



ALTERNATIVE
COOPERATIVE
EDUCATION

YOUR PATHWAY TO SUCCESS!

ACE CTSO Handbook 2014-2015

A handbook detailing the requirements of a Career and Technical Student Organization for the ACE classroom. Includes Student Involvement Techniques, tips and documentation strategies.

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CTSO Rule

3.09 Colorado Career and Technical Student Organizations (CTSOs)

(Board Rule: CTA 3.1F; CRS: 23-8-103 (2d))

According to Board Rule each CTE program must provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations as listed herein, or such other leadership organization as may be approved by the Board in special circumstances: Distributive Education Clubs of America (DECA), Future Business Leaders of America (FBLA), Future Farmers of America (FFA), Family Career and Community Leaders of America (FCCLA), Health Occupation Students of America (HOSA), Technology Student Association (TSA) and Skills USA;

Each secondary program must establish and maintain either a state and nationally affiliated CTSO related to their instructional area (both curricular and instructor credential based) or a local CTSO.

Resources:

<http://www.coloradostateplan.com/ctso.htm>

If a state and nationally affiliated CTSO is used, it must be related to the Career Cluster as defined in the following list.

Agriculture, Natural Resources & Energy

Agriculture, Food & Natural Resources	FFA
Energy	FFA, SkillsUSA or TSA

Business, Marketing & Public Administration

Management and Administration	FBLA
Marketing	DECA
Finance	FBLA
Government & Public Administration	FBLA

Health Science, Criminal Justice & Public Safety

Health Science	HOSA
Law, Public Safety, Corrections & Security	HOSA

Hospitality, Human Services & Education

Hospitality & Tourism	FCCLA
Hospitality & Tourism (marketing/mgt.)	DECA
Human Services	FCCLA
Cosmetology	SkillsUSA
Education & Training	FCCLA

Skilled Trades & Technical Sciences

Architecture & Construction	SkillsUSA or TSA
Manufacturing	SkillsUSA
Transportation, Distribution & Logistics	SkillsUSA

STEM, Arts, Design & Information Technology

STEM	SkillsUSA or TSA
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Arts, A/V Technology and Communication

• Audio/Video Technology & Film	SkillsUSA or TSA
• Journalism & Broadcasting	FBLA, SkillsUSA or TSA
• Performing Arts	Under Development*
• Printing/Publishing	SkillsUSA or TSA
• Visual & Design Arts	SkillsUSA or TSA
Interior Design & Fashion Design	FCCLA

Information Technology

• Information Support and Services	SkillsUSA or TSA
• Interactive Media	SkillsUSA or TSA
• Network Systems & Telecommunications*	SkillsUSA or TSA
• Programming & Software Engineering*	SkillsUSA or TSA

Postsecondary & Workforce Readiness

Alternative Cooperative Education (ACE)	Under Development*
FACS CORE & World of Work	FCCLA
Other	

Alternative options will be considered under special circumstances. They must receive approval of Program Director and Dean of Career & Technical Education

*Areas where no relevant student organization exists are working to create a state and national affiliation option. Programs in these areas must select the local CTSO as defined below.

If a local CTSO is established and maintained but not state and nationally affiliated, it must have (and keep on file copies for the most recent year):

- A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.
- A list of the current local membership
- A list of current elected officers
- Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.
- Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan, i.e. class syllabus.
- Documentation of a Program of Work: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

This requirement will be effective from July 1, 2009 for all programs at time of renewal.

Programs found not to be in compliance with these requirements may be placed on a one-year conditional approval. If conditional requirements are not met, approval will be revoked.

Glossary

ACE Student Leadership Conference: An annual event for students. Includes Competitive Events, General Session, Keynote Speaker, Workshops. Check the Colorado ACE Website for more details.

CTSO: Career and Technical Student Organization

Chapter: A group of students involved in the CTSO. The chapter could be considered all the ACE students in the program. Most often, each individual class is referred to as a chapter. Hence, each teacher can have multiple chapters.

