**State of Florida**

**Department of Education Department of Education**



Career and Technical Education Student Organization (CTSO)

New Application Request

# **The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)**

The purpose of Perkins V is to improve the academic and career and technical skills of secondary (5-12) and post-secondary students who elect to enroll in CTE programs. Funds made available under this Act are to supplement, but not supplant non-federal funds expended to carry out career and technical education activities. Perkins V represents the largest federal investment in state efforts to ensure for quality CTE programs of study and pathways to the attainment of a credential of value.

# **Overview of Career and Technical Student Organization (CTSO)**

CTSOs (formerly vocational student organization) are an integral part of CTE. CTSOs play an important part in preparing young people to become productive citizens and to assume roles of leadership in their communities. These organizations provide a unique program of career and leadership development, motivation, and recognition for middle, secondary and post-secondary students enrolled, previously enrolled, or interested in career and technical education programs.

The CTSO is also a powerful instructional tool that provides organized curriculum-oriented activities that help students gain career, leadership, and personal skills that maximize employability and the ability to become productive citizens in their communities, nation, and workforce.

# **Criteria for adoption of a CTSO**

Organizations must have met the criteria outlined below for one year prior to submitting the new CTSO application package.

* Incorporation as a 501(c)(3) not-for-profit corporation in the United States
* Organized into state geographic units and affiliated organizations
* Established board of directors having majority (more than 50%) representation from CTE educators and/or administrators
* 150 or more student members organized into chapters in middle, secondary and/or postsecondary institutions (with a formalized process for election/selection of student leaders/officers at the local and state levels.)
* Served students and teachers in one or more of the 17 career clusters
* 10 or more middle, secondary and/or postsecondary chapters
* A minimum of one statewide leadership development event and competitions event aligned with career and technical education program standards and curricula
* Have an identified, participating and employed state executive director or equivalent
* Supports the integration of arts and design skills and support for hands-on learning, particularly for students who are members of groups underrepresented in such subject fields, such as female students, minority students, and students who are members of special populations
* Established constitution & bylaws
* A minimum of one business partner outreach activity
* Established operating budget
* Increases the participation of students in nontraditional fields and students who are members of special populations

# **CTSO**

The CTSOs listed below are not the only options for supporting students in CTE. The educational programs and philosophies embraced by CTSOs are compatible with the challenging objectives of education in the 21st century. Thus, we encourage CTSOs in the improvement of CTE programs. The Office of Career Technical and Adult Education (OCTAE) interprets Perkins V as using State and local Perkins V funds to support CTSOs specific criteria. The OCTAE would anticipate that the number and type of CTSOs may fluctuate as CTE programs change to meet ongoing economic and workforce demands.

Below are some examples of some nationally supported CTSOs and their alignment.

* Business Professionals of America (BPA)
* DECA
* Florida Public Service Association Inc (FPSA)
* Future Business Leaders of America (FBLA)
* National FFA Organization (FFA)
* Family, Career and Community Leaders of America (FCCLA)
* HOSA - Future Health Professionals
* SkillsUSA
* Technology Student Association (TSA)
* Florida Future Educators of America (FFEA)

The following CTSOs are aligned to the following federally recognized sixteen national career clusters. One may learn more about the career clusters by visiting the [agency website](https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/). Below you will see the CTSOs that support the various clusters.

|  |  |
| --- | --- |
| Cluster  | Student Organization(s)  |
| Agricultural, Food, and Natural Resources  | FFA  |
| Architecture and Construction  | SkillsUSA, TSA  |
| Arts, Audio/Video Technology, and Communication  | SkillsUSA or FFA, TSA  |
| Education and Training  | FCCLA, FFEA |
| Energy  | TSA |
| Finance | BPA or DECA or FBLA  |
| Government and Public Administration  | FBLA, BPA, FCCLA, DECA  |
| Health Science  | HOSA-Future Health Professionals  |
| Hospitality and Tourism  | FCCLA, DECA, SkillsUSA  |
| Human Services/Family and Consumer Sciences  | SkillsUSA, FCCLA  |
| Information Technology  | BPA or FBLA or SkillsUSA TSA  |
| Law, Public Safety, Corrections, and Security  | SkillsUSA or FPSA  |
| Manufacturing  | BPA or DECA or FBLA  |
| Marketing  | BPA or FBLA or TSA, SkillsUSA  |
| Engineering and Technology Education | SkillsUSA or TSA  |
| Transportation, Distribution, and Logistics  | SkillsUSA, TSA  |

# **New CTSO Electronic Package:**

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| Directions  |
| The organization must meet criteria outlined in the checklist/application and have been active for one year prior to submitting the new CTSO Application package. * Complete the new CTSO check list by attaching all the required information (detailed directions below) and complete the new CTSO Application.
* Submit the electronic package to Ninafe.awong@fldoe.org
 |
| New CTSO Check List  |
|[ ]  Organization Director  | * The organization must have a statewide director.
 |
|[ ]  Calendar of Events  | * Provide a copy of the current calendar of events.
 |
|[ ]  Leadership events  | * Provide documentation of at least one leadership development event.
* Event Agenda
* Event Registration
* Emails coordinating the Event
 |
|[ ]  Competitive Events  | * Provide documentation of at least one competitive career development event.
* Provide event rules and procedures.
* Event Agenda
* Event Registration
* Emails coordinating the Event
 |
|[ ]  Board of Directors  | * Provide a list of board members
	+ The list must include the board members first & last name and agency.
* The majority of the board (more than 50%) of the board must be CTE educators and/or administrators.
* Provide a minimum of one past board meeting agenda and minutes.
* Provide emails of notification and coordination of the board meeting.
 |
|[ ]  501(c)(3)  | * Please attach proof of the organizations incorporation as a 501(c)(3) in the United States.
 |
|[ ]  Operating Budget  | * Provide the operating budget.
* Provide meeting minutes of the meeting the budget was approved.
 |
|[ ]  Membership Dues  | * Provide statements of membership dues collected.
 |
|[ ]  Business & Industry Partnership  | * Provide emails of at least one outreach to business partners/industry.
* Provide outreach materials such as brochures and info graphics.
 |
|[ ]  Geographical Organization  | * Please attach a map or explanation of the state geographical regions of the organization.
 |
|[ ]  State Officers  | * Please attach officer candidate handbook
* Please attach a list of this year’s current state officers
 |
|[ ]  Constitution & Bylaws  | * Please attach a copy of the organizations constitution and bylaws
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|  |  |  |

|  |  |
| --- | --- |
| Organization Information  |  |
| Organization Name   | Click here to enter text. |
| Organization’s website  | Click here to enter text. |
| State Directors First &Last Name   | Click here to enter text. |
| State Directors Email   | Click here to enter text. |
| State Directors Primary Phone Number   | Click here to enter text. |
| List the career cluster pathways that the CTSO is associated with. Must include at least one. List of career clusters can be found [here](https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml). | Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Does the organization serve secondary or post-secondary students? Click all that apply.  | [ ] Secondary [ ] Postsecondary  |
| Number of Members  | Click here to enter text. |
| Number of Chapters  | Click here to enter text. |
| Submitted By:  |
| School District Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Contact Person:  | Click here to enter text. |
| Contact Title:  | Click here to enter text. |
| Email:  | Click here to enter text.  |
| Phone/Ext:  | Click here to enter text.  |
| Date:  | Click here to enter a date. |
| Signature:  |  |