

2025 Fall Leadership Conferences

Conference Guide

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Message from the State Officer Teams

Welcome to the Fall Leadership Conference (FLC)! As your Tennessee CTSO State Officer Teams, we are proud to welcome you to a day filled with energy, growth, and opportunities to lead. FLCs are designed to help you strengthen your leadership skills, explore new ideas, and connect with students from across Tennessee who share your passion for making a difference. Whether you are just beginning your CTSO journey or have been involved for years, this conference will push you to grow, think creatively, and discover new ways to shine as a leader.

Throughout FLC, we encourage you to step outside your comfort zone. Take part in every session, meet new people, and bring back insights that will help your chapter thrive. Every workshop, conversation, and activity is an opportunity to develop confidence, learn something new, and expand your vision for the year ahead. We believe in your ability to lead with purpose, and we cannot wait to see how you will turn inspiration into action. Here's to an incredible year of growth and success!

If you need this document in an alternate format for accessibility purposes, please contact CTSO.Questions@tn.gov.



2025-26 Tennessee CTSO State Officer Teams

General Conference Information

Tennessee's Career and Technical Student Organizations (CTSOs) are joining forces to provide a fantastic opportunity for members across the state to develop leadership skills at the regional Fall Leadership Conferences (FLCs).

Changes to this conference guide will be highlighted below.

DATES

- **Oct. 29 | West FLC**
Union University | Jackson, TN
- **Oct. 30 | West FLC**
Union University | Jackson, TN
- **Nov. 3 | Middle FLC**
Farm Bureau Expo Center, Lebanon
- **Nov. 4 | Middle FLC**
Farm Bureau Expo Center, Lebanon
- **Nov. 6 | East FLC**
Knoxville Convention Center, Knoxville

The Middle and West Fall Leadership Conferences will each be offered on two separate days, and chapters may register for the day that works best for them. Conference dates will be filled on a first-come, first-served basis. Schools with multiple CTSOs are encouraged to coordinate registrations.

Important Dates and Deadlines

Please note that the dates and deadlines below are tentative and subject to change.

Date	Item
Sep 22, 2025	Registration Opens at 8 a.m. CT
Sep 25, 2025	Registration Closes at 5 p.m. CT (or when capacity is reached)
Oct 10, 2025	Payment Deadline
Oct 10, 2025	Chapter Certification Form Due
Oct 29, 2025	West Tennessee Fall Leadership Conference Option 1
Oct 30, 2025	West Tennessee Fall Leadership Conference Option 2
Nov 3, 2025	Middle Tennessee Fall Leadership Conference Option 1
Nov 4, 2025	Middle Tennessee Fall Leadership Conference Option 2
Nov 6, 2025	East Tennessee Fall Leadership Conference

Conference Checklist

SEPTEMBER 2025

- ☐ Register/affiliate your chapter for the 2025-26 school year.
- ☐ Review the entire conference guide.
 - ☐ Share with chapter officers to review.
- ☐ Advertise the FLC to your chapter members.
- ☐ Submit the school district field trip paperwork.
- ☐ Determine the cost to attend with your chapter, including registration, transportation, etc.
- ☐ Submit a purchase order to your school bookkeeper.
- ☐ Set up money collection with your school's bookkeeper.
- ☐ Set chapter deadlines for registration and payment.
- ☐ Create a conference packet that includes all necessary conference information and required permission forms. Share with members.

- ☐ Collect member payment before registration opens.
- ☐ Register all chapter officers, advisors, and support staff by the **Sept. 25** registration deadline.
 - ☐ All attendees will need to have their t-shirt size and dietary restrictions added to their registrations.
 - ☐ For schools with multiple CTSOs who'd like to attend on the same day in West or Middle, we recommend that one advisor submit all registrations or that all advisors submit registration on the first day of registration. Please note that conference dates are available on a first-come, first-served basis.
- ☐ After registering your chapter, print off your invoice. Have all attendees verify that their information (name, shirt size, dietary restrictions) is correct and initial.
 - ☐ Any changes should be brought to your attention immediately. This step should be done early in the registration process to allow time for changes.
- ☐ Secure transportation.

