



Colorado
Creative Careers
Student Organization

C3SO Handbook 2018-19

A handbook detailing the requirements of a Career and Technical Student Organization for the CTE Arts program classroom. Includes student involvement techniques, tips and documentation strategies.

Welcome

Dear CTE Arts Educator,

Since President Woodrow Wilson signed the first national vocational education act in 1917, the federal government has provided funding for Career and Technical Education. The initial modest investment in 1917 of approximately \$7 million now has grown to more than \$1.2 billion. Today, the federal government provides funding with the Carl D. Perkins Career and Technical Education Act which specifies required and permissible uses of these funds for activities at the local and state levels. One of these required and permissible activities is the use of Career and Technical Student Organizations to assist students in gaining valuable skills in careers, leadership, and personal attributes. Colorado so highly regards CTSO's for providing these valuable skill experiences that they have required schools to offer a CTSO experience as part of every program approval.

The career and technical student organization (CTSO) is regarded as an integral part of career and technical education. CTSOs play an important part in preparing students to become productive citizens and to assume roles of leadership in their communities. Educators have found that the CTSO is a powerful instructional tool that works best when it is integrated into the career and technical education curriculum. This guide can assist instructors in providing organized activities that help students gain career, leadership, and personal skills that maximize employability.

Colorado Creative Careers Student Organization is a State Only Career and Technical Student Organization developed right here in Colorado. With Colorado ranking within the top five states in the nation for creative careers, educators from around Colorado wanted a CTSO developed to specifically meet the needs of students interested in Creative Arts Programs. Colorado Creative Careers Student Organization (C3SO) can become an important tool to help students turn their passion for creativity into the skills necessary for today's careers.

This guide is meant to be a starting point in establishing a Colorado Creative Careers Student Organization Chapter at your school or institution.

Good luck with your C3SO.

Colorado Creative Careers
State Advisory Council Members

Table of Contents

CTSO Rule from the Administrator’s Handbook	4
Glossary & Resources	6
Bylaws	7
Colorado Creative Careers Bylaws	8
Sample Chapter Creative Careers Bylaws	13
Membership	17
Officers	18
Example Duties of Officers	19
Agendas & Minutes	20
Sample Agendas	21
Sample Meeting Minutes	23
Program of Work	25
Sample Program of Work	27
Blank Program of Work	28
Becoming a Chapter	29

CTSO Rule

3.09 Colorado Career and Technical Student Organizations (CTSOs)
(Board Rule: CTA 3.1F; CRS: 23-8-103 (2d))

According to Board Rule each CTE program must provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations as listed herein, or such other leadership organization as may be approved by the Board in special circumstances:
Recognized State and Nationally Affiliated CTSO's : FFA, DECA, SkillsUSA, HOSA: Future Health Professionals, Family, Career and Community Leaders of America (FCCLA), Future Business Leaders of America (FBLA), Technology Student Association (TSA) *Recognized State Only CTSO's*: Successful Career Students of Colorado (SC)², and Colorado Creative Careers Student Organization (C3SO)

Each secondary program must establish and maintain either, State and Nationally affiliated CTSO, a State Only CTSO, or a Local CTSO related to their instructional area, both curricular and instructor credential based.

If a State and Nationally affiliated CTSO or a State Only CTSO is used, it must be related to the Career Cluster as defined in the following list.

Agriculture, Natural Resources & Energy	
Agriculture, Food & Natural Resources	FFA
Energy	FFA, SkillsUSA or TSA
Business, Marketing & Public Administration	
Management and Administration	FBLA
Marketing	DECA
Finance	FBLA
Government & Public Administration	FBLA
Health Science, Criminal Justice & Public Safety	
Health Science	HOSA
Law, Public Safety, Corrections & Security	HOSA
Hospitality, Human Services & Education	
Hospitality & Tourism	FCCLA
Hospitality & Tourism (marketing/mgt.)	DECA
Human Services	FCCLA
Cosmetology	SkillsUSA
Education & Training	FCCLA
Skilled Trades & Technical Sciences	
Architecture & Construction	SkillsUSA or TSA
Manufacturing	SkillsUSA
Transportation, Distribution & Logistics	SkillsUSA

