officers will be required to return blazers provided by DDOE at the end of their term in office.

#### Local Officers

It is highly recommended that each CTSO Chapter elect local officers. Electing local officers increases student participation and creates more opportunities for them to develop leadership skills. Local advisors can establish a local officer team by following the structure outlined in the respective CTSO bylaws for state officers.

Similar to state officers, local officers represent the organization as well as their school. Local officers serve as the liaison between the state CTSO and their individual chapter. Local officers should make every effort to keep informed about upcoming meetings, activities, or events in their organization and a local plan of work should be developed for their chapter.

#### Student Benefits

Each CTSO provides personal development in concert with career skills. CTSOs help students develop social skills that can be used throughout life such as learning to work in teams and how to set and achieve goals as a group. CTSOs promote the development of interpersonal relationship skills.

## SECTION I – CTSO OVERVIEW

Additionally, CTSOs help students make school-to-career connections, prepare students to be responsible citizens, and earn student recognition.

### Student Responsibilities

Every CTSO has a built-in process for involving students in activities designed to develop their full leadership and career potential. Students should assume responsibility for their own learning and development. This includes participating at CTSO meetings, activities, and events, adhering to their CTSO code of conduct, and following the respective CTSO dress code.

State CTSO Administrative procedures are managed and processed through the Delaware Department of Education, Teaching and Learning Branch, Office of Career & Technical Education. The daily operations for state CTSOs are outlined in this section.

### **Processing Payments**

The CTSO State Advisor is responsible for proper accounting procedures of all funds received and disbursed for the state CTSO. Complete and accurate accounting records must be kept for all accounts receivable and payable including invoicing; written, canceled or voided checks; deposit slips; and vendor receipts. Records must be maintained for a minimum of five years.

### ***Accounts Receivable***

#### Invoicing

Delaware CTSOs receive funds from local CTSOs to offset the costs accrued during state CTSO events and activities. Invoices are issued by the state CTSO primarily for state conference registration fees. These fees cover conference materials, training expenses, and meals. Once registration closes, districts are responsible for the full amount indicated on the conference registration invoice. Invoices are generated automatically utilizing online registration services. Local teacher advisors are responsible for submitting payment within their district with checks made payable to the respective. If payment is not received in full, the state CTSO has the right to restrict local chapters from participating in upcoming events.

National membership dues are paid directly to the national CTSO by the local CTSO. Local advisors are responsible for ensuring payments are processed in a timely manner to maintain good relations with the national CTSO. With the exception of HOSA, DECA, and SkillsUSA, registration dues for National Leadership Conferences are also paid directly to the national organization. For HOSA, DECA, and SkillsUSA invoices are issued by the state CTSO and processed as pass through funds as required by the national organization.

#### Deposits

All cash and checks received must be secured at all times until deposited. Deposits will be made on a weekly basis as needed. All checks must be endorsed as follows:

FOR DEPOSIT ONLY

Name of the CTSO

CTSO Account #

Each CTSO account has a custom endorsement stamp and preprinted deposit tickets. A deposit ticket must be completed in ink to correspond with checks and cash receivables reflecting the total amount to be deposited. It is not permissible to make refunds, pay expenditures, or create a change fund from cash receipts. All checks received must be photo copied prior to making a bank deposit. Once a deposit

has been made, the bank receipt, copy of deposit ticket, and photo copy of all checks received will be kept in the respective CTSO account records. When applicable, checks received shall have a corresponding invoice attached detailing the payment being received.

#### Issuing Receipts

Receipts must be issued for all accounts received. Each receipt written must contain the following information:

- Current date;
- Amount received;
- Received from;
- Purpose of payment;
- Type of transaction: cash or check (if check, check number must be indicated on receipt); and
- Signature of person writing the receipt.

Receipts can either be mailed or scanned and emailed to the party submitting the payment. A carbon copy of the receipt will be maintained in the receipt book for the respective CTSO account records and the receipt number will be documented on the deposit record. If registration is managed online, a paper receipt does not have to be completed as an email will be automatically generated notifying the recipient of the payment received.

#### ***Accounts Payable***

##### Issuing Checks

The CTSO Administrative Associates will issue checks according to expenses approved by the State CTE Director. Expenses accrued must be directly related to the needs for each CTSO activity. For further information about allowable expenses, please refer to Section Three: STATE CTSO BUDGET AND FINANCE. The process for issuing checks is as follows:

1. An invoice or receipt must accompany all checks to be signed and made payable to the party as indicated on the invoice. Personal reimbursements must always have receipts or appropriate documentation. No checks shall be made out to cash.
2. Each check written must have two (2) signatures by the pre-approved signees on the respective CTSO bank account. No more than one state officer signature is permitted on any check. Any person receiving a personal reimbursement shall not sign that check.
3. A copy of each check written must be included in the respective CTSO account records along with the appropriate backup documentation.
4. Payments must be made in a timely manner and forwarded directly to the party receiving the funds.

5. Expenditures are to be recorded in the respective CTSO checkbook ledger and on the electronic budget sheet.

Signatures for CTSO bank accounts must be updated on a yearly basis, unless no changes are necessary (*see Addendums*). If a check is written incorrectly, it must be clearly marked “void” on the original and its corresponding copies. The voided check shall remain in the checkbook unless it has already been removed. If the voided check has been removed from the checkbook, then it should be stapled to a piece of paper and filed in the respective CTSO account records.

### **Event Management**

Annual CTSO activities and events are planned and sponsored by the Office of Career & Technical Education. In June, the CTSO Administrative Associate will create an annual calendar of events that outlines all CTSO activities and events providing basic information for each to include dates, times, locations, and the title of the event. The CTSO State Advisors and CTSO Executive Associates will partner with the CTSO Administrative Associates to compile the information needed to create the annual CTSO calendar of events. Events and activities planned will be presented to the State CTE Director for final approval before event arrangements are made. Annual events that are consistent across all CTSOs include:

- **Summer State Officer Training**

The CTSO State Advisors and CTSO Executive Associates are responsible for coordinating leadership training for the state officer teams representing all state-recognized CTSOs. This annual event is held locally in the mid-summer to prepare state officers for their role as student leaders and facilitators of chapter development and planning. During this event, all state officers are provided guidance on the development of a statewide plan of work, chapter management, and strategies to support successful local chapters.

