



New Chapter Guide

The Hope for Tomorrow

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Table of Contents

Checklist for Starting a New TAFE Chapter	8
TAFE as a CTSO	9
TAFE Events and Opportunities	12
Recognition	13
Promoting Your Chapter	14
Meeting Hints	15
Sample Meeting Minutes	16
Sample Budget	17
Sample Monthly Schedule	18
Competitive Events	20
TRAFLES Project Ideas	22
Sample Constitution	30
Local Officer Training	33
Additional Chapter Resources	42

History

The Texas Association of Future Educators was organized in the Spring of 1984, and is a state-wide organization sponsored by the Texas Association of Secondary School Principals. TAFE is composed of local chapters from high schools and middle schools throughout the state. The State Organization exists to provide services to the local chapter, thus promoting teaching as a profession.

Our goals are:

1. To recruit qualified youth to become teachers, to help eliminate the shortages within the profession, and to strengthen requirements for teacher candidates.
2. To provide students with experience in high school that will keep them committed to becoming teachers throughout their college career(s).
3. To strengthen the image of the teaching profession through providing information and counseling to students.
4. To encourage personal growth of future educators through participation in AREA and state meetings, organizations, and workshops.
5. To increase student involvement and foster pride in their school and contribute to the educational experience.

On March 24, 2010, our national affiliate the Future Educator Association was granted Career and Technical Student Organization Status by the US Department of Education Office of Vocational and Adult Education (OVAE). TAFE was formally recognized by the Texas Education Agency (TEA) as a Career and Technical Student Organization on June 10, 2010, at a ceremony during the TASSP Summer Workshop in the presence of more than 2,100 principals from across Texas. This change will allow school districts to use Federal Carl D. Perkins funding to support student participation in TAFE professional development activities.

Purposes

1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
2. To explore personal interests and abilities in relation to the various fields of teaching.
3. To cultivate the qualities of personality, character, and leadership which are essential in good teachers.
4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
5. To study the lives and influence of great teachers.

Pledge

As a TAFE member, I hereby pledge to promote positive attitudes regarding all noble aspects of education, to acknowledge the challenging role of the teaching profession, and to provide service and leadership within my school and community.

Mission Statement

TAFE encourages students to learn about careers in education and assists them in exploring the teaching profession while promoting character, service, and leadership skills necessary for becoming effective educators.