STEM, Arts, Design & Information Technology

STEM	SkillsUSA or TSA
Audio/Video Technology & Film	C3SO, SkillsUSA, or TSA
Journalism & Broadcasting	FBLA, SkillsUSA, or TSA
Performing Arts	C3SO
Printing/Publishing	SkillsUSA or TSA
Visual & Design Arts	C3SO, SkillsUSA or TSA
Interior Design & Fashion Design	FCCLA
Information Support and Services	SkillsUSA or TSA
Interactive Media	SkillsUSA or TSA
Network Systems & Telecommunications	SkillsUSA or TSA
Programming & Software Engineering	SkillsUSA or TSA

Postsecondary & Workforce Readiness

Alternative Cooperative Education (ACE)	(SC) ²
FACS CORE & World of Work	FCCLA

Alternative CTSO options will be considered under special circumstances. They must receive approval of content area CTE Program Director and CTE State Director/Assistant Provost.

Areas where no relevant student organization exists are working to create a state national affiliation option. Programs in these areas must select the local CTSO as defined below.

If a State Only CTSO or a Local CTSO is established and maintained but is not state and nationally affiliated, it must have (and keep on file copies for the most recent year):

- A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.
- A list of the current local membership
- A list of current elected officers
- Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.
- Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan; i.e. class syllabus.
- Documentation of a Program of Work (POW): Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

This requirement will be effective from July 1, 2009 for all programs at time of renewal. Programs found not to be in compliance with these requirements may be placed on a one-year conditional approval. If conditional requirements are not met, approval will be revoked.

Glossary

Colorado Creative Careers Student Organization: This is the official name of the Colorado Creative Careers CTSO.

CTSO: Career and Technical Student Organization

Chapter: A group of students involved in the CTSO. The chapter could be considered all of the students who are currently enrolled in or who have been enrolled in a CTE Arts program.

Chapter Advisor: A teacher who serves as the adult leader/facilitator of the CTSO chapter.

Chapter Officers: Students elected to leadership positions in the classroom/CTSO chapter. Officers are elected by local chapter membership – or classmates. Election procedures, including nomination and/or application guidelines can be determined by each chapter advisor.

Colorado Creative Careers Student Leadership Conference: An annual event for students is one of the primary goals of the Advisory Council. Check the Colorado Creative Careers Website for more details.

State Officers: Student leaders elected at the annual Colorado Creative Careers Student Leadership Conference and to serve under the State Advisory Council as delegates of Colorado.

DOCUMENT IT!: These are suggestions on how to document each requirement. Many times, the SIT (Student Involvement Techniques) can be used as documentation. Before the school year begins, designate a drawer in a filing cabinet as the CTSO Drawer, use an accordion folder or utilize some sort of electronic sharing option such as Google Docs or Cloud Sharing to keep all of your CTSO documents organized and available.

SIT - Student Involvement Technique: These are examples of how to incorporate students in the decision making and organization process.

Resources

Colorado CTE Website
Colorado CTSO Websites

<http://www.coloradostateplan.com/>
<http://www.coloradostateplan.com/ctso.htm>

Bylaws

Requirement: A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.

According to the Merriam-Webster dictionary, bylaw is a noun that is defined as a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs.

Student Involvement Technique:

- Challenge each student to bring in a set of bylaws from an organization for extra credit.
- Facilitate a class discussion on the importance of rules (bylaws) in a classroom, work place or an organization like a C3SO Chapter.
- Break the classroom into groups of students. Have each group write a set of rules (bylaws) for the classroom.
- Add your own ideas.

TIPS:

- The bylaws should be reviewed every year for relevancy and updated as needed.
- Each classroom could have their own set of bylaws and can be similar to the C3SO chapter bylaws and/or the C3SO state bylaws.
- Use the Sample C3SO Bylaws (pgs 13-15) as a beginning point for your chapter bylaws.

