

Conference Guide

2026 Chapter Officer Leadership Training

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Message from the State Officer Teams

Welcome to Chapter Officer Leadership Training (COLT)! This experience represents everything that makes Tennessee CTSOs special: the commitment to grow, the drive to develop as leaders, and the community that brings it all together. Whether members are attending their first COLT or returning for another year, they are joining student leaders

from across Tennessee who share their passion and ambition. We encourage every member to come ready to engage, connect, and make the most of every moment.

This conference is the result of months of planning by advisors, volunteers, and staff who are fully invested in the experience of every attendee. The state officer team is grateful for the chapter advisors and supporters who make this event possible, and we are excited to welcome your chapters to the 2026 Chapter Officer Leadership Training. We cannot wait to see what your members bring.

2026-27 State Officer Teams



Message from the CTSO Staff

Welcome to COLT. This event reflects the commitment of students, advisors, and supporters across the state who believe in the power of career and technical education and the organizations that bring it to life. We are proud to host a conference designed to develop students, recognize their achievements, and build the connections that carry them forward.

Thank you to the chapter advisors who make this work possible. Your investment in your students, from the classroom to this conference, is what drives the success you will see here. We hope COLT delivers a meaningful experience for every student you have brought with you, and we look forward to celebrating their growth together.

2026-27 CTSO Staff

General Information

About the Conference

Tennessee CTSOs hosts Chapter Officer Leadership Training (COLT) for members across Tennessee. This event brings together chapter leaders and advisors to develop the skills and knowledge needed to lead successful chapters throughout the school year.

Programming includes interactive leadership workshops, team-building activities, chapter planning sessions, networking opportunities, and collaborative experiences designed to prepare chapter leaders to serve their members, schools, and communities.

COLT is one of the premier experiences Tennessee CTSOs offer members each year. Whether students are attending for the first time or returning to build on prior experience, this conference is designed to challenge, recognize, and connect the next generation of leaders.

Updates to this conference guide will be highlighted and noted in parentheses.

Dates

Tuesday, September 29-Thursday, October 1, 2026

Location

Camp Widjiwagan | [3088 Smith Springs Road, Antioch, TN 37013](#)

Important Dates and Deadlines

The dates below are tentative and may change.

- August 26, 2026 | Registration Opens at 8 a.m. CT
- August 28, 2026 | Registration Closes at 5 p.m. CT (or when capacity is reached)
- September 11, 2026 | Annual Chapter Certification Form Due
- September 11, 2026 | Payment Deadline

Pre-Conference Communications

Memo Monday

General conference updates and reminders will also be shared through the Memo Monday email newsletter. Advisors who are not already subscribed can subscribe to Memo Monday

at tntsos.org/stay-connected to ensure they receive all communications leading up to and following the conference.

Know Before You Go

Advisors registered for the conference will receive a Know Before You Go communication approximately 1-3 weeks before the conference. The Know Before You Go includes final conference details, important reminders, and any updates to information published in this guide. Advisors should review the Know Before You Go carefully and share relevant information with their chapter members and chaperones.

Conference App

The Know Before You Go will include a link to the conference app. The conference app is the primary source of information and communication during the conference, including the final schedule, session locations, announcements, and other on-site updates. Advisors and attendees are encouraged to download the app prior to arriving at the conference.

Conference Checklist

This checklist reflects recommended tasks and timelines. Some items may not apply to every chapter, and deadlines not tied to a specific Tennessee CTSOs requirement can be adjusted to fit local needs. Advisors should confirm any school- or district-specific procedures with their administrators.

August 2026 | Planning & Preparation

Review Conference Information

- ☐ Review the Conference Guide.
- ☐ Share the Conference Guide with chapter officers.
- ☐ Review school and district travel approval procedures and submit any required transportation paperwork.
- ☐ Determine the total projected conference cost, including registration, lodging, meals, and transportation.
- ☐ Establish local deadlines for registration, paperwork, and payments that allow your chapter to meet all Tennessee CTSO deadlines.

