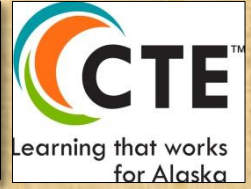




CTSO Tool Kit

#2-Affiliate



In order to affiliate with a national organization, these are a few items to consider as you work through the process. Contacts with both the State Advisor and National Office are often part of a concurrent process.

Affiliation Process

- Check with your chosen organizations national website for your initial point of contact.
- Each organization has helpful documents that will assist in this process. Visit their websites for specific links and forms.
- There may be specific forms and documents required for your local school district.
- Your local school districts Director of Career and Technical Education can provide direction and support.
- Your State Department of Education can also be a source of persons to contact.

National Websites

- www.bpa.org
- www.deca.org
- www.educatorsrising.org
- www.fcclainc.org
- www.ffa.org
- www.hosa.org
- www.skillsusa.org

Forms/Documents

- Application/Affiliation forms.
- Local Chapter Handbook
- New Advisors Welcome Handbook
- National Chapter Handbook
- Constitution/By-Laws
- Annual reporting (reporting may be at the local and/or state level each year, and may be part of the membership process.)
 - Membership
 - Tax

Fees

Dues (one or more)

- Affiliation fee
- Local Dues
- State Dues
- National Dues

Registration Fees (depending on the particular states organizational structure)

- Regional Conference
- State Conference
- National Conference

Contacts

- Director of Education
- National Officer Coordinator
- Director of Programs
- Director of Conferences
- Director of Programs
- Director of Technology
- Director of Finance

The affiliation process may involve one or more persons/departments in an organization.