

Georgia CTI

State Officer
Candidate Information
Overview and Application

2023-24 School Year



***To be considered for position: All Officer Candidate
Packets must be returned fully completed to Georgia CTI***

**State Office, the CTI Region Director or Director-Elect by
March 13, 2024.**

Dear Potential State Office Candidate,

Georgia CTI is excited you are considering this special opportunity to run for state office for the school year 2024-2025. We welcome you to step into a leadership role where you can learn, grow and be challenged in big ways. It is a special honor and privilege to be a state officer and there will be high expectations and standards for this role.

Over the years, CTI has developed an excellent reputation. If you are elected as a state officer, your conduct at every CTI function and school function should make a positive contribution to the reputation that has been established. Our state officer code of conduct is included in this packet to help explain the kind of behavior that is expected. Also included in this packet is the list of qualities of leadership. Some of those qualities include respect for worth and rights of others, ability and readiness to shoulder responsibility, taking initiative, open mindedness, and enthusiasm. CTI will be encouraging and expecting these qualities for someone in a state office role.

This packet contains lots of important information that you will need to read very carefully through with you parent or guardian AND your CTI coordinator. After you have read through all of it and are clear on the expectations and guidelines, please print all the pages and fill them out by hand. You can either then scan and email them back to Georgia CTI Director or place them in the mail. The email and mailing address are included in the packet.

We wish you much success in your run for office. May you grow and learn in the process!!!

Mary Donahue
Georgia CTI Director

PLEASE PRINT THIS DOCUMENT, FILL OUT ALL APPROPRIATE ITEMS AND SIGNATURES BY HAND AND MAIL IN PACKET.

CTI State Officer Candidate Information Overview

Georgia CTI State Officer Qualifications

1. Candidate must be a current ninth (9th) through eleventh (11th) grade student for 2023-24 year.
2. Candidate must be able to state the purpose of the CTI support services.
3. Candidate must have an IEP and be enrolled in a CTAE course during the 2022-23 school year.
4. Candidate must be able to speak in front of large groups using a script.
5. Candidate must submit a completed application by March 13, 2024 for consideration.
6. The state officer candidate must submit three (3) letters of recommendation, as follows:
 - ⌘ Student Letter – Self-Recommendation Letter
 - ⌘ CTI Coordinator Recommendation Letter
 - ⌘ School faculty or staff Recommendation Letter
7. All candidates should consider the dates of trainings and conferences included in this packet. If elected, absence from one or more could result in dismissal from the team.
8. All candidates/coordinators should read carefully “State Officer Campaigning Procedures” included in this packet.
9. All candidates should read carefully the “Qualities of Leadership” included in this packet.

Candidate’s Coordinator Responsibilities

The CTI Coordinator is the only person authorized to initiate state officer candidate nominations.

1. It is the coordinator’s responsibility to verify all forms and documents and sign the application form in the official space provided.
2. It is the coordinator’s responsibility to verify all administrators and local officials sign and approve the candidate’s application.
3. It is the responsibility of the coordinator & candidate to send all required materials to the designated party. All candidate applications must be received by March 13, 2024. Acceptable forms of submission are as follows:
 - a. Scanned/Emailed to Georgiacti@gmail.com in PDF format only
 - b. Mail to Georgia CTI 3 Central Plaza Ste 245 Rome, GA 30161
- i. Please be mindful of postal delivery times so do not mail at last minute
 - c. Hand Delivery to CTI Executive Director or Board of Director
4. It is the CTI Coordinator’s responsibility to arrange adequate and reliable travel to all trainings for the state officer throughout the year. (CTI Coordinator’s are not required to attend trainings but are welcome)

Georgia CTI State Officer Candidate Application and Election Procedures

1. Only candidate state officer packets that are received by the due date and completed in its entirety, will be eligible for consideration.
2. Schools are allowed to submit as many candidates as they so choose by the March 13, 2024 due date.
3. The Board of Directors will review all applications at the spring board meeting for any disqualifications for incomplete status.
4. The Board Chair will contact you directly if a disqualification takes place.

