

STATE COMPETITION CONFERENCE REGISTRATION PACKET

Rock Eagle 4-H Center

Wednesday, April 17- Friday, April 19, 2024



Career & Technical Instruction
3 Central Plaza
#245
Rome, GA 30161

CTI Online Registration Deadline: March 13, 2024
(You are responsible for payment for all registered attendees regardless of their actual conference attendance status after this date of 3-13-24)

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MEMORANDUM

TO: CTI Coordinators

FROM: Mary Donahue, CTI Executive Director

SUBJECT: 42nd Annual CTI State Leadership Conference (SLC)

The 42nd Annual CTI State Leadership Conference (SLC) will be held at the Rock Eagle 4-H Center in Eatonton, GA, **April 17- April 19, 2024.**

CTI hosts the spring conference each year where students are given the opportunity to compete in 28 competitive events representing career pathways. The conference theme is “aCTivate dreams”. The purpose of this conference is to educate students with disabilities about the resources and career pathways available. The competitive events are an avenue for students to apply their many employability skills of their chosen career pathway and present it to a panel of volunteer judges in that career field. Public speaking, interview skills, leadership skills and the importance of time management are just a few of the elements that each student will participate in at our conference. **This is an honor and should be reserved for only those students who are worthy of attendance.** You and your selected students will not want to miss out on this opportunity!

It is a big decision for your school to choose to attend the Georgia CTI SLC. Please read the following packet and information carefully. We look forward to your participation in the CTI State Leadership Conference. Should you have any questions or concerns, do not hesitate to contact Mary Donahue, CTI Executive Director, at 678-617-0439 cell or by email at georgiacti@gmail.com .

Online Registration:

To sign up for our upcoming SLC, you must register online at the following link by March 13, 2024. <https://www.registermychapter.com/gcti/state> (detailed information on how to register online is on page 10 of this packet.)

SLC Registration Fees:

\$275-Adult Fee

\$300-Students Fee

CTI Registration Forms Due March 13, 2024, for all Attendees:

In addition to the online registration process: Each school is required to complete and upload the following forms contained in this packet to the online Georgia CTI registration link by March 13, 2024.

1. Coordinator Agreement Form Upload Due March 13, 2024. (Page 11)
2. Housing Form Upload Due March 13, 2024. (Page 12) (indicate if not staying on campus)
3. Special Considerations Upload Due March 13, 2024. (Page 13) (Upload an individual form for each student that has a special consideration by March 13, 2024.)
4. Adult/Student Medical Release Form Upload Due March 13, 2024 (Page 14)
5. Adult/Student Code of Conduct Form Upload Due March 13, 2024 (Page 15)

Payment and Student Cancellation/Substitution Policy:

1. Please be careful in the selection of students you bring to the conference. This is an honor and reserved for only those students who are worthy of attendance.
2. **You have full access to your online registration to delete and make changes to attendees until March 13, 2024, 11:59pm. After that time, you are committed and responsible for the school registration and all fees associated even if the attendees do not attend.**

3. There will be absolutely no deletions of attendees allowed to your online registration after March 13, 2024.
4. If you have a registered attendee that drops out after March 13, 2024, **contact Mary Donahue in writing immediately at georgiacti@gmail.com to understand your responsibility and if there are any options to sub the registered attendee.**
5. All school invoices must be paid in full by April 10, 2024.
 - a. Money orders and school checks are acceptable forms of payment.
 - b. An advisor/coordinator may send a personal check but is subject to the following conditions:
 - i. Check must be available for cashing immediately.
 - ii. If a check is returned, that school is no longer allowed to submit a personal check for registration and will have to send a money order or school check for ALL future payments.
 - iii. \$30 return check fee is imposed each time the check is returned and school administration is notified.
 - c. Credit/Debit Cards will NOT be accepted.
 - d. **Gvra Student Authorization Forms received are considered student payment as long as student physically attends conference. If a student does not show, the authorization is cancelled, and the school is responsible for payment.**

Travel Plans and Registration to Rock Eagle:

- ❖ Conference Registration will take place from 5:00pm-8:00pm at the EMC Senior Pavilion
- ❖ Wednesday Dinner will be served from 5:45pm until 7:45pm in the dining hall.
- ❖ You should plan your travel so that your school arrives between the hours of 5:00pm to 7:30pm on April 17th, 2024 in order to utilize the dinner provided and register your school.