Chapter Advisor: A teacher who serves as the adult leader/facilitator of the CTSO chapter.

Chapter Officers: Students elected to leadership positions in the classroom/CTSO chapter. Officers are elected by local chapter membership – or classmates. Election procedures, including nomination and/or application guidelines can be determined by each chapter advisor.

DOCUMENT IT!: These are suggestions on how to document the requirement. Many times, the SIT (Student Involvement Techniques) can be used as documentation. Before the school year begins, designate a drawer in a filing cabinet as the CTSO Drawer or buy an accordion folder (or something similar) to keep all your CTSO documents.

(SC)²: Successful Career Students of Colorado. This is the official name of the ACE CTSO.

SIT - Student Involvement Technique: These are examples of how to incorporate students in the decision making and organization process.

State Officers: Student leaders elected at the annual Colorado ACE Student Leadership Conference.

Resources

Colorado CTE Website	http://www.coloradostateplan.com/
Colorado CTSO Websites	http://www.coloradostateplan.com/ctso.htm
Colorado ACE Website	http://www.coloradostateplan.com/ACE.htm
Colorado ACE Teacher Conference	http://www.coloradostateplan.com/ACE_Teacher.htm
Colorado ACE Board Website	http://www.coloradostateplan.com/ACE_Board.htm
(SC) ² Website	http://www.coloradostateplan.com/ACE_CTSO.htm

Bylaws

Requirement: A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.

According to the Merriam-Webster dictionary, bylaw is a noun that is defined as a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs.

Student Involvement Technique:

- Challenge each student to bring in a set of bylaws from an organization for extra credit.
- Facilitate a class discussion on the importance of rules (bylaws) in a classroom, work place or an organization.
- Break the classroom into groups of students. Have each group write a set of rules (bylaws) for the classroom.
- Add your own ideas:

TIPS:

- The bylaws should be reviewed every year for relevancy and updated as needed.
- Each class could have their own set of bylaws.
- Use the Sample ABC High School (SC)² Bylaws (pgs 12-15) as a beginning point for your chapter bylaws.

DOCUMENT IT!

- Print the set of bylaws and keep in a file folder or binder tab marked Bylaws.

Successful Career Students of Colorado

BYLAWS

ARTICLE I

NAME

The name of this organization shall be **Successful Career Students of Colorado** or **(SC)²**.

ARTICLE II

PURPOSE

The primary purpose of (SC)² is to serve the needs of its members and strengthen ACE (Alternative Cooperative Education) classroom instruction. The (SC)² and Colorado ACE partnership is fostered in the following ways:

- a. Provides special populations (*special education and at-risk*) with a lifelong pathway to graduation, employment, and career development.
- b. Fosters programs and activities which develop self-actualization through:
 1. Physical, mental, and social well-being

2. Leadership, character and citizenship
 3. Ethical practices and respect for the dignity of work
 4. Financial independence.
- c. Build confidence by providing opportunities to assume responsibilities and develop personal and occupational competencies and social skills.
 - d. Provide opportunities for self-assessment and self-knowledge that lead to realistic choices of careers and successful employment.
 - e. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
 - f. Acknowledge individual academic, occupational, and/or service achievements through recognition and awards.

ARTICLE III

MEMBERSHIP

Section 1. Membership composition.

(SC)² is an organization of, by and for students who are or were enrolled in secondary, transition and post-secondary ACE programs.

Section 2. Annual affiliation fees shall be specified in policies and procedures and must be approved by the ACE Teacher Board. Additional affiliation fees may be assessed by local organizations.

ARTICLE IV

STUDENT STATE OFFICERS

Section 1. (SC)² State Officers:

- a. (SC)² State Officers shall be selected by the ACE Teacher Board.
 1. The Student State Officer candidates shall provide:
 - a. A letter of application, stating motivation, commitment and qualifications.
 - b. A resume.
 - c. A verified statement of academic performance for the current school year.
 - d. A statement of support with the signature of the school principal, CTE director or dean; the signature of the ACE teacher and/or designee; and, the signature of parent or guardian.
- b. (SC)² Student State Officers may elect officers.
- c. The duties of the officers shall be specified in these Bylaws and in the parliamentary authority adopted by the organization.