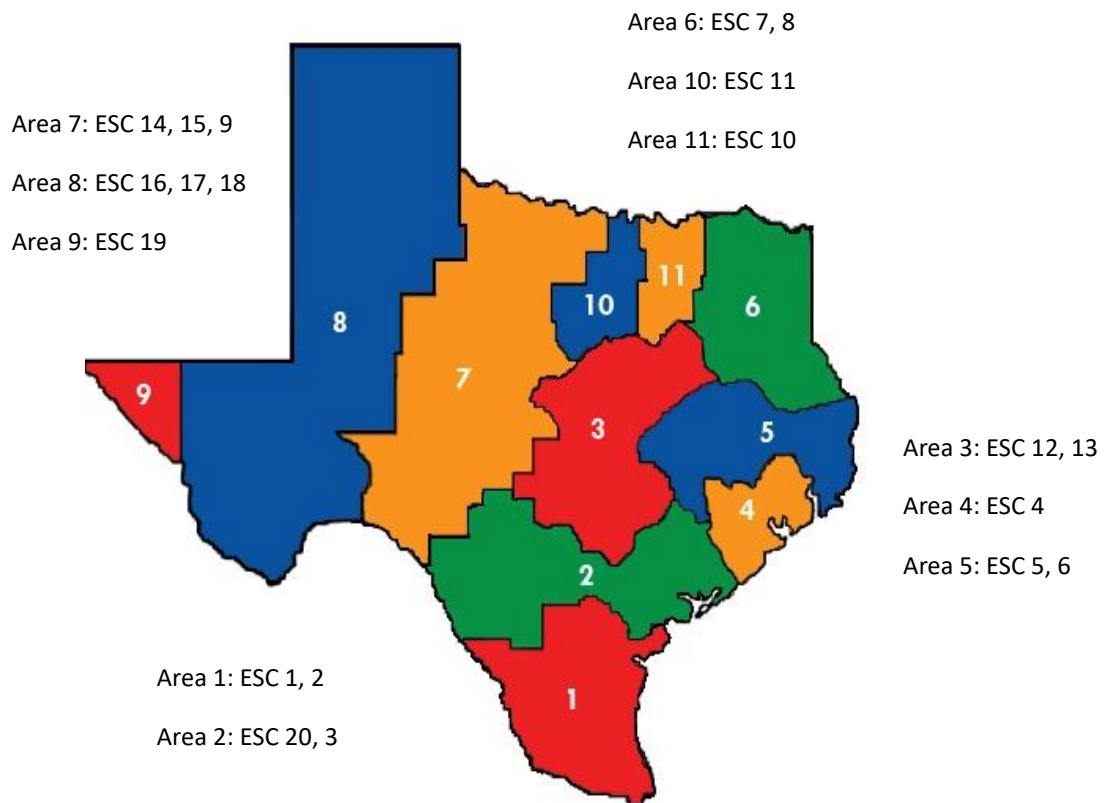
Membership

Membership is open to any Middle School, High School, or College student who is interested in exploring teaching as a career, and who has the high qualities of character, service, scholarship, and leadership that are essential to becoming a good teacher. *Second chapters can be created at the same school, when you hit a minimum of 50 members in one chapter.*

Areas

TAFE has 11 AREAs.

TAFE AREA MAP:



Leadership

A. Area Coordinators:

Area coordinators will serve in connection with the TAFE State Director to provide services for the area officers and assist in area conference planning and implementation.

B. Area Officers:

Schools, rather than individuals, are elected by the official student delegates attending the area conference. The elected schools select the student to serve as the student officer.

The student officers of each area are:

1. President
2. Vice-President
3. Historian
4. Secretary

C. State Officers:

Schools, rather than individuals, are elected by the official student delegates attending the Teach Tomorrow Summit. The elected schools select the student to serve as the student officer.

The student officers of the organization are:

1. President
2. Vice-President
3. Historian
4. Secretary

B. State Board of Directors:

The State Board of Directors of the organization consists of the following:

1. The Executive Director (Executive Officer of TAFE/TASSP).
2. One student and the head teacher leader of each of four officer schools currently serving TAFE
3. Three elected high school teacher leaders.
4. Three members of the Texas Association of Secondary School Principals.
5. The teacher leader of the immediate past state school.
6. One elected Middle Level/Jr High faculty teacher leader
7. One Higher Education teacher leader
8. One Higher Education student leader
9. TAFE State Program Director (Board Advisor)

Welcome to TAFE!

Why You?

Because you love teaching.
Because you are flexible.
Because you relate well to young people.
Because you want students to consider teaching as a viable career.
Because you want to give teaching a good name.
Because you've got energy to spare.
Because you are a positive, can-do person.
Because it seems
like a good idea.
Because the
principal selected
you.

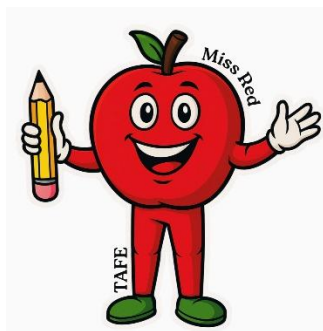
Why you?

Because you are good at it!

TAFE needs teacher leaders who have the time to organize, the will to inspire, the energy to encourage, and the desire to make a difference.

Being the TAFE Teacher Leader Means...

Teaching students to lead
Setting goals
Planning activities
Enjoying the students
Supervising projects
Evaluating results



Hard work
Satisfaction
Laughter
Late nights
Warm fuzzies
Growth
Learning

Say YES to TAFE!!

Website and Social Media

The biggest key to having a successful chapter is to stay informed about events, deadlines, updates, and announcements from the state office. Don't miss out on important information by checking the website often and connecting with TAFE on social media. Encourage your students to do the same!