- **Fall Leadership Conference**

During the fall of each year, state CTSOs sponsor a joint conference for current and prospective student members who display an interest in developing leadership skills. The conference includes CTSO state officer facilitated workshops designed to promote leadership development. As a result of this conference, students develop leadership skills, advance their understanding of career opportunities, and learn about CTSO membership opportunities.

- **State Leadership Conference(s)**

Each state CTSO sponsors an annual leadership conference(s) for current student members. The conference(s) provides opportunities for career development, leadership skill development, and competitive events related to the student’s CTE program of study. The events offered at the state



level are generally modeled after events offered at the national level. Competitive events shall be aligned to the standards in state approved CTE programs of study to support academic and technical preparation. Judges for competitive events should be individuals from the career field who possess the expertise and experience necessary to fairly evaluate the event for which they are assigned to judge. A local chapter must belong to a state-approved pathway and have active membership with the national CTSO in order to participate in the State Leadership Conference.

▪ **National Leadership Conference(s)**

Each national CTSO sponsors an annual leadership conference of competitive events, career development events, and career exhibitions. The National Leadership Conference includes student competitors, workshop attendees, state officers and delegates, local teacher advisors, and chaperones as required by local school districts for students participating in off-campus, out of state activities. The CTSO State Advisor serves as the liaison between the national CTSO and the local school districts to facilitate the registration of the Delaware delegation.

▪ **Legislative Appreciation Day**

Each year, state CTSO state officers participate in Legislative Appreciation Day. State officers representing all state-recognized CTSOs have a scheduled visit to Legislative Hall to meet with Delaware’s State Senators and Representatives. While at Legislative Hall, selected state officers from each organization will give a short presentation and all officers will have the opportunity to present members of the General Assembly with a token of appreciation for their continued support towards state CTSOs. In addition, Legislative Appreciation Day is a great opportunity for CTSO state officers to advocate for the importance of CTE and CTSOs.

Additional activities and events that occur throughout the year vary from organization to organization in accordance with the CTSO state officer’s plan of work. Such events may include:

- State officer retreats;
- Leadership Development Conferences (i.e. FFA: IMAGED!, COLT, DISCOVERY, QUEST, etc.);
- Career Development Events (i.e. FFA: Preliminaries, June CDE week, DE State Fair, etc.);
- National events {i.e. Washington Leadership Academy (HOSA), ProStart (FCCLA), the Big E (FFA), etc.};
- Community service projects; and
- Fundraising events.

Event descriptions will be available on the respective state CTSO website. Planning and preparing for CTSO events and activities will be a joint effort between State Advisors, Executive Associates, and

## SECTION II – STATE CTSO ADMINISTRATIVE PROCEDURES

Administrative Associates to ensure successful operations. Preparation specific for state conferences include, but are not limited to (listed in order of occurrence):

- Determine dates and times for event;
- Secure venue and catering contracts;
- Secure speaker/special guest contracts, if applicable and available funds permit;
- Secure judges for competitive events;
- Solicit and select vendors (i.e. business partnerships, higher education institutes);
- Process registration and fees;
- Purchase and organize event materials and supplies (i.e. t-shirts, name tags, certificate paper, scantron forms, awards, and specific competitive event materials);
- Create programs and registration packets;
- Create scripted award ceremony presentation;
- Prepare written tests; and
- Create result tabulation templates.

The CTSO Executive Associate will determine the specific needs for their respective CTSO event or activity and coordinate with the CTSO State Advisor to ensure necessary resources are provided to accomplish a successful event. The CTSO Administrative Associate will manage conference logistics, such as securing locations for each event, processing contracts when applicable, coordinating registration for each event, and processing fees accordingly. Online registration systems will be utilized to manage attendees and to track invoicing.

## **File Management**

Delaware CTSOs are required to maintain records for a minimum of five (5) years. After three (3) years, files may be archived electronically. CTSO files will primarily be kept electronically and organized for easy access within the Career & Technical Education workgroup. Files that are consistent across all state CTSOs include:

### **CONTACTS**

- Advisors;
- CTE Teachers;
- State Officers;
- Judges;
- Vendors;
- Sponsors; and
- Special invites.

### **MEETINGS**

- Board of Directors/Advisory Committee agenda and minutes;
- State Officer agenda and minutes; and
- State CTSO Leadership Committee agenda and minutes.

### **FINANCES**

- Expense reports;
- Treasurer reports; and
- Invoice trackers.

### **CONFERENCES**

- Registration;
- Certificates;
- Name tags;
- Programs;
- Award presentations; and
- Results and Awards.

### **CTSO DELEGATION**

- Bylaws;
- Code of Conduct; and
- Plan of Work.

### **FORMS**

- Conference forms;
- State Officer applications; and
- Recognition forms.

### **CTSO EVENTS**

- State Officer summer trainings;
- Leadership trainings;
- Community service projects; and
- Fundraiser events.

### **TRAVEL**

- Approved travel request with justification; and
- Supporting documentation.

### **CTSO RESOURCES**

- Equipment inventory;
- Annual performance measures;
- Calendar of events;
- Venues;
- Caterers;
- DOE travel policy; and
- Contracts.

### **Contractual Services**

In accordance with the Delaware Department of Education (DDOE) contractual services policy, all plans to enter into a contract or other financial agreement must be discussed and reviewed by the State CTE Director. If the contract involves technology, it shall be reviewed by the DDOE Technology Committee. Individuals seeking to provide contractual services to Delaware CTSOs must apply, interview, and be selected by the State CTSO Leadership Committee for the position in which they are interested in. All contracts will contain:

- Specific details of the work to be done;
- What deliverables will be made to the Department;
- When deliverables are expected to be completed;
- Amount of compensation and schedule of payments to be made (these must be linked to the deliverables);
- Rights and responsibilities of all parties involved; and
- Any additional responsibilities to ensure quality of performance and timely completion.

Delaware CTSOs will use one of the following DDOE contracts to support CTSO operations.