Prepare for Student Participation

- ☐ Identify potential conference participants based on interest, eligibility, and leadership potential.
- ☐ Create a conference packet that includes:
 - ☐ Conference overview
 - ☐ Dates and deadlines
 - ☐ Cost information
 - ☐ Required paperwork (including the [2026-27 Tennessee CTSOs Permission and Release Form](#))
 - ☐ Conference requirements
 - ☐ Chapter deadlines for submitting paperwork and payments
- ☐ Distribute the conference packet to students and families.

Financial Planning

- ☐ Submit a purchase order to your school bookkeeper. *(Invoices generated in the registration system will include the submission date and cannot be changed. However, advisors can [create a pro forma invoice](#).)*
- ☐ Coordinate with your school bookkeeper to establish the process for collecting student payments.
- ☐ Collect registration fees and all required paperwork from attendees.

Transportation & Logistics

- ☐ Reserve school or district transportation (bus, van, drivers, etc.).
- ☐ Confirm all transportation arrangements and required approvals have been completed.

Parent & Student Preparation

- ☐ Hold a mandatory parent meeting to review:
 - ☐ Conference expectations
 - ☐ Travel logistics
 - ☐ Student responsibilities
 - ☐ Review the [code of conduct](#) with students and families.
 - ☐ Review [dress code](#) requirements and communicate expectations to students.
 - ☐ Provide a packing list to ensure all members have appropriate conference attire.
 - ☐ Provide students with a recommended packing list.

Registration Preparation

- ☐ Prep all [required student information for conference registration](#) to ensure the chapter is ready to register on the first available day.

Conference Registration

- ☐ Register all students, advisors, chaperones, and guests by the posted deadline.
- ☐ Chapters are strongly encouraged to register on the first available day due to conference capacity limits and to allow time to resolve any registration issues.
- ☐ After completing your chapter registration, print the invoice and post it for students to review.
 - ☐ **Have all attendees verify their information (name, shirt size, dietary restrictions) and initial to confirm accuracy.**
 - ☐ Any changes should be brought to you immediately. This step should be done early in the registration process to allow time for changes. Completing this step early allows time for corrections and helps eliminate errors through student verification. *Please note that no changes or substitutions can be made after registration closes.*
 - ☐ Retain this document as part of the chapter records.

September 2026 | Final Preparation

Complete Required Submissions

- ☐ Mail conference registration payment to Tennessee CTSOs by the posted deadline.
- ☐ Complete the [Annual Chapter Information Form](#) by the posted deadline, if not submitted for the year already.

Final Documentation

- ☐ Ensure all attendees have all required forms, including the [2026-27 Tennessee CTSOs Permission and Release Form](#).
 - ☐ The [2026-27 Tennessee CTSOs Permission and Release Form](#) must be accessible to the advisor at all times.

Final Student Meeting

- ☐ Hold a mandatory pre-conference meeting to review:
 - ☐ Conference schedule

- ☐ Expectations and responsibilities
- ☐ Code of Conduct
- ☐ Dress code
- ☐ Travel procedures
- ☐ Packing reminders
- ☐ Emergency procedures

Conference Check-In

- ☐ Arrive during the published conference check-in times.
- ☐ Complete on-site check-in for your chapter.

Best Practices from Veteran Advisors

To ensure a successful and organized experience at COLT, chapter advisors should take the following steps in preparation. This list shares many best practices. Advisors should adjust as needed and review with their administrators to ensure all plans comply with school and district policies.

1. Set Clear Expectations

- a. Hold a parent meeting before the conference to outline behavioral expectations, logistics, and consequences for misconduct.
- b. Create and distribute a behavioral contract for students and parents to review and sign, setting high standards of conduct and outlining consequences, including immediate pick-up for serious violations.

2. Organize and Prepare Documentation

- a. Gather administrator, parent, and emergency contact information for all attendees.
- b. 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.
- c. Collect deposits from attendees to secure their commitment, especially if fundraising is ongoing.

3. Plan Chapter Communication

- a. Set up a group chat (e.g., GroupMe or Remind) to facilitate quick and efficient communication with students.
- b. Schedule daily chapter meetings during the conference to check in with attendees, share updates, and address any issues.

