

Division of Workforce Development Funding – Vocational Education

Title	Career and Technical Student Organizations
Purpose	To support Career and Technical Student Organizations activities
Target Audience	Qualifying Career and Technical Student Organizations
Authorization	Carl D. Perkins Vocational and Technical Education Act of 1998, Public Law 105-332
Project Amount	Allocation by formula
Eligible Applicants	Designated Career and Technical Student Organizations
Application Due Date	May 31, 2000
Entitlement/ Discretionary	Entitlement
State/Federal Funds	Federal
Contact	See Contact Information

CARL D. PERKINS ACT STATE LEADERSHIP FUNDS CAREER AND TECHNICAL STUDENT ORGANIZATIONS

BACKGROUND

The Carl D. Perkins Act permits states to use funds for support of Career and Technical Student Organizations (CTSOs). In the past, the state issued a separate request for proposal (RFP) to each organization. This year, instructions for all CTSOs listed below are included.

Application Due Date

Applications must be received by 5:00 p.m., May 31, 2000.

Contact Information

<i>State Supervisor</i>	<i>Career and Technical Student Organizations</i>	<i>Contact Information</i>
Michele Sonnenfeld	*Cooperative Education Clubs of Florida *DECA, An Association of Marketing Students *Delta Epsilon Chi	850/488-8807 SC 278-8807 Sonnenm@mail.doe.state.fl.us
Michelle Sizemore	*Florida Association and Foundation of FHA-HERO, Inc. (Florida Family, Career and Community Leaders of America)	850/487-3279 SC 277-3279 Sizemom@mail.doe.state.fl.us
Diane Villagomez	*Future Business Leaders of America *Phi Beta Lambda	850/414-9438 SC 994-9438 Villagd@mail.doe.state.fl.us
Belinda Chason	*Florida Future Farmers of America Association	850/488-0406 SC 278-0406 Chasonb@mail.doe.state.fl.us
Judy Conlin	*Florida Health Occupations Students of America Association	85/487-4439 SC 277-4439 Conlinj@mail.doe.state.fl.us
Andy Anderman	*SkillsUSA-Vocational Industrial Clubs of America	850/414-8574 SC 994-8574 Anderma@mail.doe.state.fl.us
Doug Wagner	*Technology Student Association	850/488-1831 SC 278-1831 Wagnerd@mail.doe.state.fl.us

Eligible Recipients

Only current contracted providers of support to CTSOs are eligible to apply for funds to provide support in FY 2000-2001.

Funding Amounts

Providers are instructed to apply for the same amount awarded in 1999-2000.

Application Requirements

Application Narrative

Complete the statement of work immediately following this section.

Assurances Sign Off Form

Complete the assurance form in the Carl Perkins section 131 and 132 section.

Reports Required

The Federal Performance Report and a final FA399 are required.

Budget Forms

Complete the DOE 100A and 101 for CTSO at the end of this section. Also, complete the Performance Based Schedule of Payments at the end of this section

APPLICATION EVALUATION

Application Evaluation Criteria

2000-2001 Narrative

CTSO (Career and Technical Student Organization): _____

	Key/Section of CTSO Application	Section Complete	Section Incomplete	Comment(s)
1.	Planned programs, services, and activities (Work Plan)			
2.	Use of funds/planned expenditures (Budget)			
3.	Assurance sign-off sheet			
4.	Budget sheet			
5.	List of current Board of Directors			
6.	Copy of current By-laws			
7.	Copy of Agency's current Certificate of Status form issued by Florida Department of State			

Does CTSO need to be contacted? _____ Yes _____ No

Person contacted: _____ Date: _____

Signature of Reviewer(s): _____ Date: _____

STATEMENT OF WORK

Items 1-10 are the administrative activities necessary to meet the terms of the project. Each activity which has a deliverable stated should be included on the Performance-Based Schedule of Payments as a deliverable, along with a due date and a payment amount. Please indicate each activity applicable to this project period by placing an (X) on the line corresponding to the activity number. Several sub-activities under the main activity may not be applicable to this project period, these should be indicated with a N/A. Some of the activities will have more than one activity date, and number. Each date should be indicated, with the applicable number stated by each date.

MEMBERSHIP SERVICES

The project recipient shall provide complete membership services for the state and national organizations according to the constitution/by-laws and any other operational guidelines of the CTSO for _____ (number) members.

1.1 Coordinate and distribute current membership information to prospective members.

DELIVERABLE: Copy of membership information distributed by _____ (date).

1.2 Collect dues, make deposits into CTSO account and issue receipts for _____ (number) members by _____ (date).

DELIVERABLE: Documentation supporting the dues collected and deposited for _____ (number) by _____ (date).

1.3 Process membership affiliations and distribute membership items to members.

DELIVERABLE: Documentation supporting items distributed to _____ members by _____ (date).

