

July 1, 2010

**MEMORANDUM**

To: All Secondary Principals

From: Margaret Lewis, Director  
Office of Career & Technical Education

Subject: **Career and Technical Student Organization – Project # 001117  
CTE Instructor Travel Reimbursement Funding**

Funds have been allocated through district project #001117 to eligible secondary schools. These funds are provided to reimburse CTE instructor travel expenses when they accompany students to career and technical student organization (CTSO) leadership and competitive events.

To transfer the funds to your school, please provide the requested information on each Florida and/or nationally affiliated CTSO chapter sponsor. Only chapters with a minimum of 10 or more affiliated students per chapter sponsor will be funded. Please complete and return the following to Carol Anderson in the Office of Career & Technical Education, Educational Services Facility, by **October 15, 2010**.

- Form #1 – School listing of your affiliated CTSO chapters and chapter sponsors
- Form #2 – Chapter sponsor is to complete (copy as needed)
- Attach a copy of each CTSO chapter's 2010-11 affiliation form displaying student membership.

Additional forms are available on our web site at [www.CTEBrevard.com](http://www.CTEBrevard.com).

Thank you for your cooperation and continued support of CTSO leadership and competitive activities. I will be happy to provide additional information or answer any questions you have about this project. You can reach me at 633-1000 ext. 380.

Approved: \_\_\_\_\_  
Cyndi Van Meter  
Associate Superintendent  
Division of Curriculum & Instruction

Attachments (2)

C: Secondary Curriculum Contacts  
CTE Department Chairs  
CTE Resource Teachers

# FORM #1

## Career and Technical Student Organization (CTSO) - Project # 001117 CTSO Chapter Sponsor Travel Reimbursement Funding

School: \_\_\_\_\_: Please ONLY list Chapters that are:

1. STATE and/or NATIONALLY affiliated CTSO chapter sponsors whose students will be involved in District, State, and/or National competitive/leadership events;
2. Have a minimum of 10 or more affiliated students; and have completed and attached the Chapter Affiliation Form for SY 2010-11.

Career & Technical Student Organization	#of Chapter Sponsors	Sponsor Names
Future Business Leaders of America (FBLA)		
SkillsUSA		
Health Occupations Students of America (HOSA)		
Cooperative Education Clubs of Florida (CECF)		
Distributive Education Clubs of America (DECA)		
Family Community & Career Leaders of America (FCCLA)		
Florida Public Service Association (FPSA)		
Florida Technology Student Association (FL-TSA)		

## FORM #2

### Career and Technical Student Organization (CTSO) - *Project # 001117* CTSO Chapter Sponsor Travel Reimbursement Funding

Please help us in allocating CTSO chapter sponsor travel reimbursement funding to those schools where district, state and/or nationally affiliated CTSO Chapters will be entering leadership and/or competitive events during the 2010-2011 SY. Only complete this request form if your CTSO Chapter will be entering district, state or national leadership events and competitions.

- \* In order to be considered as part of the school's funding allocation, please complete the information requested below for each CTSO chapter sponsor and send in with CTSO Form #1 by October 15, 2010.
- \* Please attach a copy of your 2010-2011 Chapter Affiliation displaying student membership with this form.

School \_\_\_\_\_

CTE Instructor (Chapter Sponsor) Name \_\_\_\_\_

Career and Technical Student Organization \_\_\_\_\_

Date of 2010-2011 CTSO Chapter Affiliation \_\_\_\_\_

\_\_\_\_\_  
CTSO Chapter Sponsor's Signature

*Thank you for your support of CTSO competitive and leadership events.*