

2018 CTSO Fall Leadership Rallies



REGISTRATION PACKET

October 29 - Albuquerque

October 30 – Artesia

October 31 – Las Cruces

COST: \$25.00

(Leadership Training and Lunch)

Conference Information

This conference will be a 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!

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. **Registration deadline will be October 5, 2018.** Late registration will be accepted based upon availability with an additional \$5.00 late fee until October 10, 2018; Cost to attend after October 10th will be \$30.00 **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 10 STUDENT PARTICIPANTS. Please register your chapter officers or top leaders in your chapter. Plan to share learning with the rest of your chapter. If registration is not full, we will open for additional members.

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

1. **Please print these instructions before you begin the registration process.**
2. Click Conference Registration. Follow the instructions on the 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 **SEPARATE** registration for each. This helps us with reporting. For example:
 Goddard BPA Hobbs – SkillsUSA Engineering
 Goddard FCCLA Hobbs – SkillsUSA Construction
3. Add New Name. Enter name, gender, and grade level.
4. Status. For proper billing please select the correct status for each person attending the conference. Fee includes training and lunch. See descriptions below:

Status	Description	Cost
<i>Participant</i>	Attending Fall Leadership Rally	\$25.00
<i>State Officer</i>	CTSO State officers ONLY	\$0
<i>Guests/Sponsor</i>	Bus Drivers/Guests (Includes Lunch)	\$25.00
<i>Advisor</i>	Attending Fall Leadership Rally	\$25.00

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. Advisors, please select the ITEM button next to your name and enter the TOTAL number of participants (including yourself) and the LOCATION you will be attending.

Location #1

Sheraton Albuquerque Airport
2910 Yale Blvd SE
Albuquerque, NM 87106
Phone: 505-843-7000

Location #2

Bulldog Training Center
301 Bulldogs Blvd
Artesia, NM 88210

Location #3

Doña Ana Community College
East Mesa Campus
2800 Sonoma Ranch Blvd.
Las Cruces, NM 88003

9. Please select payment type. Check # or PO #.

Email a Copy of the PO to sarah.kinlund@enmu.edu by **October 15**.

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

11. 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 Fall Leadership Rallies registration should be directed to Christine Phipps at 575-562-4729 or christine.phipps@enmu.edu.

Registration fees include leadership training and workshops for students and advisors, lunch, opening session, and Keynote. **No refunds after October 10th.**

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

Send payment to:
Career Technical Leadership Project
1500 South Ave. K
ENMU, Station 61
Portales, NM 88130
Attn: Sarah Kinlund – Fall Rallies

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

Housing

No block of rooms will be available for any of the locations. If you plan on arriving the day before, you will book your own reservations at the hotel of your choice.

Albuquerque Location – The Sheraton will have a conference rate of \$95.00 +tax, ask for CTSO Fall Leadership Rally rate.

Meals

Lunch will be provided to all conference attendees.

Parking

Parking is Free.

Albuquerque Location – Buses will need to park in the NW Parking lot at the Sheraton. All other vehicles can park in the main parking lot.

Artesia Location – Park around the Bulldogs Training Center or across the street in the Bulldogs Bowl Parking Lot.

Las Cruces Location – Dona Ana Community College. Most activities will take place in the DASR (Student Resources Building) and DAAU (Auditorium). Participants will need to park on the East side of the campus.

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.). A CTSO T-shirt or Polo with nice jeans or slacks are preferred. Clothing should be appropriate for a school function, no tank tops, strapless, shorts or other inappropriate clothing. Although we are allowing for a casual dress code it is important to remember the professionalism of our organizations.

Name Badges

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

Backpacks

For safety purposes there will be a zero backpack policy enforced during the Fall Leadership Rally. Please leave your backpacks on school bus or home.

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 Fall Leadership Rallies must complete a Medical Information and Delegate Conduct Form. This form can be found online at 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 Fall Rallies 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

In a world where dynamic leaders are needed, students suit up for REEL LEADERSHIP during the CTSO Fall Leadership Rally, held at the (Insert location), took place (Insert date of rally attended). During this conference, 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

2018 CTSO Fall Leadership Rallies Tentative Agenda

October 29, 30 or 31

Student Agenda

9:00 am--9:50 am	Registration Check-in for all Participants
10:00 am--10:50 am	Opening Session
11:00 am--11:50 pm	CTSO Meeting
12:00 pm--12:50 pm	Lunch (provided)
1:00 pm--1:50 pm	Workshop Rotation #1
2:00 pm--2:50 pm	Workshop Rotation #2
3:00 pm--3:50 pm	Workshop Rotation #3

Advisor Agenda

9:00 am--9:50 am	Registration Check-in for all Participants
10:00 am--10:50 am	Opening Session
11:00 am--11:50 pm	CTSO Meeting
12:00 pm--12:50 pm	Lunch (provided)
1:00 – 4:00 pm	Advisor Breakout