4. Ensure Accessibility and Support

- a. Assign chapter officers or student leaders specific responsibilities to help manage tasks and support the group.
- b. Make sure students know how to reach an advisor at all times during the conference.

Registration

Registration Link

- **Registration opens on Wednesday, August 26, 2026, at 8 a.m. CT**
- [Registration Form Link](#)

Deadline

Registration closes on Friday, August 28, 2026, at 5 p.m. CT

Eligibility

The conference is open to DECA, FBLA, FCCLA, HOSA, SkillsUSA, and TSA members and advisors affiliated/registered in their respective affiliation/membership systems, along with accompanying school-approved chaperones and guests. Each chapter should register **no more than 10 members**.

The conference has a registration capacity of 200 participants. Registration is available on a first-come, first-served basis, and chapters are encouraged to register early to secure their spot.

Chapters must be in good financial standing to register. Registrations submitted by chapters with outstanding balances may be canceled until the balance is resolved.

Cost

- **Advisors: \$250**
 - Teachers serving as chapter advisors
- **Chaperones: \$250**
 - School-approved adults to chaperone students
- **Students: \$250**
 - All student attendees
- **Guests: \$250**
 - School-approved adults not serving in a chaperone role

- Accessibility Support Staff: \$150
 - Interpreter, paraprofessional, etc., to provide accommodations

Advisor/Chaperone to Student Ratio

All advisors and chaperones are required to maintain a minimum ratio of one adult per 10 students throughout the duration of the conference. Chapters that do not meet this requirement will not be permitted to participate in conference activities.

Advisors should confirm any additional ratio requirements with their school or district prior to registering.

Information Needed to Register

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

Included in Registration

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

Changes and Substitutions

Advisors may update registration at any time prior to the **registration deadline of Friday, August 29, 2026**. To make changes prior to the deadline, please submit a support request at tnctsos.org/contact.

After the registration deadline, all changes must be submitted at tnctsos.org/contact by the **late change deadline of Friday, September 4, 2026**. Changes are not guaranteed after the registration deadline. If a change cannot be accommodated, the original registration will stand. The following change(s) are subject to a fee of \$20, assessed per change and per person, not per submission:

- Replacing a registered participant with a different participant

If a registered participant is unable to attend and will not be replaced, advisors are encouraged to submit a support request at tncs.org/contact as a courtesy for conference planning purposes. No fee will be assessed for reporting a no-show, and no refund will be issued.

No changes of any kind will be accepted after the late change deadline.

Registration Policies

- All attendees, including but not limited to members, advisors, chaperones, and accessibility support staff, are required to register for the conference.
- Advisors submitting registration on behalf of their chapter and members agree to all conference policies and guidelines outlined in this Conference Guide and any referenced documents.
- Participation in or attendance at the conference constitutes agreement to all conference policies and guidelines, including those outlined in this Conference Guide and any referenced documents.
- All chapters must have a school or district staff member present for the duration of the conference. This individual is typically the chapter advisor. If the chapter advisor is unable to attend, the school or district must designate another approved staff member to serve in this role. The designated staff member is responsible for supervising students, serving as the primary point of contact for conference communications, and fulfilling all advisor responsibilities throughout the event.
- Accessibility support staff must attend alongside a registered advisor or chaperone.
- Only paid registrants are eligible to participate in conference events. Anyone not registered for the conference will be asked to leave the conference premises.
- On-site registration and on-site registration changes will not be accepted.

Required Forms

- [Annual Chapter Certification Form](#)
- [2026-27 Permission and Release Form](#)
- [2026 Camp Widjiwagan Participant Liability Waiver Form](#) (Must be turned in on-site at Chapter Check-In)
- On-site check-in verification form (Complete on-site at check-in)

Payment

Payment Deadline

All payments must be received by **Friday, September 11, 2026**.

Invoice

Invoice dates reflect the date registration was submitted and cannot be changed. Advisors who need to submit a purchase order or meet other date-dependent requirements should complete those steps before submitting registration to ensure the invoice date aligns with their school or district's requirements.

