

CTE Parent Meetings

Please remember, this meeting is NOT just a meeting to sign and notarize papers, it is meant to provide information to parents. It is important to inform and please our parents. Teachers and chaperones should be at the meeting – parents want to meet the people who will be with their students.

If going to a state or national meeting, pass on the information from the organization.

Topics to address – as they apply to your trip

1. Travel Arrangements
 - A. Flight arrangements – airline and flight numbers, departure and arrival times, drop off and pick up
 - B. Hotel arrangements – hotel name, address, and main phone number
 - C. Ground transportation – busses, public transportation, costs
 - D. Discuss shipping or transporting equipment needed for the competitions
2. Student Conduct
 - A. Dress
 - B. Behavior
 - C. Drugs and alcohol
 - D. Student curfew
 - E. Hotel behavior and quiet time
 - F. Vandalism and theft
3. Itinerary
 - A. Day to day itinerary information
 - B. CTSO Web site information
 - C. Recreation activities (if applicable) – determine what you will do as a group
4. Finances
 - A. Outline costs – registration, hotel, meals, etc.
 - B. Determine fund raising activities if there will be any
 - C. State help if a state winner
5. Chaperones and parents attending
 - A. Introduce chaperones and provide cell phone and contact information
 - B. Role of parents going on the trip
 - C. Parents who are not designated chaperones need to be aware their students are the responsibility of the school district and need to check in with the chaperone
6. Vote - Notarize
 - A. Pass around roll and vote
 - B. Offer notary service