

Career and Technical Education CTSO ADVISOR and ASSISTANT ADVISOR CONTRACT



Note: Lead advisors must be **content-endorsed instructors teaching approved CTE courses**. Chapters with **20 or more students** may qualify for **assistant advisor(s)**.

- ✓ This form must be completed by the **CTSO Advisor** together with any **Assistant Advisors** and returned to the **CTE Coordinator**.
- ✓ The Advisor must also complete and submit a **CTSO Accountability Form** to the CTE Coordinator by the **end of each semester**.

CTSO Advisor and Assistant Advisor Duties and Responsibilities

To qualify for a full stipend, advisors and assistant advisors must meet the requirements below.

Registration

- **Complete state and national chapter student registrations** by the end of the first semester and **affiliate all students who have paid dues**.
- **Submit a list of registered students** to the CTE Coordinator by the end of the first semester.
- **Register and supervise students** at local, regional, and state conferences and competitions.
- **Submit verification of state and national affiliation** (copy of national roster) by **May 1**.

Organization

- **Maintain a functioning presidency** with appropriate officers. Submit a list of the school's CTSO officers to the CTE Coordinator by **September 28**.
- **Hold monthly presidency meetings** during the school year and **keep a record of meetings**.
- **Hold regular organization meetings** for all members (minimum of 6 per year) and **keep a record of meetings**.
- **Coordinate transportation** for chapter activities.
- **Keep school administrators informed** of activities and accomplishments. Within one week after a competition, email the CTE Coordinator identifying any **state-winning students**, including the category and ranking.
- **Recognize chapter and student achievement** through appropriate promotional media.

Leadership Training

- **Supervise** chapter meetings.
- **Provide students** with **co-curricular training** and **professional development** experiences.
- **Organize the election** and **training** of CTSO officers.

Supervision & Travel

- **Register, prepare, and send students** to fall leadership conferences and district, region, state, and national conferences.
- **Inform Program Area CTE Coordinator** of busing needs at least 3 weeks before departure.

- How many students are going, dates, and location of event.
- **Conduct parent meetings for overnight travel** in accordance with District Policy JJHA (Student Overnight Travel), completing all required agendas and paperwork. Notify admin of parent meetings (time, location, event) held at their school.
- **Coordinate and confirm the required number of chaperones** according to district policy (one adult per 10 students), securing all chaperones at least **one week before** the event.
 - **NOTE:** Canyons School District will only support two student placement bumps for National Competitions.
- **Submit all required paperwork** to the designated CTE Coordinator no later than **two weeks before** the departure date.
- **Provide active supervision** of students at all CTSO-related conferences and activities (e.g., fall leadership conferences, invitationals, field trips, and district, region, state, and national conferences), including **accompanying students on district-provided transportation**.

Active supervision is the continuous, intentional monitoring and engagement of students by advisers and chaperones throughout all phases of a CTSO trip. This includes maintaining awareness of students' locations and activities, conducting regular check-ins and head counts, anticipating and addressing potential safety concerns, enforcing district and CTSO expectations, and remaining available to respond promptly to emergencies or student needs. Students should never be left without appropriate adult supervision.

Professional Responsibilities

- **Attend required state and district-sponsored meetings for advisors.**
- **Involve subject-area teachers in the student organization when appropriate.**
- **If students from a chapter qualify for Nationals, the CTSO advisor from the school is expected to attend Nationals and attend the overnight travel parent meeting.** If unexpected circumstances arise, a substitute chaperone will be identified by the school principal and the CTE Director. **In the event a suitable chaperone from the school is not available, the district has the right to not allow the chapter to attend.**

Financial Assistance

The following financial assistance will be provided if the above criteria are met:

- **Fall Leadership:** The district will cover the **advisor registration fee (early bird rate)** for one advisor per chapter and **transportation** costs. **Per diem** will be reimbursed to advisors based on a pre-approved agreement by the CTE coordinator after the event, up to the established district rate by the school chapter.
- **Region/State Conference:** The district will cover the **advisor registration fee (early bird rate)** for two advisors per chapter and **transportation** costs. **Per diem** will be reimbursed to advisors based on a pre-approved agreement by the CTE coordinator after the event, up to the established district rate by the school chapter.
- **National Conferences (as assigned):** The district will contribute to **advisor registration (early bird rate), transportation, lodging, and established district per diem rates** based on the yearly established amount determined by the CTE Director. **Costs not covered by district CTE will be added to student costs.** Advisor stipends will be paid at a rate of \$250 per non-contract day.

- **Student Registration:**
 - **Fall Leadership:** Paid by each approved student officer attending (minimum 3, maximum 8 (excluding state officers)). Meals are paid by students and/or the local CTSO chapter.
 - **Region and State Conferences:** Paid by students. Lodging is **not covered** by District CTE. Meals are paid by students and/or the local CTSO chapter.
 - **Nationals:** All costs are paid by students, including but not limited to transportation, lodging, registration, entertainment, insurance, meals, competition fees, and other costs approved by the assigned CTE coordinator.
- **Transportation:** The district will cover **busing** for students and advisors attending fall leadership, region, and state conferences. When possible, schools attending the same event will coordinate shared transportation.
 - Students are expected to ride the school-provided bus unless approved by the school principal one week before travel.
- **Fundraising:** Local CTSO chapters are encouraged to provide **fundraising opportunities** to assist with student-associated fees.
- **CTSO Advisor Stipend:** Compensates advisors for **night supervision, weekend attendance, and supervision at all CTSO events**, including those occurring on non-contract days.

CTSO Advisor Stipend Schedule

Lead Advisor: Eligible to receive **up to \$2,000**, based on completion and review of the **accountability form**.

Assistant Advisor(s): Eligible to receive **up to \$800**, based on completion and review of **the accountability form**.

Additional Information:

- Each advisor will meet with their CTE Coordinator at the end of the school year for an evaluation to determine the final stipend amount.
- Advisors should be prepared to provide documentation verifying their activities and fulfillment of assigned responsibilities.
- Each advisor is eligible to receive one CTSO advisor stipend per school year. Any exceptions must be approved by the CTE Director.

I understand the requirements as a School CTSO Advisor and agree to the conditions stated in the *CTSO Advisor/Assistant Advisor Contract* to be eligible for extra compensation.

CTSO Organization

Principal

Date

Advisor
☐ Lead Advisor ☐ Assistant Advisor

CTE Coordinator

Date