DOCUMENT IT!

- Print the set of bylaws and keep them in a file folder or binder tabbed and marked Bylaws so that they are available to refer to as needed.

Colorado Creative Careers Student Organization State Bylaws

ARTICLE I NAME

The official name of this organization shall be Colorado Creative Careers Student Organization.

ARTICLE II Mission

The Colorado Creative Career Student Organization will prepare students for careers in the Creative Industries through education and leadership opportunities.

ARTICLE III PURPOSE

The primary purpose of Colorado Creative Careers Student Organization (C3SO) is to serve the needs of its members and strengthen the Creative Careers classroom instruction.

- To develop competent leadership skills in the creative industries
- To foster a deep respect for the dignity of work
- To create enthusiasm for learning through the arts
- To assist local C3SO members in their growth and development
- To unite in a common bond without regard to race, sex, religion, disabilities, creed or national origin, any students enrolled in or who have been enrolled within a Career and Technical Education Arts program.
- To provide opportunities for C3SO members to participate in community service within the creative industries
- To foster an understanding of the economics of the creative industries
- To provide exploratory experiences in classrooms, and develop partnerships in business or industry to acquaint students with career opportunities in the creative industries.
- To promote high standards in all phases of occupational endeavor including trade ethics, workmanship, scholarship and safety
- To develop, through individual and team work, the ability of members to plan, organize, and use a variety of resources to solve problems
- To foster an understanding of the functions of labor and management organizations, and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for the creative careers industry
- To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation in the creative industries

ARTICLE IV Organization

Section 1. The Colorado Creative Careers Student Organization (C3SO) will be the official State of Colorado Student Organization for Career and Technical Education in the Arts.

Section 2. A State Council of Industry, Educational, Management and Labor Leaders in the Creative Industries will act as a State Advisory Council.

Section 3. The C3SO Chapter is a group of students involved in the CTSO. The chapter could be considered any of the students who are currently enrolled in or who have been enrolled in a CTE Arts program.

ARTICLE V MEMBERSHIP

Section 1. Membership composition:

Colorado Creative Careers Student Organization is an organization of, by and for students who are or have been enrolled in secondary or post-secondary Career and Technical Education Arts program.

Section 2. Affiliation:

Annual affiliation processes, requirements and fees shall be specified in policies and procedures and must be approved by the C3SO State Advisory Council. Additional affiliation fees may be assessed by local C3SO organizations.

ARTICLE VI STUDENT STATE OFFICES

Section 1. The C3SO Student State Offices will consist of five elected members who will be elected by the general membership of C3SO and be overseen by the C3SO State Advisory Council.

1. The offices of the Student State Offices shall be: President, Vice President, Secretary, Treasurer and Parliamentarian.

Section 2. The term of each Student State Office will last for a period of one year.

1. The current outgoing Student State Office President will be asked to serve as an ex-official member of the CCSO State Advisory Council.

Section 3. Each Student State Officer candidate shall be a person who is in good standing within their local Secondary or Postsecondary school and who is currently or has been enrolled as a student in a CTE Arts program.

1. In order for a Student State Officer candidate to run for a state office they shall provide the following:
 - a. A letter of application stating motivation, commitment and qualifications.
 - b. A resume.
 - c. A verified statement of academic performance for the current school year.
 - d. A statement of support with the signature from the local C3SO Advisor and also a signature from the student's parent or guardian.
2. The duties of the Student State Officers shall be specified in these Bylaws.

Section 4. Duties of the C3SO Student State Officers:

1. The C3SO Student State Officers shall make themselves available, as necessary, to promote the general welfare of the Colorado Creative Careers Student Organization.
2. C3SO Student State Officers shall serve as consultants to the Colorado Creative Careers State Advisory Council.
3. C3SO Student State Officers shall work with the C3SO State Advisory Council to develop and facilitate all statewide student leadership conferences.
4. C3SO Student State Officers shall be responsible for public relations and marketing campaigns.
5. C3SO Student State Officers shall promote community service and service learning opportunities.

