

*BPA • DECA • FCCLA • HOSA • SkillsUSA • TSA*



2017

CTSO

Chapter Officer Retreat for Excellence

Training

**REGISTRATION PACKET**

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October 23, 2017

Marriott Pyramid, Albuquerque

**COST: \$35.00 per attendee, early registration**

### Conference Information

This conference will be another great opportunity for you to join with your fellow CTSO members from around the state of New Mexico to improve your leadership skills, network, participate in hands on learning activities, sharpen your competitive knowledge, and have fun! Each chapter will be divided into groups. Each student will need to follow the colored sticker on their name badge to the room indicated in the program.

### Registration Information

Each local advisor is responsible for completing the **online** registration and submitting it with the necessary fees to the address indicated on the invoice. **Early registration deadline will be September 29, 2017.** Late registration will be accepted based upon availability with an additional \$10 late fee until October 13, 2017; however, there is no guarantee of a T-shirt after October 1. Cost to attend after September 29<sup>th</sup> will be \$45. **Absolutely NO on-site registrations.**

Each school organization will be limited to the number of participants that they may bring. Each advisor will be allowed a **TOTAL OF 7 STUDENT PARTICIPANTS.** Please register your chapter officers or top leaders in your chapter. Plan to share learning with the rest of your chapter!

Registration – <http://www.registermychapter.com/flc/nm>

1 – **Please print these instructions before you begin the registration process.**

2 - Click Conference Registration. Follow instructions on screen to register. Please note if you are registering different levels (ie. Middle School, High School or Post Secondary), **or** different CTSO's, **or** different sections within a CTSO you will need to do a **SEPERATE** registration for each. This helps us with reporting. For example:

Goddard BPA

Hobbs – SkillsUSA Engineering

Goddard FCCLA

Hobbs – SkillsUSA Construction

3 - Add New Name. Select T-Shirt size for **EACH CONFERENCE REGISTRANT**. **Only CORE participants (advisor & students)** will receive a T-shirt as part of their registration.

4. Status. For proper billing please select the correct status for each person attending the conference. See descriptions below:

Status	Description	Cost
<b>CORE TRAINING Participant Advisors &amp; Students</b>	Attending CTSO CORE Training (Includes Lunch and T-shirt)	\$35.00
<b>State Officer</b>	ALL CTSO (BPA, DECA, FCCLA, HOSA, SkillsUSA and TSA) state officers <b>are</b> required to attend Sunday also, please report by 3:00 pm. Includes meals.	\$0
<b>Guests</b>	Bus Drivers/ Guests (Includes Lunch only)	\$20.00

5 – Click on the Submit button at the bottom of the page.

*\*\*If there are any errors they will appear in **RED** at the top of your screen.  
Please correct any errors and Submit again.\*\**

6 – You may now Add a New Name, View your Registration or select Submit if you are finished.

7- Do not forget to REGISTER YOURSELF (Advisor) and any GUESTS. You will also need to register your STATE OFFICER if you have one. Just select State Officer under the status.

8- You may choose to save and finish the registration later. Just don't forget to log back on and finish at a later time.

9 – You MUST hit the Submit button and Confirm to complete your registration. Print a copy of your registration for your records. Give TWO copies of the invoice to your bookkeeper, one for their records and one to mail with the check. **A copy of the INVOICE MUST BE SUBMITTED with the payment!**

**Space is limited so get your registration done early!**

Questions regarding CORE TRAINING registration should be directed to Christine Phipps at 575-562-4729 or [christine.phipps@enmu.edu](mailto:christine.phipps@enmu.edu).

Registration fees include leadership training and workshops for students and advisors, lunch, opening session, keynote and closing session. **No refunds after the September 29<sup>th</sup> deadline.**

Make checks payable to: **Eastern New Mexico University - CTLP**

Send payment to:  
Career Technical Education Project  
1500 South Ave. K  
ENMU, Station 61  
Portales, NM 88130  
Attn: Gowan Hays – CORE Training

**\*\* A copy of the invoice MUST be sent with the payment.**

#### **Location**

Marriott Pyramid  
5151 San Francisco Rd NE  
Albuquerque, NM. 87109  
Phone: 505-821-3333

#### **Housing**

If you plan on arriving Sunday evening, you will book your own reservations at the hotel of your choice. No block of rooms will be available at the Marriott Pyramid; however, you are free to book at the Marriott Pyramid if space is available.

#### **Headquarters**

There will be a headquarters room for the CORE TRAINING located in the Gallery. If at any time during the conference you need assistance or have a questions, please feel free to stop by and ask any of the CTLP staff.

## **Meals**

Lunch will be provided to all conference attendees.

## **Parking**

Parking is Free.

## **Dress Code**

The dress code for the conference is **Casual**. Keep in mind that these are interactive workshops and you will be required to participate in activities. Wear comfortable shoes (closed toe shoes, **no sandals or flipflops**, etc.). Clothing should be appropriate for a school function, no tank tops, strapless, or other inappropriate clothing. Although we are allowing for a casual dress code it is important to remember the professionalism of our organizations. You can also wear your conference t-shirt.

## **Name Badges**

For security reasons, students and advisors must have their name badges on at all times during the conference.

## **Insurance**

An insurance policy is carried that covers each person registered for the conference. If you have an illness or injury—contact the CTLP Staff for insurance forms before you leave the conference. These forms must be completed by the doctor and/or hospital and forwarded to the insurance company.

## **Delegate and Medical Information Forms**

All students attending the CORE TRAINING must complete a Medical Information and Delegate Conduct Form. This form can be found online at [www.nmctso.com/resources](http://www.nmctso.com/resources). Forms should be with the chapter advisor during the conference.

## **Publicity**

Your chapter and career technical education in general can use good publicity. Use participation in the CORE Training to generate some positive publicity. Who's going? Where? When? Why? We look to you to provide advanced stories to your local newspapers and pictures or slides to local television stations.

Please share with us what you have sent out to your community.

## Example news release:

FOR IMMEDIATE RELEASE

Contact: *Your Name, Title*

*Telephone # and e-mail address*

[*John Doe/school chapter*] Participates in the Chapter Officer Retreat for Excellence Training.

[Albuquerque, NM. Oct. 23, 2017] – The New Mexico CORE Training for Career and Technical Student Organizations, held at the Marriott Pyramid, took place Oct. 23, 2017. During this conference, more than 600 outstanding career and technical education students participated in energizing workshops developing essential leadership skills in the areas of strategic planning, effective communication, teambuilding and professionalism.

*[John] is a [junior ??? High School]. [Add a quote here...example: "we are very proud of these students' accomplishments and dedication to developing their leadership skills to ensure a better future for themselves and New Mexico," said Sam Smith, John's advisor.*

New Mexico's Career Leadership Project is dedicated to helping New Mexico's students prepare for career and college opportunities. For more information, visit: [www.nmctso.com](http://www.nmctso.com)

**CORE Training 2017**  
**Agenda – Chapter Attendees and Advisors**

*Tentative*

**Monday, October 23**

8:00 am--9:30 am	Registration Check-in for CTSO CORE TRAINING Participants
9:30 am--10:30 am	Opening Session
10:45 am—11:30 pm	CTSO Meetings
11:30 pm--12:30 pm	Lunch (provided)
12:45 pm--1:35 pm	Workshop Rotation #1
1:45 pm—2:35 pm	Workshop Rotation #2
2:45 pm--3:35 pm	Workshop Rotation #3
3:45 pm—4:35 pm	Workshop Rotation #4

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