1. Limited Service Contract; or
2. District or State Employee Contract.

For consultants who are **non-state employees**, the Office of Career & Technical Education must first submit a Hiring Review Process form to the Office of Management and Budget (OMB) for approval. This form can be found within the DDOE Administrative Office Procedures Manual, Chapter Three, Procurement, Contracts, and Agreements. The OMB Hiring Review Process form must be submitted to the DDOE business office for submission to OMB. In addition to an approved OMB Hiring Review Process form, non-state employees must have an active Delaware business license in order to provide services to the State of Delaware. If the consultant does not have a business license, they may apply for one at <http://www.delaware.gov/>. Once a consultant has obtained an active business license they must then complete a W9 form to be added as an approved state vendor in the First State Financials (FSF) system. The W9 form can also be found at <http://www.delaware.gov/>. A DDOE Limited Service Contract can be submitted for approval by the CTE Director, Teaching and Learning Associate Secretary, and the Financial Reform and Resource Management Associate Secretary once;

1. OMB approves the Hiring Review Process form;
2. Consultant has an active business license;
3. Consultant completes a successful federal and state background check; and
4. Consultant has completed a W9 form and obtained a FSF vendor ID.

All required signatures must be obtained before the contract is presented to the consultant for signature. Once a contract is in place for non-state employees, the CTSO Administrative Associate will save a signed copy of the contract on the DDOE shared drive and then create a purchase order in the FSF system to encumber the total amount of the contract. The purchase order shall contain the following;

1. Description of the work being performed;
2. Under 'Header Comment' provide the Delaware business license number, dates of the contract, date of approval by OMB Hiring Review, and additional information of the work being performed;
3. Attach a copy of the approved contract with complete list of deliverables; and
4. Attach a copy of the OMB Hiring Review request and approval from OMB.

Once the purchase order has been initiated, the purchase order number must be forwarded to the DDOE business office for them to provide to OMB. Contractual services can begin once the purchase order has been approved and dispatched. Compensation will not be provided for services rendered prior to the date the purchase order is dispatched.

The contractor is responsible for submitting an invoice to the CTSO State Advisor upon completion of deliverables and in accordance with the contract payment schedule. The CTSO State Advisor will review the invoice, initial, and submit to the CTSO Administrative Associate to process payment in the FSF system. A copy of the invoice will accompany the payment voucher as an attachment in FSF along with a copy of the signed contract and OMB Hiring Review approval.

For consultants who are a **district or state employee**, a Stipend Memo request and District or State Employee Contract must be completed and processed for approval. Per the DDOE policy, the Department may contract with district staff and state employees for services rendered to the Department such as presenting at a workshop, reviewing documents, instructing seminars/classes, or producing a product for the Department. A state employee is a person who receives a State of Delaware paycheck and includes school district personnel, Delaware State University personnel, and other state agency personnel. A contract should be prepared with each school district individual. Payments for district employees will be provided through payroll mass updates, where other employee costs (OECs) will apply. The district or state employee will need to provide their employee ID and record number to process the District or State Employee Contract. School administrators are not eligible to receive stipends for DOE-sponsored trainings. The following must be completed to enter into a contract with a district or state employee;

1. Successful federal and state background check;
2. Approved Stipend Memo request; and
3. Approved District or State Employee Contract.

The district or state employee is responsible for submitting an invoice to the CTSO State Advisor upon completion of deliverables and in accordance with the contract payment schedule. Invoices must be submitted and received three weeks prior to a payday. The CTSO State Advisor will review the invoice, initial, and submit for payment to the CTSO Administrative Associate. The CTSO Administrative Associate will complete a stipend spreadsheet indicating the funding source. The stipend spreadsheet along with a copy of the approved contract and approved stipend memo will then be emailed to the CTSO Financial Associate requesting approval to pay. The CTSO Financial Associate will forward their approval to the DDOE business office for payment to be processed including the attachment of the stipend spreadsheet, approved contract, and approved stipend memo.

#### CTSO Executive Associate Contracts

CTSO Executive Associate contracts are specific to the needs of the respective CTSO being supported. The CTE State Director and CTSO State Advisor will select, oversee and monitor the performance of such contractual services to ensure deliverables and expectations are being met through a quarterly evaluation process. CTSO State Advisors will post open positions for CTSO Executive Associates through their community and educator networks, including the CTSO Board of Directors (where available). Interested candidates shall submit a resume that includes related work experience to CTSOs. Candidates will be interviewed and selected based on the needs of the CTSO and the outcome of the interview process. Personal records will be kept for all selected CTSO Executive Associates and remain on file at DDOE. This includes performance review documents and documentation to renew or discontinue a contract.

Payments for contractual services will be made upon successful completion of benchmarked deliverables and will follow a payment timeline in accordance with the approved contract. The CTSO Administrative Associate will process payments to CTSO Executive Associates using the First State Financials System (FSF) and through payroll mass updates. Taxes will be deducted in addition to statewide established OEC rates for current district or state employees. Non-state employees resuming the position of the CTSO Executive Associate will be responsible for filing their own taxes.

#### All Other Contractual Services

Contractual services for each state CTSO will vary from organization to organization. The following services are considered allowable contractual services:

- Web management services;
- Event staffing (registration, conference management, tabulations, test proctors, etc.);
- State officer coordinators;
- Training consultants;
- Guest speakers; and

- Tax/Auditing services.

Unless otherwise agreed upon in a formal contract, the hourly rate for event staffing is \$12/hour. The state requires completion of a W-9 form to make payments to vendors for contractual services. Successful completion of this form enables the creation of a state vendor record in FSF. If the vendor does not have a record in FSF, the vendor cannot provide contractual services. Payment will be processed upon receipt of an invoice that denotes the time and efforts rendered. Additional contractual services not mentioned above are subject to approval by the State CTE Director and contingent upon available funds.

### **Travel Policy**

The following travel policy includes allowable uses of federal, state, and local funding for CTSO State Advisors, CTSO Executive Associates, local advisors, and state officers. Social assemblage expenses are NOT allowed under any of the following provisions.

#### ***State Advisors***

Travel expenses for CTSO State Advisors will be covered using state CTSO general funds up to \$2,000 with use of the state credit card. A Delaware Department of Education (DDOE) travel request must be submitted and approved by the State CTE Director, Teaching and Learning Chief Academic Officer, and the Financial Reform and Management Director. Travel requests must be approved prior to making any associated expense obligations and shall meet the guidelines of the DDOE travel policy. Reimbursement for meals may not exceed the guidelines of the DDOE per diem. All other CTSO travel in excess of \$2,000 will be covered using individual CTSO funds and will follow the same DDOE approval process as stated above when travel is out of state. The CTSO State Advisor is not to use the state credit card unless travel has been approved by DDOE.