ARTICLE VII MEETINGS

Section 1. An annual State Meeting shall be held with the time and place to be designated by the C3SO State Advisory Council.

Section 2. Local Chapter meetings will be held at the discretion of the Local chapter.

ARTICLE VIII FINANCES

Section 1. Fiscal Year

All checks or demands for money and notes of the State and Local Chapters shall be signed by such officer or officers or such other persons as the Board of Directors may from time to time designate.

Section 2. Books and Accounts

The books and accounts of the State and Local Chapters shall be kept under the direction of the Treasurer in accordance with generally accepted accounting practices.

ARTICLE IX SUPERVISION

Section 1. The Colorado Creative Careers Advisory Council shall be responsible for the Colorado Creative Careers Student Organization.

Section 2. The Colorado Community College System staff provides guidance to the C3SO State Advisory Council for the Colorado Creative Careers Student Organization.

ARTICLE X LOGOS, EMBLEMS AND COLORS

Section 1. Logos, emblems and colors developed for the State Colorado Creative Careers Student Organization should be approved by the C3SO State Advisory Council. These logos, emblems and colors, should represent the Arts industries as they are associated within CTE Arts programs.

Section 2. Logos, emblems and colors should be developed by the local chapters in accordance with their high school policies. These should represent the Arts industries as they are associated within CTE Arts programs.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the organization may adopt.

ARTICLE XII AMENDMENTS

Section 1. These Bylaws may be amended and/or repealed at any meeting of the State Advisory Council by a two thirds vote of all the members.

Section 2. Proposal for Amendment: Proposal from members on amendments must be in writing and filed not less than 20 days before the meeting with the Student State Office of Secretary. Not less than ten (10) other members of the State Chapter must sign the proposal. Before filing it must be discussed with the sponsor(s) and officers of the chapter.

Section 3. A copy of the Amendments will be kept on file with the CTE Director of the Arts at the Colorado Community College System for the C3SO State Advisory Council.

ARTICLE XIII BYLAWS AND OPERATING POLICIES

Section 1. The Local Chapter shall create their Bylaws and Operating Policies according to their school districts rules and regulations of school organizations.

Section 2. The Local Chapter Bylaws may be amended or repealed or new bylaws may be adopted by a majority vote of all the members present at any meeting of members of the Local Executive Council, provided the provisions of a quorum have been met and the proposed action is inserted in the notice of such meeting.

ARTICLE XIV DISSOLUTION

Section 1. In the event of dissolution of a Local Student Chapter, all debts must be paid and the remaining money shall be donated to the high school or postsecondary institutions scholarship fund, or donated to the school or institution as the members see fit.

Your School's Name Creative Careers CTSO

SAMPLE BYLAWS

ARTICLE I

CHAPTER NAME

The name of this organization shall be Your School's Name Creative Careers Student Organization.

ARTICLE II

PURPOSE

The primary purpose of Your School's Name Creative Careers Student Organization is to:

- To provide leadership opportunities for students.
- To help students explore career options in the Creative Industries.
- To plan field trips and events.
- To develop a legacy program for the senior class.
- To recruit students to the department.

ARTICLE III

MEMBERSHIP

Section 1. Membership composition: Your School's Name Creative Careers Student Organization is an organization of, by and for students who are or were enrolled in CTE Arts programs.

Section 2. Annual affiliation fees are specified by the Your School's Name Creative Careers Student Organization.

ARTICLE IV
STUDENT CHAPTER OFFICERS

Section 1. Creative Careers Chapter Officers:

- a. Creative Careers Chapter Officers shall be selected by the Creative Careers Chapter members.
- b. The duties of the officers shall be specified in these Bylaws.

