

2017 – 2018 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 1, 2017 – June 30, 2018
- **Due Date is July 20, 2018**
- 1 credit = 15 hours of professional development
- 1 credit costs \$61.00

Send this form and documentation to:

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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		