

## May 1<sup>st</sup> Cut Off Date to Submit CTSO Operating Funds Requests

### REQUEST FOR CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO) OPERATING FUNDS

As the lead CTSO advisor for my content area, I am requesting that operating funds be transferred from the Adult, Career and Technical Education (ACT) Department to our internal Career and Technical Student Organization account.

\$500.00 for New CTSO Chapter startup funds.

\$ \_\_\_\_\_ Up to \$1,500.00\* match required (matching funds are those funds raised by the chapter through fund raising events, donations, school support, dues, etc.). **Documentation is required to show the amount of funds raised by the CTSO and must be submitted with this request.**

**Note:** \*The \$1500.00 match can be paid in increments if chapter advisor cannot match the total amount at one time.

I have checked the CTSO that I will be participating in, which is also that one which is referenced in my Florida Department of Education Curriculum Frameworks for the courses I teach.

- Family, Career, and Community Leaders of America (FCCLA)
- Health Occupations Students of America (HOSA)
- Technology Student Association (TSA)
- Distributive Education Clubs of America (DECA)
- Cooperative Education Clubs of Florida, Inc. (CECF)/Business Professionals of America (BPA)
- Future Business Leaders of America (FBLA)
- Florida FFA Association (FFA)
- SkillsUSA
- Future Builders of America (FBA)

1. I acknowledge that the funds received from the Adult, Career and Technical Education (ACT) Department will be used only to support the operation of the CTSO (checked above) at my school and not to support any consumable supplies used in the classroom.
2. The funds will be held in our official CTSO school internal account which has been set up for this purpose.
3. CTSO funds held in the official CTSO school internal account will roll forward from year to year and will not be used for any purpose other than the operation (travel, registrations, hotels, patches, etc.) of the CTSO.
4. I will oversee and maintain full accountability and disclosure for all CTSO funds.
5. A CTSO Financial Log will be forwarded to the Director of Adult, Career & Technical Education to be used to account for the expenditure of these funds at the end of the school year.
6. I understand that no additional CTSO funds will be allocated from the ACT Department other than group transportation (i.e. charter bus that services more than one school for major CTSO events).
7. National Conference expenses paid for by the ACT Department will be addressed on a case-by-case basis depending on availability of grant funds.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**School Name (print)**

\_\_\_\_\_  
**Lead Advisor Name (print)**

\_\_\_\_\_  
**Lead Advisor Signature**

\_\_\_\_\_  
**Bookkeeper Signature**

**Return to:** Doug Wagner, Director Adult, Career & Technical Education, School Support Center 5<sup>th</sup> Floor