



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

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

Action Required
Annual Memo

October 27, 2014

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

FROM: 
Leila Hayashida
Assistant Superintendent

SUBJECT: **Hawaii State Career and Technical Student Organization (CTSO) 2015 Convention**

This memo is to announce the Hawaii State CTSO 2015 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: Tuesday, February 10, 2015 and Wednesday, February 11, 2015
Convention Location: Hawaii Convention Center
Convention Hotel: Ala Moana Hotel

Note: The FFA State Convention will be held on February 26-28, 2015 at the Maui Community College. Additional Convention information is forthcoming.

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 2015 Convention and General Information and Guide;
2. Hawaii State CTSO 2015 Convention Registration Form with instructions and comments;
3. State of Hawaii Department of Education Direct Payment/Invoice Form;
4. Sample Direct Payment/Invoice Form;
5. Assurances of Compliance;
6. Student Publication/Audio Release Form;
7. Adult Publication/Video Release Form;
8. Parent/Legal Guardian Authorization for Student Participation and Travel;
9. Request/Approval for Intra-State or Out-of-State Student Travel;
10. Application for Use of Private Vehicle to Transport Students;

11. Request for Exemption from the Use of a School Vehicle to Transport Students on School Related Functions or Activities;
12. Code of Conduct; and
13. Ala Moana Hotel Information.

All participating CTSO chapters must submit the CTSO 2015 Convention Registration Form (electronic) through email by **Friday, November 21, 2014** to hawaii.ctso@gmail.com. The completed CTSO 2015 Convention Registration Form (hard copy), payment and the Assurances of Compliance Form included in the packet are due on **Monday, December 15, 2014**. No refunds will be made after **Friday, January 16, 2015**.

Direct Payment CTSO Vendor information is as follows:

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

Convention forms and CTSO-specific information are available on the CTE website at www.hawaii.ctso.org. Mail all forms to:

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

As a reminder, membership dues (state and national) **must** be paid prior to acceptance of a school's CTSO State Convention registration. State and national membership dues vary across the student organizations. More information may be found on the CTE website, www.hawaii.ctso.org.

Organization	National Dues	State Dues	Remit to
DECA	\$8.00	\$4.00	DECA, Inc., 1908 Association Drive, Reston, VA 20191
FCCLA	\$9.00	\$3.00	FCCLA Inc., 1910 Association Drive, Reston, VA 20191
FFA	\$7.00	\$4.00	National FFA Foundation, 6060 FFA Drive, P.O. Box 68960, Indianapolis, IN 46268-0960
HOSA	\$10.00	\$3.00	HOSA Headquarters, 548 Silicon Drive, #101, Southlake, TX 76092
SkillsUSA	\$8.00	\$4.00	SkillsUSA Inc., 14001 SkillsUSA Way, Leesburg, VA 20178

Thank you for your continued commitment to CTE. If there are any questions, please contact Ms. Mizuguchi, at 305-9705 or via Lotus Notes.

LH:IM:lh

Attachments

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