Section 2. Duties of Creative Careers Chapter Officers:

- a. The Creative Careers Student Chapters Officers shall make themselves available, as necessary, to promote the general welfare of the **Your School's Name** Creative Careers Student Organization.
- b. The **Your School's Name** Creative Careers President shall preside over all chapter meetings, develop meeting agendas, conduct meetings according to chapter bylaws, develop Program of Work and coordinate activities with chapter advisor, appoint committees as appropriate.
- c. The **Your School's Name** Creative Careers Vice President shall assist the president in all leadership functions, preside over chapter activities in the absence of the president, assume the duties of the president should the office be vacated, and coordinate all committee work.
- d. The **Your School's Name** Creative Careers Secretary shall prepare the minutes of meetings, chapter correspondence and reports, assist the president in meeting agenda development, record the roll at all chapter meetings and read minutes and communications at chapter meetings.
- e. The **Your School's Name** Creative Careers Treasurer shall maintain efficient management and documentation of chapter funds while keeping financial records neat and accurate according to school district policies.

ARTICLE V
MEETINGS

- Section 1.** Meetings shall be held at least two times per academic year/term with the time and place to be designated by the **Your School's Name** Creative Careers Chapter Officers and the **Your School's Name** Creative Careers Chapter Advisor.

ARTICLE VI
SUPERVISION

- Section 1.** The **Your School's Name** Creative Careers Chapter Advisor shall be responsible for the **Your School's Name** Creative Careers Student Organization in accordance with your school's policies and procedures.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the organization may adopt.

ARTICLE VIII AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any *Your School's Name* Creative Careers Student Chapter Officer Meeting.

Membership

Requirement: A list of the current local membership

Membership is a list of students who are members of your school's Colorado Creative Careers Student Organization chapter. At this time there are no membership fees, so all your students can be considered members of Colorado Creative Careers Student Organization.

Student Involvement Technique:

- Facilitate a “chapter-naming contest” for each class. Have students vote on their favorite, appropriate names. (This can be a precursor to a discussion on parliamentary procedure or citizenship - especially during election years.)
- When writing resumes, encourage students to write “Colorado Creative Careers Student Organization member” under Involvement/Activities.
- During career exploration, require students list at least one professional organization in their field of interest. (Example: AMA – American Medical Association for a doctor)
- Add your own ideas:

TIPS:

- The membership list should be updated every semester.

DOCUMENT IT!

- Print your class rosters and keep in a file folder or binder tab marked Membership.

Officers

Requirement: A list of current elected officers

Each chapter needs current, elected officers. There are some offices that are “traditional”, such as President, Vice President, Secretary and Treasurer.

Student Involvement Technique:

- Facilitate a teamwork activity. Examples and ideas can be found online:
 - <http://wilderdom.com/games/>
 - http://www.ehow.com/info_7921343_high-school-teamwork-activities.html
 - http://www.ehow.com/list_6698083_classroom-teamwork-games.html
 - http://www.ehow.com/list_6615748_teamwork-activities-classroom.html
 - <http://www.buzzle.com/articles/classroom-leadership-games.html>
 - http://www.ehow.com/way_5229192_youth-teamwork-activities.html
 - Lead discussion on leadership and teamwork. Who emerged as natural leaders? Why is it important to have leaders?
- Assign a leadership essay and/or presentation. Students should define leadership and tell about a leader they admire.
- Have students define leadership, then make a list of all the ways they have been a leader. (It could be anything from serving as the president of their class to helping their younger siblings with homework. Leadership has many faces, and everyone has shown leadership in at least one way in their life.)
- Have students brainstorm a list of officers and their duties. Have students nominate or self-nominate for leadership positions. Give the students a day to campaign and give a short speech to the class on why they would make the best candidate. Hold officer elections by ballot.
- Add your own ideas:

TIPS:

- To elevate the prestige of being an officer, hold an induction ceremony. Have the students plan the ceremony. Perhaps hold the event at night so that parents may attend and include refreshments. Have the officers raise their hand and pledge to fulfill the duties of their office.
- You may need to elect officers every semester.
- Remember to update the bylaws to reflect the officer titles.
- Encourage students to think of “non-traditional” offices:
 - Vice President of Facebook – duty is to update the class Facebook page every other day
 - Vice President of Attendance – duty is to take attendance at every class period
 - Vice President of Jokes – duty is to tell a joke at the beginning of the class
 - Vice President of Chocolate or Desserts – duty is to make sure chocolate is brought to the class every week

DOCUMENT IT!

