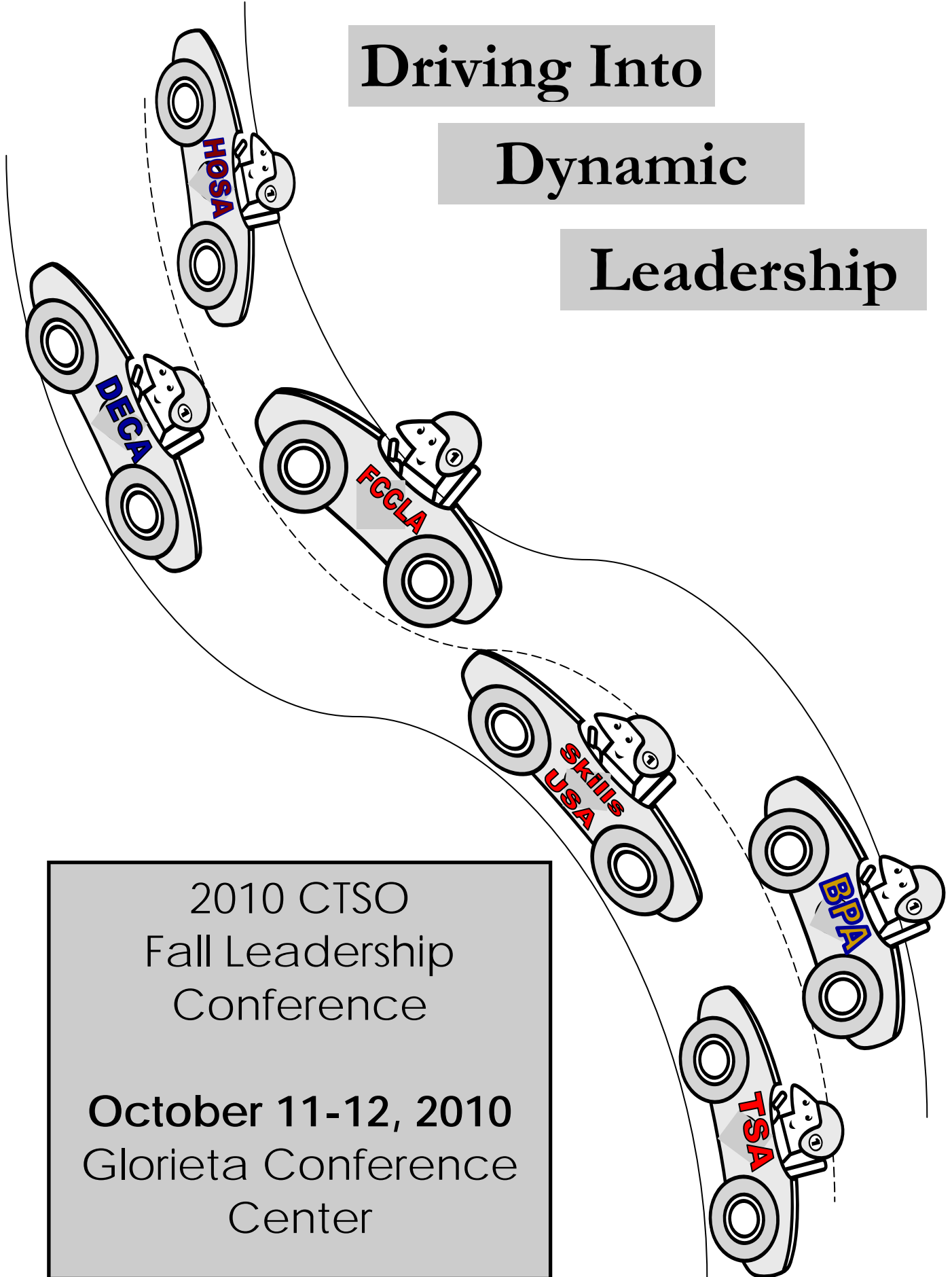


**Driving Into**

**Dynamic**

**Leadership**



2010 CTSO  
Fall Leadership  
Conference

**October 11-12, 2010**  
Glorieta Conference  
Center

## Fall Leadership Conference – Registration Packet

### General Information

#### **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. **September 22, 2010 is the registration deadline.** No registrations will be accepted after this date. **Absolutely NO on-site registrations.**

**We will be focusing on chapter officers and how to organize and run a local chapter at this year's conference. Each school organization will be limited to the number of participants that they may bring. Each school organization will be allowed a total of 7 student participants. Please register your officers or top leaders in 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) you will need to do a separate registration for each.
  - 3 - **Add New Name**. Select T-Shirt size for **each** registrant and the correct Status (ie. Students, advisor, guest, or State Officer)
  - 4 –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.**
- 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 need to register your STATE Officer if you have one. Just select State Officer under the status.
  - 7- You may choose to save and finish the registration later. Just don't forget to log back on and finish at a later time.
  - 8 – 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!**

Remember space is limited so get your registration done early!

