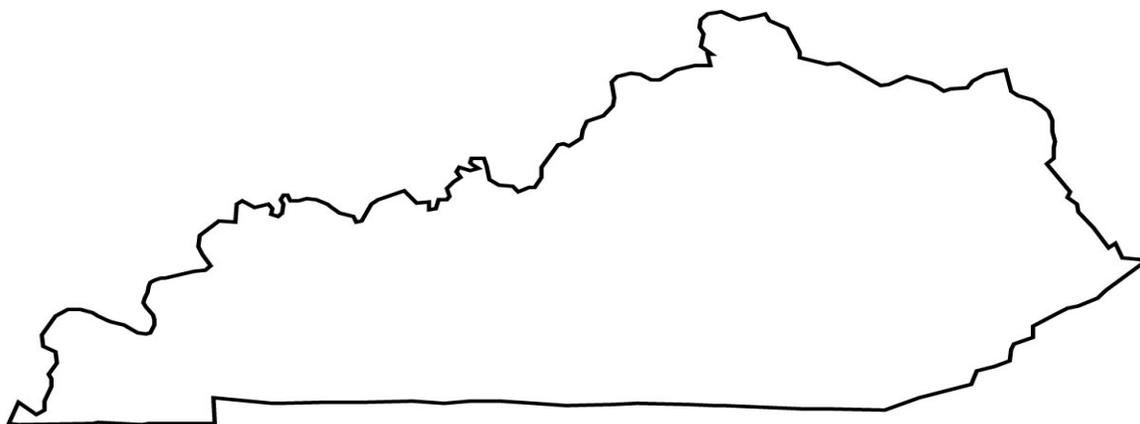
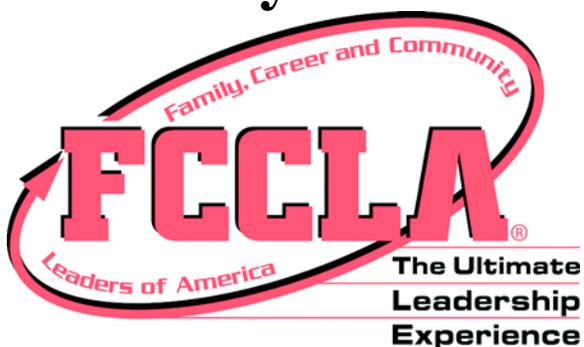




Kentucky



KENTUCKY CAREER AND TECHNICAL STUDENT ORGANIZATIONS OPERATIONAL GUIDELINES HANDBOOK STATE STAFF EDITION

FEBRUARY 2005

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GENERAL POLICIES FOR STATE CTSO STAFF PERSONS

STATE CAREER TECHNICAL STUDENT ORGANIZATION (CTSO) STAFF PERSONS:

1. Shall use an “Executive Council” or “Advisory Council” or other governing body in setting policy for the State CTSO.
2. Shall see that each organization has a state “operational guide” or handbook” listing all necessary operational guidelines for local chapters to function effectively.
3. Shall provide an “operational guidelines” or “handbook” for CTSO state officers. It should list responsibilities, expectations, code of conduct, etc.
4. Shall communicate regularly with all local chapter advisors concerning changes in their CTSO.
5. Shall keep minutes of any governing body meeting permanently on file.
6. Shall publicize how their CTSO helps students reach learning goals, outcomes, and contribute to students understanding of the academic core content established and outlined by KERA.
7. Shall keep in place a non-discriminatory policy (race, sex, religion, etc.) throughout CTSO programs, activities, printed and electronic materials, etc.
8. Shall prepare an annual “Calendar of Events” (regional and state activities) to be submitted to the division director for distribution.
9. Shall be responsible for seeing that CTSO contests and activities are an integral part of the curriculum.
10. Shall have in place and maintain an up-to-date policy on the election of CTSO state officers.
11. Shall encourage and assist in the development and growth of alumni affiliate groups in order to secure continued public support for the CTSO.
12. Shall see that their organization’s constitution/bylaws are kept up-to-date.
13. Shall see that public relations is a vital part of recognizing the organization and its members. Interagency leadership team shall receive copies of publications, news clippings, media coverage, etc.
14. Shall see that all state conferences are conducted for membership participation in competitions, skill development and leadership activities, business sessions, etc.

15. Shall see that their state organization follows national CTSO policies and procedures.
16. Shall be responsible for seeing CTSO organization operates within the annually approved budget.

INSURANCE

ACCIDENT INSURANCE

1. Students are covered by their school's insurance when traveling to a school function on a school bus. It is left up to the local school district whether to provide insurance for students traveling to a school function but not on a school bus.
2. Students shall be transported to student organization events and activities in accordance with state and local policies. KRS 158.110. 702KAR5:080. A vehicle driver shall be a school district employee or a person contracted by the district. 702KAR5:130
3. Students must be covered by personal or school insurance when attending official meetings or conferences of the organization.
4. Accident insurance for members and advisors attending a Leadership Training Conference at the FFA Leadership Training Center in Hardinsburg is provided by a policy included in camp registration fees.
5. Accident insurance for other organizational meetings is left to the discretion of each organization.