- Print the list of officers and keep in a file folder or binder tab marked Officers.

EXAMPLE DUTIES OF OFFICERS

President:

- Prepare agendas for meetings
- Conduct meetings according to chapter bylaws
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

Vice President:

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of the president should the office be vacated
- Coordinate all committee work

Secretary:

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

Treasurer:

- Maintain efficient management and documentation of chapter funds
- Keep financial records neat and accurate

Historian:

- Maintain a history of local chapter activities throughout the year – this could be accomplished in a notebook or a slide show
- Take pictures at chapter activities

Reporter:

- Submit articles to local newspapers, CTE Trends
- Coordinate publicity for chapter activities

Agendas & Minutes

Requirement: Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum, the local CTSO will meet at least two times per term.

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs. Make assignments for each person(s) responsible for each item.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings such as committee meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

Student Involvement Technique:

- Introduce students to the concept of parliamentary procedure. Explain motions, seconding the motion and voting. Have students pair up and practice making motions and seconding the motion.
- Explain the purpose of an agenda and show an example agenda. Have students write their own agendas for a meeting.
- Show example meeting minutes. During a meeting (perhaps that you, as the teacher leads), have all students take minutes.

TIPS:

- Meetings should take place at a regular time. Set aside the last Friday of the month for a CTSO meeting, with the second Friday of the month set aside for committee meetings. Or, have the students vote on when to hold the CTSO meetings.
- Elected presidents and secretaries should be given a laptop (or computer – just for the meeting) to keep agendas and take minutes. Save the agendas and meetings in a CTSO file, after printing. (This prevents you from having to chase down the files at a later date.)
- RESOURCE: Mastering Meetings Article:
<http://www.teamtri.com/pdf/Mastering%20Meetings%20by%20TeamTRI.pdf>
- RESOURCE: Parliamentary Procedure Basics:
<http://www.teamtri.com/pdf/Rule%20Like%20Robert%20-%20Meet%20Bob%20by%20TeamTRI.pdf>

DOCUMENT IT! Print at least 2 agendas and 2 sets of minutes per term and put in the “Agendas & Minutes” CTSO folder or binder tab.

SAMPLE Meeting AGENDA
Your School's Name Creative Careers CTSO

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Report
- V. Officers' Reports
- VI. Committee Reports
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

SAMPLE AGENDA – WITH NOTES

Your School's Name Creative Careers CTSO

- I. Call to Order – by President
- II. Roll Call – by Secretary
 - a. Send around a sign-up sheet
 - b. Use as attendance for the day
- III. Approval of Minutes – by Secretary
 - a. Options:
 - i. Make copies to distribute to class
 - ii. Send via e-mail to class
 - iii. Post on Facebook group
 - iv. Have the minutes projected in the front of the class
 - v. Secretary may read the minutes aloud
 - b. President asks for a motion and second for approval of minutes
 - c. President asks for the class to vote on approval
- IV. Financial Report – by Treasurer
 - a. Gives any money updates – Did you have a financial leadership activity? Was money collected for field trips or other activities?
- V. Officers' Reports – by officers
 - a. Each officer gives an update of what's been happening, ex: Treasurer's report of funds being spent or collected, Vice President's report on a recent event that took place.
 - b. Vice President of Facebook Report – "I have been updating the class group page once a week with reminders of homework. Is this helpful? What other things would you like me to post on Facebook?"
 - c. Vice President of Desserts Report – "At today's meeting, Joe was assigned to bring desserts. I reminded him last night and we have Twinkies for the class to enjoy during the meeting. Thank you, Joe!"
- VI. Committee Reports – by committees
 - a. Program of Work should be accomplished through committee work. Each area should have a committee, with sub-committees as necessary, ex:
 - b. Financial Leadership Activity Committee Report – "The committee has been working on a Financial Leadership Activity. There will be Penny Wars between all the ACE classes to raise money for the American Cancer Society. The winning class will be treated to pizza at the end of the month."
 - c. Professional Development Committee Report – "The committee is working with Mrs. Jones to set up a field trip to go to the Workforce Training Center next month."
- VII. Unfinished Business – any business not finished at the previous meeting
- VIII. New Business – any new business that has not been addressed by the officer or committee reports
- IX. Announcements – class announcements or other announcements
- X. Adjournment

