CTSO Fast Facts

DECA Fast Facts

FBLA Fast Facts

FCCLA Fast Facts

FFA Fast Facts

HOSA Fast Facts

SkillsUSA Fast Facts

2025-2026 CTSO Annual Submission Walkthrough

ARIZONA DEPARTMENT OF EDUCATION

ARIZONA DECA

Arizona FBLA

FCCLA ARIZONA

FFA

hosa future health professionals ARIZONA

SkillsUSA ARIZONA

NEW FORM LOCATION

Annual Chapter Submissions will be housed in the CTE Data Portal

Chapter Annual Submission (Formally 7a) Deadline

Fall: December 1, 2025

Spring: March 1, 2026

What is the Data Portal?

What is the Data Portal?

The Data Portal is a live ADE Hub that is housed within the Arizona Department of Education. This portal is not linked to a 3rd party (ex. Jotform) which makes the data more secure.

What do I do if I don’t have access to the Data Portal?

We have created advisor access for CTSO submissions; however, lease work with your school admin for a solution that works for your school.

How does it work?

Advisors will submit their annual chapter documentation to be reviewed by the state CTSO team. Once reviewed, the CTE director and advisor will receive a live update on approval or if it needs modification (with notes) and resubmission.

Frequently Asked Questions

What is this form?

This form serves as a central submission place for all chapter documents. This is an **annual** submission, not just when your CTE program is being monitored.

Why do we have to submit every year?

One requirement of membership for each CTSO is to have each of these documents on file with ADE each year. Additionally, if the chapter or district misplaces their files, we have recent uploads for each of the compliance documents, ultimately helping YOU as an advisor.

Who has to submit to this form?

CTSO advisors have to submit this form for each CTSO they advise or serve as a co-advisor. For example, if you are the DECA and HOSA advisor, you will need to submit this form for both your DECA chapter and HOSA chapter.