Website: www.tafeonline.org 	 X.com: @TAFESState 
 Instagram: @TAFESState 	 TikTok @TAFESState 
 YouTube: @TAFESState 	 Facebook 

Checklist for Starting a New TAFE Chapter

- Step 1 ☐ **Secure approval from school administration.** Gaining the support of your principal and CTE director is vital to having a successful chapter. Use this guide as a resource to promote the mission of TAFE.
- Step 2 ☐ **Attend the Teacher Leader Workshop** held during the preconference days prior to the FCSTAT Summer Conference.
- Step 3 ☐ **Recruit!** Start with students in your classes, then reach out to other teachers who can recommend students who might be interested in a career in education. Establishing a core group of students to serve as an officer team early will provide a solid foundation for your chapter.
- Step 4 ☐ **Register for Educators Rising Membership.** Create a Teacher Leader account at EducatorsRising.org. Once your account is created and approved, your students may begin creating their accounts. All TAFE members must be members of Educators Rising to compete and participate in TAFE events. Visit here: [EdRising Membership Info](#) for more information.
- Step 5 ☐ **Pay state affiliation fees.** Affiliation fees must be paid prior to participating in your area conference.
- Step 6 ☐ **Draft a constitution.** See the example on page 24.
- Step 7 ☐ **Plan a tentative calendar of activities.** Be sure to include projects in each of the seven TAFE TRAFLES project areas. See the sample yearly calendar on page 14 and ideas for TRAFLES projects on pages 18-23.
- Step 8 ☐ **Prepare a budget.** You will need to plan ahead to determine how much money your chapter will need and how you will go about earning that money. (See sample budget)
- Step 9 ☐ **Begin preparing for your area conference.** Reach out to your area coordinator for details such as the date, location, and cost of the area conference. To find out who your area coordinator is visit www.tafeonline.org, scroll over the “About” tab, and click on the “Area Maps”. Then, find and click on your area.

YOU ARE OFF TO A GOOD START!



TAFE as a CTSO

Steps to ensure that Career and Technical Education Students are participating in TAFE receive Federal Perkins Support.

TAFE is a recognized Career and Technical Student Organization (like FFA, DECA, FCCLA, etc.). This change allows districts to use federal Career and Technical Education funding to support student participation in TAFE professional development activities.

Resources:

Federal Use of Funds Guidelines

Link to the [US Department of Education webpage](#) referencing the Perkins V act.

- Step 1 Review federal use guidelines and crosswalk these guidelines with planned TAFE professional development activities at the Local, Area, State and National Level. Prepare a preliminary budget to help determine the cost of professional development activities in which your CTE students are planning to participate.
- Step 2 Talk to your local CTE Directors and notify them that TAFE is now a CTSO and CTE students participating in TAFE are now eligible for federal funding support for professional development. Reference the US Dept. of Education website link listed above and the letter from TEA.
- Step 3 Ask them about district guidelines and procedures for utilizing Perkins money for CTE students. These guidelines should be consistent with the federal use of funds guidelines. District CTE Directors are responsible for administering the district CTE budget. Speak to him/her about the budget that you have created to clearly convey the costs of professional development activities that you have planned for your CTE students.
- Step 4 Talk with sponsors of other organizations which are established CTSOs (FFA, DECA, FCCLA, HOSA, FBPA, TSA, SkillsUSA, BPA). Ask them their perspectives about how they manage CTSO funding guidelines and procedures.
- Step 5 E-mail the TAFE State Program Director with questions or concerns which you encounter in your discussions with the CTE Director and Principal. We are here to support you.

Helpful Hints from our National Organization

Permissible Uses of Perkins Funds



The Carl D. Perkins Career and Technical Education Act of 2006 (otherwise known as the Perkins Act) provides more than \$1.2 billion in funding for career and technical education through fiscal year 2012. The act specifies required and permissible uses of these funds for activities at the local and state levels. The following list highlights some of these required and permissible uses of funds and describes how CTSOs might help to successfully carry out these activities.

State Leadership Activities

This section of the Perkins Act details 9 required and 17 permissible uses of leadership funds. CTSO activities fit in many of these required and permissible uses.

Required Use of Funds

Professional development programs—Each CTSO, as part of its national and area meeting program, provides professional development opportunities for teachers and Teacher Leaders. To qualify as professional development, workshops and in-service training must be high quality, sustained, intensive, and classroom-focused; help improve student achievement; help teachers stay current with the needs, expectations, and methods of the industry; and help develop rigorous and challenging integrated curricula, among other requirements.

Support for career and technical education programs that improve academic, career, and technical skills of students—CTSOs provide a venue for hands-on, contextual learning of classroom curriculum and help students see the “real world” value of what they study in their academic classes. Students have the opportunity in work settings to use career skills they have learned in the classroom.