SAMPLE MEETING MINUTES

Your High School's Name Creative Careers Meeting Minutes

Call to Order

President Marta Osuna called the meeting to order at 9:03 a.m. The *Your High School's Name Here* Creative Careers meeting was held on October 12th, 2014 during 2nd period in Room 231 in ABC, Colorado.

Roll Call

A sign-up sheet was sent around the room for attendance and is attached to these minutes.

Minutes

Emily Sherwood presented the minutes from the September 12th meeting by handing out copies to all students. There were no changes to the minutes. Kristy Baumgartner moved to accept the minutes as presented, Debbie Halverson seconded. The motion to accept the minutes passed.

Financial Report

Debbie Halverson, Vice President of Finance, presented the financial report. We have \$0 in the CTSO account. If we want to order cookies at the next meeting, we will need people to either bring money in to purchase the cookies or bring the cookies in themselves.

Officer Reports

President Marta Osuna said she's been working with the school Homecoming committee to have an Creative Careers face painting booth at the football game. We will need volunteers to paint faces. A sign-up sheet was passed around.

Secretary Emily Sherwood has written two thank you notes for the class to sign. The thank you notes were for the guest speakers during class last week.

Committee Reports

Social Activity Committee – the committee has proposed for the class to go to Freddy's Frozen Custard and Steamburgers before the Homecoming football game next week. After discussion, the class voted on the motion and the motion failed.

Community Service – the committee wants the whole school to bring in canned food items before Halloween to give to the local homeless shelter. The class voted on the motion to have a Canned Food Drive. The motion passed. Lisa Dicksteen, committee chair, will give an update to the class before October 20th on what needs to happen.

Conference – the committee showed the video from the 2014 Colorado Creative Careers Student Leadership Conference. There are several competitive events and workshops at this conference. The committee talked about the competitive events and said there would be a sign-up for these events at the November meeting. The cost of the conference is \$25 per person.

Unfinished Business

None.

New Business

None.

Announcements

- Remember the guest speaker we have next Monday on interviewing. Dress in your best business interview styles.
- Remember to complete Chapter 12 Review questions to turn in to Mrs. Jones on Tuesday.
- Remember to sign-up to volunteer at the Face Painting booth at Homecoming.

Minutes Submitted by:

Emily Briewood

ABC High School C3SO Secretary

Program of Work

Requirement: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO.

A Program of Work (POW) is a plan of activities for the year. A POW can look different from chapter to chapter; however, each chapter should have the following components as a part of a balanced POW:

- Professional Development
- Social Activities
- Financial Leadership Activities
- Employment
- Community Service/Service Learning
- Public Relations

Student Involvement Technique:

- Split the classroom into six groups. Assign each group one of the components listed above. Give the students 10-15 minutes to brainstorm as many activities as possible to fit in their component/category. A recorder in each group should record the ideas on easels/big Post-its®. (To make it a competition, provide a prize to the team that lists the highest number of ideas.) Have each team present their ideas to the class, then post their paper on the classroom wall. Have class members vote on their top 3 ideas in each category, either by dots or numbers or stars on the paper. Lead a discussion on the top ideas in each area. Are they feasible ideas?
- Have students develop a yearly POW from the activities listed on the walls. Students may add their own ideas.
- Add your own ideas:

TIPS:

- Use your completed POW for the chapter to develop your committees. Committee work and POW work can be accomplished during class time and/or as homework.
- The POW is not a static document. The POW can be ever changing, throughout the year. The POW can be the basis for your classroom. The POW can transform from a simple document to a more complicated document... meaning the POW can include timelines, tasks, assignments, etc.
- **Financial Responsibility Note:** *Chapters must follow district policies for collection and disbursement of all funds. Accurate financial records are a must. Check with your school district for these policies.*

DOCUMENT IT!