After submitting the chapter's registration, the invoice can be downloaded directly from the registration confirmation page. A copy of the invoice will also be emailed to the advisor.

If the school or district requires an invoice with specific information, please generate a [pro forma invoice](#) for submission for payment.

Paying By Check

Make checks payable to **Tennessee CTSOs**. Mail checks to:

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

Download our W-9 form at tnctsos.org/w9. Please include the invoice number on the memo line of the check to ensure payment is applied to the correct account. Please do not send checks requiring a signature upon delivery, as they may be returned to the sender undelivered.

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 link to complete your payment online.

Receipt

Once payment is received and processed, a receipt will be issued from our finance system. Receipts will be sent from Tennessee CTSOs <quickbooks@notification.intuit.com>. Please add this email to your contact list to prevent it from going to junk or spam.

Chapter advisors will not see a paid or zero-balance invoice in the registration system. Please attach the receipt you have to your invoice to show it as paid.

Payment Policies

- Cancellations and refunds will not be granted after the registration deadline, including for registrants who do not attend.
- Outstanding balances remaining after the payment deadline will result in a financial hold on the chapter's account until payment is received.
- Changes and substitutions are subject to a fee of \$20 per change per person. See the [Changes and Substitutions](#) section for details.

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.

Dress Code and Professional Conduct

Dress Code

Tennessee CTSOs maintain a dress code for conference activities. Requirements are outlined below and apply throughout the duration of the conference.

- **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.
- **Casual attire recommendations**
 - Comfortable T-shirts, jeans, shorts (mid-thigh or longer), athletic pants, sneakers, or comfortable shoes.
- **Required**

- Closed-toe shoes are mandatory for all outdoor activities.
- **Weather considerations**
 - Bring layers, jackets, or raincoats, depending on the weather forecast.
- **Prohibited Clothing**
 - Clothing with offensive language or graphics.
 - Excessively revealing clothing (e.g., low-cut tops, crop tops, short shorts, etc.).
 - Open-toed shoes are not permitted during activities that require closed-toe shoes for safety reasons.

Code of Conduct

Attending a Tennessee CTSO conference or event is a privilege. All participants are expected to conduct themselves in a manner that reflects positively on themselves, their school, and the Tennessee CTSO community. The standards outlined below represent the minimum expectations for conduct; individual schools and chapters may establish additional requirements, and participants must meet both.

Attendance, Participation, and Identification

- Participants are expected to attend all applicable sessions and activities. Participants should be prompt and prepared. Participants will uphold academic integrity standards.
- Students will keep their advisor informed of their activities and whereabouts at all times. Students will not leave the conference site without the advisor's permission.
- Participants are expected to wear their conference name badge at all times throughout the conference/event.
- Participants will comply with the Dress Code established for the specific conference/event. Participants found to be out of compliance with the dress code will not be permitted to participate in conference activities.

Respect and Behavior

- Participants will conduct themselves in a manner consistent with an educational conference and professional environment. Behavior that is disruptive, inappropriate, or unrelated to the event's purposes will not be tolerated.
- Discrimination, harassment, or bias directed at any individual, whether verbal, written, physical, or electronic, will not be tolerated.
- Participants will refrain from bullying, cyberbullying, hazing, taunting, intimidation, or threatening words or behavior directed at others, whether in person or through social media or other digital channels.

- Participants will refrain from using lewd, profane, or vulgar language.

Safety and Prohibited Items

- Participants are prohibited from consuming or possessing alcoholic beverages, illegal substances, prescription medications not prescribed to the participant, tobacco or smoke products, electronic cigarettes, or drug paraphernalia of any kind. Medications carried by or provided to the participant must be managed in accordance with the participant's school policy.
- Weapons of any kind are prohibited, including toy replicas, water guns, paintball guns, pocket knives, and any item intended or likely to cause harm, damage, or disruption of a business-like atmosphere. Gambling is also prohibited.
- Participants are expected to respect public and private property, including cabins, convention facilities, and all other conference venues. Participants will not deface, damage, or destroy property of any kind. Any damage caused by a participant will be the financial responsibility of the participant, parent/guardian, and/or school.