Support for forging partnerships among local education agencies, post-secondary institutions, adult education providers, and other entities, such as employers, labor organizations, intermediaries, and parents—CTSOs promote dialogue among relevant groups for the purpose of fostering partnerships and unified support for the career and technical education program.

Career guidance and counseling programs—Each CTSO has programs that supplement and complement the curriculum of its specific discipline. Through their work with guidance counselors, CTSOs provide a valuable component to the career guidance process.

CTSOs—Depending on the requirements within a specific state, it is possible that funds may be used to support activities of CTSOs, including travel for chapter Teacher Leaders/students and the purchase of instructional materials. Federal funds granted to CTSOs must be used to improve the career and technical education program.

Education and business partnerships—CTSOs provide students with opportunities to work with local businesses in cooperative programs and through job shadowing.

Local Leadership Activities

While Perkins funds are distributed to school districts and community colleges through a prescribed formula based on factors such as poverty and population, how the funds are used once they get to the local level is different in every community. The federal law includes several required uses of funds and lists many permissible uses of funds. In reviewing these activities, you will see a broad array of possibilities for ways in which CTSOs can participate in the Perkins Act.

Required Use of Funds

Strengthen academic and career and technical skills of students through integration of academic and career and technical programs—CTSO programs enhance both academic and career and technical education coursework. Through hands on, contextual learning experiences, classroom lessons become more relevant for students by providing a “real world” value.

Provide programs that address all aspects of an industry—Through job shadowing and cooperative programs, students have the opportunity to learn about varied aspects of an industry.

Permissible Use of Funds

Involve parents, businesses, and labor organizations in planning, implementing, and evaluating CTE programs—Parents of CTSO student members frequently get involved as chaperones, event judges, or sponsors of CTSO activities; also, through CTSO programs, students are exposed to business and labor leaders in their communities. A natural consequence of adult/student interaction through CTSOs is increased support for career and technical education.

Provide career guidance and academic counseling—The mission of each CTSO includes career guidance for its members.

Assist career and technical student organizations—Depending on the requirements within a specific state or local school district, it is possible that funds may be available to support CTSO activities, such as travel for chapter Teacher Leaders and students or the purchase of instructional materials.

TAFE Events and Opportunities

TEACHER LEADER WORKSHOP

Teacher Leader should plan to attend the Teacher Leader's Workshop. This is a great opportunity to get inspiration for new ideas for your TAFE chapter and to share your ideas with others. This is usually held in late September.

AREA CONFERENCES & COMPETITIONS

The AREA Conferences are held during the Fall term each school year. Students competing in competitive events must first compete at the AREA conference and qualify to advance to the State Teach Tomorrow Summit.

TEACH TOMORROW SUMMIT

The Teach Tomorrow Summit of TAFE is held during the Spring term of each school year. You have opportunities to hear exceptional keynote speakers and attend discussion group sessions presented by other TAFE Chapters with new ideas and strategies to help your chapter make a difference in your school and community. A member school is allowed to send one student voting delegate, and as many non-voting delegates as it wishes. At least one teacher leader or administrator for every ten students must also attend. For safety reasons, no unregistered guests, judges, parents, etc., are allowed in the General Sessions, without a paid conference nametag



TAFE STATE, AREA, AND LOCAL OFFICERS' TRAINING WORKSHOP

This weekend training conducted in April/May is designed to teach state, area, and local officers about their new responsibilities, and to develop leadership skills that they will need in their new positions. This workshop also teaches area presidents how to conduct a successful area conference. The overarching goal for this retreat is to create a team of officers that can work together to plan and conduct the area and state conferences as well as manage a successful program of work in their school community.

TAFE and Educators Rising events are open to all students who are currently participating in their local chapters at the time of the event. If they are on probation, or removed from the program, they forfeit their advancements.

Register for all events on the website: www.tafeonline.org

Recognition

GRADUATION CORDS and HONOR STOLES

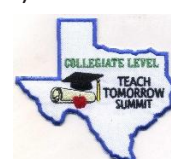
TAFE Graduation Cords and Honor Stoles are available via the TAFE website and can only be purchased by teacher leaders. TAFE Honor Society Guidelines and Application are published in Section V. B. of this handbook.



PATCHES

Patches can be purchased by teacher leader for recognition or by students wanting a memory of their event. There are 3 patches available for purchase from the state office.