Section 2. Duties of (SC)² Student State Officers:

- a. The (SC)² State Officers shall make themselves available, as necessary, to promote the general welfare of the Colorado ACE Student Organization.
- b. (SC)² State Officers shall serve as consultants to the Colorado ACE Teacher Board.

- c. (SC)² State Officers shall work with the ACE Teacher Board to develop and facilitate all statewide student leadership conferences.
- d. (SC)² State Officers shall be responsible for public relations and marketing campaigns.
- e. (SC)² State Officers shall promote community service and service learning opportunities.

ARTICLE V

MEETINGS

- Section 1.** An annual State Leadership Conference shall be held each year with the time and place to be designated by the (SC)² State Officers and the ACE Teacher Board.

ARTICLE VI

SUPERVISION

- Section 1.** The state ACE Teacher Board shall be responsible for the Colorado ACE Student Organization association.
- Section 2.** The Colorado Community College System staff provides guidance for the Colorado ACE Student Organization.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the organization may adopt.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any (SC)² Student State Officer Meeting, ACE Teacher Board Meeting, or (SC)² Student Leadership Conference.

ABC High School (SC)²

SAMPLE BYLAWS

ARTICLE I

NAME

The name of this organization shall be **ABC High School Successful Career Students of Colorado** or (SC)².

ARTICLE II

PURPOSE

The primary purpose of ABC High School (SC)² is to serve the needs of its members and strengthen ACE (Alternative Cooperative Education) classroom instruction. The ABC High School (SC)² and ACE partnership is fostered in the following ways:

- a. Provides special populations (*special education and at-risk*) with a lifelong pathway to graduation, employment, and career development.
- b. Fosters programs and activities which develop self-actualization through:
 1. Physical, mental, and social well-being
 2. Leadership, character and citizenship
 3. Ethical practices and respect for the dignity of work
 4. Financial independence.

- c. Build confidence by providing opportunities to assume responsibilities and develop personal and occupational competencies and social skills.
- d. Provide opportunities for self-assessment and self-knowledge that lead to realistic choices of careers and successful employment.
- e. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
- f. Acknowledge individual academic, occupational, and/or service achievements through recognition and awards.

ARTICLE III

MEMBERSHIP

Section 1. Membership composition.

ABC High School (SC)² is an organization of, by and for students who are or were enrolled in secondary, transition and post-secondary ACE programs.

Section 2. Annual affiliation fees are specified by the Colorado (SC)². There will be no local affiliation fees.

ARTICLE IV

STUDENT CHAPTER OFFICERS

Section 1. (SC)² Chapter Officers:

- a. (SC)² Chapter Officers shall be selected by the chapter.

- b. The duties of the officers shall be specified in these Bylaws and in the parliamentary authority adopted by the organization.

Section 2. Duties of (SC)² Chapter Officers:

- a. The (SC)² Student Chapters Officers shall make themselves available, as necessary, to promote the general welfare of ABC High School (SC)².
- b. The ABC High School (SC)² President shall preside over all chapter meetings, develop meeting agendas, conduct meetings according to chapter bylaws, develop Program of Work and coordinate activities with chapter advisor, appoint committees as appropriate.
- c. The ABC High School (SC)² Vice President shall assist the president in all leadership functions, preside over chapter activities in the absence of the president, assume the duties of the president should the office be vacated, and coordinate all committee work.
- d. The ABC High School (SC)² Secretary shall prepare the minutes of meetings, chapter correspondence and reports, assist the president in meeting agenda development, record the roll at all chapter meetings and read minutes and communications at chapter meetings.
- e. The ABC High School (SC)² Treasurer shall maintain efficient management and documentation of chapter funds and keep financial records neat and accurate, according to school district policies.
- f. The ABC High School (SC)² Historian shall maintain a history of local chapter activities throughout the year.
- g. The ABC High School (SC)² Reporter shall coordinate publicity for chapter activities by submitting articles to local and school newspapers.

