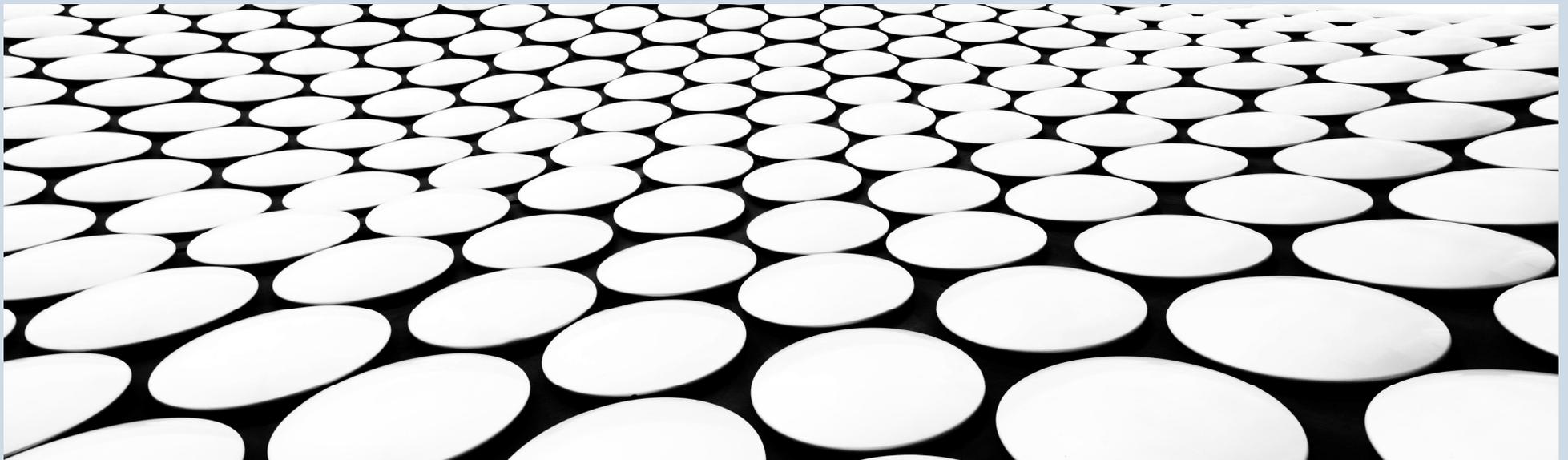


STATE LEADERSHIP TRAINING PROGRAM

NOVEMBER 29, 2023

8 AM - 4 PM



WELCOME



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

WELCOME



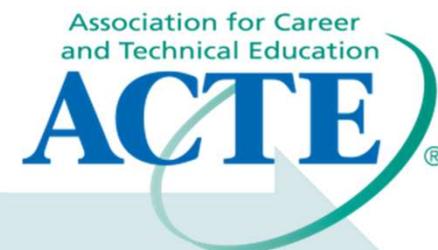
- LeAnn Curry, ACTE Executive Director
- lc Curry@acteonline.org

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



Laine Culbreath



Steve Dewitt



LeAnn Curry



Michael Connet



Alisha Hyslop



Brandi Handres



Dana Lampe



Jaime Alston



Kelli Diemer



Julia Kendrick



ICE BREAKER!

OUTREACH & SCHOLARSHIPS



- Julia Kasper, ACTE Senior Manager of Outreach and Scholarships
- jkasper@acteonline.org

HORATIO
ALGER
ASSOCIATION
of Distinguished Americans, Inc.