Adult to Student Ratio and Attendance Considerations:

- It is recommended that one adult per 10 students attend the conference to assist with general supervision. Please note that some adults may NOT be physically placed in the same housing as their local system due to facility constraints.
- It is recommended to be conscious of male/female students and the ratio between male/female chaperones, as well as other coordinator on site responsibilities.

Security:

There is a need for a security system for the convenience and protection of every person attending the State Conference. The basic control and security of all students rest with their advisor/coordinator. The coordinator must be aware of his/her students at all times. He/she must ensure that required meetings are attended and curfew is respected. Each coordinator will be given registration material at the time of arrival at the conference, which will include valuable information relative to his/her students.

Since our responsibility for the student is a 24-hour a day job, no coordinator is to leave the property at any time unless it is to take students to off-site conference activities, dinner or sightseeing. Any coordinator who needs to leave for any other reason must clear the absence with the Georgia DOE Program Specialist and Georgia CTI Board Chair.

The CTI state security headquarters will be located in the CTI Headquarters on the Rock Eagle Campus. Rock Eagle provides security guards in addition to the CTI security committee. Please respect the job these individuals are performing and realize that they are a great benefit to our conference.

CTI Competitive Events Things to Know:

- ❖ All Competition Guidelines and Rubrics are located here @ <https://www.georgiacti.org/contest-manuals> . Please make sure to download the correct information for your students' competitive event.
- ❖ Competitions will be held on Thursday Morning 8:00am-12:00pm.
- ❖ For events that have a large number of competitors, there may be a first and second round scheduled. Students competing in these events will be notified on March 31, 2024. These students will need to be prepared to compete Thursday afternoon
- ❖ **Competitors should register as a Level 1 student if MI or MO, all other competitors are a Level 2.**

SLC Dress Code:

It is the advisor/coordinator's responsibility to see that his/her school is appropriately dressed at all times for all events.

- ❖ **Opening General Session on Wednesday Evening**
 - CTI T-shirt received at registration along with blue jeans or khaki pants.
- ❖ **Competitive Events Thursday (Competitors)**
 - Competitors should follow the appendix A dress code guidelines found online at
- ❖ **Leadership Session Thursday (Non-Competitors)**
 - Non-competitors should wear appropriate athletic type clothing and closed toe tennis shoes to participate in this event.
- ❖ **Cookout and Recreation Thursday Evening**
 - All attendees should wear a CTI t-shirt of their choice and jeans/khakis/long pants to this event.
- ❖ **Awards Ceremony Friday Morning**
 - All attendees should bring nice dress khaki slacks for the awards ceremony and a CTI Polo will be provided at the conference registration on Wednesday.
- ❖ **Free-Time**
 - Attendees will also need casual clothes that follow school dress code guidelines.

Housing:

- ❖ Georgia CTI utilizes the Rock Eagle cabins for housing.
- ❖ At registration on Wednesday, you will be assigned your cabin number for all attendees.
- ❖ You will need to fill out the housing form provided on page 14 of this packet by March 13, 2024.
- ❖ Please complete a special considerations sheet by March 13, 2024 if student needs individual supervision or other special assistance throughout the conference.
- ❖ We will be housing by Schools and Regions but there may be some overlap.
- ❖ Please make a special note if you would like to cluster with another school for housing. Otherwise, you will be housed where space is available.
- ❖ If you are choosing to NOT stay on the RE campus, please fill out the housing form and indicate this for our records.

Rock Eagle 4-H Center Cabins - Lodging & Accommodations

New Cabins

Our new cabins feature private baths in 6 separate rooms. Five rooms have two bunk beds. The chaperone room has two twin beds along with a mini fridge. A common room in the middle of each cabin has sofas and tables for relaxing. All are equipped with air conditioning and heat for year-round comfort and many feature WIFI and satellite TV.

Georgia CTI Contact Information

Sylvia Phillips

CTI Competitive Events Coordinator
Judges4education@yahoo.com

Bree Cagle

CTI State Board Chair
West Hall High
breana.cagle@hallco.org

Mary Donahue

CTI Executive Director
3 Central Plaza
#245
Rome, GA 30161
678-617-0439 Cell
georgiacti@gmail.com

STATE CONFERENCE TENTATIVE AGENDA 2024

- **Items in RED only apply to BOD and 2023-24 State Officers**
- **Items in BLUE only apply to 2023-24 State Officer Candidates**
(please note meeting after Awards ceremony for elected officers)