1. Oval patch (great patch for those attending the AREA conference or for TAFE membership)
2. Teach Tomorrow Summit patch (great patch for those attending the state conference)
3. Competitive Events patch (great for those competing in competitive events)
4. State Qualifier patches (good to use for those competing multiple years)



PINS

We also have 8 pins that can be purchased from the state office.

1. Oval TAFE pin
2. Seven individual TRAFLES pins – one is available for each area of TRAFLES. (These are good to reward students who participate in each of the areas.)
 - a. Teaching – Apple & Ruler pin
 - b. Recreation – People in a park
 - c. Appreciation – Gift
 - d. Fundraising – Dollar sign
 - e. Leadership – Gavel
 - f. Education – School House
 - g. Service – Two hands



CERTIFICATES

Certificates are given to all competitors for participating in competitive events. Extra certificates are available for purchase from the state office.

MEDALS/BANNERS

Medals will be given to the top 10 in National Competitions and those who score 97% of the overall possible points or higher in national contests. Top 5 medals are given to winners in State Competitions. Banners are awarded to Outstanding Chapter winners.

Promoting Your Chapter

- Ask teachers for recommendations of students who have expressed an interest in teaching.
- Advertise in your school newspaper.
- Have a booth at registration at the beginning of the year.
- Create a flier for students and teachers to hand out.
- Send ‘We miss you’ cards to those not in attendance.
- Have committees for various activities. Be generous with responsibilities.
- Develop a booklet outlining the group’s program.
- Provide door prizes such as candy at some of the meetings.
- Give recognition to members for jobs well done.
- Hold social events during the year.
- Hold a faculty welcome and reception.
- Publicize what you do.
- Provide interesting programs with good speakers, movies, refreshments, and entertainment.
- Keep new members active.
- Make everyone feel included in the group.
- Hold group “brainstorming” sessions.
- Sponsor an activity for the entire student body.
- Place notices of meetings and activities on chalkboards in classrooms.
- Have new members wear nametags for the first meeting or two.
- Have a fellowship period after meetings.
- Use a point system to encourage active membership and/ or earn privileges.
- Create a webpage highlighting goals and activities.
- Present your goals and activities to the local school board.
- Create a Facebook fan page for your chapter (if school policy allows).



Meeting Hints

USE AN AGENDA!

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered, and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

- Call to Order
- Recite TAFE Pledge
- Attendance or Sign-in Sheet
- Reading and approval of minutes
- Treasurer’s report
- Report from other officers
- Reports from committees
- Unfinished business from previous meetings
- New Business
- Announcements
- Adjournment

Helpful Meeting Hints

Start meetings on time

Follow your agenda

Write agenda on board or give each person a copy or share presentation links

Have paper and pencil for each member

Use parliamentary procedure

Find a regular meeting place – quiet, well lighted, well ventilated, easy to reach

Have a regular meeting time – once a week, one every two weeks, or once a month. If only once a month, be sure to communicate with your members between times (using bulletin boards, notes, announcements, text messages, X, Facebook, a website or email.)

Meeting Minutes

Minutes must have the following content:

(A requirement to earn TAFE Outstanding Chapter)

- Type of meeting (regular, special, called, etc.)
- Name of assembly
- Date, time, and place of meeting
- Fact of presence of president and secretary, or substitutes, and quorum
- Minutes read, and statement of amendment, and/or approval
- All main motions and disposition of them (also, points of order or appeal)
- Time of adjournment and name of recorder
- Signature of Secretary — word “Approved” and the date of approval should be noted on bottom of minutes by secretary

Names of those making motions may be entered, but seconder’s name need not be recorded.

Minutes are a record of what was “done,” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each club year.

Sample Minutes of a TAFE Meeting:

The (regular, special) meeting of the _____ TAFE organization met on Wednesday, September 6, 2022, at 3:30 p.m. in Room 115. The meeting was called to order by the President, _____. There were _____ members present and _____ absent. The secretary, _____, called the roll and read the minutes of the previous meeting.

They stood approved as read/or as corrected. The treasurer, _____, reported a balance of _____. The report was placed on file.

The projects committee chairman, _____, read the report of the committee. It was moved by _____ and seconded that the _____ TAFE organization sponsor an Education Fair on November 3, 2018. Motion carried. The President appointed _____ to chair the committee for refreshments for this event. It was moved and seconded that TAFE donate \$25.00 to the United Way. Motion carried.