LIABILITY INSURANCE

1. Insurance coverage or another form of protection from liability may be available through the state government entity with which one is employed or volunteers (e.g. Kentucky Department of Education or local school district). Each employee or volunteer should check with their employer to find out what kind of protection or insurance coverage would apply, and should decide whether or not to purchase additional liability insurance.
2. State Career and Technical Student Organization (CTSO) Personnel (Coordinators, Assistants, etc.) who are not state employees should consider purchasing liability insurance.

STATE/FEDERAL SUPPORT

CATEGORIES OF FUNDING

1. Requests for Federal funds to be used for student organizations may be submitted to the appropriate administrators in the Office of Career and Technical Education in the Kentucky Department for Workforce Investment and the Division of Career and Technical Education in the Kentucky Department of Education for approval.
2. Student organizations may also utilize state funds with the approval of the appropriate administrators.

ALLOWABLE EXPENSES

1. State Funds may be used for staff travel to student organization events as approved (in-state and out-of-state), carpool, printing, supplies, and postage.
2. Federal funds may be used for staff travel to student organization events as approved (in-state and out-of-state); carpool; printing (except certificates & newsletters); equipment for use by student organization (i.e., camera, display board, computer printer); non-consumable supplies (i.e., scissors, diskettes, video tapes, film, clip boards); and reimbursement of teacher travel expenses to serve as official chaperones at national meetings.
3. Federal funds not allowed for use may include anything that would become the property of the student (i.e., trophies, certificates, awards, jackets, frames for certificates, ribbons); travel expenses for students including lodging, meals and admission fees; printing of newsletters; postage for newsletters; consumable supplies (i.e., paper, staples, name tags, paint, glue, etc.); membership dues for students; items to be used as fund raisers.
4. Federal Funds are to supplement and not to supplant State Funds.

FINANCIAL RECORDS

To assure accountability and prevent loss of funds or theft, the following criteria should be adhered to at all times:

ACCOUNTING

1. An organized record keeping system must be kept and available for review and audit upon request. The organization must maintain a bank account in the name of the organization. Records of transactions shall be kept using an approved method of accounting. Records shall be kept in ink or its equivalent. Checks, stubs, and

vouchers shall have all information completed to create a system for tracking of expenditures.

2. Pre-numbered receipt books should be used to record all money collected. The organization's treasurer or designee should sign receipts.
3. All student organizations must have a budget that is approved by its governing body prior to any expenditure for that fiscal year.
4. Dues deposited should equal dues paid by members listed on the membership list.
5. Receipts for dues and fundraising activities should equal deposits made.
6. Every check written must have a matching invoice (bill, receipt, sales ticket).
7. Invoices or receipts should be stapled to the check stub or filed with a voucher in a "paid bills" file. The check number and date paid should be written on each.
8. All expenditures and requests for payment should be prior approved by the organization's executive council, director, or designee.
9. Checks should never be signed blank.
10. A minimum of two state or organization staff signatures is required for each disbursement of funds. An authorization signature on vouchers and one or more signatures on checks will suffice.
11. Bank statements and checkbook should be reconciled monthly.
12. All bank statements should be kept in tact, with matching canceled checks arranged in numerical order and deposit tickets arranged by deposit date.
13. A report of financial activity shall be prepared monthly and shall include the following information: Beginning Balance for the Month, Sub-Total of Each Category of Receipts, Total Receipts to Date, Sub-Total for Each Category of Disbursements, Total Disbursements to Date, Ending Balance for the Month.
14. A report of financial activity shall also be prepared covering the entire fiscal year. This report shall include the information above as well as indicate the amount of net gain or loss for the year. A copy of the yearly report of financial activity shall be given to the division director and appropriate branch manager within 90 days following the close of the organization's fiscal year.
15. The balance on hand at the end of the fiscal year must agree with the checkbook and bank statement balances.

AUDITING

1. A CPA, financial agent, or financial auditing group approved by the organization's governing body shall audit each student organization yearly. A copy of the auditor's report shall be given to the division director and appropriate branch manager within 120 days following the close of the student organization's fiscal year.
2. Financial records and audit reports shall be kept for five years.

BONDING

1. Each person handling funds for the organization shall be bonded or otherwise protected for the total amount in the account at any one time.

TAXES

1. Each student organization should have a tax-exempt number and shall complete the necessary state and federal tax forms as required by law.
2. Student organizations are encouraged to obtain and maintain a nonprofit status with the IRS. (501(c)(3) status)
3. An annual copy of federal tax forms shall be kept on file for 5 years.

FUNDRAISERS

STATE SUPPORT OF FUNDRAISING COMPANIES

1. Each student organization shall have a policy on file concerning state-endorsed fundraisers. If engaging in charitable gaming (raffle, bingo, games of chance, etc.) check with local school district attorney on meeting requirements set under KRS238.535.

HOMEBOUND AND HOME SCHOOL

HOMEBOUND

1. A homebound student who is officially designated by the district as a homebound student may be a member of a CTSO if they meet that particular CTSO's guidelines.

HOME SCHOOL

1. A home-schooled student cannot be a member of a CTSO unless that particular Home School qualifies and receives a CTSO charter.
2. The home-schooled student must meet all of that particular CTSO member guidelines.