OCTOBER 2025

- ☐ Submit the invoice to your school's bookkeeper for payment.
- ☐ Mail check payment to Tennessee CTSOs by the **Oct. 10** payment deadline.
- ☐ Review the tentative agenda with attending members.
- ☐ Review the dress code with attending members.
- ☐ Host a chapter meeting with parents to discuss expectations and responsibilities.
- ☐ Ensure each attendee has signed release/liability forms, and they are kept with the chapter advisor at all times.
- ☐ Submit the completed Chapter Certification Form [here](#) by the **Oct. 10** deadline.
- ☐ Have all members follow and like Tennessee DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and TSA on social media sites.

Best Practices from Veteran Advisors

To ensure a successful and organized experience at the Tennessee CTSO Fall Leadership Conference, chapter advisors should take the following steps in preparation. This list shares many best practices. Please adjust as needed and review with your administrators to ensure all plans comply with school and district policies:

1. Set Clear Expectations

- Hold a parent meeting before the conference to outline behavioral expectations, logistics, and consequences for misconduct.

- Create and distribute a behavioral contract for students and parents to review and sign, setting high standards for conduct and outlining consequences, including immediate pick-up for serious violations.

2. Organize and Prepare Documentation

- Gather administrator, parent, and emergency contact information for all attendees.
- Use a secure system, such as a Google Drive folder (if district-approved), to store all release forms and create a detailed spreadsheet with attendee contact information.
- Collect deposits from attendees to secure their commitment, especially if fundraising is ongoing.

3. Prepare Students for the Conference

- Review the FLC conference guide together in advance and discuss expectations, leadership roles, and goals for the experience.
- Encourage students to come ready to participate, collaborate, and represent your chapter with pride.

4. Plan Advisor Responsibilities

- Develop and communicate your schedule to attendees, ensuring they are aware of your schedule and where to find you. Students can reach the advisor in case of an emergency at any time.
- Set up a group chat (e.g., GroupMe or Remind) to facilitate quick and efficient communication with students.

5. Ensure Accessibility and Support

- Assign chapter officers or student leaders specific responsibilities to help manage tasks and support the group.
- Ensure that students know how to contact an advisor at all times during the conference.

Registration

LINK

- [West TN FLC Option 1 \(Oct. 29\) Registration Link](#) (at capacity; on waitlist)
- [West TN FLC Option 2 \(Oct. 30\) Registration Link](#)
- [Middle TN FLC Option 1 \(Nov. 3\) Registration Link](#)
- [Middle TN FLC Option 2 \(Nov. 4\) Registration Link](#)
- [East TN FLC Registration Link](#)
- Registration opens on **Monday, Sept. 22, 2025, at 8 a.m. CT**

The Middle and West Fall Leadership Conferences will each be offered on two separate days, and chapters may register for the day that works best for them. Conference dates are filled on a first-come, first-served basis, so schools with multiple CTSOs are encouraged to coordinate registrations.

DEADLINE

Registration closes on **Thursday, Sept. 25, 2025, at 5 p.m. CT** (or when capacity is reached)

ELIGIBILITY

- These conferences are open to all affiliated Tennessee DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, and TSA members.
- **Availability is first-come, first-served, as each day has approximately 500 spots available.**
- Chapters are not allowed to have prior outstanding, unpaid invoices. A chapter's registration may be canceled if the chapter registers but has a prior unpaid invoice.

COST

Attendee Type		Cost
Advisors	Teachers serving as Chapter Advisors	\$40
Chaperones	School-approved adults to chaperone students	\$40
Students	All student attendees	\$40
Accessibility Support Staff	Interpreter, paraprofessional, etc., to provide accommodations	\$40

REGISTRATION INCLUDES

- Programming, workshop supplies, and a conference t-shirt
- Lunch

INFORMATION NEEDED TO REGISTER

- Advisor name, email, phone, and t-shirt size
- Attendee name and t-shirt size
- Requests for accommodations and dietary restrictions

POLICIES

- All attendees, including members, advisors, chaperones, and accessibility support staff, are required to register for the conference.
- By registering, you agree to all conference policies and guidelines outlined in this Conference Guide.
- Late registrations, changes, or substitutions will not be accepted after the registration deadline.
- Cancellations or refunds will not be granted after the registration deadline, including for those who do not attend.