Questions regarding FLC registration should be directed to Christine Phipps at 575-562-2188 or [christine.phipps@regionix.org](mailto:christine.phipps@regionix.org).

Registration is \$90 per student or advisor. The registration fee includes workshops, 4 meals, housing, opening and closing session. There will be a late fee of \$10 per person after September 22, no exceptions. No refunds after the September 22 deadline.

### **Housing**

Please complete the attached housing form by September 22 and email to:

Heather Talley at [heather.talley@regionix.org](mailto:heather.talley@regionix.org)

The registration fee includes the cost of housing for Monday night. Please be aware that Glorieta is a dorm type facility. Students will be housed four to a room. Basic bedding will be provided (sheets and pillow). Each attendee will need to bring a blanket or quilt and necessary toiletries (i.e. soap, shampoo, etc.)

### **Headquarters**

There will be a headquarters room for the FLC located in the Chapel Program Office. If at anytime during the conference you need assistance or have a question please feel free to stop by and ask any of the CTLP staff.

### **Workshops**

Students will be divided into teams. Teams will attend workshops together during the first day. They will be working on various activities together as a team and will give presentations on Tuesday morning. Details will be given during the orientation session scheduled on Monday.

### **Meals**

Lunch and Dinner will be provided on Monday, October 11. Breakfast and lunch will be provided on Tuesday, October 12. Snacks and breaks will be scheduled.

### **Parking**

Parking is Free.

### **Dress Code**

The dress code for the conference is **Casual**. Keep in mind that you will be on your feet all day on Monday and moving quickly from workshop to workshop. In addition you may be required to participate in activities during your workshop. Wear comfortable shoes (closed toe shoes, **no sandals or flipflops**, etc.). Glorieta is in the mountains and outdoor activities are planned. 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 might want to also bring a light jacket for the evenings.

### **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 which 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 FLC must complete a Medical Information and Delegate Conduct Form. This form can be found online at [www.nmctlp.org](http://www.nmctlp.org), click your respective CTSO logo and look under the *Conference Information and Forms Link*. Please turn these forms in at the beginning of the conference to the registration desk.

Glorieta is also requiring an additional waiver form. It will be in your email attachment. One will need to be filled out for EACH student and adult participating and turned in at registration.

## Advisors

We need all advisors to bring a laptop if you have one. We will have a few extra but not many, you will need to have wireless internet access capability. You will need it during one of your workshops. Also please be sure that it is charged prior to coming, plugs will be limited.

## Service Project

Once again we will have a service project during the conference. We will be writing letters to military personnel deployed overseas (writing supplies and materials will be provided). Students will be given time to write the letters during one of your rotations.

With extensive deployed operations expected to continue for the foreseeable future, our troops will require, and deserve, continued support from those of us for whom they are fighting. We are very proud of our military and what better way to honor them than by saying thank you.

If your chapter at home would like to participate, we will be collecting items to make “care packages”. The following list of needed supplies was prepared by a service person that has been there and experienced the needs. A prize will be given for the best chapter participation!

- Baby Wipes - packets are better than tubs.
- Beef Jerky/Slim Jims
- Energy Bars (Power Bar, etc. - **Unless a specific brand is requested, much better than standard civilian energy bars are the ["HOOAH!" brand energy bar](#) based on the U.S. military's own specially formulated bar that better meets the soldiers' needs**)
- Hot Sauce (Tabasco, Red Devil, etc.) - wrap glass bottle in duct tape and place in doubled zip-lock bags
- Sunflower seeds
- Peanuts
- Seasoning Salt (Lawry's, etc.)
- Atomic Fireballs / Jolly Rancher hard candy (for service member use)

- Smarties or SweetTart candies (for local children who prefer sour style candy to build relationships with community)
- **Powdered** Energy/Electrolyte Replacement Drink Mix (Gatorade, etc.)
- Chewing Gum
- Avon Skin So Soft - great for removing face paint and also reputed to be an effective bug repellent (the latter seems variable based on personal experience and reports)
- AA-cell Alkaline Batteries
- Personal Hygiene Gear: Disposable Razors, Toothbrush and Tooth Paste
- Eye Wash / Drops (Visine, etc.) for flushing dust and sand out of the eyes
- Zip-Lock style Plastic Storage Bags - assorted sizes, heavier freezer style are better
- Pre-paid Phone Card so service member can call home

### **Publicity**

Your chapter and career technical education in general can use good publicity. Use participation in the Fall Leadership Conference 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 New Mexico Career Technical Education Fall Leadership Conference.

