



CTSO Advisor Starter Kit

Free Library · Launch and run a chapter

You said yes to advising a chapter and now you need a plan. This advisor kit hands you the reusable pieces so you can start this week: a how-to, a first-meeting agenda, a recruitment flyer and pitch script, a roster and dues tracker, a meeting-minutes form, a year planning calendar, and an officer-roles one-pager. Edit any of it in the Word version.

HOW TO USE IT

You said yes to advising a chapter and now you need a plan. Work through this kit in order. Start with the how-to below, run your first meeting off the agenda, recruit with the flyer and pitch script, capture members on the roster, keep minutes every meeting, map the year on the calendar, and hand out the officer-roles page before elections. CTSO details vary by state, so confirm competitive events, deadlines, and dues amounts with your state association before you print.

HOW TO LAUNCH A CHAPTER FROM ZERO

TEACHER

A CTSO (Career and Technical Student Organization) is the co-curricular club tied to your program: FBLA for business, DECA for marketing, SkillsUSA for trade and technical fields, and others. You do not need to know everything before you start. You need a first meeting on the calendar and a handful of interested students. Here is the order that works.

- 1 Register the chapter.** Find your state association online and complete the charter or affiliation paperwork. This is what makes your members official and eligible to compete.
- 2 Get administrator sign-off.** Confirm you can meet on campus, whether you get a stipend, and how field trips and fundraising are approved at your school.
- 3 Set a meeting rhythm.** Pick a day (for example, first and third Tuesday) so students can plan around it. Consistency beats frequency.
- 4 Recruit.** Use the flyer and the pitch script in this kit. Announce in your own classes first, then ask colleagues for two minutes in theirs.
- 5 Hold the first meeting.** Run it off the agenda template. Keep it short, fun, and clear about what the year looks like.
- 6 Elect officers.** Once you have a core group, hand out the officer-roles page and hold a simple election. Officers carry the load so you do not have to.
- 7 Plan the year.** Fill in the planning calendar with meetings, the state conference, competition deadlines, fundraisers, and community service.

CONFIRM BEFORE YOU COMMIT

Affiliation fees, national dues, competitive event lists, and conference dates change every year and differ by state. Treat this kit as a framework. Your state association website is the source of truth for numbers and deadlines.

A tight first meeting sells the club. Aim for 30 to 40 minutes. Fill in the blanks, project or print it, and hand a copy to your officers-to-be.

Chapter / CTSO _____

Date _____

Location _____

Advisor _____

Time	Agenda item	Notes
_____	Welcome and why this club exists	Your 60-second why
_____	What a CTSO is (compete, lead, connect)	Name your CTSO and its focus
_____	What the year looks like	Conferences, events, service, fun
_____	How to join and what it costs	Dues amount and deadline
_____	Officer roles and elections preview	Hand out the roles page
_____	Questions and sign-up	Pass the roster around
_____	Next meeting and one action item	Give everyone a next step

Advisor notes for next time

Drop these into a one-page flyer or slide. Fill the blanks with your chapter details, add your CTSO logo from the state site, and post it where your students actually look.

HEADLINE (FOR EXAMPLE: JOIN FBLA. BUILD THE RESUME EVERYONE ELSE IS FAKING.)

Flyer bullet points

- **Compete and win.** Enter real competitive events in your field and travel to conferences.
- **Build your resume.** Leadership, awards, and community service that colleges and employers notice.
- **Meet people.** Connect with students from other schools and professionals in the industry.
- **Lead.** Run for office, plan events, and make decisions that matter.
- **It looks great and it is actually fun.** Trips, teams, and a group that has your back.

First meeting	Where	How to join
_____	_____	_____

RECRUITING TIP

The single best recruiter is a current member telling a friend. For year one, that is you plus your two most enthusiastic students. Ask them by name.

A 60 to 90 second pitch for class visits or your first meeting. Swap in your CTSO name and chapter details where you see brackets. Say it like you mean it.

The script

"Quick question. Who here wants something on their resume that is not just a grade? I am starting a chapter of [CTSO name] here at [school], and I want you in it.

It is the student organization for [business / marketing / skilled trades], and it does three things. First, you compete. There are real events in [example event and example event], and if you place, you travel to the state conference and can go all the way to nationals. Second, you build your resume with leadership and community service that actually stands out. Third, you meet people, students from other schools and professionals already working in the field.

You do not need experience. You need to show up. Our first meeting is [day and time] in [room]. Dues are about [amount], and I will help anyone who needs it. Come to one meeting, and if it is not for you, no hard feelings. But I think it will be. Find me after class or scan the sheet going around. Who is in?"

MAKE IT YOURS

Replace the bracketed events with two real competitive events from your CTSO so students can picture themselves competing. Check the current event list on your state association site first.

MEMBER ROSTER AND DUES TRACKER

TEACHER

Your official record of who is in and who has paid. Update it as members join and dues come in. Keep the totals honest, you will need them for affiliation and for reimbursing the school.

Member name	Grade	Dues paid?	Date paid	Notes

Total members _____

Total dues collected _____

Amount owed to state / national _____

Your secretary fills this out at every meeting. Minutes keep the chapter organized, settle disagreements about what was decided, and build a record you can show your administrator.

Meeting date _____

Time started _____

Location _____

Recorded by _____

Members present (count) _____

Quorum met? _____

Old business (follow-ups from last meeting)

New business (topics discussed today)

Decisions and votes

Action items (who does what by when)

Action item	Owner	Due date

Next meeting date _____

Time adjourned _____

Map the year in one place. Fill in your meetings, the state conference, competitive event registration deadlines, fundraisers, and community service. Work backward from deadlines so nothing sneaks up on you. Confirm every date against your state association calendar.

Month	Event / activity	Deadline	Who is responsible
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			

DEADLINES ARE THE WHOLE GAME

In a CTSO, registration deadlines for competitive events come weeks before the conference, and they are firm. Put every deadline on this calendar the day you learn it. A missed deadline means a student does not compete.

Hand this out before elections so students know what they are running for. Officers share the work and give members a reason to stay engaged. Not every chapter needs every role, start with the first four and add more as you grow.

Officer	Core duties
President	Leads meetings, sets the agenda with the advisor, represents the chapter, keeps the group focused and moving.
Vice President	Backs up the president, runs meetings when they are out, often owns a big project like a fundraiser or a service event.
Secretary	Takes minutes at every meeting, tracks attendance, handles chapter correspondence and records.
Treasurer	Collects and tracks dues, keeps the budget, records income and expenses, reports the balance at meetings.
Reporter / Historian	Promotes the chapter, runs social media, writes updates, and documents events with photos.
Parliamentarian	Keeps meetings orderly using basic parliamentary procedure so votes are fair and clear.

Election notes

- Keep year-one elections simple: a short statement from each candidate and a paper-ballot vote.
- Spread roles across grade levels so leadership does not graduate all at once.
- Pair every officer with a written duty list so expectations are clear from day one.

WANT THE FULL ADVISING SYSTEM?

This starter kit gets your chapter off the ground. The CTE curriculum in the shop includes the units, projects, and competitive-event prep that feed a strong chapter all year, so your classroom and your CTSO reinforce each other.