ARTICLE V

MEETINGS

Section 1. Meetings shall be held at least two times per term with the time and place to be designated by the ABC High School (SC)² Chapter Officers and the ABC High School ACE Teacher.

ARTICLE VI

SUPERVISION

Section 1. The ABC High School ACE Teacher shall be responsible for the ABC High School (SC)².

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the organization may adopt.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any ABC High School(SC)² Student Chapter Officer Meeting.

Membership

Requirement: A list of the current local membership

Membership is a list of students who are members of your school's (SC)² chapter. At this time, there are no membership fees, so all your students can be considered members of (SC)².

Student Involvement Technique:

- Facilitate a “chapter-naming contest” for each class. Have students vote on their favorite, appropriate names. (This can be a pre-cursor to a discussion on parliamentary procedure or citizenship - especially during election years.)
- When writing resumes, encourage students to write “Colorado ACE Student Organization member” under Involvement/Activities.
- During career exploration, require students list at least one professional organization in their field of interest. (Example: AMA – American Medical Association for a doctor)
- Add your own ideas:

TIPS:

- The membership list should be updated every semester.

DOCUMENT IT!

- Print your class rosters and keep in a file folder or binder tab marked Membership.

Officers

Requirement: A list of current elected officers

Each chapter needs current, elected officers. There are some offices that are “traditional”, such as President, Vice President, Secretary and Treasurer.

Student Involvement Technique:

- Facilitate a teamwork activity. Examples and ideas can be found online:
 - <http://wilderdom.com/games/>
 - http://www.ehow.com/info_7921343_high-school-teamwork-activities.html
 - http://www.ehow.com/list_6698083_classroom-teamwork-games.html
 - http://www.ehow.com/list_6615748_teamwork-activities-classroom.html
 - <http://www.buzzle.com/articles/classroom-leadership-games.html>
 - http://www.ehow.com/way_5229192_youth-teamwork-activities.html
 - Lead discussion on leadership and teamwork. Who emerged as natural leaders? Why is it important to have leaders?
- Assign a leadership essay and/or presentation. Students should define leadership and tell about a leader they admire.
- Have students define leadership, then make a list of all the ways they have been a leader. (It can be serving as the president of their class to helping their younger siblings with homework. Leadership has many faces and everyone has shown leadership in at least one way in their life.)
- Have students brainstorm a list of offices and their duties. Have students nominate or self-nominate for leadership positions. Give the students a day to campaign and give a short speech to the class on why they would make the best candidate. Hold officer elections by ballot.
- Add your own ideas:

TIPS:

- To elevate the prestige of being an officer, hold an installation ceremony. Have the students plan the ceremony (maybe even at night so parents can attend?), including food. Have the officers raise their hand and pledge to fulfill the duties of their office.
- You may need to elect officers every semester.
- Remember to update the bylaws to reflect the officer titles.
- Encourage students to think of “non-traditional” offices:
 - Vice President of Facebook – duty is to update the class Facebook page every other day
 - Vice President of Attendance – duty is to take attendance at every class period
 - Vice President of Jokes – duty is to tell a joke at the beginning of the class
 - Vice President of Chocolate or Desserts – duty is to make sure chocolate is brought to the class every week

DOCUMENT IT!

- Print the list of officers and keep in a file folder or binder tab marked Officers.

