



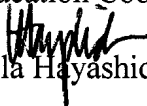
STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

November 6, 2013

Action Required
Annual Memo

TO: Complex Area Superintendents, Secondary School Principals, Career and Technical Student Organization Chapter Advisors, and Career and Technical Education Coordinators

FROM:  Leila Hayashida, Acting Assistant Superintendent

SUBJECT: **Hawaii State Career and Technical Student Organization (CTSO) 2014 Convention**

This memo is to announce the Hawaii State CTSO 2014 Convention which is open to all students and advisors participating in DECA, An Association of Marketing Students; FCCLA, Family, Career and Community Leaders of America; FFA, National FFA Organization; HOSA, Future Health Professionals; and SkillsUSA. The convention logistics are:

Date: Wednesday, February 19, 2014 and Thursday, February 20, 2014
Convention Location: Hawaii Convention Center
Convention Hotel: Ala Moana Hotel

Schools will need to cover registration fees, substitute teacher costs, lodging and travel costs. Weighted Student Formula funds (Program ID 42100) or state Career and Technical Education (CTE) funds (Program ID 15849) may be used to support participation as delineated in each school's CTE One-Year Plan. Participating schools must also submit their respective CTSO Participation Buy-Back Payment Form.

The registration packet includes the following attachments:

1. CTSO 2014 Convention General Information and Guide;
2. Hawaii State CTSO 2014 Convention Registration Form;
3. State of Hawaii Department of Education Direct Payment/Invoice Form;
4. Sample Direct Payment/Invoice Form;
5. Student Publication/Video Release Form;
6. Adult Publication/Video Release Form;
7. Hawaii State CTSO 2014 Convention Code of Conduct Form; and
8. Ala Moana Hotel Information.

All participating CTSO chapters must submit the CTSO Registration Form (electronic) via email by **Friday, November 22, 2013** to hawaii.ctso@gmail.com. The completed registration form (hard copy), payment and hard copies of all the forms included in the packet are due on **Friday, January 10, 2014**. No refunds will be made after **Wednesday, January 22, 2014**.

Unfortunately, due to Hawaii Convention Center rate increases, registration fees for the 2014 CTSO Convention have been adjusted to \$85 per participant and advisor.

Direct Payment CTSO Vendor information is as follows:

CTSO	Vendor Number
DECA Hawaii State Association	106932
FCCLA	123142, Suffix 01
HAFFA	104961
Hawaii HOSA	135444
SkillsUSA	113202

Mail all forms to:

Ms. Iris Mizuguchi
Office of Curriculum, Instruction and Student Support
Career and Technical Education
475 22nd Avenue, Room 215
Honolulu, HI 96816

Convention forms and additional CTSO-specific information are available on the CTE website at <http://cai.k12.hi.us/WEB/CTEWEBDOCS.nsf/>.

Thank you for your continued commitment to CTE. If there are any questions, please contact Ms. Mizuguchi, at 203-5532 or via Lotus Notes.

LH:IM:lh

Attachments

c: Superintendent
Assistant Superintendents
Superintendent's Office Directors
Career and Technical Education Teachers