Lodging and Curfew

- Students must be in their assigned cabin by the established curfew for the conference/event.
- Students may not be in the cabins of students of a different gender at any time.
- Guests are not permitted in cabins at any time.
- Participants will maintain a noise level that is respectful of other conference attendees and camp staff. Disruptive noise in cabins or common areas may result in removal by camp staff and dismissal of the chapter from the conference at the school's expense.

Disciplinary Action

- The chapter advisor and school are responsible for the supervision and conduct of their students. Any participant who violates this Code of Conduct is subject to disciplinary action, which may result in the participant being sent home immediately at the expense of the participant, parent/guardian, and/or school.
- Tennessee CTSOs may assume responsibility for the disciplinary process and impose appropriate action at any time.

By signing this Release Form, registering for, and/or attending a Tennessee CTSO conference or event, I agree to abide by this Code of Conduct and all applicable conference rules, policies, and procedures in their entirety.

Advisor Professional Standards

Purpose and Scope

These standards apply to all chapter advisors, chaperones, and any adults who accompany or hold supervisory responsibility for student participants at Tennessee CTSO conferences and events. These standards establish the professional expectations unique to adults in a supervisory role and should be read in conjunction with the Tennessee CTSOs Code of Conduct, which governs all participants.

Advisors and chaperones are not simply attendees. They serve as educators and professional leaders, carrying the authority and accountability the role requires. The standards below define the minimum professional expectations of every adult in a supervisory capacity at a Tennessee CTSO event.

Professional Conduct

Advisors are expected to model the professional conduct and character that Tennessee CTSO programs and conferences are designed to develop in students. At all times during a conference or event, advisors shall:

Conduct themselves in a manner that reflects positively on their school, their chapter, and the Tennessee CTSO community.

1. Comply with all provisions of the Tennessee CTSO Code of Conduct. The dress code and behavioral standards that apply to student participants also apply to adults in supervisory roles.
2. Refrain from the consumption or possession of alcoholic beverages, illegal substances, or any items prohibited under the Code of Conduct for the duration of the conference or event, including during off-site activities associated with the event.
3. Maintain appropriate professional boundaries with student participants at all times. Personal relationships, physical contact, private communications, or any behavior that could reasonably be perceived as inappropriate between an adult and a student are strictly prohibited.
4. Exercise discretion in all public and digital communications, including social media, related to the conference or event. Advisors represent the Tennessee CTSO community in any public forum.

Supervisory Responsibilities

The primary chapter advisor, or designee, holds primary supervisory responsibility for all students registered under their chapter. All accompanying adults share in that responsibility within their assigned capacity. Advisors and chaperones shall:

1. Know the location and schedule of each student participant in their group at all times throughout the conference or event.
2. Ensure that adult supervision coverage is maintained throughout the conference, including during evening hours. Chapters with multiple advisors or chaperones are responsible for coordinating coverage without gaps.
3. Enforce curfew and lodging policies as established for the specific conference or event, and remain accessible to students in their group during overnight hours.
4. Attend all sessions and activities for which advisor presence is required or expected, and ensure students are prepared and present for their scheduled commitments.
5. Communicate proactively with Tennessee CTSO conference staff regarding any changes to chapter participation, student health or safety concerns, or logistical issues that may affect the chapter's participation.

Response to Code of Conduct Violations

Advisors do not passively observe the Code of Conduct. They are responsible for actively upholding it. When an advisor or chaperone becomes aware of a potential violation, whether involving their own students or others, they are expected to act:

1. Address conduct issues within their own chapter directly and promptly. Advisors may not defer or ignore violations in hopes that they resolve without intervention.
2. Report observed violations or safety concerns involving students from any chapter to Tennessee CTSO conference staff or the relevant CTSO state advisor immediately.
3. Cooperate fully with any investigation or disciplinary process initiated by Tennessee CTSO conference staff, including providing accurate information and ensuring student availability as needed.
4. Advisors who violate these standards or who fail in their supervisory duties are subject to removal from the conference or event at their own expense and may be reported to their school or district.

