

Last Update July 15, 2011

CTSO Implementation Checklist 2011-2012


684 points / \$5,513 dollars possible
based on last years amounts.

ADVISOR NAME: _____ CTSO: _____ SCHOOL: _____

Implementation Period: May 14, 2011 - May 15, 2012

Portfolio Due Date: May 15, 2012 (5 Day Grace Period, After That 1% Deduction For Each Calendar Day Late)

The ACT Department
Will Complete The
Approved Points Column



Max. Points	Activity	Documentation	Page #	Date	Requested Points	Approved Points
1. CTSO Membership (23 max. points)						
15	Affiliation: State & National (REQUIRED) (attach affiliation) minimum of 10 students per advisor.	Copy of affiliation form				
2	11-25 Active members (check only one from list below)	Copy of affiliation form				
4	26-50 Active members	Copy of affiliation form				
6	51-75 Active members	Copy of affiliation form				
8	75+ Active members	Copy of affiliation form				
2. Chapter Activities						
8	Letters home to parents about CTSO (2 pts. each)	Copy of letters				
2	Recruitment material	Copy of recruitment material				
2	Constitution and by-laws for local chapter	Copy of constitution and by-laws				
5	Chapter calendar (planned activities)	Copy of calendar				
6	Financial log	Copy of monthly financial logs				
5	Coordinated co-curricular/activities	Document work with other clubs and organizations				
20	Supervised planned meetings (2 pts. each meeting)	Copy of minutes and roll sheets from each meeting				
30	Approved fundraisers (15 pts. each)	Approved fundraising form				
10	Recruitment or information booth (staffed with students in official dress). Back to school event, student orientation, community event, fair booth or other function (5 pts. each)	Photos of display or participation or thank you letter from hosting organization.				
12	CTSO publicity (2 pts. each)	School newspaper, school newsletter, state and national newsletters, yearbook, local news media, TV production and other club or advisor initiated publicity outlets				
20	Club banquet	Program with sign-in documentation				

Max. Points	Activity	Documentation	Page #	Date	Requested Points	Approved Points
3. Service Projects/Awards						
5	School/chapter	Summary of project with photos				
5	Community/state	Summary of project with photos				
6	Individual member (2 pts. per award)	Summary of project with photos				
10	Other (list) (5 pts. bonus each)	Summary of project with photos				
4. Manatee County Participation						
10	Attend county Manatee CTSO Leadership Training w/students in the Fall at BRHS	Copy of ATD or sign in document				
10	Attend county CTSO Leadership Training with <u>more than</u> five students (2 pts. bonus per student over the five student base number)	Student sign in sheet from event.				
20	Attend with more than 10 students (4 pts. bonus per student over the 10 student number)	Student sign in sheet from event.				
5. District or State Leadership Training Participation						
30	Attend with participating students.	Copy of ATD, program, registration				
10	Teacher/chapter responsibility	Copy of thank you/confirmation letter, summary of responsibility				
6. State or National Leadership Training Participation						
30	Attend with participating students.	Copy of ATD, program, registration				
10	Teacher/chapter responsibility	Copy of thank you/confirmation letter, summary of responsibility				
7. First Proficiency Events						
50	Attend with participating students to <u>district or state</u> conference (5 pts. per student per event, or maximum allowable participants).	Copy of program and leave form, newspaper article, list of students attending				
10	Advisor responsibility (Coordinator of event, judging, etc.)	Copy of thank you/confirmation letter, summary of responsibility				
10	Candidate for district or state office	Application for candidacy				
10	District or state officer	Copy of name listed in program				
20	First proficiency event contest winners (bonus points per place 3-1 st , 2-2 nd , 1-3 rd)	List of names and places from chapter				