1.4 Maintain up-to-date (100% error free) membership list and disseminate the list as requested.

1.5 Conduct state and national membership recruitment for the organization as required. Special emphasis should be placed on recruitment of special needs and minority students.

DELIVERABLE: Activities to support student recruitment by _____ (date).

DELIVERABLE: Documentation supporting _____ (number) students recruited for (1) state, (2) national, (3) special needs and (4) minority membership by _____ (date).

FISCAL ACCOUNTS MANAGEMENT

The recipient shall use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for the career and technical student organization funds. The following activities will be required of the recipient:

2.1 Prepare an operating budget for the CTSO program year, for the approval of the governing body.

DELIVERABLE: Submit a copy of the approved operating budget by _____ (date).

2.2 Collect and disburse funds as required to conduct the business and activities of the CTSO as

approved by the governing body.

2.3 Complete all necessary reports such as annual state incorporation documents, sales tax exemptions, required IRS reports and any other required reports/forms by the stated deadline.

DELIVERABLE: Documentation indicating due dates of all required forms and reports by _____ (date).

DELIVERABLE: Documentation supporting completion of each required form and/or report by _____ (date).

2.4 Maintain the collection and distribution of any scholarship funds, investment accounts or any other special accounts as approved by the governing body within the established deadlines. Make available reports or account documentation upon request.

DELIVERABLE: Documentation supporting the scholarship fund by _____ (date).

PUBLIC RELATIONS AND BUSINESS PARTNERSHIPS

The following activities will be provided by the recipient:

3.1 Contact current partners to elicit continued support of CTSO activities in order to increase the number of partners by _____ (date).

DELIVERABLE: Documentation of continued partners _____ (number) by _____ (date).

3.2 Actively seek and follow up on potential new partners of CTSO activities in order to increase the number of partners by _____ (number).

DELIVERABLE: Documentation supporting _____ (number) new partners by _____ (date).

3.3 Develop and disseminate to perspective partners or interested parties a public relations document which includes information regarding the state and national competitive event winners.

DELIVERABLE: Copy of documentation disseminated by _____ (date).

COMMUNICATION AND INTERACTION

Effective communication and interaction with the teachers, students and other interested individuals such as parents, supervisors principals, vocational directors, superintendents and business and community members is a major responsibility. The recipient must provide the following activities/services:

4.1 Prepare and disseminate mail-outs which include information necessary to the effective and efficient operation of the CTSO to each member, school/chapter, appropriate district personnel and other individuals involved with the CTSO, including supervisors and Board of Directors.

DELIVERABLE: Documentation supporting mail-outs and materials disseminated by _____ (date).

4.2 Provide technical assistance/leadership to teachers in regards to competitive events, CTSO

operational issues or other assistance, as requested.

DELIVERABLE: Documentation supporting technical assistance/leadership to teachers for _____ (number) competitive events and other issues as requested _____ (date).

4.3 Respond to all written and telephone request by teachers, students, parents, school personnel or other individuals in timely manner.

4.4 In accordance with the constitution and/or the by-laws, prepare and disseminate newsletters as specified.

DELIVERABLE: Copy of newsletters by _____ (date).

4.5 Maintain accessibility by telephone from 8:00 a.m. to 5:00 p.m., Monday through Friday.

4.6 Develop and disseminate a calendar of events, activities and deadlines to each member school/chapter, appropriate district personnel and other individuals involved with the CTSO by _____ for the program period of _____ - _____.

DELIVERABLE: Copy of calendar of events by _____ (date).

STATE OFFICER ACTIVITIES

Each career and technical student organization has an elected slate of state officers. These officers are charged with the responsibility of developing and implementing a plan of work and providing student leadership for the CTSO. The recipient will provide the following in support of the state officers:

5.1 Coordinate the election of the state officers by providing applications, testing potential candidates, providing election guidelines and conducting the elections according to the constitution and by-laws, by the established deadlines.

DELIVERABLE: Documentation supporting activities, testing, guidelines and applications of students seeking the position of a state officer by _____ (date).

DELIVERABLE: Documentation supporting the election of the state officers by _____ (date).

5.2 Plan, coordinate and conduct a leadership training workshop for the state officers prior to their term of office or within the first quarter of their term of office.

DELIVERABLE: Documentation supporting the training of all new officers by _____ (date) including dates of the term in office.

5.3 Coordinate the activities of the state officers to include travel arrangements, preparation for workshops, conferences and other activities as required.

DELIVERABLE: Documentation supporting each activity by _____ (date).

LEADERSHIP TRAINING

Career and Technical Student Organizations have a program of leadership development including workshops, conferences and other activities that are designed to develop future leaders. The recipient will be required to deliver the following in regards to leadership activities:

6.1 Plan, coordinate and conduct _____ (number) leadership activities as specified by the governing board.

DELIVERABLE: Documentation supporting _____ (number) activities by _____ (date).