The meeting was adjourned at 4:05 p.m.

Submitted by _____.

Approved: September 18, 2022

Form 1-A

SAMPLE BUDGET

BUDGET FOR HAVEALOT HIGH SCHOOL TAFE: 2022-23

Income:

Member Dues	130.00
Candy Sales	200.00
Calendar Sales	200.00
Halloween	400.00
Dance	930.00

Expenses:

State Dues	80.00
National Dues	15 x # of Ss
Area Dues	35.00 x # of Ss
Annual State Conference Summer	88.00 x # of Ss
Leadership Workshop Teacher	200.00
Appreciation	175.00
Spirit Days Awards	100.00
Banquet	110.00
Miscellaneous	150.00

TOTAL

SAMPLE TREASURER'S REPORT

January 21, 2021

Balance as of January 7, 2021 \$496.00

Income:

Member Dues (4 new members)	20.00
Receipts from slushie sales	163.00
TOTAL	183.00

Disbursements:

Scrapbook supplies	16.96
Area Conference	
Registration Fee	10.00
Graduation cords	9.26
Flowers for Mrs. Wright	15.72
Teacher Appreciation apples	12.64
TOTAL	64.58

Current Balance

(January 21, 2021) \$614.42

Sample Monthly Schedule

Texas Association of Future Educators

August	- Help with registration. Have a TAFE table.
September	- Planning meeting - Recruitment meeting - Help with Back to School Night
October	- Faculty appreciation week - Halloween Party - Attend Area Convention
November	- Service Project - Help with Career Day
December	- Christmas social - Tutor for finals
January	- Tutor for final exams - Visit college campus
February	- Fundraiser/Sell candy grams, Valentine flowers - Attend Annual State Conference - Tutor for State Testing
March	- Visit/help in elementary school classrooms
April	- Hold Career Day for all school organizations - Elect officers for new year - Work at Special Olympics
May	- Hold end of school TAFE members' awards banquet - Tutor for final exams - Volunteer to decorate at the teacher's award banquet
June	- Make plans for officers to attend Summer Leadership Workshop

Sample Weekly Schedule

Texas Association of Future Educators

September	14	Planning Meeting - send out invitation
	21	No meeting
	28	Recruiting meeting
October	5	Meeting - Speaker - Motivational
	12	Organize for Teacher Appreciation
	19	Meeting - Speaker - Panel - Areas of High School Education
	26	Work on Halloween Party
November	2	Meeting- Speaker, Discussion about preschool, elementary, secondary, college
	9	Plan Thanksgiving service project
	16	Meeting - Speaker - Panel - Areas of counseling, special education, admin.
	23	Work on Thanksgiving Service Project
	30	Plan for State Convention
December	7	Meeting - Speaker - Scholarships/College Planning
	10	Plan for State Convention/Practice skit for running for office
	14	Christmas Party
January	4	Meeting - Speaker/Self-improvement /New Year's Resolution
	11	Tutoring
	18	No meeting - finals
	25	Plan Valentine Fundraiser
February	1	Visit College
	8	Work Valentine Fundraiser
	15	Meeting - Speaker - Plan leadership project
	22	Celebrate Washington's Birthday
March	14	Evaluate State Convention/decide where to go for in-class experience
	21	Meeting - Speaker - expectations of visiting students
	28	Evaluate "student teacher" experiences
April	4	Meeting - Speaker – Post Secondary Options
	11	Election of officers
	18	Meeting - Speaker - Special Olympics
	25	New officer leadership training
May	2	Tutor for final exams
	9	Meeting - Speaker- Plan awards banquet
	16	Hold awards' banquet/installation of officers

TAFE Competitive Events

All competitive events require advancement from area to state competition except Outstanding Chapter and TAFE Student of the Year. Details and contest requirements can be found at TAFEonline.org/guidelines-rubrics.



5 Levels of Competitive Events

Middle School - MS

Special Edition - SE

Junior Varsity - JV

Varsity - V

Collegiate – C

State Competitive Events

Students competing in these events have the potential to advance from TAFE area to TAFE state.