Mandatory Reporting Obligations

All advisors, chaperones, and adults serving in a supervisory capacity at Tennessee CTSO conferences and events are subject to Tennessee's mandatory reporting laws (T.C.A. § 37-1-403 and § 37-1-605). Any adult who has reasonable cause to suspect that a child has

been subjected to abuse, neglect, or exploitation, or who observes any child being subjected to conditions that reasonably would result in such harm, is required by law to report that suspicion immediately to the Tennessee Department of Children's Services (DCS) or local law enforcement.

This obligation exists regardless of whether the suspected abuse occurred at or in connection with the CTSO event, and regardless of whether the suspected perpetrator is known to the reporter. The duty to report is personal and cannot be delegated. Filing a report in good faith, even if the concern ultimately proves unfounded, is protected under Tennessee law. Failure to report when required is a criminal offense under Tennessee law.

Advisors who observe or receive disclosures of suspected abuse during a conference or event should also notify Tennessee CTSO conference staff promptly so that appropriate support can be provided to the student. Notifying conference staff does not satisfy the legal reporting obligation. A direct report to DCS (877-237-0004) or law enforcement is still required.

Acknowledgment

By registering for or attending a Tennessee CTSO conference or event in an advisor or chaperone capacity, each adult participant acknowledges that they have read and understood these standards and agrees to abide by them in their entirety for the duration of the event.

Questions regarding these standards or the reporting of a potential violation should be directed to Tennessee CTSO conference staff or the relevant CTSO state advisor.

Safety and Security

The safety of all conference participants is a priority for Tennessee CTSOs. The following policies apply to all conference venues.

Conference Name Badges

All attendees, including students, advisors, chaperones, and guests, must be registered for the conference and wear the conference name badge at all times while in conference spaces. Badges serve as the primary means of identifying authorized participants and will be checked in all event spaces. Advisors are responsible for ensuring all members of their chapter arrive with and wear their name badges throughout the conference.

Woods and Waterfront Areas

Camp Widjiwagan's natural setting is an important part of the COLT experience, and all participants are expected to follow the safety guidelines below while on camp property.

- Attendees must remain in designated conference and camp areas at all times.
- Attendees may not enter wooded areas or other undeveloped portions of camp off of paved trails.
- Attendees should not travel alone. The buddy system is encouraged when moving around camp.
- Any wildlife sightings, hazardous conditions, or injuries should be reported immediately to Tennessee CTSO or camp staff.
- The waterfront, lake, docks, and shoreline are off-limits throughout the entire duration of the conference.

Camp Facilities and Equipment

Camp recreational facilities and challenge course elements, including climbing walls, zip lines, slides, and athletic equipment, are not available for general use during COLT.

Attendees may only use these facilities when they are part of a scheduled conference activity under the direct supervision of authorized Camp Wigjiwagan and Tennessee CTSO staff.

For the safety of all attendees:

- Do not climb on or use camp equipment outside of scheduled activities.
- Do not enter restricted or fenced activity areas unless directed by camp staff.
- Follow all instructions provided by Camp Widjiwagan staff during supervised activities.
- Unauthorized use of camp facilities or equipment may result in disciplinary action in accordance with the Tennessee CTSO Code of Conduct.

Food

Tennessee CTSOs will provide the following meals to registered attendees. Any dietary restrictions **must** be submitted during registration.

- Tuesday dinner
- Wednesday breakfast, lunch, and dinner

- Thursday breakfast

Packing List

General Items

- Chargers
- Medications (follow district policy)
- Flashlight
- Bug spray
- Sunscreen
- Water bottle

Cabin Items

- Twin bed sheets
- Blanket or sleeping bag
- Pillow
- Toiletries
- Personal hygiene items
- Shower shoes
- Towel and washcloths

Clothing Items

- School-appropriate casual attire (chapter CTSO shirts are encouraged)
- Athletic outfit and tennis shoes (for the outdoor activity session, shoes must be closed-toe)
- Sweatshirt or jacket
- Rain gear and/or umbrella
- Pajamas

Tentative Conference Schedule

This tentative schedule is preliminary and subject to change. A complete and final schedule will be available in the conference app, which will be shared in the Know Before You Go closer to the conference.