#### ***CTSO Executive Associate***

Travel for CTSO Executive Associate participation at the National Leadership Conference may be covered utilizing individual CTSO funds with a maximum allocation of \$2,000.00 per student organization when the State Advisor is unable to attend. An out of state travel request must be completed within the CTE workgroup for approval by the State CTE Director, Teaching and Learning Chief Academic Officer, and the Financial Reform and Management Director. Travel approval will be contingent upon available funds and plausible justification. The travel request must follow the DDOE travel policy and adhere to the per diem outlined in federal GSA rates. Executive Associates will be required to supply receipts to be reimbursed for all approved travel expenses.

#### ***Local Advisors***

While allowable under current legislation and federal guidelines, it is highly recommended that school districts use local funds to support local advisor travel. Under Perkins funding, local advisor travel

expenditures is allowable if they have been approved in the local plan for both in state and out of state travel and if the advisor instructs a related state approved CTE program. Expenditures including mileage, transportation (ground or airfare), registration fees, and lodging have been considered allowable; however, please note that travel expenses supported using federal funds will be processed at the local level and are subject to state and federal audits. Should the school district choose to use federal funds to support local advisors expenses related to CTSO travel, it is recommended that the total amount not exceed 5% of the school districts total allocation of federal Perkins funding. Expenses related to CTSO local advisor travel beyond 5% will need to sufficiently demonstrate that they are of such size, scope, and quality to bring about improvement in the quality of Career & Technical Education programs. All other funds identified and used to support the district expense for local advisor travel should follow the same guidelines and use that apply to federal funds.

### ***State Officers***

When travel is not being supported at the districts' expense, state officer travel is permissible using funds made available through a donation and/or outside sponsorship. Funds received through a donation or outside sponsorship will be managed externally and shall not be deposited in the respective CTSO account. Any expenses in excess of the donated/sponsored funds will be the responsibility of the state officer and/or school district. Out of state travel for state officers is contingent upon district approval.

State officer travel expenses may include in-state overnight stays as part of leadership training throughout the year including summertime. In-state travel costs will be covered utilizing individual CTSO funds. State officers are required to complete and submit to DDOE the proper permission and medical forms prior to travel. State advisors will ensure proper chaperoning is available for both male and female students to include a male chaperone for male students and a female chaperone for female students. It is the state officers' responsibility to ensure their local advisor is aware of in-state travel arrangements and approval is granted by the district. State officers may request a letter of absence from school from the CTSO State Advisor as needed.



**501 (c)(3) Status**

State CTSOs receive their tax exemption as a subordinate of their national association’s tax status and are tax-exempt under section 501(c)(3) of the Internal Revenue Code. Due to their 501(c)(3) status, state CTSOs are eligible to receive tax-deductible contributions in accordance with IRS Code section 170.

Internal Revenue Code prohibits 501(c)(3) organizations from:

1. Organizing or operating for the benefit of private interests, such as the CTSO State Advisor, members or their families, officers of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests;
2. Allowing any part of the net earnings of a CTSO to benefit a CTSO Advisor or member. A CTSO Advisor or member is a person having a personal and private interest in the activities of the organization;
3. Benefiting a person having substantial influence over the organization; and
4. Attempts to influence legislation as a substantial part of their activities. Advisors and members may not participate in any campaign activity for or against political candidates as representatives of the CTSO.

**Filing Taxes**

State CTSOs are required to file all appropriate tax documents required for 501(c)(3) organizations and remain in good standing with the State of Delaware. Failure to comply may result in funds being withheld from the organization. Documentation and tax submission will [generally](#) depend on the financial activity of the CTSO as indicated in the chart below.

<b>Status</b>	<b>Form to File</b>	<b>Instructions</b>
Gross receipts normally $\leq$ \$50,000 Note: Organizations <a href="#">eligible</a> to file the <i>e-Postcard</i> <a href="#">may choose to file a full return</a>	<a href="#">990-N</a>	n/a
Gross receipts $<$ \$200,000, and Total assets $<$ \$500,000	<a href="#">990-EZ</a> or <a href="#">990</a>	<a href="#">Instructions</a>
Gross receipts $\geq$ \$200,000, or Total assets $\geq$ \$500,000	<a href="#">990</a>	<a href="#">Instructions</a>
Private foundation - regardless of financial status	<a href="#">990-PF</a>	<a href="#">Instructions</a>

The timeline to submit tax related information can be found in the table below, specifically for the due date of annual returns (Forms 990, 990-EZ, 990-PF, or 990-BL) that a tax-exempt organization must file. To use the table the CTSO must be aware of when the [organization’s tax year](#) ends.

Ending date of tax year	Initial return due date	First extended due date	Second extended due date
December 31	May 15	August 15	November 15
November 30	April 15	July 15	October 15
October 31	March 15	June 15	September 15
September 30	February 15	May 15	August 15
August 31	January 15	April 15	July 15
July 31	December 15	March 15	June 15
<b>June 30</b>	<b>November 15</b>	<b>February 15</b>	<b>May 15</b>
May 31	October 15	January 15	April 15
April 30	September 15	December 15	March 15
March 31	August 15	November 15	February 15
February 28/29	July 15	October 15	January 15
January 31	June 15	September 15	December 15

Typically, if a due date falls on a Saturday, Sunday, or legal holiday, the due date is delayed until the next business day. The above table does not reflect the additional day.

If an organization fails to file an exempt organization annual return, it may be subject to [penalties](#). In addition, an organization that fails to file the required return or electronic notice for three consecutive tax years will [automatically lose its tax-exempt status](#). For additional information on tax requirements for Delaware CTSOs visit [www.irs.gov](http://www.irs.gov).

### **Audits**

All state CTSO accounts will be audited annually and reported to the State CTE Director. The audit is performed to obtain reasonable assurance of appropriate financial statements including accuracy of accounting and financial reporting in compliance with state and federal laws and regulations. Each CTSO is independently held accountable for any audit exceptions. The CTSO Administrative Associate will submit the financial records for each state CTSO to an agreed upon certified public accountant during the first week of November for the annual audit. The following documentation will be provided for the audit:

1. Monthly bank account statements;
2. Record of cancelled and voided checks; and
3. Budget sheet reflecting annual activity based on a fiscal year.

