

CTE Student Leadership in Oregon: Getting a CTSO Recognized by the Oregon Board of Education

1. Work with the ODE Specialist for your Career Area. The Specialist will walk you through the pieces of the proposal, and make sure all the steps are completed accurately. The Specialist will also be the one to present the proposal to the Board and answer any questions that the Board may have about the proposal.
2. [CTSO Criteria](#): the proposed organization must meet the expectations for CTE Student Leadership in Oregon, including these three areas:
 - a. Instruction
 - i. Blend technical skills, academic skills, employability skills
 - ii. Co-curricular; personalized learning; beyond a single event
 - iii. Capstone experience involving adult practitioners (judges, mentors, etc.)
 - iv. Opportunities to network with other students and adult practitioners
 - v. Document student achievement
 - vi. Help meet diploma requirements
 - b. Community connection
 - i. Work with community partners
 - ii. Benefit of community (student designed/managed projects)
 - c. Organization management/administration
 - i. Planning, designing, conducting, and evaluating meetings and functions
 - ii. Participating in Career Connected Learning
 - iii. Operate with a Plan of Work
 - iv. Experiences are to be led by appropriately licensed teacher
 - v. Maintain and manage funds separate from student body funds
 - vi. Record of student participation
3. Constitution/By-Laws—the organization must abide by a student constitution and/or bylaws, which will be developed, adopted, and revised through student input, as needed.
4. Charter: the State Board will authorize a charter for the CTSO to operate within Oregon schools, particularly within CTE Programs of Study
 - a. Sponsoring Chapter – identify
 - b. Charter members—list and sign Charter
5. 501(c) registration (non-profit)
 - a. Board-elected from advisors, business and industry, with student representation
 - b. Documents: budget, financials, by-laws, etc.
 - c. Insurance (Errors & Omissions, Directors & Officers)