Wednesday April 17

●	Board Meeting/Officer Training	Headquarters	9:00am
●	Dinner	Dining Hall	5:45 PM-7:45 PM
●	School Exhibit Set-Up	Sutton Exhibit Hall	5:00 PM-10:00 PM
●	School Exhibit Set-Up	EMC Senior Pavilion	5:00 PM-10:00 PM
●	Registration/Region Pictures/T-Shirt Distribution	Senior EMC Pavilion	5:00 PM- 8:00 PM
●	State Officer 2024-25 Candidate Rehearsal	Auditorium	7:00 PM
●	CTI 2024-25 State Officer Campaigning	Auditorium	8:00 PM- 8:30 PM
●	Opening General Session	Auditorium	8:30 PM- 9:30 PM
○	State Officers Hosting		
○	Statewide Campaign Recognition		
○	Outstanding School Recognition		
○	Region/GACESNP Recognition		
○	2024-25 State Officer Candidate Introductions		
○	Greetings from DOE		
●	CURFEW/lights Out	Cabins	TBD

Thursday April 18

●	Breakfast	Dining Hall	7:00 AM-8:30 AM
●	Exhibit Set-Up	Sutton Exhibit Hall	7:30 AM-8:30 AM
●	Exhibit Set-Up	EMC Senior Pavilion	7:30 AM-8:30 AM
●	Judge's Breakfast & Orientation	Dining Hall Room D	7:30 AM
●	Competitive Events (First Round)		9:00 AM-Until
-	Events with notebooks should be in rooms at 8:00 AM		
-	Contestants report at 9:30 AM for interviews		
●	Arts and Crafts	ERG Pavilion (Behind Hastings)	8:30 AM- 9:30 AM
○	<i>Non-Competitors</i>		
●	Leadership Keynote Session	Auditorium	9:30 AM- 11:30 AM
○	<i>Non-Competitors Attend and follow conference dress code.</i>		
●	Leadership Team Building Activity	Callaway	11:30-12:30 PM
○	<i>Non-Competitors attend and follow dress code.</i>		
●	Logo Shop	Gift Shop	9:00 AM-11:30 AM
●	Arts and Crafts	Hastings Pavilion	9:30 AM-12:30 PM
○	<i>Competitors that have completed their event.</i>		
●	Lunch	Dining Hall	12:00 PM -1:30 PM
●	Competitive Events-Round 2		1:00 PM -Until
●	Exhibit Viewing	Sutton Exhibit Hall	12:00 PM -2:00 PM
●	Exhibit Viewing	EMC Senior Pavilion	12:00 PM-2:00 PM
●	Exhibit and Notebook Removals	EMC Pavilion/Sutton Exhibit Hall	5:00 PM
<i>(All Exhibits MUST be removed by 5:00 PM SHARP)</i>			
●	FREE TIME	See Registration Flyer	1:00 PM-5:00 PM
●	State Officer Election	Gift Shop	6:00 PM-7:00 PM
●	CTI Cookout/Field Day	EMC	6:00 PM
●	CTI Group Entertainment Activity	Senior EMC Pavilion	8:00 PM
●	CURFEW/Lights Out	Cabins	TBD

Friday April 19

●	Breakfast	Dining Hall	7:30 AM
●	Cabin Clean Up and Move-Out	Cabins	8:00 AM
●	Awards Ceremony	Auditorium	9:00 AM
●	2024-2025 State Officer Meeting	Auditorium	11:00 AM-12:00PM

CTI 2024 State Conference Check List

DEADLINE MARCH 13, 2024, for online registration to avoid penalties

- Registered Online at <https://www.registermychapter.com/gcti/state> by March 14, 2024 (See Page for Instructions)
- Career Exploration and Job Interview Manual if competing by **March 13, 2024**
- State Officer Application mailed if applying by **March 13, 2024**
- Outstanding Notebook turned in if competing by **March 13, 2024**
- Outstanding Senior Scholarship if applying **March 13, 2024**
- Youth Improvement Quest Donation-to receive recognition at State Conference **March 13, 2024**
- CHOA Donation-to receive recognition at State Conference **March 13, 2024**
- CTI Foundation Donation-to receive recognition at State Conference **March 13, 2024**
- Send in the following forms to Georgia CTI 3 Central Plaza #245 Rome, GA 30161 by **March 13, 2024**
 - Coordinator Agreement (For every Coordinator Attending)
 - Housing Form for School (mark N/A if non-applies)
 - Special Considerations (For each individual student need or mark N/A for all students if non-applies)
 - Code of Conduct for every student and adult attending
 - Medical release form for every student and adult attending
 - Advisor/coordinator agreement for every CTI coordinator attending.
- Full Payment for all adults and students attending must be received by **April 10, 2024** (This includes GVRA Student Authorization forms that serve as payment)

