

# 2022 CTSO Fall Leadership Rallies



**October 17 – Marriott Pyramid North, Albuquerque**

**October 18 – Bulldog Training Center, Artesia**

**October 19 – Dona Ana Community College-East Campus, Las Cruces**

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## REGISTRATION PACKET

**COST -\$35.00 per participant**  
(Includes: Leadership Training, t-shirt and lunch)

## Conference Information

This conference is a statewide professional and leadership development open to the following organizations: BPA, DECA, Ed Rising, FCCLA, HOSA, SkillsUSA, and TSA. The conference is an opportunity for you to join with your fellow CTSO members from around the State of New Mexico to improve to network, improve leadership skills, 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. **The registration deadline will be October 1, 2022.** Late registration will be accepted based on availability. **NOTE: you will not receive a conference souvenir if you register after this date. 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 per CTSO.** Please register your chapter officers or top leaders in your chapter. Plan to share your learning experience with the rest of your chapter members. If registration is not full, we will open for additional members.

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

**Please print these instructions before you begin the registration process.** Incomplete registration may cause delays and someone taking your spot at the conference.

1. Click Conference Registration. Follow the instructions on the screen to register, **everyone will register as a new chapter**. Using the “click here” link in the following paragraph:

***If you have never registered **this chapter** before, please click [here](#) to add your school.***

***Please Note. If you have two schools, you will need to add the schools separately,*** (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  
Goddard FCCLA

Hobbs – SkillsUSA Engineering  
Hobbs – SkillsUSA Construction

2. Enter the Advisor/Chapter contact information here. Please note your User Name and Password
3. Add Name. Add Participant names, add advisor names, and any bus driver/guest.
  - T-Shirt size.
  - Special need. Dietary, accessibility, or other
  - Status. For proper billing please select the correct status for each person attending the conference. See descriptions below:

| Status                | Description  | Cost    |
|-----------------------|--|---------|
| <b>Participant</b>    | Attending Fall Leadership Rally (training, lunch, t-shirt) | \$35.00 |
| <b>State Officer</b>  | CTSO State Officers ONLY                                   | \$0.00  |
| <b>Guests/Sponsor</b> | Bus Drivers/Guests (Includes Lunch/T-shirt)                | \$30.00 |
| <b>Advisor</b>        | Attending Fall Leadership Rally (training, lunch, t-shirt) | \$35.00 |

4. Click on the Submit button **after each entry** 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.\*\**

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

6. 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.

**7. 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**

Marriott Pyramid North Hotel  
5151 San Francisco Road NE  
Albuquerque, NM 87109

**Location #2**

Bulldog Training Center  
301 Bulldog Blvd  
Artesia, NM 88210

**Location #3**

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

8. Please select payment type. Check # or PO #. Email a Copy of the PO to [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) by **October 5, 2022**.

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

10. 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 Sarah Kinlund at 575-562-2176 or [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu).

Registration fees include leadership training and workshops for students and advisors, lunch, keynote, and conference souvenir. **No refunds after October 1<sup>st</sup>**.

Make checks payable to: **Eastern New Mexico University – CTLP**, 1500 South Avenue K  
ENMU, Station 6, 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.

## **Meals**

Lunch will be provided to all conference attendees.

## **Parking**

Parking is Free.

Albuquerque Location – Buses will need to park in the SW corner parking lot at the Marriott. All other vehicles can park in the main 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.

Artesia Location – Bus parking is located across the street in the Bulldog Bowl parking lot. Other school vehicles may park by the training center.

## **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 flip-flops**, etc.). The conference t-shirt, 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 (0) backpack policy enforced during the Fall Leadership Rally. Please leave your backpacks on the school bus or at home.

## **Insurance**

An insurance policy is carried out that covers each person registered for the conference. If you have an illness or injury during the conference please contact the CTLP Staff before you leave the conference.

## **Delegate Conduct 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](http://www.nmctso.com/resources). Forms should be with the chapter advisor during the conference.

**2022 CTSO Fall Leadership Rallies  
Tentative Agenda**

**October 17, 18 or 19**

**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 Workshop                              |
| 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 – 4:00 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                           |