



Oregon Leadership Institute

November 2-3, 2014
The Riverhouse Resort
Bend, OR

OREGON LEADERSHIP INSTITUTE

Oregon CTE Student Leadership Foundation | Oregon Department of Education | Oregon CTSOs

*It's game time! Get ready to
LEAD LIKE A CHAMPION*



Oregon DECA, Oregon FBLA, Oregon FCCLA, Oregon HOSA, and SkillsUSA Oregon along with TRI Leadership Resources, the Oregon CTE Student Leadership Foundation and Oregon Department of Education invite you to put your best game face on and get ready to discover the winning blueprint for success at the Oregon Leadership Institute!

Highlights:

- Leadership achievement workshops on leadership development, communication, marketing, time management, community service, and competitive event preparation
- Banquet – Enjoy a formal banquet while learning the “how to” of etiquette dining
- Network with other enthusiastic CTSO members and your state officer teams
- Receive an Oregon Leadership Certificate once you have attended OLI to use for college applications and scholarships

The field is ready, the crowd is waiting, and now the OLI Leadership Trainers and Oregon state officers are ready to coach you to be a leadership champion! It's going to take grit and determination, but the thrill of victory is in your grasp. Ready...set...GO!

REGISTRATION INFORMATION

Oregon Leadership Institute

| | |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registration Due Date: | All materials (Forms 1-3, and Excel File) must be received by 5:00pm on October 17. All registrations received after that date are subject to late fees. All registration must be submitted via email to: registration@ctsoevents.org . |
| Eligibility: | Training is designed exclusively for members, chapter officers, and advisors of Oregon DECA, FBLA, FCCLA, HOSA and SkillsUSA. |
| Registration Fee: | \$55 for students and \$30 for advisors/chaperones, this includes leadership training and etiquette dinner. Make checks payable to "CTSO Events". "NO PURCHASE ORDERS" |
| Refund Policy: | There are NO REFUNDS , substitutions only. Your chapter will be responsible to pay for the number of students you register for the conference. Once registration is submitted your balance becomes due and owing. If students drop out after your chapter submits its registration for the conference the chapter will still need to pay for that student. In other words, once you register a student, that spot must be paid. |
| Change Deadline and CHANGE FEE: | All changes/updates/corrections to registrations, or late registrations after October 9 will incur a \$10.00 change fee/late fee. After this date if you have a student drop you can substitute another student in their place. |
| Substitutions | Substitutions are accepted. No refunds permitted. Submit all materials for new delegates attending via email to registration@ctsoevents.org . Name changes after October 9 or on-site will be accepted with a \$10.00 charge. |
| Payment | Make Checks Payable to: CTSO Events Mail to: CTSO Events, P.O. 912, Jacksonville, OR 97530 "NO PURCHASE ORDERS" Postmarked by October 9 |
| Statement of Assurance: | Return signed Statement of Assurance with your registration payment. Advisor Code of Conduct must be on file in each association to be eligible to attend. |
| Room Rate: | Room rate is \$106 for Single/Double/Triple/Quad occupancy. Additional tax currently 13% applies. Room rate includes full hot breakfast. |
| Hotel Information: NOTE: Hotel registration is due October 9 to The Riverhouse | The Riverhouse Resort 3075 N. Business 97 Bend, Oregon 97701 (541) 389-3111 Each chapter is responsible for making their own hotel reservations. Chapters must call 866.453.4480 and ask for rooms in the "Oregon Leadership Institute Block". Hotel rooms will be released after the October 9 reservation deadline. Be sure to make hotel arrangements by October 10. |

OLI REGISTRATION CHECKLIST

Here are the **DEADLINE DATES** for the various forms

SEND TO: registration@ctsoevents.org

| DESCRIPTION | DEADLINE | FORM | DONE |
|----------------------------------------------------|----------------------------|---------------------|------|
| OLI Registration Spreadsheet | October 9 (sent via email) | Separate excel file | |
| Statement of Assurance | October 9 (sent via email) | 1 | |
| Service for Special Needs Students (if applicable) | October 9 (sent via email) | 3 | |

HOTEL RESERVATIONS: contact name, phone, email

| DESCRIPTION | DEADLINE | FORM | DONE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|------|
| Contact the hotel at: 866.453.4480 and ask for rooms in the "Oregon Leadership Institute Block" <i>(all participants must stay at the designated conference hotel)</i> | October 9 | N/A | |

