




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

November 15, 2021

Action Required

TO: Complex Area Superintendents
Principals (Intermediate/Middle)
Principals (High)
Career and Technical Education Chapter Advisors
Career and Technical Education Coordinators

FROM: Teri Ushijima, Ed.D. 
Interim Assistant Superintendent

SUBJECT: **2022 Hawaii State Career and Technical Student Organization Virtual Conferences and Convention**

In 2022, each Career and Technical Student Organization (CTSO) will individually hold its state conference or convention in a virtual format; hybrid opportunities may be possible pending Hawaii State Department of Education guidelines. These events are open to all students and advisors participating in DECA; Family, Careers, and Community Leaders of America (FCCLA); FFA; HOSA-Future Health Professionals; and SkillsUSA:

- DECA Virtual Career Development Conference: February 14-25, 2022
- FCCLA Virtual State Leadership Conference and Competitions: February 21-March 4, 2022
- FFA Virtual State Convention: April 18-20, 2022
- HOSA Virtual State Leadership Conference: February 28-March 4, 2022
- SkillsUSA Virtual State Leadership Conference: February 1-15, 2022

Specific conference and convention information will be shared with CTSO chapter advisors. Schools will be responsible for all registration fees, substitute teacher costs, and travel costs (if applicable). Weighted Student Formula funds (Program ID 42100) or state Career and Technical Education (CTE) funds (Program ID 15849) may be used to support participation as indicated in each school's CTE One-Year Plan. Newly established CTSO chapters or those chapters that took a one-year hiatus may use Perkins funds (Program ID 15763) to support student conference registration fees as indicated in each school's CTE One-Year Plan.

The following conference- and convention-related forms and CTSO-specific information are available on the *2022 Hawaii State CTSO Virtual Conferences and Convention Landing Page* (<https://rebrand.ly/2022CTSOLanding>):

1. *2022 Hawaii State CTSO Virtual Conferences and Convention General Information*
2. *Request/Approval for Intra-State or Out-of-State Student Travel (437a)*
3. *Parent/Legal Guardian Authorization for Student Participation and Travel (SA-1)*
4. *Request for Exemption from the Use of a School Vehicle to Transport Students on School Related Functions or Activities (ST-4)*
5. *Application for Use of Private Vehicle to Transport Students (BO-4)*
6. CTSO registration forms and registration links
7. *Sample Direct Invoice Form*
8. *Assurances of Compliance*
9. *SY2021-2022 CTSO Buy-Back*
10. *Code of Conduct*
11. *Adult Publication/Video Release Form (AP/VR)*
12. *Student Publication/Audio/Video Release Form-Event (SP/VR-Event)*
13. *Technology Responsible Use Guidelines (TRUG)*
14. *Technology Responsible Use Form (TRUF)*

Advisors must send all payments, along with copies of the registration forms and *Assurances of Compliance*, and a copy of the *Direct Payment Form* (if applicable) to their respective State CTSO Coordinators. Contact information is listed on the CTSO Landing Page. Advisors are to retain all other forms for their records.

As a reminder, the *CTSO Participant Buy-Back Payment Form* must be submitted and state and national membership dues must be paid prior to registering for the CTSO State Convention. More information on Buy-Back status can be found on the CTSO Landing Page.

Organization	National Dues	State Dues	Remit To
DECA	\$8.00	\$8.00	DECA Inc., 1908 Association Drive, Reston, VA 20191
FCCLA	\$9.00	\$3.00	FCCLA Inc., 1910 Association Drive, Reston, VA 20191
FFA	\$7.00	\$4.00	National FFA Organization P.O. Box 631363 Cincinnati OH 45263-1363
HOSA	\$10.00	\$5.00	HOSA Headquarters, 548 Silicon Drive, #101, Southlake, TX 76092

SkillsUSA	Student \$8.00 Advisor \$20.00	Student \$6.00 Advisor \$6.00	SkillsUSA Inc., 14001 SkillsUSA Way, Leesburg, VA 20178
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Should you have any questions, please contact Evangeline G. Casinas, Educational Specialist for Career and Technical Education, at evangeline.casinas@k12.hi.us.

TU:ec

c: Superintendent
Deputy Superintendent
Assistant Superintendents