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



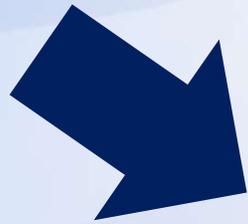
CTE Application is available from

03.15.24

06.15.24

ACTEonline.org/HAAAscholarship

Apply Early



APPLICATIONS BY STATE

Rank	State	Eligible	Not Eligible	Grand Total
1	TX	137	207	344
2	FL	113	139	252
3	CA	62	99	161
4	OH	48	48	96
5	OK	45	45	90
6	SC	31	54	85
7	LA	31	31	62
8	PA	22	13	35
9	AL	9	23	32
10	TN	8	24	32
11	WV	15	16	31
12	MT	11	16	27
13	NC	13	13	26
14	NY	12	13	25
15	MO	14	10	24
16	MN	12	10	22
17	IL	7	14	21
18	GA	4	16	20
19	WA	10	8	18
20	MS	9	8	17

RANKING BY POST-SECONDARY INSTITUTION

Rank	School Name	State
1	Houston Community College	TX
2	Broward College	FL
3	George T. Baker Aviation Technical College	FL
4	Central Louisiana Technical Community College	LA
5	El Paso Community College	TX
6	Horry-Georgetown Technical College	SC
7	First Coast Technical College	FL
8	Indian Capital Technology Center	OK
9	Williamson College of the Trades	PA
10	Covenant School of Nursing	TX

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.**

Apply for up to **\$2,500** for a Certification or Technical Program





March 15-June 15

acteonline.org/HAAScholarship

You are

Scholarship Material

- ✓ You will be enrolled in a Career or Technical program in the fall (August/September). Program must be 2 years or less.
- ✓ You have completed your FAFSA and downloaded your SAR or scanned your family tax return to show income of \$65,000 or less.
- ✓ You will be 18-35 years old when you begin classes.

ACTE Educators: Please email the bottom half of the completed form before **May 31** to JKasper@ACTEonline.org for your ACTE certificate.

Name of student <small>If you have more than 10 names, please scan and email your additional list.</small>	✓ Registered for CTE Program for August/Sept	✓ FAFSA SAR PDF or TAX RETURN	✓ Horatio Alger CTE Scholarship Application Submitted
1. _____	___	___	___
2. _____	___	___	___
3. _____	___	___	___
4. _____	___	___	___
5. _____	___	___	___
6. _____	___	___	___
7. _____	___	___	___
8. _____	___	___	___
9. _____	___	___	___
10. _____	___	___	___

Educator submitting form: _____ School/College Name: _____
 Position/Title: _____ Email: _____

I have assisted these students with their CTE Career Choice and forms necessary to enroll in a program and for financial aid and scholarships.

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
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- Outreach & Scholarships
- MI State Association Panel

11:30 am – 12:30 pm

- Lunch Break

12:30 pm – 4 pm

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LUNCH TIME

11:30 – 12:30 PM





ASSOCIATION MANAGEMENT MANUAL



Antelope Canyon



Ear of the Wind Arch



Ocotillo/Flaming Sword



Saguaro
Cactus



Grand Canyon



Sonoran Desert



Teddy Bear Cholla



Horseshoe Bend



Petrified Forest



Fishhook
Barrel Cactus



ASSOCIATION FOR
CAREER & TECHNICAL
EDUCATION®

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?*



ASSOCIATION FOR
CAREER & TECHNICAL
EDUCATION®

The Association for Career and Technical Education

State Association Management Manual

Updated September 2023

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

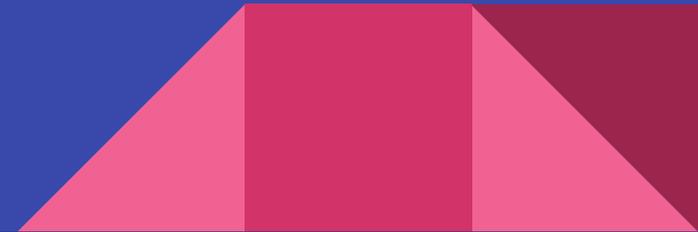
Formation Formalities

- 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

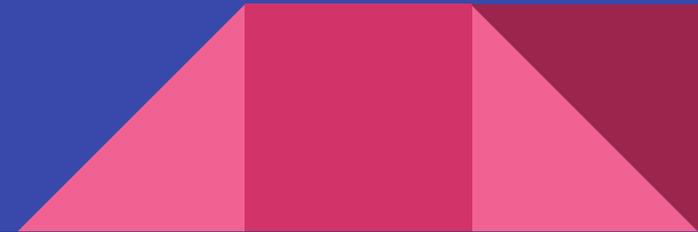
- Board of Directors
- Committees
- Strategic Plan
- ACTE Structure
- ACTE Affiliation
- Annual Report/QAS
- Unified State Associations