In addition, the CTSO State Advisor will complete, sign, and date a questionnaire from the auditor regarding any knowledge of fraud or suspicious activities affecting their CTSO detailing the targeted solutions.

### **Budget Approval**

Each CTSO State Advisor must draft an annual budget for their respective CTSO. The State CTE Director and CTSO Administrative Associates will provide input and final approval of the annual budget. Budgets must be developed per program year beginning July 1 and ending June 30. Each CTSO State Advisor must submit a budget proposal by July 1 each year. Funds transferred are then subject to the DDOE approval process and availability of funds. New fiscal year allocations may not be dispersed to each organization until records are up to date through the third quarter (March 31) of the previous fiscal year. The CTSO Administrative Associate will manage individual CTSO accounts as well as the VSO account, but it is the responsibility of the CTSO State Advisor to oversee accounts payable and accounts receivable to ensure funding availability.

State budget categories and items for expenditures have been defined and agreed upon by the State CTSO Leadership Committee. Any deviation must be approved in advance by the committee and reflected in the meeting minutes. The State CTSO Leadership Committee is responsible for determining, as a group, categorical allowable expenditures and shall review and update the list annually or on an as-needed basis.

Each state CTSO shall maintain a current and accurate budget sheet of all available funds during each fiscal year. Current approved budget categories are:

- Advisory Board Expenses;
- Conference Fees;
- Contractual Services;
- Office Supplies;
- Printing & Publishing;
- Promotional Supplies;
- State Officer Expenses; and
- Travel.

As Delaware CTSOs transition to the FSF system, the above referenced column headings will be utilized on the state CTSO account template and reflected in a state reporting tool linked to FSF. These headings reflect the approved categorical areas required to complete the electronic financial record statement. All entries shall follow the approved budget categories.

### **Fund Allocations**

The State CTSO Leadership Committee is responsible for annually determining a formula for equitable distribution of state funds to each state CTSO. The distribution formula is finalized once it is unanimously approved by the State CTSO Leadership Committee. The State CTSO Leadership Committee must follow the formula once it has been approved.

For the 2015-2016 school year, the total state allocation is \$222,400. As agreed upon by the State CTSO Leadership Committee, a flat rate of \$10,000 will be allocated to each CTSO account to be used for expenditures outlined under 'Allowable Expenses'. The remaining state allocations will remain in FSF under the 05229 student organization appropriation to be used for contractual services and basic needs across all state CTSOs. Costs associated with contractual services are based off the student capacity and state conference participation from the previous school year. For the 2015-2016 school year, CTSOs with more than 1,000 student participants at the annual leadership conference will be awarded a \$15,000 contract for an Executive Associate position with deliverables to be made prior to payment. CTSOs with less than a 1,000 student participants at the annual state leadership conference will be awarded a \$10,000 contract for an Executive Associate with deliverables to be made prior to payment.

State CTSOs may accrue additional funds through local sources such as fundraising efforts, donations, and sponsorships. Funds received from local sources will be clearly denoted on the respective CTSO budget sheet as local funds and will include a description of what the funds are intended for. Funds received for conference fees from local CTSOs will be deposited into the FSF system with an identifying program code for the respective CTSO account. Conference fees will be used to supplement the expenses accrued for that particular event. At the end of each fiscal year (June 30) any remaining state funds will be reallocated back to the state if not properly expended. Funds received throughout the fiscal year will be coded as Appropriate Special Funds (ASF) and retained for future CTSO expenses.

## **Expenditures**

### ***Allowable Expenses***

The following lists provide a breakdown of allowable expenses and the funding source to be used for each expense. All expenses are subject to approval from the State CTE Director and contingent upon available funds.

### **VSO Funds**

- Contractual Services;
- Joint state officer trainings;
- Fall Leadership Conference expenses, including CTSO in-state travel;
- Technology equipment and accessories; and
- General office supplies (to include certificate paper, name tags, flipcharts, etc).

### **CTSO Funds**

- State Leadership Conference expenses (to include venue and catering expenses);
- Judges Gifts;
- Student awards;
- State officer activities;
- State Advisor personal reimbursements;
- Executive Associate expenses;
- Event materials and supplies;
- Meals for meetings;
- Advisory Committee gifts;
- Promotional items;
- Printing/Communications;
- Conference props or decorations;
- T-shirts;
- CTSO Pens/Pencils;
- State Advisor CTSO travel expenses; and
- All other expenses not covered under VSO funds.

### **Local Funds (to include fundraising, donations, and sponsorships)**

- State officer travel;
- Community service projects; and
- All other expenses not covered by VSO or CTSO funds.

***Reporting***

In accordance to the approved annual budget for VSO and CTSO funds, each account will maintain a monthly treasurer report. The treasurer report will be descriptive of expenses and incomes for the indicated month. A bi-annual expense report will be created for the VSO and CTSO accounts to be used at the State CTSO Leadership Committee meeting in the fall and spring for budget review.

Each CTSO will be responsible for tracking annual performance measures. Annual performance measures will be reported to the State CTE Director to determine future CTSO needs based upon student growth. It is recommended that elements of the performance measures be documented after each event occurs (see Addendums for the Annual Performance Measures template).

## **ADDENDUMS**

- Agenda template
- Annual Performance Measures template
- List of National CTSO Membership Dues
- State Leadership Conference Fees
- FSF Vendor ID#'s and EI#'s
- Budget approval template
- List of approved signatures for CTSO checks
- List of state officers by CTSO

**Please refer to respective CTSO website for the following information:**

- Dress Codes
- Bylaws
- Code of Conducts
- State officer applications and agreements

**Reviewed and approved by:**

\_\_\_\_\_  
State CTE Director

\_\_\_\_\_  
Date:

\_\_\_\_\_  
CTE Policy Advisor

\_\_\_\_\_  
Date:

\_\_\_\_\_  
AgriScience Education Associate

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Business, Finance, and Marketing Education Associate

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Family and Consumer Science Education Associate

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Health Sciences Education Associate

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Technology Education Associate

\_\_\_\_\_  
Date:

\_\_\_\_\_  
CTSO Financial Associate

\_\_\_\_\_  
Date:

\_\_\_\_\_  
CTSO Administrative Associate

\_\_\_\_\_  
Date:



**SAMPLE**

**[Include target audience] Draft Agenda**

Monday, November 17, 2014

**[Provide Location of Meeting]**

**09:00 AM – 12:00 PM**

By the end of this meeting, we will have: [detail the anticipated outcomes of the meeting]

- Understanding of;
- Discussed General Updates; and
- Discussed Next Steps.