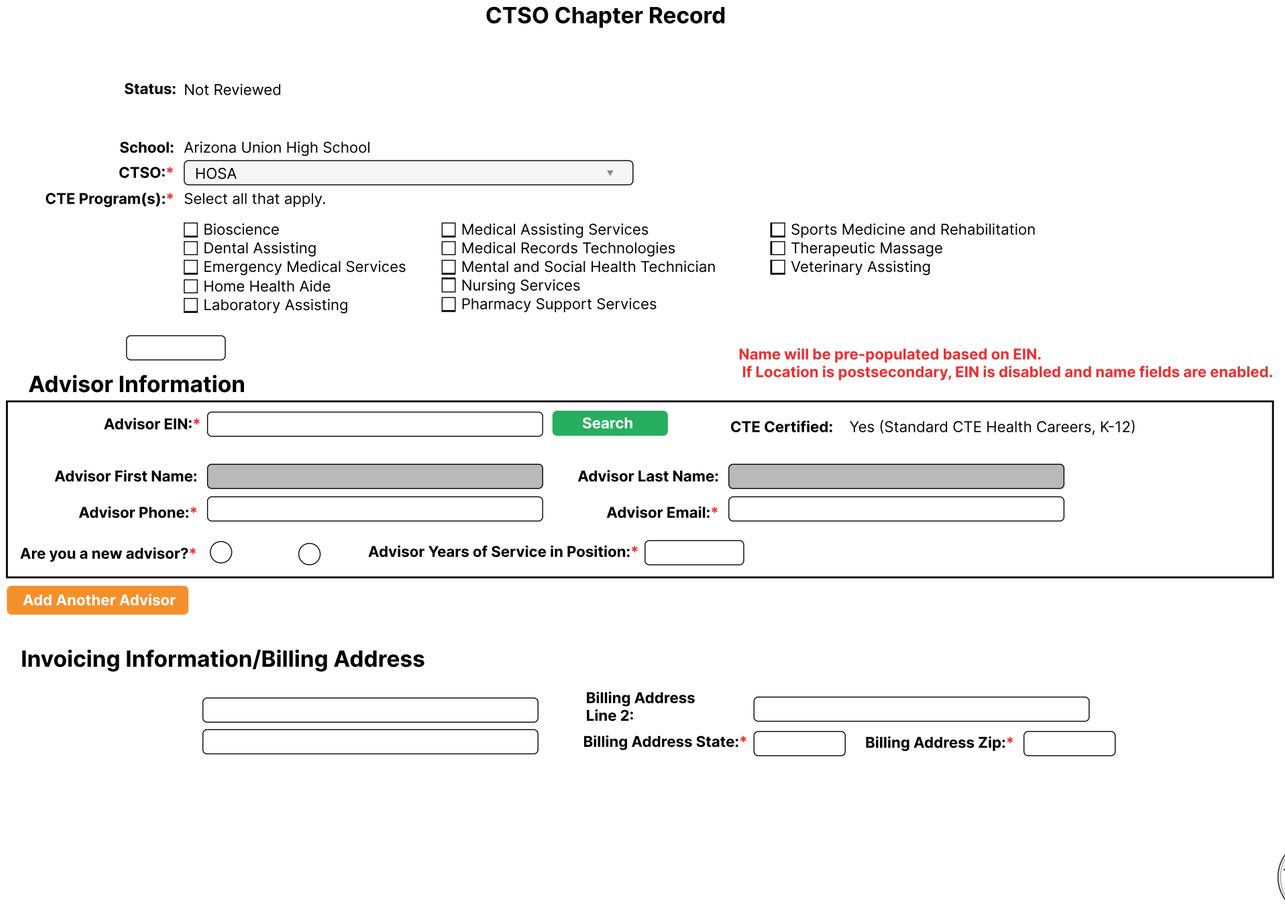
Annual Chapter Submission Form Elements

1. CTSO and Advisor Information
2. Membership
3. Chapter Constitution and/or Bylaws
4. Program of Work, Program of Activities, Program of Leadership
5. Meeting Minutes
6. Statement of Assurance

1 CTSO and Advisor Information

To start the form, some basic information needs to be established:

- Your log in will autofill the school; however, you will need to input the program and the advisor information
- You will also need your Invoicing/Billing Address on this section



Important Notes

Advisors need their EIN number. Chapters need to have their Chapter ID available.

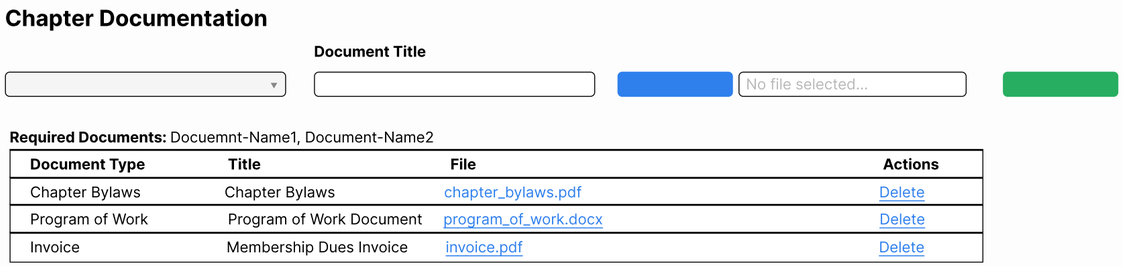
If you are not sure about what CTSO you are affiliated with, reach out to a campus administrator or district CTE director

For questions about Private/Parochial school CTSO requirements, please reach out to CTELocalPrograms@azed.gov or the State Advisor for the CTSO you are affiliated with

2 Membership

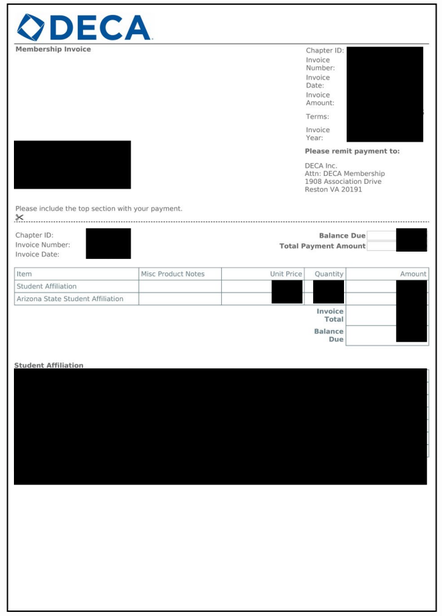
Membership refers to affiliated members. In order for students to compete and be an official member of each respective CTSO, they must be affiliated and each chapter to hold no outstanding balance.