5. All candidates selected to run for a slot will be notified by the Georgia CTI State Office following our spring board meeting usually held third week of March.
6. Newly elected state officers will be introduced during the Awards Ceremony at the State Leadership Conference on April 19, 2024.
7. Newly elected state officers will be required to meet after the ceremony for a few minutes to have an overview of duties and responsibilities. Officers will also be measured for official uniforms.

GEORGIA CTI STATE OFFICER APPLICATION

Each prospective candidate for state office in CTI must complete this form

Nomination for CTI State Office

School Name: _____

Nominee Name: _____

Coordinator Name: _____

Nominee Grade: (23-24 school year) Freshman Sophomore Junior

Parent or Guardian's Name: _____

Nominee Home Mailing Address: _____

City _____ State _____ Zip _____

Nominee Email Address: _____

Nominee Cell Number: _____

Parent/Guardian Cell Number: _____

Nominee DOB: Month _____ Day _____ Year 20(_____)

Nominee Age: _____

List any Georgia CTSO experience other than CTI:

List previous state office positions you have held with CTI or other Georgia CTSOs:

List any work experience:

***Please provide an 8x10 color and clear headshot for Georgia CTI use. Photos will not be returned but used for voting ballots at SLC.**

CTI Officer Candidate Nomination Agreement Form

I, _____, have read and understand the qualifications of a CTI state officer. If elected, I agree to be present and to participate in all required CTI activities during my term of office. I understand that I am responsible for travel to and from all CTI state officer activities, and, if elected, I agree to fulfill my duties to the best of my abilities.

As a CTI state officer, you will be required to attend the following mandatory activities:

- Summer Officer Training-June 6-9, 2024
- Fall Board Meeting and Officer Training – September 19, 2024
- Fall Leadership Conference – Fall November 21-22, 2024 (Tentative)
- CTSO Legislative Day-February 2025 (Set by GACTE)
- Spring Board Meeting and Officer Training-March 13, 2025
- State Leadership Conference- April 16-18, 2025 (Tentative)

Candidate's Signature

Date

Parent/Guardian's Signature

Date

Name of Coordinator _____

As this CTI officer candidate's coordinator, it is without reservation that I recommend him or her as a Georgia CTI state officer. If my candidate is elected to serve, I agree to attend, arrange travel to and from, and participate if needed in all required state officer activities listed above. I must stay in communication with the Georgia CTI state office and support my candidate if they are elected as an officer in every capacity possible that is allowed by my local system.

Coordinator's Signature

Administration Endorsement: To the best of our knowledge, this individual meets the qualifications for a Georgia CTI state officer and, if elected will receive the enthusiastic support of the school and the CTI coordinator in execution of the duties of the office. We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected.

School Principal Signature

Date

School CTAE Director

Date

Special Ed Director Signature

Date

State Officer Candidate Verification Form

This form is to ensure that the officer candidate meets the appropriate requirements to campaign for office.

School Name: _____

Officer Candidate Name: _____

CTI Coordinator Name: _____

I, _____, (officer candidate name), realize this is an attempt to run for a state office, and if I do not meet the requirements set forth in the state office and guidelines, it will result in disqualification from the campaign.

State officer candidate signature: _____

CTI STATE OFFICER CAMPAIGN PROCEDURE

Each candidate selected will have the opportunity to run for a “position” on the CTI state officer team. Candidates will be awarded “position” based on application, interview scores and votes by CTI voting delegates. Ranking order is listed below.