Management



- Association Management
 - Workplan
 - Staffing



Finance

- Budget
- Accounting Controls
- Audit/Fiscal Review



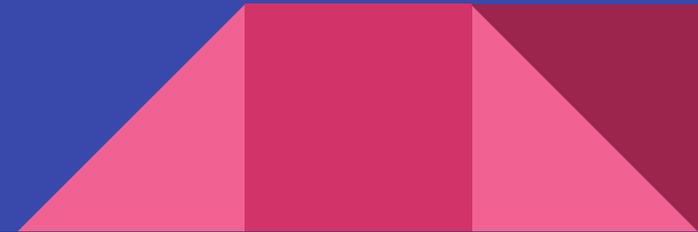
Membership



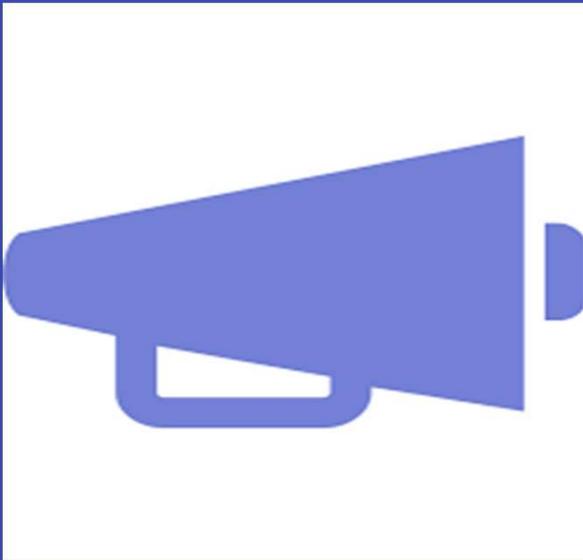
- Recruitment and Retention
- Processing
- Structure
- Connecting
- Marketing

Public Policy and Grassroots Advocacy

- Policy Agenda
- Advocacy
- Lobbying
- Resources



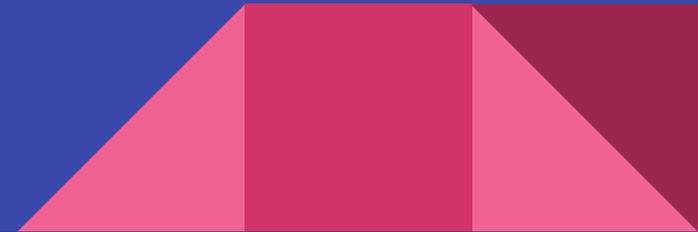
Media Relations



- 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?

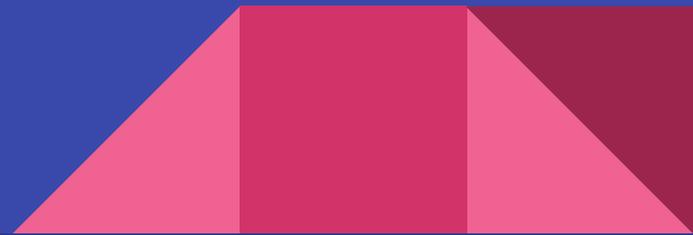
What info did you find the most helpful?

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!