EXAMPLE DUTIES OF OFFICERS

President:

- Prepare agendas for meetings
- Conduct meetings according to chapter bylaws
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

Vice President:

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of the president should the office be vacated
- Coordinate all committee work

Secretary:

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

Treasurer:

- Maintain efficient management and documentation of chapter funds
- Keep financial records neat and accurate

Historian:

- Maintain a history of local chapter activities throughout the year – this could be accomplished in a notebook or a slide show
- Take pictures at chapter activities

Reporter:

- Submit articles to local newspapers, CTE Trends
- Coordinate publicity for chapter activities

Agendas & Minutes

Requirement: Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs. Make assignments for each person(s) responsible for each item.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings such as committee meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

Student Involvement Technique:

- Introduce students to the concept of parliamentary procedure. Explain motions, seconding the motion and voting. Have students pair up and practice making motions and seconding the motion.
- Explain the purpose of an agenda and show an example agenda. Have students write their own agendas for a meeting.
- Show example meeting minutes. During a meeting (perhaps that you, as the teacher leads), have all students take minutes.
- Add your own ideas:

TIPS:

- Meetings should take place at a regular time. Set aside the last Friday of the month for a CTSO meeting, with the second Friday of the month set aside for committee meetings. Or, have the students vote on when to hold the CTSO meetings.
- Elected presidents and secretaries should be given a laptop (or computer – just for the meeting) to keep agendas and take minutes. Save the agendas and meetings in a CTSO file, after printing. (This prevents you from having to chase down the files at a later date.)
- RESOURCE: Mastering Meetings Article:
<http://www.teamtri.com/pdf/Mastering%20Meetings%20by%20TeamTRI.pdf>
- RESOURCE: Parliamentary Procedure Basics:
<http://www.teamtri.com/pdf/Rule%20Like%20Robert%20-%20Meet%20Bob%20by%20TeamTRI.pdf>

DOCUMENT IT!

- Print at least 2 agendas and 2 sets of minutes per term and put in the “Agendas & Minutes” CTSO folder or binder tab.

SAMPLE AGENDA

ABC High School (SC)²

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Report
- V. Officers' Reports
- VI. Committee Reports
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

SAMPLE AGENDA – WITH NOTES

ABC High School (SC)²

- I. Call to Order – by President
- II. Roll Call – by Secretary
 - a. Send around a sign-up sheet
 - b. Use as attendance for the day
- III. Approval of Minutes – by Secretary
 - a. Options:
 - i. Make copies to distribute to class
 - ii. Send via e-mail to class
 - iii. Post on Facebook group
 - iv. Have the minutes projected in the front of the class
 - v. Secretary may read the minutes aloud
 - b. President asks for a motion and second for approval of minutes
 - c. President asks for the class to vote on approval
- IV. Financial Report – by Treasurer
 - a. Gives any money updates – Did you have a financial leadership activity? Was money collected for field trips or other activities?
- V. Officers' Reports – by officers
 - a. Each officer gives an update of what's been happening, ex:
 - b. Vice President of Facebook Report – "I have been updating the class group page once a week with reminders of homework. Is this helpful? What other things would you like me to post on Facebook?"
 - c. Vice President of Desserts Report – "At today's meeting, Joe was assigned to bring desserts. I reminded him last night and we have Twinkies for the class to enjoy during the meeting. Thank you, Joe!"
- VI. Committee Reports – by committees
 - a. Program of Work should be accomplished through committee work. Each area should have a committee, with sub-committees as necessary, ex:
 - b. Financial Leadership Activity Committee Report – "The committee has been working on a Financial Leadership Activity. There will be Penny Wars between all the ACE classes to raise money for the American Cancer Society. The winning class will be treated to pizza at the end of the month."
 - c. Professional Development Committee Report – "The committee is working with Mrs. Jones to set up a field trip to go to the Workforce Training Center next month."
- VII. Unfinished Business – any business not finished at the previous meeting

- VIII. New Business – any new business that has not been addressed by the officer or committee reports
- IX. Announcements – class announcements or other announcements
- X. Adjournment

SAMPLE MEETING MINUTES

ABC High School (SC)² Meeting Minutes

Call to Order

President Marta Osuna called the meeting to order at 9:03 a.m. The ABC High School (SC)² meeting was held on October 12th, 2014 during 2nd period in Room 231 in ABC, Colorado.