<b>What?</b>	<b>Who?</b>	<b>Time (AM)</b>
<b>General Introduction</b>	List presenter	9:00 – 9:05
<b>Presentation</b> [include any special topics]		9:05 – 9:30
<b>General Updates:</b> <ul style="list-style-type: none"><li>• [Bullet discussion topics]</li></ul>		9:30 – 9:50  9:50 – 10:00
<b>Break</b>		10:00 – 10:10
<b>Next Steps &amp; Upcoming Meetings:</b> <ul style="list-style-type: none"><li>• [Bullet next steps and indicate next meeting date, time, and location]</li></ul>		11:45 – 11:55
<b>Adjournment</b>		11:55 – Noon

Delaware Career and Technical Student Organizations  
Annual Performance Measures  
[School Year]

Report prepared for Choose an item.  
Prepared by [name]

	# Students	# Advisors
<b>Membership</b>		
• State Membership		
• National Membership		
<b>Statewide CTSO Activities</b>		
• Officer Leadership Training/Meetings		
• Fall Leadership Conference(s)		
• State Leadership Conference(s)		
• Regional/National Conference(s)		
<b>Recognitions</b>		
• State CDE/Competitive Event Awards distributed		
• National CDE/Competitive Event Awards		
• National special award recognitions		
• Scholarships received		
• Other (specify)		
<b>TOTAL # of Students/Advisors</b>		

	# of Events
<b>Annual Statewide CTSO Activities</b>	
• Officer Leadership Training	
• Board of Directors Meetings	
• Advisor Meetings/Trainings	
• Fall Leadership Conference(s)	
• State Leadership Conference(s)	
• Regional/National Conference(s)	
• Other (specify)	

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**Additional Highlights/Successes**

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## National CTSO Membership Dues

**2015-2016**

<b>BPA</b>	Secondary Division	\$12.00
	Middle Level Division	\$ 8.00
<hr/>		
<b>DECA</b>	High School Division	\$8.00/ student
<hr/>		
<b>FCCLA</b>	Membership Dues	\$9.00/ student
	(Minimum of 12 members)	\$108/ 12 students
<hr/>		
<b>FEA</b>	Membership Dues	\$8.00/ student
<hr/>		
<b>FFA</b>	Membership Dues	\$7.00/ student
<hr/>		
<b>HOSA</b>	Membership Dues	\$10.00/ student
	Alumni Membership	FREE
<hr/>		
<b>SkillsUSA</b>	<i>See national SkillsUSA website for fee schedule</i>	
<hr/>		
<b>TSA</b>	Red CAP (Up to ten members)	\$90.00
	White CAP (Eleven or more members)	\$9.00
	Blue CAP (More than 25 members)	\$350

**Delaware CTSOs Conference Fees**

**2015-2016**

<b>BPA</b>	Fall Leadership Conference	\$25.00
	Spring Leadership Conference	\$90.00/High School \$55.00/Middle School

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<b>DECA</b>	Fall Leadership Conference	\$25.00
	Spring Leadership Conference	\$80.00

---

<b>FCCLA</b>	Fall Leadership Conference	\$25.00
	Spring Leadership Conference	\$60.00/High School \$30.00/Middle School

---

<b>FEA</b>	Fall Leadership Conference	\$25.00
	State Leadership Conference	\$20.00

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<b>FFA</b>	COLT	\$75.00
	IMAGED!	\$15.00
	Discovery	\$20.00
	QUEST	\$20.00
	State Convention	\$100-160

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<b>HOSA</b>	Fall Leadership Conference	\$25.00
	State Leadership Conference	\$20.00

---

<b>SkillsUSA</b>	Fall Leadership Conference	\$25.00
	State Leadership Conference	\$15.00

---

<b>TSA</b>	Fall Leadership Conference	\$25.00
	State Leadership Conference	\$40.00

**FSF Vendor ID#'s & EI #'s**

<b>CTSO</b>	<b>Vendor #</b>	<b>EI #</b>
BPA (Business Professionals of America)	0000025354	51-0224667
DECA (Delaware DECA)	0000025311	51-6019989
FCCLA (Family Career Community Leaders)	0000029356	61-6024284
FEA (Future Educators of America)	0000027904	27-4109989
FFA (Delaware Association of FFA)	0000029350	51-6022777
HOSA (Delaware HOSA)	0000011680	45-3611685
Skills USA (Delaware Skills USA)	0000029542	52-0812433
TSA (Technology Student Association)	0000025728	51-0261303
VSO (Vocational Student Organization)	0000027921	51-0369179

**SAMPLE**  
**CTSO Budget**

**Fiscal Year - 16**

<b>Budget Category</b>	<b>Allocation Amount</b>
Advisor/Board Expenses	\$1000.00
Conference Fees	\$5000.00
Printing & Publishing	\$1000.00
Promotional Supplies	\$2000.00
State Officer Expenses	\$1000.00
<b>Total</b>	<b>\$10,000.00</b>

**SAMPLE**  
**State Funding Budget**

**Fiscal Year - 16**

<b>Budget Category</b>	<b>Allocation Amount</b>
Conference Fees	\$40,000.00
Contractual Services	\$95,000.00
Materials and Supplies	\$4,000.00
Office Supplies	\$3,000.00
Travel	\$0.00
<b>Total</b>	<b>\$142,400.00</b>