[Glorieta, NM. Oct. 11, 2010] – The New Mexico Fall Leadership Conference for Career and Technical Student Organizations, held at Glorieta, NM, took place Oct. 11-12, 2010. During the two days, more than 400 outstanding career and technical education students participated in workshops and training seminars to increase and enhance their leadership skills. Leadership workshops topics included communication skills, parliamentary procedure, resume writing, and service learning.

*[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 Program is dedicated to helping New Mexico's students prepare for career and college opportunities.

For more information, visit: [www.nmctlp.org](http://www.nmctlp.org)

# Fall Leadership Conference 2010

## *Agenda – Chapter Attendees and Advisors*

### **Monday, October 11**

- 10:30-11:00 am Chapter Registration – check in
- 11:00am-12:00 pm Opening Session, Orientation, Team Assignments
- 12:00-1:00 pm Lunch
- 1:00 – 5:00 pm Workshops (students and advisors)
- 5:00-6:00 pm Dinner
- 6:00-6:45 pm General Session
- 6:45-9:40 pm Workshops (students and advisors)
- 11:00 pm Curfew

### **Tuesday, October 12**

- 7:00-8:00 am Breakfast
- 8:00-8:30 am Team Time
- 8:30-10:00 am Competitions
- 10:00-11:00 am Team Presentations
- 11:00-11:30am Clean Up
- 11:30-12:00 pm Introduction of State Officer Teams and Awards
- 12:00-1:00pm Lunch
- 
- 1:00-3:30 pm Skills USA Statesman Evaluation and Pin Design Selection

## Housing List

**Career Technical Leadership Program**

**October 11-12, 2011**

Please type or print Clearly  
Last name first

List Any  
Special Needs

	Name	Male	Female	Student	Adult	Age (If under 18)	
<b>Room 1</b>							
	1.						
	2.						
	3.						
	4.						
							List Any Special Needs
<b>Room 2</b>							
	1.						
	2.						
	3.						
	4.						
							List Any Special Needs
<b>Room 3</b>							
	1.						
	2.						
	3.						
	4.						
							List Any Special Needs
<b>Room 4</b>							
	1.						
	2.						
	3.						
	4.						
							List Any Special Needs

# MEDICAL INFORMATION

Student Name	Parent/Guardian
Address, City, State, Zip	Address, City, State, Zip
Home Phone	Home Phone
Cell	Cell
Doctors Name	Alternate Contact
Phone	Phone

Please describe completely any medical condition (past or present) being treated which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicaps, heart/lung problems, seizures, convulsions, blackouts, etc.). If currently taking medication, state the medications and prescribing physician and tel. number:

We certify that the information described above is accurate and complete to the best of our knowledge. We understand that each individual is responsible for their own insurance coverage during this meeting/ conference.

Name of Company \_\_\_\_\_ Policy No. \_\_\_\_\_

**NOTARY**

Instructions: Parent/Guardian – Please check and sign ONE of the statements below.

I give permission for immediate medical treatment (as required) by the attending physician. \_\_\_\_\_ (sponsor) is the person authorized to grant permission for medical treatment for my son/daughter.

I DO NOT give permission for medical treatment until I have been contacted. If, after I have been contacted, I consent to medical treatment - \_\_\_\_\_ (sponsor) is the person authorized to grant permission for medical treatment for my son/daughter.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF NEW MEXICO  
 COUNTY OF \_\_\_\_\_  
 Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

My commission expires: \_\_\_\_\_  
 \_\_\_\_\_ (Notary Public)

# New Mexico Career & Technical Student Organizations Delegate Form

Student Name	Age
School	School Address, City, State, Zip
School Phone	School Fax
Conference	Dates

**INSTRUCTIONS:** This form must be completed for each student attending a Career and Technical Student Conference or meeting. Signatures acknowledge that all parties have read and concur with the information contained herein. Sponsors must be identified! Parents of minors must sign the medical form and have it notarized!

We approve the above student to attend the conference/meetings identified.

\_\_\_\_\_  
 School Official Teacher

\_\_\_\_\_  
 Parent/Guardian Student

The sponsor for this conference/meeting will be:

**NOTE:** If sponsor is from school other than that of the student – the signature of the school official signifies that approval has been secured from the school/individual listed as the sponsor.