MAIL TO: P.O. Box 912, Jacksonville, OR 97530

| DESCRIPTION | DEADLINE | FORM | DONE |
|--------------------------------------|-------------------------|------|------|
| Check made payable to: "CTSO Events" | Postmarked by October 9 | N/A | |

BRING TO THE CONFERENCE AND KEEP IN YOUR POSSESSION FOR DURATION OF CONFERENCE:

| DESCRIPTION | DEADLINE | FORM | DONE |
|------------------------------------|---------------------|------|------|
| Student/Alumni Member Release Code | Bring to conference | 2 | |

OLI Tentative Program

| OREGON LEADERSHIP INSTITUTE PROGRAM | |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Time | Sunday, November 2, 2014 |
| 12:30 – 1:03 p.m. | Registration/Check in |
| 1:30 – 2:30 p.m. | Opening Message – It’s Game Time! |
| Session 1 2:45 – 3:30 p.m. | <p>LEAD LIKE A CHAMPION -- Various leadership achievement workshop sessions presented by CTSO state officers, community leaders and local businesses. Topics range from competition preparation, leadership skills, post-high school preparation and more! See the OLI program for a detailed schedule of workshop topics.</p> |
| Session 2 3:45 – 4:30 p.m. | |
| 4:45 – 5:45 p.m. | CTSO Opening Leadership Sessions |
| 5:45 – 6:30 p.m. | Individual Chapter Planning Time |
| 7:15 – 8:30 p.m. | <p><i>You are cordially invited to attend the Oregon Leadership Conference Etiquette Dinner. Attire for this dinner may be Business Casual, Formal or Professional attire.</i></p> |
| 9:30 – 11:00 p.m. | Activity Center |
| Monday, November 3, 2014 | |
| Session 3 9:00 – 9:45 a.m. | <p>LEAD LIKE A CHAMPION -- Various leadership achievement workshop sessions presented by CTSO state officers, community leaders and local businesses. Topics range from competition preparation, leadership skills, post-high school preparation and more! See the OLI program for a detailed schedule of workshop topics.</p> |
| Session 4 10:00 – 10:45 a.m. | |
| 11:00 – 11:45 a.m. | |
| 12:00 – 12:30 p.m. | CLOSING SESSION with Keynote Speaker |

Keynote Speaker – Kent Butler



Kent Butler is a Leadership Specialist and Keynote Speaker at TRI Leadership Resources, LLC where he works to motivate people in everything he does. He has been known to go to incredible lengths to inspire people: singing crazy songs, standing on tables, running around rooms, jumping out of curtains, simply being silent, and screaming at the top of his lungs just to name a few. Through his personal experiences and humorous stories, he hopes that you will be inspired to do what you can, with what you have, right where you are. He draws inspiration from everything in life—even from something as simple as a bottle of ketchup. Through service organizations and leadership experiences on the national, state, district and local levels he has been able to take his message to more than 300,000 people throughout America.

In his “free” time, he enjoys...well, to work (it doesn’t sound like normal “free” time, but Kent is a crazy guy). He is employed as an actor at The Great Passion Play, a reenactment of Christ’s last days on earth, in Eureka Springs, Arkansas.

Conference Policies

The Participant Code of Conduct will be strictly enforced.

Only participants registered for the conference may enter the conference facilities. Students may not leave the conference facilities without the permission of their advisor.

Students may not attend the event unless there is a school approved chaperone in attendance with them. The adult advisor/chaperone must pick up registration onsite and ensure that their students are supervised and participating fully in the educational leadership activities.

Each conference participant/guest, by choosing to attend this conference, grants permission to Oregon DECA, Oregon FBLA, Oregon FCCLA, Oregon HOSA, and SkillsUSA Oregon and its affiliates and their respective licensing agents to utilize the participant/guest’s image, likeness, actions, and statements in any live or recorded audio, video, or photographic display or other transmission or reproduction, in whole or in part, of the conference and any surrounding activities.

Please note any special accommodations or requests for a vegetarian entrée on the “OLI Registration” Excel document.

All chapters must have a zero balance with their respective organizations or proof of purchase order by the onsite registration in order to attend.

Attire

Appropriate business casual attire is acceptable for Sunday, however students may choose to dress in formal or professional attire for the etiquette dinner Sunday night. Professional business attire is to be worn during all Oregon Leadership Institute sessions on Monday.