Attendees Name		S	M	L	XL	2XL	3XL
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
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11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
TOTAL:							

ONLINE REGISTRATION INSTRUCTIONS

DEADLINE DATE: March 13, 2024

1. Go to <https://www.registermychapter.com/gcti/state>
2. Go to “**Conference Registration**” button to the left of the screen.
3. Go to “**Please click here to add your school**” (old passwords and registration will not work)
4. Follow the on-line instructions to register your chapter by keying in all required information and clicking the **Submit** button at the bottom of the page.
 - a. Please note: the email address you provide will be the one that receives all information for online registration. Make sure it is accurate.
 - b. **Please note: the way you spell your school’s name, your name, your address and attendee names, is how it will show up on all forms and name tags.**
 - c. Please write down your username and password and keep in a secure location in order to access the system in the future.
5. The next page will prompt you to begin by clicking **Add New Name**. Continue adding names until you have entered all your attendees for your school.
 - a. At any point, you may press the **View Registration** button to get an idea of your total invoice amount.
6. You will need to enter each participant and code them accurately based on their status of attendance.
 - a. Advisor/Coordinator (A)
 - b. Para Pro/Chaperone/Bus Driver (PP)
 - c. CTI Student Competitor (C) (*Make sure to “check” the correct competitive event*)
 - d. CTI Student Non-Competitor (NC)
7. **EDIT A NAME**: Click the **Edit** button next to their name to make changes.
8. **DELETE A NAME**: Click the **Delete** button next to their name to delete
9. **SUBMIT REGISTRATION**: When you have entered all your attendees, press the **Submit** button at the bottom of the page.
10. **FINAL SUBMIT**: At this point, you may have several red messages at the top of the screen, so your registration is unfinished. Your registration will not be complete until these problems have been resolved. To correct any problems, click the **Back to Registration** link at the bottom of the page.
11. **INVOICE**: Be sure to **Print** a copy of your invoice and press the **CONFIRM** button to finalize your registration.
12. After confirming your registration, you will receive an email to the address provided at Step 4. It will show you all registration information that you keyed into the system. If you see mistakes, go back and edit your registration. **You may do this until March 13, 2024.**
Absolutely no attendee registration will be deleted after March 13, 2024. No refunds will be issued.
13. **Registration payments must be postmarked by April 10, 2024.** Registration payments postmarked after this date will incur a \$50 late fee unless it is arriving from a VR location. This will be enforced by the state office. *Absolutely no registration will be deleted after March 13, 2024. No refunds will be issued.*
14. If you need to edit your registration you may come back to the website and make changes until the close date of **March 13, 2024**. After the close date you must contact the executive director, Mary Donahue, for assistance.
15. **LOG OUT**: Be sure to either click the **Log Out** button to make sure that the connection is securely closed or exit your browser.

ADVISOR/COORDINATOR AGREEMENT
2024 CTI State Leadership Conference

Every CTI Coordinator attending SLC needs to complete form by March 13, 2024.

As CTI coordinator of _____ High School, I agree to adhere to the guidelines listed below. I am aware that I am responsible for the students that I bring to the **CTI State Leadership Conference** at Rock Eagle 4-H Center. Therefore, I agree to the following:

1. Submit all required forms for the Conference Registration and pay the school invoice in full by conference.
2. Only bring students that I can trust and that have respect for authority.
3. Be aware of my student's whereabouts at all times while at the conference.
4. Check to see if my students are in their assigned rooms at curfew.
5. If security finds any of my students out of their rooms after curfew, I will assume responsibility and notify their parents. Students will be dealt with in the manner outlined in the Student Conduct Regulations.
6. Sit with my students during all General Sessions and make sure they are on their best behavior.
7. Make sure that my contestants have the necessary materials and that they are in their assigned contest areas on time.
8. Fulfill all of my assigned duties, including any committees of which I am a member.
9. Make sure that my students as well as myself adhere to the dress code at all times and that appropriate clothes are worn at all times.

I understand that failure to control students could result in my school not participating in CTI State activities the following school year. My signature below verifies that I will abide by the terms of the agreement.