Max. Points	Activity	Documentation	Page #	Date	Requested Points	Approved Points
8. Second Proficiency Events						
50	Attend with participating students to <u>state</u> or <u>national</u> conference (10 pts. per student per event, or maximum allowable participants)	Copy of program and leave form, newspaper article, list of students attending.				
10	Advisor responsibility (Coordinator of event, judging, etc.)	Copy of thank you/confirmation letter, summary of responsibility				
10	Candidate for state or national office	Application for candidacy				
20	State or national officer	Copy of name listed in program				
20	Second proficiency event contest winners (bonus points per place 3-1 st , 2-2 nd , 1-3 rd)	List of names and places from chapter				
9. Third Proficiency Events						
50	Attend with participating students to <u>national</u> conference (10 pts. per student per event or maximum allowable participants).	Copy of program and leave form, Newspaper article, list of students attending.				
10	Advisor responsibility (Coordinator of event, judging, etc.)	Copy of thank you/confirmation letter, summary of responsibility				
10	Candidate for national office	Application for candidacy				
30	National officer	Copy of name listed in program				
20	Other competition & leadership participation Contest winners (bonus points per place, 3-1 st , 2-2 nd , 1-3 rd through 10 th place)	List of names and places from chapter				
10. Advisor – Above and Beyond						
5	Advisor serving as the appropriate CTSO Manatee County Lead Advisor (leads all other CTSO in their program area).	Copy of notification letter				
20	Advisor serving on the appropriate CTSO Board of Directors at the state level	Copy of notification letter				
30	Advisor serving on the appropriate CTSO Board of Directors at the national level	Copy of notification letter				
10	Individual advisor CTSO award for leadership or excellence at the state or national level (5 pts. per award)	Copy of award, notification letter, newspaper article				

Implementation Model **230** points. My Total Requested Points _____

Advisor's Signature _____ Date _____

Principal's Signature _____ Date _____

ACT Program Specialist _____ Date _____

ACT Staff Who Received Notebook.

Name _____ Date _____

Note: A written receipt will be issued for all notebooks that are hand delivered. In the event that a notebook is lost, submitted points will be awarded to advisors who have a written receipt from the ACT Department that the notebook was submitted. If the notebook is sent in the mail, the advisor assumes full responsibility for lost notebooks. ACT will not honor the lost notebook submission without the receipt.

Information in this box is to be filled out by the ACT Department

Amount of money earned from the CTSO Notebook. \$ _____

Date check was cut: _____ Check Number: _____

Historic Financial Information

During the **2002-03** school year the ACT Department paid **\$2.50** per point, up to 225 points (the implementation model) and **\$5.00** a point for all points over 225.

During the **2003-04** school year the ACT Department paid **\$5.00** per point, up to 225 points (implementation model) and **\$7.50** a point for all points over 225 in addition to a one-time bonus for all notebooks submitted on time. The significant increase in funding for 03-04 over 02-03 was implemented to allow the chapters the resources to cover the advisory expenses while at the official CTSO State events with students.

During the **2004-05** and again for the **2005-06** school year the ACT Department again paid **\$5.00** per point, up to 225 points (implementation model) and **\$7.50** a point for all points over 225.

During the **2006-07** school year the ACT Department paid **\$5.50** per point up to 225 points (implementation model) and **\$8.25** for all points over the 225. 5 points were added to the first page which will allow for more points the next year.

During the **2007-08** school year the ACT Department paid **\$6.05** per point up to 225 points (implementation model) and **\$9.08** for all points over the 225. 30 points were added to cover another leadership conference, 10 points from the fair was allocated to a recruitment or information booth effort which still could include a display at the fair and 5 points were added to section 10.

During the **2008-09** school year the ACT Department paid **\$6.05** per point up to 230 points (implementation model) and **\$9.08** for all points over the 230. 5 points were added to cover more leadership participation for the advisor and the implementation model was notched up 5 point from 225 to 230 because of all of the additional points added the last two years.

During the **2009-10** school year the ACT Department paid **\$6.05** per point up to 230 points (implementation model) and **\$9.08** for all points over 230.

During the **2010-11** school year the ACT Department paid **\$6.05** per point up to 230 points (implementation model) and **\$5.00** for all points over 230.