Business Casual Attire (Sunday Only):

Females: Dress slacks or skirt (slacks are recommended due to the nature of hands on leadership activities that include sitting on the floor in groups, standing up, moving around, and otherwise participating in active leadership activities). Collared polo shirt or button down shirt or T-shirt that contains a CTSO logo or is from a past CTSO event.

Males: Dress slacks (no denim). Collared polo shirt or button down shirt or T-shirt that contains a CTSO logo or is from a past CTSO event.

Professional Attire

Females: Dress slacks, skirt, coordinated shirt/blouse, dress shoes. Appropriate hosiery is recommended.

Males: Dress slacks, dress shirt (which does not include polo shirts), dress shoes and socks, sweater and/or sport coat. Tie is recommended.

STATEMENT OF ASSURANCE – Form 1

Advisors attending Oregon CTSO must review, sign, and return this statement of assurance along with their registration materials for each Oregon CTSO conference/event.

Event: Oregon Leadership Institute

Date: November 2-3, 2014

As the advisor responsible for the students attending this event I confirm that:

- I have reviewed the permission/medical release form with my students and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Oregon CTSOs will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during an Oregon CTSO event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
 - Follow the conference Code of Conduct and Dress Code
 - Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

| | |
|--------------------|--|
| Advisor Signature: | |
| Chapter Name: | |
| Date: | |

PERMISSION/MEDICAL RELEASE FORM (4 PAGES TOTAL)

ALL OREGON CTSO SPONSORED ACTIVITIES 2014-2015 – Form 2

CODE OF CONDUCT

Attendance at any Oregon CTSO sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an Oregon CTSO activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of the Oregon CTSO and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the career technical student organization. The standards outlined in this document constitute the Oregon CTSO Code of Conduct.

The following shall be regarded as severe violations of the OREGON CTSO Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the Oregon CTSO Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of the Oregon CTSO or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local CTSO Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.

DRESS CODE FOR DELEGATES ATTENDING OREGON CTSO SPONSORED ACTIVITIES

The following guidelines have been developed to clarify the dress code used at all Oregon CTSO conferences (regardless of locations).

ACCEPTABLE CASUAL ATTIRE

Males: Slacks, cords, knee length walking shorts, sports shirts, and CTSO t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

Females: Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and CTSO T-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size Undergarments may not show outside of over garments.

ACCEPTABLE BUSINESS ATTIRE

Males: Dress slacks, dress shirt, tie, dress shoes and socks, (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or CTSO blazer is always appropriate. Shirts are to be tucked in. Belted pants.

Females: Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/ blouse, city shorts, dress shoes, (professional business) (no tennis shoes or flip-flop sandals). A dress suit or a CTSO blazer is always appropriate. Nylons are recommended with all professional dress.

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

At any time during the conference while on-site (including hotels), you must be in casual or business attire.

OREGON CTSO DELEGATE PERMISSION/MEDICAL RELEASE FORM – Form 2

(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend Oregon CTSO Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate _____ Date: _____
Home Address _____ Phone: _____
_____ Date of Birth: _____
Name of High School _____ Phone: _____
Advisor (s) in Charge _____

This is to certify that *the above named delegate* has my permission to attend all Oregon CTSO sponsored activities for the 2014-2015 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release the Oregon CTSO, the school officials, the CTSO chapter advisors, conference staff, and Oregon CTSO staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the CTSO sponsored activity.

I authorize the above named advisor or the Oregon CTSO staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to the Oregon CTSO and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of the Oregon CTSO to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all CTSO activities.

We have read and agree to abide by the supplied Oregon CTSO Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature* _____ Date _____
Parent / Guardian Signature* _____ Date _____
Chapter Advisor Signature* _____ Date _____
School Official Signature* _____ Date _____

MEDICAL INFORMATION

Known allergies (drug or natural) _____
Special medication being taken _____
Date of last tetanus shot _____
History of heart condition, diabetes, asthma, epilepsy or rheumatic fever _____
Any physical restrictions _____
Other conditions _____
Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____

* This form consists of four total pages. Signatures on this page apply to the content included on all four pages.

SERVICE FOR STUDENTS WITH SPECIAL NEEDS - FORM 3

If you have a student who has special learning or other special needs please indicate those needs here. Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants.

Name of Student

Chapter

Event Name:

Are there any specific conditions that we need to be made aware of?:

Service or Accommodation Requested:

Email by October 17 to:
registration@oregonctso.org