

## 2016 - 2017 Professional Development Activities

### *Common CTSO Leadership Activities*

Name	Content Area
School/ Institution	Home Address, City, State, Zip Code
Email Address	School Address, City, State, Zip Code
Home Phone	Number of Credits Requested ( <i>Maximum 4 credits</i> )

*Important Information:*

- Activities to be completed July 5, 2016 – July 4, 2017
- **Due Date is July 17, 2017**
- 1 credit = 15 hours of professional development
- 1 credit costs \$59.00

Send this form and documentation to:

Robert Van Dyke  
 CCCS  
 9101 E. Lowry Blvd  
 Denver, CO 80230-6011  
[Robert.vandyke@cccs.edu](mailto:Robert.vandyke@cccs.edu)

### CTSO Leadership Activities

X	Activity	Number of Hours	Requested of Hours	Documentation Needed	Comments	Verification
	Develop constitution/ bylaws for chapter (may only be completed once)	0.5		Constitution/ bylaws		
	List of current affiliated members	0.25		List of current affiliated members		
	List of elected officers	0.25		List of elected officers		
	Host chapter meeting	1		Agenda, meeting minutes, and pictures of the meeting		
	Co-curricular integration	1		1 lesson plan showing integration of CTSO into class. Reflection on how lesson with lesson plan		
	Develop chapter program of work	1		Chapter program of work		