- Official invoices are required for each CTSO. FFA's Membership Contract is accepted
- A typed/written list of members is **not** an approved upload
- Districts that register all chapters at once may submit a combined invoice.



The Official Membership Invoice will be uploaded and can be found here!

Example of Membership Uploads


DECA

Membership Invoice

Chapter ID:
Invoice Number:
Invoice Date:
Invoice Amount:
Terms:
Invoice Year:

[redacted]

Please remit payment to:

DECA Inc.
Attn: DECA Membership
1908 Association Drive
Reston VA 20191

Please include the top section with your payment.

Chapter ID:
Invoice Number:
Invoice Date:

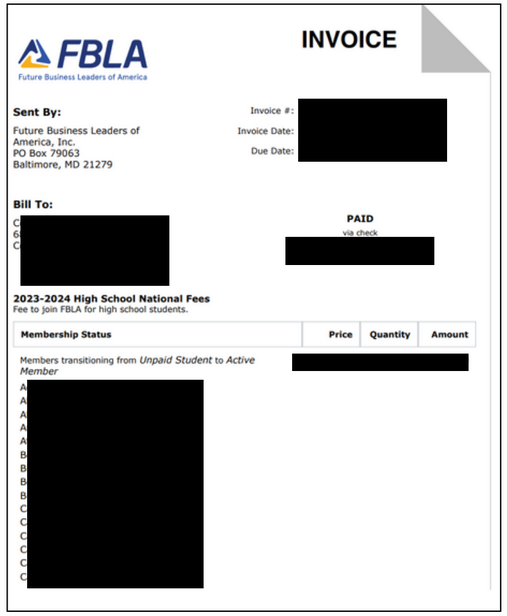
Balance Due
Total Payment Amount

Item	Misc Product Notes	Unit Price	Quantity	Amount
Student Affiliation				
Arizona State Student Affiliation				

Invoice Total
Balance Due

Student Affiliation

[redacted]


FBLA

Future Business Leaders of America

INVOICE

Sent By:

Future Business Leaders of America, Inc.
PO Box 79063
Baltimore, MD 21279

Invoice #:
Invoice Date:
Due Date:

[redacted]

Bill To:

[redacted]

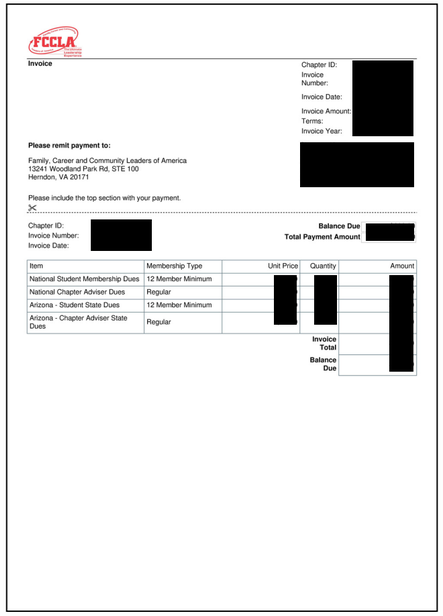
PAID
via check

[redacted]

2023-2024 High School National Fees
Fee to join FBLA for high school students.

Membership Status	Price	Quantity	Amount
Members transitioning from *Unpaid Student* to *Active Member*	[redacted]		

[redacted]


FCCLA

Invoice

Chapter ID:
Invoice Number:
Invoice Date:
Invoice Amount:
Terms:
Invoice Year:

[redacted]

Please remit payment to:

Family, Career and Community Leaders of America
13241 Woodland Park Rd, STE 100
Herndon, VA 20171

Please include the top section with your payment.