**CTSO AUTHORIZED SIGNERS**

**2015-2016**

 <p align="center"><b><u>BPA</u></b>          Lisa Wilson          Lisa Stoner-Torbert          Luke Rhine          Corinne Stayton</p>	 <p align="center"><b><u>DECA</u></b>          Lisa Wilson          Luke Rhine          Lisa Stoner-Torbert          Corinne Stayton</p>
 <p align="center"><b><u>FEA</u></b>          Rita Hovermale          Luke Rhine          Lisa Stoner-Torbert          Corinne Stayton</p>	 <p align="center"><b><u>FCCLA</u></b>          Rita Hovermale          Luke Rhine          Lisa Stoner-Torbert          Corinne Stayton</p>
 <p align="center"><b><u>FFA</u></b>          Stacy Hoffman          David Townsend          Luke Rhine          AJ Cannon</p>	 <p align="center"><b><u>HOSA</u></b>          Peggy Enslin          Luke Rhine          Lisa Stoner-Torbert          Corinne Stayton</p>
 <p align="center"><b><u>SkillsUSA</u></b>          Michael Fitzgerald          Luke Rhine          Lisa Stoner-Torbert          Corinne Stayton</p>	 <p align="center"><b><u>TSA</u></b>          Mike Fitzgerald          Luke Rhine          Lisa Stoner-Torbert          Corinne Stayton</p>
 <p align="center"><b><u>VSO</u></b>          Luke Rhine          Lisa Stoner          Rita Hovermale</p>	<p align="center">Rita Hovermale          Connor Wagaman, Treasurer          Michael Canning, President          Johnny Bui , Vice President</p>





**BPA State Officers  
2015-2016**

Office	School	Advisor
<b>Kirsten Nguyen, President</b> Lake Forest High School Email: <a href="mailto:knguyen@delawarebpa.org">knguyen@delawarebpa.org</a>	Lake Forest School District Lake Forest High School 5407 Killens Pond Road Felton, DE 19943 Phone: (302) 284-9291 Fax: (302) 284-5833 SLC: S690	Corey Yanoshak Lake Forest School District Lake Forest High School Email: <a href="mailto:cnyanoshak@lf.k12.de.us">cnyanoshak@lf.k12.de.us</a>
<b>Charles Megginson, Vice President</b> Sussex Central High School Email: <a href="mailto:cmegginson@delawarebpa.org">cmegginson@delawarebpa.org</a>	Indian River School District Sussex Central High School 26026 Patriots Way Georgetown, DE 19947 Phone: (302) 934-3166 Fax: (302) 934-3234 SLC:	Joe Parker Indian River School District Sussex Central High School Email: <a href="mailto:joseph.parker@irsd.k12.de.us">joseph.parker@irsd.k12.de.us</a>
<b>Showvik Haque, Secretary</b> William Penn High School Email: <a href="mailto:shaque@delawarebpa.org">shaque@delawarebpa.org</a>	Colonial School District William Penn High School 713 East Basin Road New Castle, DE 19720 Phone: (302) 323-2800 Fax: (302) 323-2955 SLC: N160	Carolyn Smalls Colonial School District William Penn High School <a href="mailto:carolyn.smalls@colonial.k12.de.us">carolyn.smalls@colonial.k12.de.us</a>
<b>Thien Nguyen, Treasurer</b> William Penn High School <a href="mailto:tnguyen@delawarebpa.org">tnguyen@delawarebpa.org</a>	Colonial School District William Penn High School 713 East Basin Road New Castle, DE 19720 Phone: (302) 323-2800 Fax: (302) 323-2955 SLC: N160	Carolyn Smalls Colonial School District William Penn High School <a href="mailto:carolyn.smalls@colonial.k12.de.us">carolyn.smalls@colonial.k12.de.us</a>
<b>Bridget Barrett, Historian</b> Sussex Tech High School Email: <a href="mailto:bbarrett@delawarebpa.org">bbarrett@delawarebpa.org</a>	Sussex Tech School District Sussex Tech High School 17137 County Seat Highway Georgetown, DE 19947 Phone: (302) 856-2541 Fax: (302) SLC:	Frank Makray Sussex Tech School District Sussex Tech High School <a href="mailto:frank.makray@sussexvt.k12.de.us">frank.makray@sussexvt.k12.de.us</a>
<b>Alison Sayers, Parliamentarian</b> Smyrna High School Email: <a href="mailto:asayers@delawarebpa.org">asayers@delawarebpa.org</a>	Smyrna School District Smyrna High School 500 Duck Creek Parkway Smyrna, DE 19977 Phone: (302) 653-8581 SLC: N460	Angie Hewes Smyrna School District Smyrna High School <a href="mailto:angie.hewes@smyrna.k12.de.us">angie.hewes@smyrna.k12.de.us</a>



**DECA State Officers  
2015-2016**

Office	School	Advisor
<b>Karvee Tamba, President</b> William Penn High School 131 Highland Blvd. New Castle, DE 19720 Phone: (302) 467-8374 Email: <a href="mailto:ktamba@delawaredeca.org">ktamba@delawaredeca.org</a>	Colonial School District William Penn High School 713 East Basin Road New Castle, DE 19720 Phone: (302) 323-2800 Fax: (302) 323-2955 SLC: N160	Keri Young William Penn High School Email: <a href="mailto:keri.young@colonial.k12.de.us">keri.young@colonial.k12.de.us</a>
<b>Katarina Milewski, Vice President</b> Glasgow High School 44 Bobby Drive Newark, DE 19713 Phone: (302) 766-0682 Email: <a href="mailto:kmilewski@delawaredeca.org">kmilewski@delawaredeca.org</a>	Christina School District Glasgow High School 1901 South College Avenue Newark, DE 19702 Phone: (302) 631-5600 Fax: (302) 454-5433 SLC: N410	Patrick Costigan Glasgow High School Email: <a href="mailto:costiganp@christina.k12.de.us">costiganp@christina.k12.de.us</a>
<b>Jalynn Patterson, Secretary</b> Glasgow High School 23 Laxford Drive Newark, DE 19702 Phone: (302) 562-9021 <a href="mailto:jpatterson@delawaredeca.org">jpatterson@delawaredeca.org</a>	Christina School District Glasgow High School 1901 South College Avenue Newark, DE 19702 Phone: (302) 631-5600 Fax: (302) 454-5433 SLC: N410	Patrick Costigan Glasgow High School Email: <a href="mailto:costiganp@christina.k12.de.us">costiganp@christina.k12.de.us</a>
<b>Grace Enenmo, Treasurer</b> William Penn High School 732 Parkman Drive Bear, DE 19701 Phone: (302) 229-9345 Email: <a href="mailto:genenmo@delawaredeca.org">genenmo@delawaredeca.org</a>	Colonial School District William Penn High School 713 East Basin Road New Castle, DE 19720 Phone: (302) 323-2800 Fax: (302) 323-2955 SLC: N160	Keri Young William Penn High School Email: <a href="mailto:keri.young@colonial.k12.de.us">keri.young@colonial.k12.de.us</a>
<b>James Story, Reporter</b> Dover High School 112 Bur Oak Drive Smyrna, DE 19904 Phone: (610) 308-4353 Email: <a href="mailto:jstory@delawaredeca.org">jstory@delawaredeca.org</a>	Capital School District Dover High School 1 Dover High Drive Dover, DE 19904 Phone: (302) 672-1525 Fax: (302) 672-1565 SLC: D103	Tina Pinkett Dover High School Email: <a href="mailto:tina.pinkett@capital.k12.de.us">tina.pinkett@capital.k12.de.us</a>