**Photography and Sound Release**  
 I hereby grant the State and National CTSO organization permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the State and National CTSO permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary.  
 Further, I so hereby relinquish to the State and National CTSO all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant the State and National CTSO the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me. My agreement to perform under camera, lighting and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, or damages against the State and National CTSO and the employees thereof, arising from a performance or appearance.

\_\_\_\_\_ Student initials

## Delegates Conduct Guidelines

1. The term “**delegate**” shall mean any member attending Career and Technical Student Organization meetings or conferences.
2. Delegates shall abide by all conference rules in a manner that will bring credit to their Career and Technical Student Organization.
3. Delegates shall keep their adult advisors and/or sponsors informed of their activities and whereabouts at all times.
4. Delegates must stay in housing designated by their chapter advisor during the conference.
5. Delegates shall use authorized transportation only.
6. Dates and escorts shall be permitted to authorized activities only, and between official delegates only.
7. Delegates are permitted to attend authorized activities only.
8. No alcoholic beverages or illegal drugs shall be possessed or used by delegates at any time under any circumstances.
9. Delegates shall respect and abide by the authority delegated to the presiding officers, chapter advisors, sponsors, and state staff.
10. Delegates shall attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are pre-registered, unless, engaged in some other authorized assignments taking place at the same time.
11. Curfew each night will be designated in the program, and all delegates will be in their rooms by curfew.
12. Dress regulations established for the conference/meeting functions shall be adhered to by all delegates.
13. Identification badges must be worn to all official functions and/or as directed.
14. Smoking **will not** be permitted.
15. Boys will not be in girls’ and/or girls shall not be in boys’ rooms at any time – unless an adult sponsor is present.
16. Delegates shall refrain from using inappropriate or profane language at all times.
17. Delegates shall refrain from verbal, physical, or sexual harassment, hazing or name calling.
18. Delegates shall respect the rights and safety of other hotel guests.
19. Delegates violating or ignoring the above conduct guidelines are subject to their chapter’s entire delegation being unseated, its candidates being disqualified, and any honors or offices being cancelled and withdrawn from members of their delegation.
20. All high school or junior high student delegates must meet the interscholastic requirements of the New Mexico Activities Association.
21. Delegates shall represent their respective CTSO, chapter and state with respect. This means that, while a member, any content I post on such things as MySpace, Facebook, YouTube or other sites and my email address may be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these Websites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as a member and subject to the consequences of my advisor, school or state advisor.

## PERSONAL LIABILITY RELEASE

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### Instructions:

Paragraph “A” applies to students of less than legal age in New Mexico. Parents/Guardians of these students agree, by affixing their signatures, to the conditions set forth here-in.

Paragraph “B” applies to all students and each agrees, by affixing his/her signature, to the conditions set forth here-in.

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- A. Being parents/guardians of a son/daughter who is a member of a Career and Technical Student Organization – we hereby agree to release the Career and Technical Student Organization, its representatives, agents, servants, and employees from liability for any injury to said minor – resulting from any cause whatsoever occurring to said minor at any time while attending a conference/meeting of the Career and Technical Student Organization – including travel to and from said meeting, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees.
  - B. As a member of a Career and Technical Student Organization, I hereby agree to release the Career and Technical Student Organization, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever – occurring at any time while attending a conference/meeting of the Career and Technical Student Organization, including travel to and from said meetings/conferences – excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees. Furthermore, having read and understood completely the delegate code, practices, and procedures which will govern the conduct of students attending said meetings/conferences, I hereby do agree to follow the procedures and practices as described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purposes of learning and uphold the finest qualities of a delegate representing this Career and Technical Student Organization.
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### Action to be taken when students violate delegate conduct guidelines!

Penalties for violation of these guidelines will be determined by the severity of the violation. The following items are considered critical and may be acted on as indicated:

**CRITICAL ITEMS:** Numbers 3 – 4 – 5 – 8 – 11 – 15

The appropriate chapter advisor/sponsor will be notified of the violation and the following action(s) may be taken:

- A. Student(s) may be disqualified from participating in the conference/meeting and may forfeit any honors received.
- B. Student(s) may be sent home immediately – in which event the following procedures will be followed:
  - a. Local school official and/or parents/guardians will be contacted;
  - b. Reasonable care will be exercised to insure that the safest and most expedient means of transportation back to the state and/or local school is used;
  - c. The local school and/or parents/guardians will be responsible for meeting the student(s) at a prearranged destination;
  - d. The local school will be responsible for the appropriate action to be taken with the student involved upon return to the school;
  - e. Disciplinary action (other than above) may be taken in accordance with the severity of the violation. This action will be determined by the appropriate State Advisor.