Chapter ID:
Invoice Number:
Invoice Date:

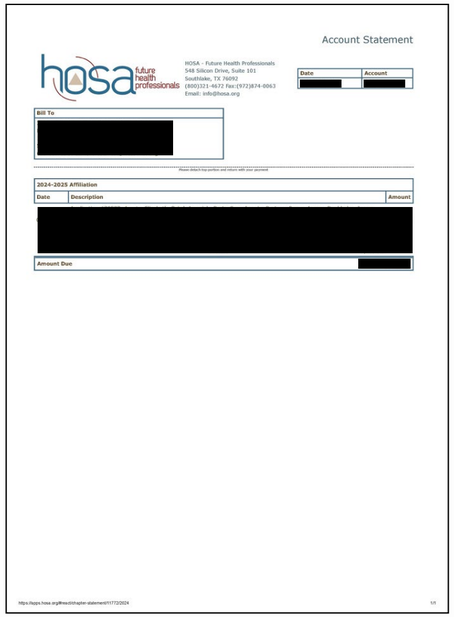
[redacted]

Balance Due
Total Payment Amount

Item	Membership Type	Unit Price	Quantity	Amount
National Student Membership Dues	12 Member Minimum			
National Chapter Adviser Dues	Regular			
Arizona - Student State Dues	12 Member Minimum			
Arizona - Chapter Adviser State Dues	Regular			

[redacted]

Invoice Total
Balance Due


hosa future health professionals

HOSA - Future Health Professionals
548 Silicon Drive, Suite 101
Southlake, TX 76092
(800)321-4672 Fax:(972)874-0063
Email: info@hosa.org

Account Statement

Date	Account
[redacted]	[redacted]

Bill To

[redacted]

Please detach top portion and return with your payment

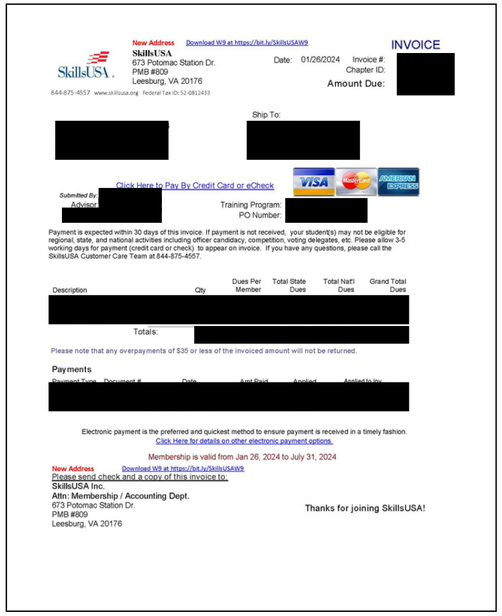
2024-2025 Affiliation

Date	Description	Amount
[redacted]		

Amount Due

[redacted]

https://apps.hosa.org/#/mod/chapter-statement/917723624 1/1


SkillsUSA

New Address Download W9 at https://bit.ly/SkillsUSAW9

SkillsUSA
673 Potomac Station Dr.
PMB #809
Leesburg, VA 20176
844-875-4557 www.skillsusa.org Federal Tax ID: 52-0812433

INVOICE

Date: 01/26/2024 Invoice #:
Chapter ID:
Amount Due:

[redacted]

Ship To:

[redacted]

Click Here to Pay By Credit Card or eCheck

Submitted By:
Advisor

[redacted]

Training Program:
PO Number:

[redacted]

Payment is expected within 30 days of this invoice. If payment is not received, your student(s) may not be eligible for regional, state, and national activities including officer candidacy, competition, voting delegates, etc. Please allow 3-5 working days for payment (credit card or check) to appear on invoice. If you have any questions, please call the SkillsUSA Customer Care Team at 844-875-4557.

Description	Qty	Dues Per Member	Total State Dues	Total Nat'l Dues	Grand Total Dues
[redacted]					

Totals:

Please note that any overpayments of $35 or less of the invoiced amount will not be returned.

Payments

Payment Type	Document #	Date	Amt Paid	Applied	Applied to Inv
[redacted]					

Electronic payment is the preferred and quickest method to ensure payment is received in a timely fashion.
Click Here for details on other electronic payment options.

Membership is valid from Jan 26, 2024 to July 31, 2024

New Address Download W9 at https://bit.ly/SkillsUSAW9
Please send check and a copy of this invoice to:
SkillsUSA Inc.
Attn: Membership / Accounting Dept.
673 Potomac Station Dr.
PMB #809
Leesburg, VA 20176

Thanks for joining SkillsUSA!

