

2025 Chapter Officer Leadership Training

Conference Guide

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Message from the State Officer Teams

Welcome to Chapter Officer Leadership Training (COLT)! As your Tennessee CTSO State Presidents, we are thrilled to welcome you to this exciting opportunity to grow as leaders and take your chapters to the next level. This conference is designed to equip you with the tools, strategies, and inspiration you need to lead with purpose, passion, and pride. Whether this is your first time serving as a chapter officer or you're continuing your leadership journey, COLT will challenge you to think bigger, work smarter, and build stronger teams.

During your time at COLT, we encourage you to be fully present. Make sure you ask questions, make connections, and take notes you can bring back to your chapter. Every session, activity, and conversation. If you need this document in an alternate format for accessibility purposes, please contact CTSO.Questions@tn.gov.

is a chance to grow and improve not just as an officer but as a leader in your school, your CTSO, and your future career. We believe in your potential and look forward to seeing the impact you'll make this year. Let's make this the best year yet!



2025-26 Tennessee CTSO State Officer Teams

General Conference Information

Tennessee Career and Technical Student Organizations (CTSOs) are joining forces to provide a fantastic opportunity for our Chapter Officers and Leaders to delve into leadership, team building, and chapter management best practices at Chapter Officer Leadership Training (COLT).

Changes to this conference guide will be highlighted below.

DATES

Monday, Sept. 15 to Wednesday, Sept. 17, 2025

LOCATION

Camp Widjiwagan

3088 Smith Springs Road, Antioch, TN 37013

Important Dates and Deadlines

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

Date	Item
Aug 13, 2025	Registration Opens at 8 a.m. CT
Aug 15, 2025	Registration Closes at 5 p.m. CT (or when capacity is reached)
Aug 29, 2025	Payment Deadline
Aug 29, 2025	Chapter Certification Form Due
Sep 15, 2025	Afternoon Arrival On-Site Chapter Check-In Between 1-3 p.m. CT
Sep 17, 2025	Morning Departure Closing Session Ends at 11 a.m. CT

Conference Checklist

AUGUST 2025

- Review the entire conference guide.
 - Share with chapter officers to review.
- Advertise the conference to your chapter members.
- Submit the school district field trip paperwork.
- Determine the cost to attend with your chapter, including registration, lodging, meals, transportation, and other expenses.
- Set deadlines for registration and payment
- Set up money collection with your school's bookkeeper.
- Submit a purchase order to your school bookkeeper. *(*Invoices will have the submission date on them and can't be changed)*
- Create a conference packet that includes all necessary conference information and required permission forms. Share with members.
- Host a parent meeting to discuss the expectations and responsibilities of students at the conference.
- Collect payment from student members before the registration deadline.
- Register all students, advisors, and guests by **Aug. 15**. *(We recommend registering the first day in case any issues arise.)*
- After registering your chapter, print off your invoice. Have all attendees verify 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.
- Mail check to Tennessee CTSOs by **Aug. 29**.
- Ensure all attendees have all required forms, including the CTSO Release Form and Camp Widji Release Form.
- Forms must be with the advisor at all times.
- Complete the Chapter Certification form. (Due **Aug. 29**)

SEPTEMBER 2025

- Review the tentative agenda with members.
- Create a packing list to ensure all members have appropriate [conference attire](#).
- Please have all attendees download the conference app for the most up-to-date information.
- Check in onsite at the conference during the chapter check-in times.

Best Practices from Veteran Advisors

To ensure a successful and organized experience at the Tennessee CTSO Chapter Officer Leadership Training, 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 COLT 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.
- Use the designated Chapter Time each day to check in with your chapter members and collaboratively work through the COLT guide, ensuring a meaningful and productive experience for everyone.

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

- [Registration Form](#)
- Registration opens on **Wednesday, Aug. 13, 2025, at 8 a.m. CT**

DEADLINE

Registration closes on **Friday, Aug. 15, 2025, at 5 p.m. CT** (or when capacity is reached)

ELIGIBILITY

- This event is open to Tennessee DECA, FBLA, FCCLA, HOSA, SkillsUSA, and TSA chapter officers and leaders. (Each chapter should register **no more than 10 members.**)
- If you have not yet elected officers, you may bring a select group of students you see as potential leaders of your chapter; please refrain from sending anyone outside of your leadership team.
- **Availability is first-come, first-served, as we only have approximately 200 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	\$200

Chaperones	School-approved adults to chaperone students	\$200
Students	All student attendees	\$200
Accessibility Support Staff	Interpreter, paraprofessional, etc., to provide accommodations	\$150

REGISTRATION INCLUDES

- Lodging (Monday and Tuesday nights)
- Meals (Monday dinner; Tuesday breakfast, lunch, and dinner; Wednesday breakfast)
- Programming, workshops, camp activities, and a conference t-shirt

INFORMATION NEEDED TO REGISTER

- Advisor name, email, phone, t-shirt size, and gender for room assignments
- Attendee name, officer position, t-shirt size, and gender for room assignments
- Requests for accommodations and dietary restrictions

POLICIES

- All attendees, including members, advisors, chaperones, and accessibility support staff, are required to register for the training.
- By registering, you agree to all conference policies and guidelines outlined in this Conference Guide.
- No late registrations will be accepted.
- No registration refunds will be granted after the registration deadline 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. Chapters are required to have **one (1) chaperone for every ten (10) 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.
- Accessibility support staff must attend with a registered advisor/chaperone.