Roll Call

A sign-up sheet was sent around the room for attendance and is attached to these minutes.

Minutes

Emily Sherwood presented the minutes from the September 12th meeting by handing out copies to all students. There were no changes to the minutes. Kristy Baumgartner moved to accept the minutes as presented, Debbie Halverson seconded. The motion to accept the minutes passed.

Financial Report

Debbie Halverson, Vice President of Finance, presented the financial report. We have \$0 in the CTSO account. If we want to order cookies at the next meeting, we will need people to either bring money in to purchase the cookies or bring the cookies in themselves.

Officer Reports

President Marta Osuna said she's been working with the school Homecoming committee to have an ACE face painting booth at the football game. We will need volunteers to paint faces. A sign-up sheet was passed around.

Secretary Emily Sherwood has written two thank you notes for the class to sign. The thank you notes were for the guest speakers during class last week.

Committee Reports

Social Activity Committee – the committee has proposed for the class to go to Freddy's Frozen Custard and Steamburgers before the Homecoming football game next week. After discussion, the class voted on the motion and the motion failed.

Community Service – the committee wants the whole school to bring in canned food items before Halloween to give to the local homeless shelter. The class voted on the motion to have a Canned Food Drive. The motion passed. Lisa Dicksteen, committee chair, will give an update to the class before October 20th on what needs to happen.

Conference – the committee showed the video from the 2014 ACE Student Leadership Conference. There are several competitive events and workshops at this conference. The committee talked about the competitive events and said there would be a sign-up for these events at the November meeting. The cost of the conference is \$25 per person.

Unfinished Business

None.

New Business
None.

Announcements

- Remember the guest speaker we have next Monday on interviewing. Dress in your best business interview styles.
- Remember to complete Chapter 12 Review questions to turn in to Mrs. Jones on Tuesday.
- Remember to sign-up to volunteer at the Face Painting booth at Homecoming.

Minutes Submitted by:

Emily Sherwood
ABC High School (SC)² Secretary

Program of Work

Requirement: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

A Program of Work (POW) is a plan of activities for the year. A POW can look different from chapter to chapter; however, each chapter should have the following components as a part of a balanced POW:

- Professional Development
- Social Activities
- Financial Leadership Activities
- Employment
- Community Service/Service Learning
- Public Relations

Student Involvement Technique:

- Split the classroom into six groups. Assign each group one of the components listed above. Give the students 10-15 minutes to brainstorm as many activities as possible to fit in their component/category. A recorder in each group should record the ideas on easels/big Post-its®. (To make it a competition, provide a prize to the team that lists the highest number of ideas.) Have each team present their ideas to the class, then post their paper on the classroom wall. Have class members vote on their top 3 ideas in each category, either by dots or numbers or stars on the paper. Lead a discussion on the top ideas in each area. Are they feasible ideas?
- Have students develop a yearly POW from the activities listed on the walls. Students may add their own ideas.
- Add your own ideas:

TIPS:

- Use your completed POW for the chapter to develop your committees. Committee work and POW work can be accomplished during class time and/or as homework.
- The POW is not a static document. The POW can be ever changing, throughout the year. The POW can be the basis for your classroom. The POW can transform from a simple document to a more complicated document... meaning the POW can include timelines, tasks, assignments, etc.
- **Financial Responsibility Note:** *Chapters must follow district policies for collection and disbursement of all funds. Accurate financial records are a must. Check with your school district for these policies.*

DOCUMENT IT!

- Print the yearly POW and file in the Program of Work file folder or binder tab.
- Requirement: Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan, i.e. class syllabus.