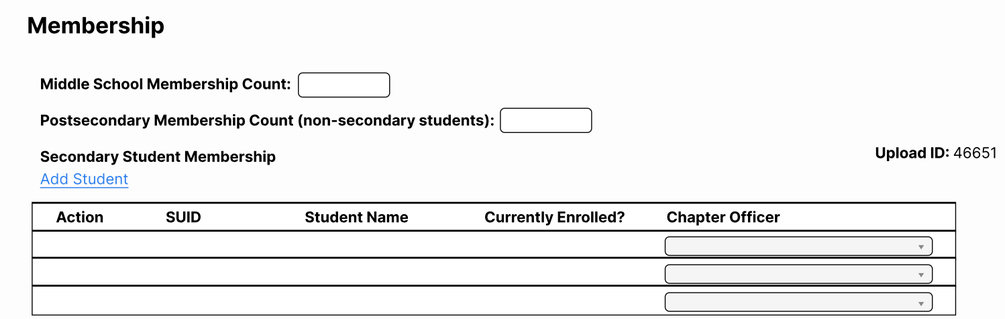
FFA's Membership Contract

2 Membership

NEW THIS YEAR:

Prior to March 1 -
An invoice of members will be entered for the Annual Chapter Submission

After March 1 -
You will need to provide a numerical count of non-secondary student members in addition to adding the student roster into the form. Students will be searchable by Student ID number or First/Last Name.



Membership

Middle School Membership Count:

Postsecondary Membership Count (non-secondary students):

Secondary Student Membership **Upload ID:** 46651

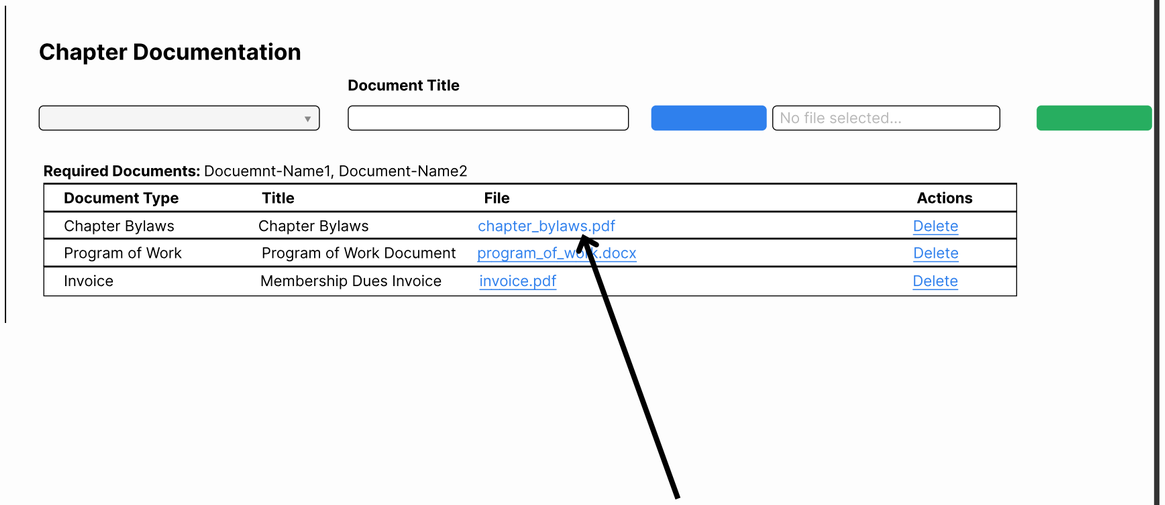
Add Student

Action	SUID	Student Name	Currently Enrolled?	Chapter Officer

All chapter submissions will be sent back to the advisor's portal for membership data entry after March 1

3 Constitution/Bylaws

- The uploaded document(s) must be <u>your chapter's</u> constitution/bylaws
  - Uploads of incomplete documents, the organization's constitution/bylaws, or constitution/bylaws for another chapter will not be accepted
- Constitution/bylaws should be reviewed and approved yearly by the advisor and the chapter officer team and the date needs to be on the document.



