STATE LEADERSHIP TRAINING PROGRAM

NOVEMBER 29, 2023  8 AM – 4 PM
WELCOME

- Kelli Diemer, Director of Membership
- kdiemer@acteonline.org
WELCOME

- LeAnn Curry, ACTE Executive Director
- lcurry@acteonline.org
Hello My name is...  
I’m from [state]  
My state association history  
I’ve attended state leadership training program _____ times.
8 am – 11:30 am
• Welcome
• Introductions & Ice Breaker
• Outreach & Scholarships
• MI State Association Panel

11:30 am – 12:30 pm
• Lunch Break

12:30 pm – 4 pm
• State Association Manual
• Quality Association Standards
• Hot Topics, Reflection & Wrap Up
ICE BREAKER!
OUTREACH & SCHOLARSHIPS

- Julia Kasper, ACTE Senior Manager of Outreach and Scholarships
- jkasper@acteonline.org
Over $1,250,000 in CTE Scholarships to award YOUR students in 2024 to assist adults in Post-Secondary CTE programs
BY THE NUMBERS

- 6100 STARTED APPLICATIONS IN 2023
- 3200 SUBMITTED APPLICATIONS IN 2023
- 1700 ELIGIBLE APPLICATIONS go through the review process
- 500 are awarded each year nationwide up to $2,500 each
CTE Application is available from ACTEonline.org/HAAscholarship

Apply Early
## Applications by State

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<th>Eligible</th>
<th>Not Eligible</th>
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How to bring in more eligible applicants?

• Will help counselors and educators keep track of eligible applicants.
• Will bring funding to your students.
• Will bring funds to your local post-secondary CTE partners.

*Turn in by May 31 for a National Certificate recognizing your support of CTE Post-Secondary Careers.
POP UP Application Event

• 10 to 20 students
• CTE passion
• Access to computers
• Begin applications for FAFSA, Scholarships and programs.
• SAVE username and password

BE CREATIVE
Grants and Scholarships
Located on the ACTE website under Scholarships

Contact Julia Kasper
Jkasper@ACTEonline.org
BREAK TIME
MICHIGAN
ACTE PANEL
8 am – 11:30 am
• Welcome
• Introductions & Ice Breaker
• Outreach & Scholarships
• MI State Association Panel

11:30 am – 12:30 pm
• Lunch Break

12:30 pm – 4 pm
• State Association Manual
• Quality Association Standards
• Hot Topics, Reflection & Wrap Up
LUNCH TIME
11:30 – 12:30 PM
Antelope Canyon  Ear of the Wind Arch  Ocotillo/Flaming Sword  Teddy Bear Cholla

Grand Canyon  Sonoran Desert  Fishhook Barrel Cactus

Horseshoe Bend  Petrified Forest  Saguaro Cactus
State Association Management Manual Update 2023

Diane L. Walker
Chair, Revision Committee
State Leader Training Program 11-28-23
Have you ever wondered . . . ??

- What topics to cover for your new board orientation?
- How to set up your state association’s policy agenda for the year?
- How to find out what dues have been paid by members during the last month?
HELP! Where do I find this info?
Manual Revision Committee Members

Dazsa Carter - Assistant Director, Oklahoma ACTE

John Kirkman - Executive Director, North Carolina ACTE

Sandy Miller - Retired Executive Director, Iowa ACTE

Debbie Nelson - Executive Director, Colorado ACTE
Coordination with Other State Leaders’ Resources

State Leaders’ Resource Webpage
New State Leader Guide
State Leader Calls
NEDA Meetings
Organization of the State Association Management Manual

- Nine sections plus Appendix
  - Formation Formalities
  - Tax Considerations
  - Governance and Structure
  - Management
  - Finance
  - Membership
  - Public Policy and Grassroots Advocacy
  - Media Relations
  - Programs and Services
- Over 100 links to ACTE and other sites’ resources
Formation Formalities

- Governing Documents
  - Articles of Incorporation
  - Bylaws
  - Policies and Procedures Manual
  - Strategic Plan
  - Committees
- Divisions and Affiliates
  - Relationship
Tax Considerations

- Tax Exempt Status
- Insurance
Governance and Structure

- Board of Directors
- Committees
- Strategic Plan
- ACTE Structure
- ACTE Affiliation
- Annual Report/QAS
- Unified State Associations
Management

- Association Management
  - Workplan
  - Staffing
Finance

- Budget
- Accounting Controls
- Audit/Fiscal Review
Membership

- Recruitment and Retention
- Processing
- Structure
- Connecting
- Marketing
Public Policy and Grassroots Advocacy

- Policy Agenda
- Advocacy
- Lobbying
- Resources
Media Relations

- Media Tours
- How to Brief the Media
- How to Monitor Placements
Programs and Services

- Conferences
- Publications
- Member Discounts
- Research
- Website
- Social Media
- Fellowships and Mentorships
- Awards
- Sample Officer Calendar
Appendix

- Sample Documents
- Sample Policies
- Unification Benefits
- ACTE Accounting Controls
- Conference Planning Timeline
Let’s Play a Game!

State Association Management Manual Scavenger Hunt

1. Divide attendees into groups
2. Distribute answer sheets
3. Sheets with info to find will be on different tables
4. Timer for each table round
5. Work with different folks to find the answers and record the manual page number where they are located
6. At the end, we’ll determine the winners and give out some prizes
Get ready . . . get set . . . go!!

https://www.online-timer.net/
Share Out

- How many answers did you find?
- What info did you find the most helpful?
- Did you hope to find something that you *didn’t* see?
- How will you use this resource in the future?
- How can you share this resource with other state association leaders?
- Questions or comments?
Thanks for Connecting!
Bighorn Sheep

Blue Heron

Chuckwalla Lizard

Prairie Dog

Coatimundi

Coyote

Spotted Owl

Roadrunner

Javelina/Peccary

Gila Monster
STATE LEADERSHIP TRAINING PROGRAM FY24 – PART 2
MARCH 17, 2024  8 AM – 4 PM
THANK YOU!

KELLI DIEMER, DIRECTOR OF MEMBERSHIP

Please provide feedback from the State Leadership Training Program by Wednesday, Dec. 6.