President:
Vice President:
Treasurer:
Secretary:
Historian:
Reporter:
Parliamentarian:

State Officer Procedure

1. CTI students interested in running for a state office must be sponsored by their coordinator and submit a state officer candidate/application packet by the designated date set by the Board of Directors and completed in its entirety.
2. The Board of Directors will review all applications at the spring board meeting and determine eligibility.
3. CTI students and advisors will be notified by the Georgia CTI state office the following week of acceptance.
4. Each candidate will be interviewed at SLC by a panel comprised of Board of Directors and educators

Campaigning Procedure

1. Each candidate will be allowed to campaign during registration and the opening general session night in the lobby of the auditorium. All campaigning is restricted to the lobby of registration and outside the auditorium in designated area. No campaigning allowed inside the auditorium, or any other conference property not approved by state office.
2. Each candidate will be supplied with one 6 – 8 ft table.
 - a. Each candidate will be allowed one regular project display board, header allowed, to promote their candidacy.
 - b. Each candidate may not exceed \$100 on their campaign materials. Please submit a budget along with copies of receipts to the CTI state office upon request to georgiacti@gmail.com
 - c. Each candidate will be given detailed instruction for meeting with our media consultants during conference registration in order to be photographed for the opening general session.
 - d. Each candidate will deliver a 30 second statement during the opening general session. The statement must contain the following items:
 - i. Name
 - ii. School
 - iii. Region
- iv. One or two sentence statement describing why they are interested in being a CTI state officer
 3. Coordinators are not allowed to campaign for their candidate at any time.
 4. A candidate will be disqualified if found campaigning outside of the designated areas listed above.
 5. A candidate will be disqualified if the candidate, or any other participant/coordinator from candidate’s affiliated school, is found campaigning within 200ft of the voting box or outside of the designated area stated above.

Voting Procedure

1. Each school will be allowed one voting delegate from their conference attendees to vote for the candidates of their school’s choice.
2. A sample ballot will be supplied in your registration material.
3. Winners will be announced during the awards ceremony.

STATE OFFICER CODE OF CONDUCT

One of the goals of CTI is to facilitate the transition from school to work. Individual conduct and appearance are part of that training. It is a special privilege to be elected to a state officer position of CTI, and it is the responsibility of the individual to conduct themselves in a proper, businesslike manner at all times.

Over the years, CTI has had an excellent reputation. Your conduct at every CTI function and school function should make a positive contribution to the reputation that has been established. Listed below are conduct rules for all state officers.

1. All officers shall behave in a courteous and respectful manner and refrain from language and/or actions that could bring discredit upon themselves, their school, and/or the CTI Organization.
2. Officers shall keep their coordinator informed of their activities and whereabouts at all times. Accidents, injuries or illness must be reported to the coordinator or Georgia CTI State Office immediately.
3. Traditional business attire is required for all CTI activities, unless otherwise designated by the coordinator or the state coordinator. (No jeans, shorts, tennis shoes, etc.)
4. Curfew times for all overnight activities will be assigned by the local advisor or the Georgia CTI State Office and will be enforced. Curfew is defined as being in your assigned room by the designated hour.
5. No alcoholic beverages or non-prescription narcotics may be possessed at any time during your term as a CTI state officer, under any circumstances. Use or possession of such substances is illegal and may subject the officer to criminal prosecution and removal from the state officer team.
6. Use of all tobacco products is prohibited by state officers.
7. Communication is a must with Executive Director and CTI Coordinator about all meetings and deadlines. The state officer is responsible for notifying both, the Executive Director and CTI Coordinator in advance when an absence or conflict arises.
8. Conduct conducive to a CTI state officer is required at all times, including all CTI activities but not limited to CTI activities. Examples of unacceptable behaviors could include, but is not limited to, inappropriate language, activities which are illegal or which present a danger to self or others, damaging or defacing of property.

By signing this form, I, the nominee, am acknowledging that I fully understand and agree to comply with these guidelines. Furthermore, I am aware that violation of this Code of Conduct could result in my removal from the CTI State Officer Team.

Officer Signature

Date

RESPONSIBILITIES OF THE STATE OFFICER'S COORDINATOR

I will ensure that my State Officer is prompt and present for all required CTI meetings and functions. I will ensure that my State Officer is supervised at all times during CTI functions. If I am unable to chaperone my student, it is my responsibility to make the necessary arrangements for another coordinator to supervise my student. I am responsible for the actions and behavior of my State Officer.