All times below are in Central Time.

Tuesday, September 29, 2026

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

Wednesday, September 30, 2026

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

Thursday, October 1, 2026

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

Service Project: Bring Your Plastic Grocery Bags!

The service project gives members the opportunity to give back to the broader community as part of the conference experience. Participation reflects the commitment to service that is central to Tennessee CTSOs mission and values.

As part of this year's COLT, Tennessee CTSOs will partner on a hands-on service project to create sleeping mats for individuals experiencing homelessness. We invite every chapter to bring clean plastic grocery bags (such as Walmart, Kroger, Publix, or other shopping bags) to donate for this project.

On Wednesday, chapter officers will work together to cut, connect, and weave the recycled bags into durable sleeping mats. Participants can contribute as much or as little time as they have during the camp activity time. Every bag donated and every few minutes spent weaving helps create a finished mat that provides comfort and insulation for someone in need.

Homelessness impacts individuals and families in communities across Tennessee, including many veterans. These mats provide a clean, lightweight barrier from the ground and can make a meaningful difference for those living without permanent shelter. At the same time, this project gives new life to single-use plastic bags that might otherwise end up in a landfill.

How you can help:

- Bring as many **clean plastic grocery bags** as your chapter can collect before COLT.
- Drop them off at the service project area during the conference.
- Stop by during the activity time to help weave a mat alongside chapter leaders from across Tennessee.

Together, we can transform everyday plastic bags into practical resources that provide comfort, dignity, and hope for our neighbors in need.

Frequently Asked Questions

General Information and Questions

- **Q: Who can I contact with questions?**

- Please submit all questions via our website at tnctsos.org/contact. This ensures you get support in a timely manner.
- **Q: How do I locate help on-site at the conference?**
 - During COLT, the CTSO Help Line will be active. Please call 1-888-265-2203 for assistance. In case of an emergency, please call 911 first, then call the CTSO Help Line.
- **Q: Are middle school chapters allowed to attend?**
 - Yes! We will try to place middle school chapters together in cabins. However, due to limited cabin space, middle school attendees will also be in cabins with high school students.

Lodging

- **Q: How are cabin assignments determined?**
 - Advisors and approved chaperones will stay in same-sex cabins with the students they are supervising. Cabin assignments are made based on chapter needs, available space, and supervision requirements to ensure a safe and positive conference experience.

Payment

- **Q: I received a payment receipt, and I'm not sure what everything means. Can you help?**
 - Yes. When a payment is processed, Tennessee CTSOs will send a receipt confirming how your check was applied. The receipt may look different from documents you're used to. Here is what each field means:
 - **Date:** The date your payment was received and processed.
 - **Reference No.:** The check number.
 - **Invoice Number:** The invoice your payment was applied to. If your check covered multiple invoices, each will appear as its own row in the table.
 - **Invoice Date:** The date on your original invoice. In some cases, this date may appear slightly different from what is expected. This is normal and does not affect your balance.
 - **Original Amount:** The full amount of the invoice when it was issued.
 - **Balance:** The remaining amount owed on that invoice. If this is your first payment toward the invoice, the balance will match the original amount. If a prior payment was made, this reflects what was still outstanding.

- **Payment:** The portion of your check applied to this invoice. If the Payment and Balance columns show the same amount, the invoice was paid in full by this check.
- **Amount Credited:** If this shows \$0.00, your entire check was applied to invoices. If it shows any other amount, that portion of your check was not applied to a specific invoice and has been held as a credit on your account.
- **Total:** The total amount of your check applied to invoices.
 - The Amount Credited and Total will always add up to the full amount of your check.
- **Q: I'm still confused by my receipt. How do I know if my invoice has been paid in full?**
 - If the Balance and Payment columns show the same amount, your invoice was fully paid by that check. If the Payment is less than the Balance, the remaining difference is still outstanding.
- **Q: I mailed my check but haven't received a receipt yet. What should I expect?**
 - Due to the high volume of payments received during conference season, processing times may be longer than expected. A receipt will be sent to you by email once your payment has been processed.