Bylaws will be uploaded and can be found here!

Frequently Asked Questions

Do I use the Sample Constitution/Bylaws?

The Sample Constitution and/or Bylaws should only be used for **new** chapters. new advisors should contact their state advisor for the previous year's documents.

How often do I have to review my Constitution/Bylaw?

Every year! The Constitution/Bylaws have to be reviewed or revised with your chapter every year. The revision/review date should be on the bottom of the Constitution/Bylaws (new requirement)

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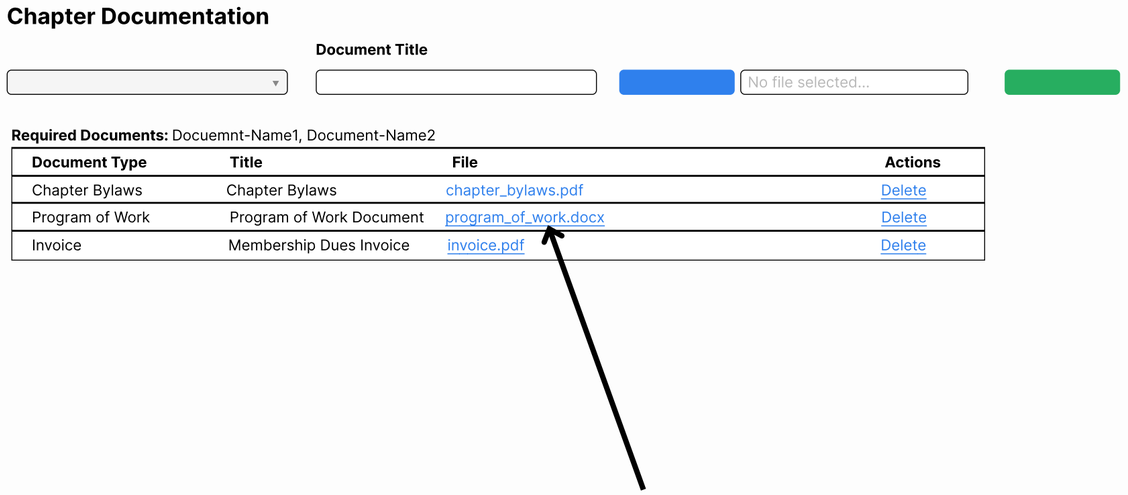
4 Program of Work/ Leadership/Activities

- The Program of Work template for FBLA, FCCLA, HOSA, and SkillsUSA is the only PoW format that will be accepted.
  - If you do not have the template, it is linked to the blue “Program of Work” text and can be found on the ADE Website
  - Your Program of Work should be a **tool** for you and your chapter!
- DECA must submit the Program of Leadership
- FFA must submit the Program of Activities



Program of Work/Leadership/Activities will be uploaded and can be found here!

4 Program of Work/ Leadership/Activities

Instead of the Program of Work, DECA requires a Program of Leadership and FFA requires a Program of Activities