- Print the yearly POW and file in the Program of Work file folder or binder tab.
- Requirement: Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan, i.e. class syllabus.

Simple List of Brainstormed Program of Work (POW) Activities

Professional Development

- Field trips
- Workshops
- Gallery Openings
- Guest speakers
- Career Fair

Social Activities

- Pizza Party
- Classroom potluck
- Attend a school sporting event as a class

Financial Leadership Activities

- One Act Plays
- Art Showing
- Product sales
- Silent Auction

Employment

- Resume writing workshop
- Mock auditions
- Mock interviews
- Peer reviews of cover letters

Community Service/Service Learning

- Relay for Life (or other walks for a cause)
- Drives (Canned food, coat, blood, etc.)
- Work in a soup kitchen or food pantry/bank

Public Relations

- Setting up a Facebook page
- Writing an article for the schools newspaper
- Presenting to the school board

Sample Program of Work

Your School's Name Here Creative Careers CTSO

<p>August</p> <ul style="list-style-type: none"> • Ice Cream Social (Social Activity) 	<p>February</p> <ul style="list-style-type: none"> • Valentine's Day Flower Sale (Financial Leadership Activity)
<p>September</p> <ul style="list-style-type: none"> • Set up Class Facebook page (Public Relations) 	<p>March</p> <ul style="list-style-type: none"> • Career Portfolios due (Employment Activity – use Career Planning Competitive Event)
<p>October</p> <ul style="list-style-type: none"> • Career Guest Speaker (Professional Development Activity) 	<p>April</p> <ul style="list-style-type: none"> • Creative Careers Student Leadership Conference in Denver
<p>November</p> <ul style="list-style-type: none"> • Canned Food Drive (Community Service Activity) 	<p>May</p> <ul style="list-style-type: none"> • Presentation to the School Board (Public Relations Activity, Professional Development Activity)
<p>December</p> <ul style="list-style-type: none"> • Cookie Dough Sales (Financial Leadership Activity) 	<p>June</p> <ul style="list-style-type: none"> • Graduation Open House for Graduates (Public Relations Activity, Social Activity)
<p>January</p> <ul style="list-style-type: none"> • Mock Interviews (Employment Activity) 	<p>July</p> <ul style="list-style-type: none"> • CACTE Professional Development Summit

Program of Work

August	February
September	March
October	April
November	May
December	June
January	July

Becoming a Chapter

Colorado Creative Careers Student Organization is not meant to be an “additional item” for the teacher to check off of a list. Your Creative Careers CTSO chapter begins with the beginning of the school year or the election of officers in the spring of the previous year. Your Creative Careers CTSO chapter is as active as you make it and as relatable to the world as you want for it to be. Creative Careers can be a powerful instructional tool for your students helping them to make the connections between your classroom instruction and their future career options. Colorado Creative Careers CTSO activities can bring lessons to life like never before.

To become a recognized Colorado Creative Careers Student Organization Chapter, please complete the chapter registration on the <http://c3so.org> website.

By registering your chapter you are verifying that you have met the following Colorado CTSO requirements and are prepared to present them upon request:

- A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area.
- A list of the current local membership
- A list of current elected officers
- Agendas & minutes of business meetings held by the organization for the current and prior year. At minimum the local CTSO will meet at least two times per term.
- Documentation that the CTSO is co-curricular. Evidence should include examples of how the CTSO activities and program of work is integrated into the daily curricular plan, i.e. class syllabus.

Documentation of a Program of Work: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter’s involvement in their selected areas and may vary with the type of CTSO.