I will ensure my State Officer fulfills all of his/her duties as defined by the State Department of Education and the office of Georgia CTI. I will ensure that my student attends all mandatory events and is on time, prepared, and in appropriate CTI attire.

Signature of Advisor

School Name

Officer Name

Qualities of Leadership

A good leader has many of the of leadership qualities listed below. CTI members should begin to develop these qualities while in high school and should continue to improve them throughout adulthood.

1. **Respect for the worth and rights of others.**

The good leader has great respect for the infinite worth and dignity of human being. He realizes that every normal person has certain talents, which should permit him to make worthy contributions to society. He holds that other people should have the same right to live fully and the opportunity to develop their capacities as he desired for himself.

2. **Belief in democracy.**

The good leader is a strong believer in democracy and democratic principles. He believes that the group has both the right and the ability to make its own decisions. He believes that the decisions reached by an informed group are usually sounder, better understood, and more likely to be carried out than the decisions imposed upon a group. He believes that the group has the right and the capacity to choose its own leaders and to determine their functions.

3. **Ability and readiness to shoulder responsibility.**

To be a leader, one must be willing and able to shoulder responsibility for his own actions and his fair share (or more) of the responsibilities of his group. He is willing to do his part of the work and does not alibi his shortcomings. He is capable of doing things needed by the group.

4. **Initiative.**

To lead means to show the way. A leader must have the ability to originate or start an action; he must be willing to "start out" before others do. The good leader plans carefully what he is to undertake and proceeds with the courage of his convictions rather than with reckless abandon. People admire the person who is willing to "get his feet wet first," to step out and make the first try.

5. **Optimism and enthusiasm.**

There must be something to be done before leadership can be exercised. The good leader believes that this something to be done is important and that the task can be done; that a way can be found; that obstacles can be removed; that the problem can be solved. He is able to enlist the services of others in the undertaking. He goes about the task with zest and enjoyment. He causes others to have enthusiasm for the undertaking.

6. **Ability to work with others in a friendly and peaceful manner.**

Leadership is with people. A good leader gets along well with others. Other people are glad to associate with him in an undertaking. He is straightforward, industrious, and agreeable. He gives credit where credit is due and does not seek credit for himself. He is a team-man rather than one who plays to the grandstand. He has the ability to get others to assist in an undertaking.

7. **Open-mindedness.**

The good leader is open-minded. He does not claim to have all the answers. He seeks the thoughts and views of others and supports them if they seem better than his own. He realizes that others have convictions as well as himself. He is willing to hear all sides before guiding the group to decide which way seems the better or best. He is willing to compromise for the good of the undertaking.

8. **Strength of conviction.**

A good leader has convictions. Others know that he will take a stand. He is willing to stand up and be counted. He will take his position and defend it so long as it should be defended. He can be convinced if evidence is presented that there is a better way; and when convinced, he can be counted on to defend that position.

9. **Ability to communicate.**

In order to lead, usually one must be able to tell or show others the way he is going. He must be able to communicate his thoughts and actions so that they may be clearly understood – so that others can understand the position he takes and the course he is following. One does not lead by “talking out of both sides of his mouth.”

10. **Public-spirited – spirit of service.**

The good leader must be willing to work for the common good. People should not be expected to help one achieve a selfish end. To be public spirited, one must desire things that benefit all the people. He is willing to make some personal sacrifices for the common good. In the community the good leader is known as a good community man, a good neighbor, one whom others are glad to have in their midst.

11. **Confidence and respect of one's fellows.**

A good leader has the confidence and trust of his fellows. They believe in his willingness and ability to perform. He can be counted on to come through. He is trustworthy, loyal to his friends and his group, and has high personal integrity. His word is as good as his bond. He does not try to flourish or to impress others by shame. He is known as a straight shooter that is able and willing to see a job through.