Payment

DEADLINE

All payments must be **received** by **Friday, Aug. 29, 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 **Aug. 29**.
- [Camp Widji Release Form](#)
 - Signed by attendee and Parent/Guardian (if a minor)
 - A copy of all Camp Widji Release Forms must be submitted at Camp check-in

Dress Code

Comfort and Practicality: Consider the camp's activities, which will include workshops, team-building exercises, and outdoor activities. Dress comfortably and be prepared for varying weather conditions.

1. **Casual attire recommendations:** Comfortable T-shirts, jeans, shorts (mid-thigh or longer), athletic pants, sneakers, or comfortable shoes.
2. **Required:** Closed-toe shoes are mandatory for all outdoor activities.
3. **Weather considerations:** Bring layers, jackets, or raincoats, depending on the weather forecast.
4. **Prohibited Clothing:**
 - a. Clothing with offensive language or graphics.
 - b. Excessively revealing clothing (e.g., low-cut tops, crop tops, short shorts, etc.).
 - c. Open-toed shoes are not permitted during activities that require closed-toe shoes for safety reasons.

Packing List

General Items	Cabin Items	Clothing Items
<input type="checkbox"/> Chargers <input type="checkbox"/> Medications <input type="checkbox"/> Flashlight <input type="checkbox"/> Bug spray <input type="checkbox"/> Sunscreen <input type="checkbox"/> Water bottle	<input type="checkbox"/> Twin bed sheets/blanket or sleeping bag <input type="checkbox"/> Pillow <input type="checkbox"/> Toiletries <input type="checkbox"/> Shower shoes <input type="checkbox"/> Towels and washcloths	<input type="checkbox"/> School-appropriate casual attire (chapter/school spirit t-shirts are encouraged) <input type="checkbox"/> Athletic outfit and tennis shoes (for the activities) <input type="checkbox"/> Sweatshirt or jacket <input type="checkbox"/> Rain gear <input type="checkbox"/> Pajamas

Do not bring large sums of money, valuable jewelry, or expensive electronics. Camp staff and Tennessee CTSO staff are not responsible for any lost or damaged property.

Lodging

For safety, security, liability, and cost-efficiency reasons, it is required that all conference attendees stay on-site at Camp Widjiwagan.

Camp Widjiwagan features 15 cabins, each accommodating up to 21. Cabins are designated as all-male or all-female and include multiple twin-sized beds or bunk beds, along with shared bathrooms equipped with private showers, toilets, and sinks. Advisors will stay in a same-gender cabin with their chapter members to assist with chaperoning. Male participants are typically grouped into 2–3 cabins, accompanied by male chaperones from all chapters. Cabin assignments will be based on participant numbers, gender, and availability.

Food

Tennessee CTSOs will provide the following meals:

- Monday Dinner
- Tuesday Breakfast
- Tuesday Lunch
- Tuesday Dinner
- Wednesday Breakfast

DIETARY RESTRICTIONS

Advisors should indicate all attendees' dietary restrictions upon registration so that Camp Widji staff can plan menus and accommodations accordingly for all campers. Please note that any dietary restrictions not submitted during registration cannot be guaranteed to be accommodated.

Conference Schedule

Please note the schedule is tentative and subject to change. All times are Central Time.

MONDAY, SEPT. 15, 2025

1-3 p.m.	Arrival & Check-In
3:30 p.m.	Opening Session
4:00 p.m.	Color Group Orientation
5:15 p.m.	Dinner
6:45 p.m.	Chapter Leadership Sessions: Rotation 1
8:00 p.m.	Chapter Leadership Sessions: Rotation 2
9:15 p.m.	Chapter Work Session 1

10:30 p.m.	Curfew
11:30 p.m.	Lights Out

TUESDAY, SEPT. 16, 2025

7:45 a.m.	Breakfast
9:00 a.m.	Camp Picture
9:15 a.m.	Camp Activities & Competitions
12:00 p.m.	Lunch
1:30 p.m.	Chapter Leadership Sessions: Rotation 3
2:45 p.m.	Chapter Leadership Sessions: Rotation 4
5:00 p.m.	Chapter Work Session 2
6:00 p.m.	Dinner
7:30 p.m.	Color Group Meetings
8:30 p.m.	Camp Fun!
11:00 p.m.	Curfew
11:45 p.m.	Lights Out

WEDNESDAY, SEPT. 17, 2025

7:00 a.m.	Cabin Clean Out & Pack Up
7:45 a.m.	Breakfast
9:00 a.m.	CTSO Meetings
10:00 a.m.	Closing Session
11:00 a.m.	Departure

Leadership Locker

The Leadership Locker will be open during limited hours each day, offering a variety of snacks, drinks, and exclusive CTSO gear available for purchase. Stock up on everything you need to stay energized and show your CTSO pride. Please stop by early, as items are available only while supplies last!

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: What should campers wear?

The [dress code](#) must be followed at all times, and school-appropriate clothes are required for the duration of the camp. **Closed-toe shoes** (tennis shoes) are required for all Camp Widjji activities (Tower, Zipline, Archery, etc.) Chapters should double-check the weather before arriving at camp. Camp activities will take place both indoors and outdoors.

Q: Where is my invoice?

For COLT, 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: Can I bring students from our school's FFA chapters?

For COLT, we are only accepting registrations for Tennessee DECA, FBLA, FCCLA, HOSA, SkillsUSA, and TSA members. For Tennessee FFA opportunities, please email Stuart.Watson@tn.gov.

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: Are middle school chapters allowed to attend?

Yes! We will try to room the middle school chapters together. Since we will have attendees ranging from 11 to 18 years old, we want to do everything possible to ensure their safety and well-being.