**QUALITY
ASSOCIATION
STANDARDS**



Bighorn Sheep



Blue Heron



Chuckwalla Lizard



Prairie Dog



Coatimundi



Coyote



Spotted Owl



Roadrunner

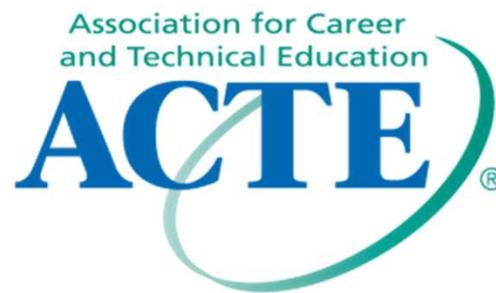


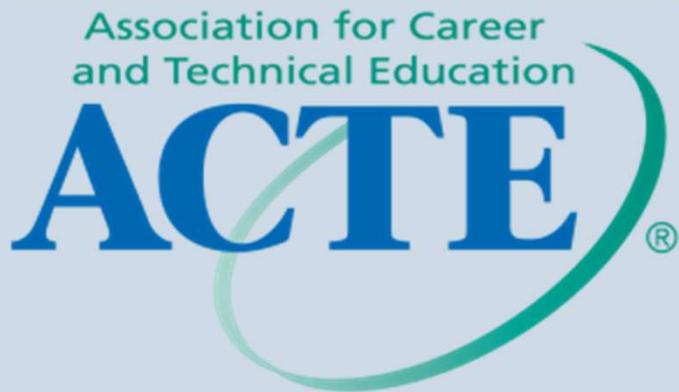
Javelina/Peccary



Gila Monster

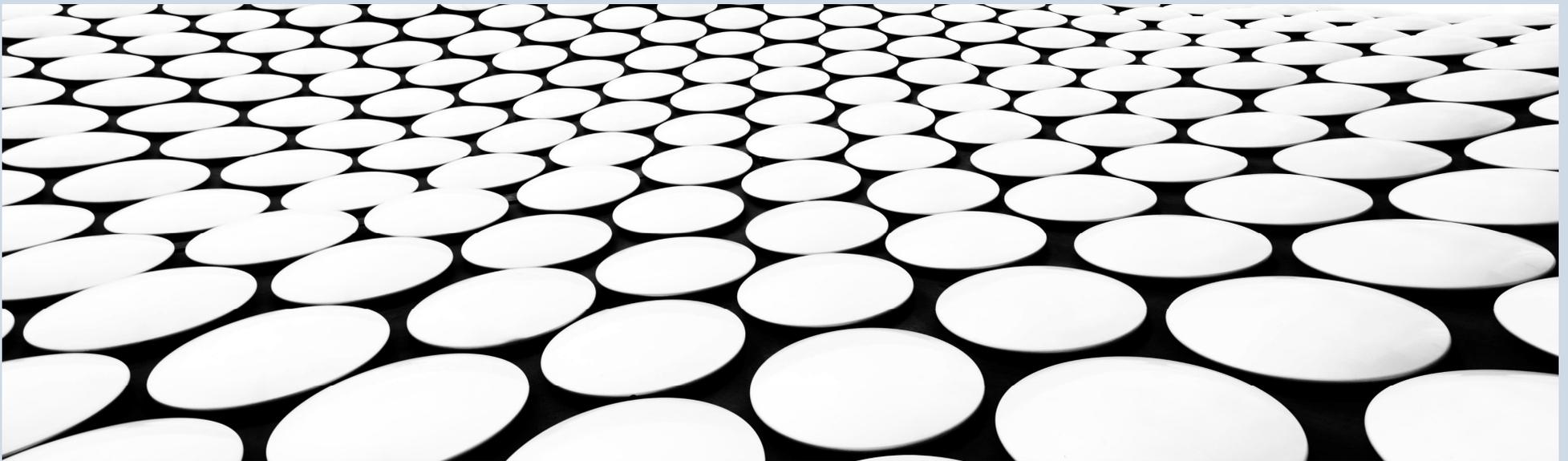
- HOT TOPICS
- REFLECTION
- WRAP UP





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.