COMPETITIVE EVENTS

Each CTSO has a program of competitive events that is designed to develop and enhance occupational competency. These events are conducted at the district, regional, state and national levels and are a key component of the career and technical student organizations. The role of the recipient will vary depending on the specific CTSO, but will include:

7.1 Encourage the participation of students seeking state and national officer positions.

DELIVERABLE: Documentation supporting _____ (number) students seeking state and/or national positions by _____ (date).

7.2 Prepare and disseminate a list of Florida students elected to state or national office to the appropriate individuals.

DELIVERABLE: Copy of list supporting the elected individuals to state office by _____ (date).

DELIVERABLE: Copy of list supporting the elected individuals to national office by _____ (date).

7.3 Develop/obtain the competitive events needed for local (chapter) and/or district competitive events. The competitive events must meet the specifications for the event as established by the state and/or national organization.

DELIVERABLE: Documentation supporting the development of each competitive event for the local (chapter) by _____ (date).

DELIVERABLE: Documentation supporting the development of each competitive event for the district by _____ (date).

7.4 Disseminate chapter/district competitive events to appropriate individuals in each district by the specified deadlines.

DELIVERABLE: Documentation supporting distribution of competitive events to appropriate individuals by _____ (date).

7.5 Develop/obtain the competitive events required for state and national conference. The competitive events must meet the specifications as established by the state and/or national organization.

DELIVERABLE: Documentation supporting the development of each competitive event for the state conference by _____ (date).

DELIVERABLE: Documentation supporting the development of each competitive event for the

national conference by _____ (date).

STATE LEADERSHIP CONFERENCE

Each CTSO conducts a state leadership/competitive event conference as a capstone experience for student members. These conferences generally include a program of competitive events as well as the election of state officers. The recipient is required to deliver the following in regards to the state leadership/competitive event conference:

8.1 Plan, coordinate and conduct a state leadership/competitive event conference according to the specifications of the CTSO that results in the identified outcomes stated for the state conference. All conference activities shall have the approval of the governing board.

DELIVERABLE: Supporting documentation reflecting the planning of the statewide conference by _____ (date).

DELIVERABLE: Supporting documentation reflecting the coordination and leadership of the statewide conference by _____ (date).

8.2 Collect registration fees for the state leadership/competitive event conference, deposit into CTSO account and conduct the conference according to the approved budget.

DELIVERABLE: Documentation reflecting _____ (number) students registered, registration fees collected, amount of each registration and deposit into the CTSO account by _____ (date).

ACTIVITIES WITH NATIONAL ORGANIZATIONS

All of the CTSO's with the exception of the Cooperative Education Clubs of Florida and Florida Association of Public Service Students are affiliated with a national association. Participation in the national organization is a key component of state CTSO activities. The recipient will maintain communication and interaction with the national association by:

9.1 Providing the national association with requested information by the requested date.

DELIVERABLE: Documentation reflecting national request and reply by _____ (date).

9.2 Disseminate communications from the national organization to local chapters.

DELIVERABLE: Documentation supporting dissemination of communication by _____ (date).

9.3 By the established deadline, plan and coordinate state participation in national activities in accordance with the state and national by-laws.

DELIVERABLE: Documentation supporting the planning and coordination of national activities by _____ (date).

DELIVERABLE: Documentation supporting attendance and participation in national activities by _____ (date).

BOARD ACTIVITIES

Each CTSO has a governing body that is responsible for insuring that the policies and procedures outlined in the CTSO's constitution and/or by-laws pertaining to the operation of the CTSO are implemented and adhered to. The composition of these governing bodies is addressed in the constitution/by-laws and may consist of teachers, students and/or appropriate stakeholders. The recipient will be expected to deliver the following in regards to the governing body of the CTSO:

10.1 Plan, coordinate and implement board meetings as required or requested maintaining written communication with the governing body through notification of board meetings in order to carry out the activities of the CTSO in an effective and efficient manner.

DELIVERABLE: Documentation supporting the planning, coordinating and implementation of board meeting by _____ (date).

DELIVERABLE: Copy of board minutes by _____ (date).

10.2 Respond to other requests from board members for information as requested.

Signature of Chairperson/President

Date _____

PERFORMANCE-BASED SCHEDULE OF PAYMENTS

Agency: _____ Page ____ of ____
 Contact Person: _____ Title: _____
 Telephone/SunCom Number: _____
 Fax Number: _____ E-mail: _____

OUTCOMES AND PRODUCTS DELIVERED	DUE DATE	AMOUNT OF PAYMENT
Measurable Objective(s): Products Delivered:		

Directly below the last deliverable which has a payment amount, the schedule must include a deliverable for the final financial status report (Department of Education form number FA-399).

EXAMPLE – PAYMENT OF DELIVERABLE	DATE	AMOUNT
Last deliverable described	9/30/00	\$5,000
Final financial report, (FA-399)	9/30/00	-0-