- Only paid registrants are eligible to participate in conference events. Anyone not registered for the conference will be asked to leave the conference premises.
- All chapters are required to have a school-approved adult chaperone on-site for the duration of the conference.
- Chaperones are typically advisors; however, if an advisor is unable to attend, please refer to your district/school policy to determine who is eligible to chaperone your students in their place.
- Accessibility support staff must attend with a registered advisor/chaperone.

Payment

DEADLINE

All payments must be **received** by **Friday, Oct. 10, 2025**.

INVOICE

After submitting your registration, you will be able to download an invoice directly from the registration confirmation page. A copy of the invoice will also be emailed to the advisor.

If your school or district requires an invoice with specific information, please generate a [pro forma invoice](#) that you can submit for payment.

PAYING BY CHECK

Please make checks payable to: **Tennessee CTSOs**

Include a copy of the registration invoice and mail it to:

Tennessee CTSOs
525 Royal Pkwy, Unit 291929
Nashville, TN 37229-4051

Please note our new mailing address listed above, effective with the 2025-26 school year.

Download our W-9 form at tnctsos.org/w9.

PAYING BY CREDIT CARD

To pay by credit card, please submit a support request at tnctsos.org/contact. A 3% surcharge will be added. Our team will send you a secure link to complete your payment online.

RECEIPT

Once payment is received and processed, a receipt will be issued from our finance system. It will be sent from Tennessee CTSOs <quickbooks@notification.intuit.com>.

Required Forms

- [Multiple Release Form](#)
 - Must be completed by ALL attendees
 - Copies to be kept with the Chapter Advisor at all times
- [Chapter Certification Form](#)
 - Must be completed by the Chapter Advisor and a school administrator by **Oct. 10**.

Dress Code

All conference attendees should be dressed in Business Casual attire. This includes slacks (khakis **or** similar dress slacks) with a blouse or shirt (polo, oxford, or similar shirt).

- Jeans, T-shirts, and athletic shoes are not acceptable.

Conference Schedule

Below is a tentative agenda for the conference. A more detailed schedule will be provided at the on-site Chapter Check-In. Please note the schedule is tentative and subject to change.

STUDENT FLC AGENDA

8:15 a.m.	Chapter Check-In
9:00 a.m.	Opening Session
9:45 a.m.	Breakout Session 1
10:35 a.m.	Breakout Session 2
11:25 a.m.	Breakout Session 3
12:15 a.m.	Breakout Session 4
1:00 p.m.	Lunch
2:00 p.m.	Departure

**** Please note that lunch will begin at 1:00 p.m. To protect valuable student learning time and allow adequate preparation for meal service, we are unable to accommodate any earlier lunch times.** Lunches will be provided as grab-and-go, enabling chapters to depart before 2:00 p.m.

CHAPTER ADVISOR PROGRAMMING

Programming specific to chapter advisors will be provided by the Tennessee Department of Education PWCMR and CTSO Team.

Topics may include CTSO updates, roundtable discussions, and/or collaborative work time.

You will receive a certificate of attendance for the time spent at this programming.

Frequently Asked Questions

Q: Who can I contact with questions?

For all questions, please submit a support request at tnctsos.org/contact. This ensures your request is routed to the correct team.

Q: Where is my invoice?

For FLC, invoices are emailed to the registered advisor upon completion of the registration process. The invoice date will be the date the chapter advisor registered; therefore, please ensure all local-level requirements have been met before registration.

Q: Are my students able to attend this event without an advisor?

A chaperone must accompany students. Chaperones are typically advisors; however, if an advisor is unable to attend, please refer to your district/school policy to determine who is eligible to chaperone your students in their place.

Q: Can I bring students who are not affiliated as a CTSO chapter member?

This event is for affiliated chapter members only.

Q: Can my chapter choose which day to attend the Middle or West Fall Leadership Conference?

Yes. Each conference will be offered on two separate days, and chapters may register for the day that works best for them. Dates are available on a first-come, first-served basis.

Q: How should schools with multiple CTSOs coordinate registration?

Schools may choose to register all CTSOs for the same day or split across both days. To help secure preferred dates, we recommend that advisors either coordinate registrations or submit them as early as possible.