New Program of Work Templates

FBLA

FCCLA

HOSA

SkillsUSA

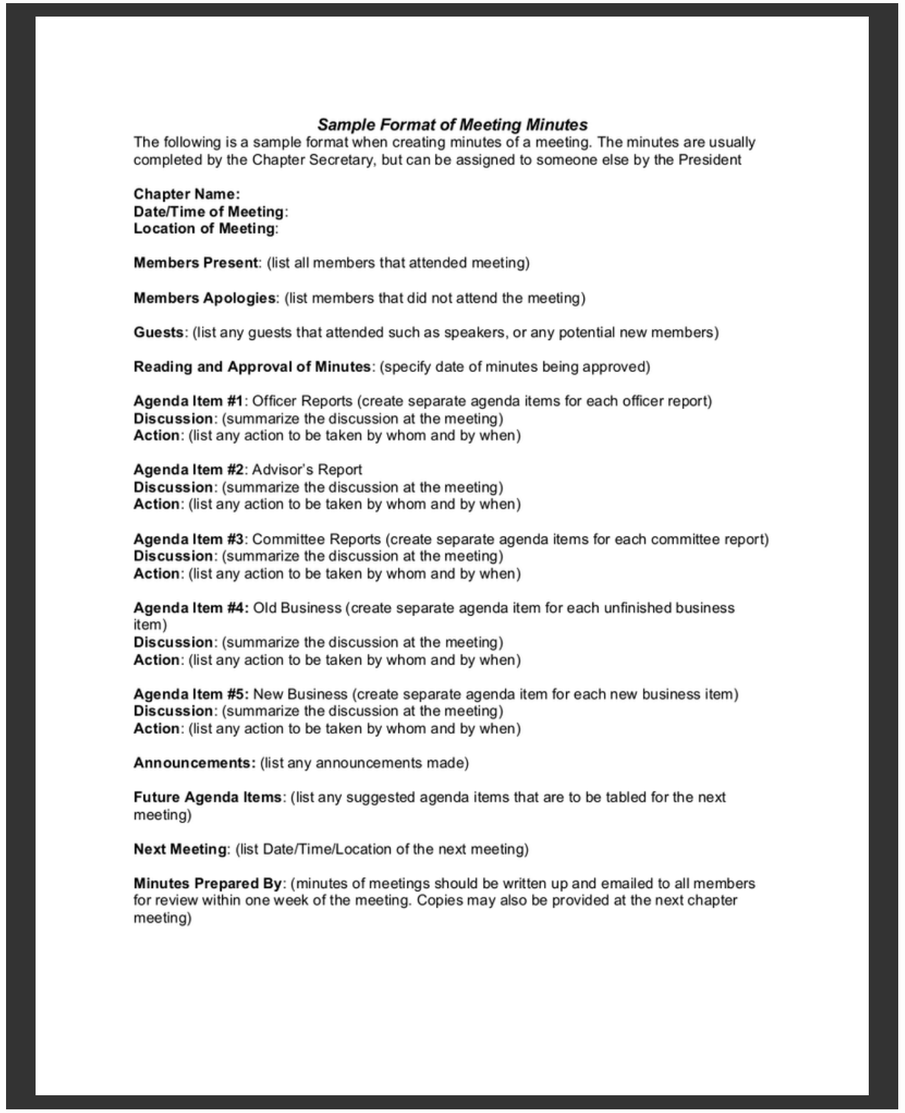
5 Meeting Minutes

New this year!

Two Meeting Minutes are required. They must be from different meetings in the current school year

Meeting minutes should include

- Which students were in attendance
- The date of the meeting
- A written summary and any action items



Sample Format of Meeting Minutes

The following is a sample format when creating minutes of a meeting. The minutes are usually completed by the Chapter Secretary, but can be assigned to someone else by the President

Chapter Name:
Date/Time of Meeting:
Location of Meeting:

Members Present: (list all members that attended meeting)

Members Apologies: (list members that did not attend the meeting)

Guests: (list any guests that attended such as speakers, or any potential new members)

Reading and Approval of Minutes: (specify date of minutes being approved)

Agenda Item #1: Officer Reports (create separate agenda items for each officer report)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #2: Advisor's Report
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #3: Committee Reports (create separate agenda items for each committee report)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #4: Old Business (create separate agenda item for each unfinished business item)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Agenda Item #5: New Business (create separate agenda item for each new business item)
Discussion: (summarize the discussion at the meeting)
Action: (list any action to be taken by whom and by when)

Announcements: (list any announcements made)

Future Agenda Items: (list any suggested agenda items that are to be tabled for the next meeting)

Next Meeting: (list Date/Time/Location of the next meeting)

Minutes Prepared By: (minutes of meetings should be written up and emailed to all members for review within one week of the meeting. Copies may also be provided at the next chapter meeting)

6 Statement of Assurance

The statement of assurance for each CTSO provides a clear understanding of the expectations for Conference Liability & Release Form

- The CTSO that was indicated in step one will determine which upload will be visible to you
- The Conference Liability & Release Form can be accessed on each of the respective CTSO's websites or via the blue link in the statement of assurance

This will be on the form as a signature field.

DECA

FBLA

FCCLA

HOSA

SkillsUSA

For any questions:

Julie Ellis
julie.ellis@azed.gov

Megan Victory
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