CTI Advisor/Coordinator

Date

Principal/CTAE Director

Date

**Georgia Career and Technical Instruction (CTI)
Personal Liability / Medical Release / Photograph Release**

All students, and adults who attend SLC require this form. No conference attendee is allowed to participate unless CTI receives this form. Parents and coordinators: Please make a copy of this completed form for your records.

Name _____ Home telephone _____

Home street address _____ City/State/Zip _____

Date of Birth _____ T-Shirt Size _____

Competitive Event _____ (N/A if not competing)

CTI Coordinator _____ School _____

School telephone _____

School street address _____

City/state/zip _____

MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise) _____

2. Current medication _____

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc.

4. Physician's name _____ Physician's telephone _____

5. Insurance Company _____ Plan Number _____

6. Group Number _____ Date of last tetanus shot _____

7. Emergency Contact: _____ Phone Number: _____

"I hereby agree to release the CTI, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the CTI Activity, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize the CTI local coordinators, state advisor, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless the CTI coordinators and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above-named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

"I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above-named person (child or student) while attending the CTI Activity, including time traveling to and from the conference."

"I permit CTI to use video footage and photographs of my child for publicity that might include but is not limited to: website, PowerPoint presentations, promotional videos, flyers or news publications."

Signature of Parent or Guardian (if a minor)

Date

Signature of SLC Attendee

Date

Rock Eagle 4-H Center

Directions and Maps

Rock Eagle 4-H Conference Center

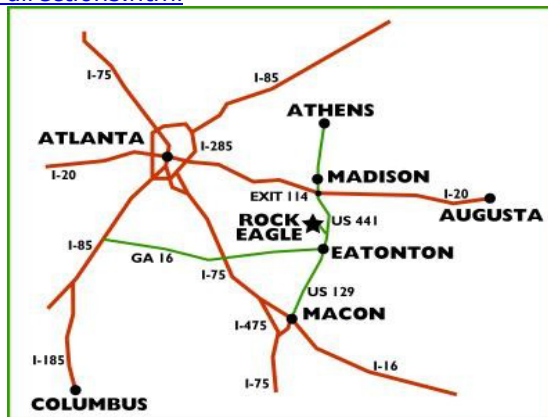
350 Rock Eagle Road Eatonton, Georgia 31024

Phone: (706) 484-2899

Email: reagle@uga.edu

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

Map of Rock Eagle 4-H Center, Eatonton and MapQuest Directions may be found at <http://www.rockeagle4h.org/directions.html>



From Atlanta and other areas West and Midwest

Take I-20 East towards Augusta. Take Exit 114 (Madison/Eatonton exit) and turn right (south) onto Highway 441/129. Travel about 12 miles until you see a large, rectangular, stone sign on the right which says, "University of Georgia, Cooperative Extension Service, Rock Eagle 4-H Center." Turn right and drive about 2.5 miles until you see a smaller version of this stone sign. Turn right. Drive down the hill to the guard house (at the stop sign). Follow the white and black signs to your destination.

From Augusta and other areas East

Take I-20 West toward Atlanta. Take Exit 114 (Madison/Eatonton exit) and turn left (south) onto Highway 441/129. Travel about 12 miles until you see a large, rectangular, stone sign on the right which says, "University of Georgia, Cooperative Extension Service, Rock Eagle 4-H Center." Turn right and drive about 2.5 miles until you see a smaller version of this stone sign. Turn right. Drive down the hill to the guard house (at the stop sign). Follow the white and black signs to your destination.

From North Carolina and other areas Northeast

Take I-85 South towards Atlanta. Exit at Commerce, GA (Highway 441). Follow Highway 441 around Athens and continue south. Cross I-20. About 12 miles south you will see a large, rectangular, stone sign on the right which says, "University of Georgia, Cooperative Extension Service, Rock Eagle 4-H Center." Turn right and drive about 2.5 miles until you see a smaller version of this stone sign. Turn right. Drive down the hill to the guard house (at the stop sign). Follow the white and black signs to your destination.

From Macon and other areas South

From I-75 take I-16 East. Exit onto Highway 129. Go north towards Grey, GA. Go through Grey and head towards Eatonton. Make a left onto the Eatonton bypass (this is where Highway 129 joins with Highway 441). About nine miles north of Eatonton you will see a large, rectangular, stone sign on the left which says, "University of Georgia, Cooperative Extension Service, Rock Eagle 4-H Center." Turn left and drive about 2.5 miles until you see a smaller version of this stone sign. Turn right. Drive down the hill to the guard house (at the stop sign). Follow the white and black signs to your destination.