Simple List of Brainstormed Program of Work (POW) Activities

Professional Development

- Field trips
- Guest speakers
- Career Fair

Social Activities

- Pizza Party
- Classroom potluck
- Attend a school sporting event as a class

Financial Leadership Activities

- Product sales
- Silent Auction
- Butter Braids/Cookie Dough sales

Employment

- Resume writing workshop
- Mock interviews
- Peer reviews of cover letters

Community Service/Service Learning

- Relay for Life (or other walks for a cause)
- Drives (Canned food, coat, blood, etc.)
- Work in a soup kitchen or food pantry/bank

Public Relations

- Setting up a Facebook page
- Writing an article for the schools newspaper
- Presenting to the school board

Sample Program of Work ABC High School (SC)²

<p>August</p> <ul style="list-style-type: none"> • Ice Cream Social (Social Activity) 	<p>February</p> <ul style="list-style-type: none"> • Valentine’s Day Flower Sale (Financial Leadership Activity)
<p>September</p> <ul style="list-style-type: none"> • Set up Class Facebook page (Public Relations) 	<p>March</p> <ul style="list-style-type: none"> • Career Portfolios due (Employment Activity – use Career Planning Competitive Event)
<p>October</p> <ul style="list-style-type: none"> • Career Guest Speaker (Professional Development Activity) 	<p>April</p> <ul style="list-style-type: none"> • ACE Student Leadership Conference in Denver
<p>November</p> <ul style="list-style-type: none"> • Canned Food Drive (Community Service Activity) • ACE Teacher Conference 	<p>May</p> <ul style="list-style-type: none"> • Presentation to the School Board (Public Relations Activity, Professional Development Activity)
<p>December</p> <ul style="list-style-type: none"> • Cookie Dough Sales (Financial Leadership Activity) 	<p>June</p> <ul style="list-style-type: none"> • Graduation Open House for Graduates (Public Relations Activity, Social Activity)
<p>January</p> <ul style="list-style-type: none"> • Mock Interviews (Employment Activity) 	<p>July</p> <ul style="list-style-type: none"> • CACTE Professional Development Summit

Program of Work

August	February
September	March
October	April
November	May
December	June
January	July

(SC)² Student Leadership Conference

An annual (SC)² Student Leadership Conference is currently in place. This conference usually happens as a one day event in April in the Denver area. The conference includes competitive events, keynote speakers and workshops for attendees. Attendance at the (SC)² Student Leadership Conference is not a mandate; rather, an exciting adventure for your students. The (SC)² Student Leadership Conference is an event that provides professional development and recognition opportunities for your students.

Current Events:

- Career Planning
- Employment Dynamics: Customer Service
- Employment Dynamics: You're the Boss
- Entrepreneurship
- Event Planning
- Interviewing
- Job Application
- Personal Finance

These events can be used as classroom projects or as a natural outgrowth of the students' interests. Guidelines and (SC)² Student Leadership Conference information can be found online at the Colorado (SC)² website: http://www.coloradostateplan.com/ACE_CTSO.htm

Becoming a Chapter

(SC)² isn't meant to be an "additional item" for the teacher to check off a list. Your (SC)² chapter begins with the beginning of the school year. Your (SC)² chapter is as active as you make it. (SC)² can be a powerful instructional tool for your students. CTSO activities can bring lessons to life like never before.

To become a recognized (SC)² Chapter, please complete the chapter application on the following page.

ACE CTSO - (SC)² Chapter Application

School Name:

Complete School Address:

Chapter Advisor:

Chapter Advisor E-mail Address:

Total Number of (SC)² Members in the Chapter:

I verify that the following Colorado CTSO requirements have been met:

- A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.
- A list of the current local membership
- A list of current elected officers
- Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.
- Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan, i.e. class syllabus.
- Documentation of a Program of Work: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

Chapter Advisor Signature

Date

Chapter President Signature

Date

CTE Director

Date

Send this one-page chapter application to the Colorado Community College System office in one of the following ways:

Lauren Jones
9101 E Lowry Blvd
Denver, CO 80230
E-mail: lauren.jones@cccs.edu

Please do not send CTSO documentation.