**FCCLA State Officers  
2015-2016**

Office	School	Advisor
<b>Krista Jarrell, President</b> Caesar Rodney High School 504 Falcon Drive Camden, DE 19934 Phone: (302) 697-0120 Cell: (302) 853-5765 Email: <a href="mailto:kdancer729@yahoo.com">kdancer729@yahoo.com</a>	Caesar Rodney School District Caesar Rodney High School 239 Old North Road Camden, DE 19934 Phone: (302) 697-2161 Fax: (302) 697-6888 SLC: D280	Amy Finley <a href="mailto:amy.finley@cr.k12.de.us">amy.finley@cr.k12.de.us</a>
<b>Kylie Sanchez, Vice President of Membership</b> Smyrna High School Phone: (302) 331-7125 Email: <a href="mailto:Kylie_sanchezkes@yahoo.com">Kylie_sanchezkes@yahoo.com</a>	Smyrna School District Smyrna High School 500 Duck Creek Parkway Smyrna, DE 19977 Phone: (302) 653-8581 SLC: N460	Valerie Coll <a href="mailto:valerie.coll@smyrna.k12.de.us">valerie.coll@smyrna.k12.de.us</a>
<b>Brian Wherry, Vice President of Community Service</b> William Penn High School Phone: (302) 897-3402 Email: <a href="mailto:bmw1234@comcast.net">bmw1234@comcast.net</a>	Colonial School District William Penn High School 713 East Basin Road New Castle, DE 19720 Phone: (302) 323-2800 Fax: (302) 323-2955 SLC: N160	Brianna Lyons <a href="mailto:brianna.lyons@colonial.k12.de.us">brianna.lyons@colonial.k12.de.us</a>
<b>Yeliz Kurt, Vice President of Records</b> Seaford High School Phone: (302) 519-4693 Email: <a href="mailto:yeliz_kurt_11@hotmail.com">yeliz_kurt_11@hotmail.com</a>	Seaford School District Seaford High School 399 N. Market Street Seaford, DE 19973 Phone: (302) 629-4587	Kaitlin Russell <a href="mailto:kaitlin.russell@seaford.k12.de.us">kaitlin.russell@seaford.k12.de.us</a>



**FEA State Officers  
2014-2015**

Office	School	Advisor
<b>Mallory Matusevich, President</b> Smyrna School District	Smyrna High School 500 Duck Creek Parkway Smyrna, DE 19977 Phone: (302) 653-8581 Fax: (302) 653-3139 SLC: N460	Michael Shaner
<b>Orlando Kelley Jr., Vice President</b>	Sussex Technical High School 17099 County Seat Highway Georgetown, DE 19947 302-856-0961 SLC:880	Beth Bendistis
<b>Lauren Williams, Secretary</b>	Smyrna High School 500 Duck Creek Parkway Smyrna, DE 19977 Phone: (302) 653-8581 Fax: (302) 653-3139 SLC: N460	Michael Shaner
<b>Mallory Neilsen, Treasurer</b>	Cape Henlopen High School 1250 Kings Highway Lewes, DE 18858 Phone; 302-645-7711 SLC: S150	Linda Marvel



**FFA State Officers  
2015-2016**

Office	School	Advisor
<b>Evan Davis, President</b> 115 Tracy Circle Laurel, DE 19956 Phone: (443) 736-0184 Email: <a href="mailto:edavis@delawareffa.org">edavis@delawareffa.org</a> Birthday: 11/18/1996	Del Tech- Owens Campus Delmar FFA Chapter	Dr. Bart Gill Phone: 302-735-4015 Email: <a href="mailto:bart.gill@doe.k12.de.us">bart.gill@doe.k12.de.us</a> Parents: Joseph and Crystal Davis
<b>Jordan Karr, Vice President</b> 22299 Bunting Road Georgetown, DE 19947 Cell: (302) 344-4505 Email: <a href="mailto:jkarr@delawareffa.org">jkarr@delawareffa.org</a> Birthday: 7/18/1995	Del Tech- Owens Campus Central FFA Chapter	Dr. Bart Gill Phone: 302-735-4015 Email: <a href="mailto:bart.gill@doe.k12.de.us">bart.gill@doe.k12.de.us</a> Parents: Mike and Chasity Karr
<b>Shannon Thorpe, Secretary</b> 234 Waterford Drive Middletown, DE 19709 Cell: (302) 437-4650 Email: <a href="mailto:sthorpe@delawareffa.org">sthorpe@delawareffa.org</a> Birthday: 7/21/1997	University of Delaware Appoquinimink FFA Chapter	Dr. Bart Gill Phone: 302-735-4015 Email: <a href="mailto:bart.gill@doe.k12.de.us">bart.gill@doe.k12.de.us</a> Parents: Lori and Jack Thorpe
<b>Alison Kowalski, Treasurer</b> 405 Tindall Road Wilmington, DE 19805 Phone: (302) 565-9107 Email: <a href="mailto:akowalski@delawareffa.org">akowalski@delawareffa.org</a> Birthday: 4/22/1996	University of Delaware McKean FFA Chapter	Dr. Bart Gill Phone: 302-735-4015 Email: <a href="mailto:bart.gill@doe.k12.de.us">bart.gill@doe.k12.de.us</a> Parents: Susan Kowalski



**HOSA State Officers  
2015-2016**

Office	School	Advisor
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