



Akron Public Schools
OFFICE OF CAREER EDUCATION



BULLETIN 12: Career Technical Student Organizations (CTSO)

Career Education will pay state and national student dues and will defray registration, transportation and lodging expenses for career/technical students who represent our schools at regional, state and national competitive events. In addition, related expenses for advisors will be paid. If you have any questions about Bulletin 12, please get in touch with Sharon Jackson (phone: 330-761-3131; email: sjackson@akron.k12.oh.us).

Membership in Career Technical Student Organizations:

Programs participating in Career Technical Student Organizations:

- Must submit an application form and a membership roster. Registrations will be completed at a teacher/advisor CTSO meeting to be held in September:
 - Business Professionals of America (BPA) – www.bpa.org
 - DECA – www.deca.org
 - Family, Career and Community Leaders of America (FCCLA) – www.fcclainc.org
 - Future Farmers of America (FFA) – www.ohioffa.org
 - Skills USA – www.skillsusa.org
- Job training programs must have 50% class enrollment participation
- Non-job training programs (i.e., FCS, etc.) must have 15 students per teacher.

Student Supervision Ratios for Travel

When meeting with students beyond classroom hours, student/advisor ratios should be:

- Maintain adequate adult-pupil ratio; a ratio of 1 adult to 10 pupils; for trips exceeding 4 hours and all out-of-state trips, a ratio of 1 adult to 5 pupils is to be maintained.
- Overnight trips must have at least one (1) adult chaperone for each sex (male/female) of five (5) students on the trip.
- Chaperones/adult supervision must be in place for all students at all times.

See complete policy, Procedures for Educational and Co-Curricular Field Trips, on the APS Business Affairs web page.

<http://www.akron.k12.oh.us/dept/009/Field%20Trip%20Handbook.pdf>

Payment of Extended Time for CTSO Advisors:

ELIGIBILITY FOR EXTENDED TIME PAYMENTS

- In order to be eligible for payment of Extend Time for CTSO activities, advisors must submit the following by October 1 each year:
 - A completed **APPLICATION** and **MEMBERSHIP ROSTER** (as mentioned above)
 - **CTSO CALENDAR OF EVENTS** (Attachment A)
 - **Incomplete forms will be returned.**

Bulletin 12

EXTENDED TIME PAYMENTS

- **YOU CAN NO LONGER HOLD HOURS UNTIL THE END OF THE YEAR! HOURS NOT TURNED IN ON TIME WILL NOT BE PAID!**
- To receive payment for extended time, a completed **Attachment B** must be submitted to Linda Lewis within two days of the event to receive payment.
- Payments will be paid every two weeks
- Extended time will be paid to CTSO Advisors who participate in activities that are exclusively CTSO and go beyond the scheduled workday. Scheduled workday is 8:00 am – 3:30 pm.
- The maximum hours for stipend payment will be:
 - *Four* hours on school days
 - *Twelve* hours on non-school days (i.e., accompanying students to CTSO competitive events on weekends)
 - No more than *seventy* hours per teacher, per school year. If funds are available, exceptions may be made for national competitions.
 - With the exception of officer meetings, advisors will be paid at a student/advisor ratio of 15-1 (prescheduled) for school building activities conducted after school, or 50% participation of Job Training class enrollment.
- All CTSO activities should be included in District End of the Year folder. This folder is submitted by May 15. Include pictures, agendas, minutes, field trip event reports, etc. Scrapbooks should be returned within two weeks.
- Reimbursements for advisor expenses will follow the instructions and using the forms in **Bulletin 19: Staff Development & Conference Guidelines**.

CTSO CALENDAR OF EVENTS

Please complete the following information and submit to the Office of Career Education by **October 1**. The shaded areas within the chart are for your planning purposes only and do not need to be completed for submission of this form. There must be at least one activity within each of the four areas (Community Service, Youth Leadership Opportunities, Competitive Events, and Character Counts!). Submission of this form is required to receive extended time payment.

Advisor: _____

Program: _____

Organization: _____

Building: _____

NAMES (PLEASE PRINT)

SIGNATURES

President: _____
 V. Pres.: _____
 Treasurer: _____
 Historian: _____
 Secretary: _____
 Other: _____

ACTIVITY	MONTH	DAY	LOCATION	ANTICIPATED EXPENSES	ANTICIPATED INCOME	COMMUNITY SERVICE (CANNED FOOD, ETC.)	YOUTH LEADERSHIP OPPORTUNITIES	COMPETITIVE EVENTS	CHARACTER COUNTS! INITIATIVES
				<i>Check all that apply</i>					

ATTACHMENTS ARE WELCOMED!