Teacher Leader of the Year

Breakout Session Presentation Contest **(MS, JV, V, C)**

Chapter Yearbook Contest **(MS, JV, V, C)**

Differentiated Lesson Competition **(JV, V, C)**

Educational Leadership Fundamentals Test **(MS, JV, V, C)**

Impromptu Lesson Competition **(MS, JV, V, C)**

Impromptu Speaking Competition **(MS, JV, V, C)**

Outstanding Chapter Contest **(MS, JV, V, C)**

Portfolio Contest **(JV, V, C)**

Project Visualize Contest – 6 Categories **(MS, JV, V, C)**

Teaching/Training

Recreation

Appreciation

Fundraising

Leadership

Educational Awareness

TAFE Student of the Year Competition (Seniors only)

Special Edition Events:

Interactive Bulletin Board Contest – 2 Categories

Elementary School

Middle School/High School

Project Visualize Contest – 7 Categories

Teaching/Training

Recreation

Appreciation
Fundraising
Leadership
Educational Awareness
Service
Teacher Created Materials Contest – 2 Categories
Elementary School
Middle/High School

Educators Rising National Competitive Events

Students competing in these events have the potential to advance from TAFE area to TAFE state and from TAFE State to Educators Rising national competition

Children’s Literature Competition (C)
Children’s Literature K-3 Competition (MS, JV, V)
Children’s Literature Pre-K Competition (MS, JV, V)
Children’s Literature K-3 Spanish Competition (MS, JV, V)
Children’s Literature Pre-K Spanish Competition (MS, JV, V)
Creative Lecture Competition (MS, JV, V, C)
Educators Rising Leadership Award Competition (V)
Educators Rising Moment Competition (MS, JV, V, C)
Educators Rising Moment Spanish Competition (MS, JV, V, C)
Ethical Dilemma Competition (M, JV, V, C)
Exploring Education Administration Careers Competition (MS, JV, V)
Exploring Non-Core Subject Teaching Careers Competition (MS, JV, V)
Exploring Support Services Careers Competition (MS, JV, V)
Inside Our School Competition (M, JV, V)
Inside Our School Spanish Competition (M, JV, V)
Job Interview Competition (V)
Lesson Planning and Delivery – Arts Competition (JV, V)
Lesson Planning and Delivery – CDA Competition (JV, V)
Lesson Planning and Delivery – CTE Competition (JV, V)
Lesson Planning and Delivery – Humanities Competition (JV, V)
Lesson Planning and Delivery – Professional Development (JV, V)
Lesson Planning and Delivery – STEM Competition (JV, V)
Lesson Planning and Delivery – Spanish Competition (JV, V)
Outstanding Chapter (V)
Public Service Announcement – Teacher Recruitment (MS, JV, V, C)
Public Speaking Competition (MS, JV, V, C)
Researching Learning Challenges Competition (JV, V, C)
Interactive Bulletin Board Contest – (MS, JV, V, C)
Project Visualize Contest – Service (MS, JV, V, C)
Teacher Created Materials Contest – 2 Categories (MS, JV, V, C)
Elementary School
Middle/High School

TAFE Project Ideas

“TRAFLES”

TRAFLES is the framework TAFE uses to ensure every chapter has a well-rounded, successful program for future educators.

Teaching/Training

- Big brother/big sister
- Help teachers decorate their classroom, make copies, cut out projects, etc. before school starts
- After school ends help clean up classroom to get ready for summer
- Sponsor or host a breakout session
- Teach a class
- Tutor students
- Work as aide or greeter for substitute teachers
- Work as a teacher aide
- Help with bulletin boards
- Visit elementary school and work in classroom
- Make testing week posters to motivate students
- Grade papers
- Sponsor CPR class



TAFE Project Ideas

“TRAFLES”

Recreation

- Movie days
- Ice cream socials with all other CTSOs on campus
- Holiday parties
- Field days at feeder elementary schools
- Welcome party - adopt a new chapter and have a welcome party
- Attend camps
- Special Olympics
- Wacky Olympics
- TAFE Tug
- Scavenger Hunt
- Lock in
- Kidnap breakfast - initiating new members in chapter
- Cell Phone Picture Scavenger Hunt
- Clue Party
- Toga Party
- TAFE Day at Amusement Park
- Mud Fest
- Picnic
- Hayride



TAFE Project Ideas

“TRAFLES”

Teacher/Faculty Appreciation

- Sponsor Teachers’ Night
- Remember teachers during holidays
- Teacher car wash
- “Warm fuzzies” in boxes
- Have a valet for a day (TAFE member is a valet for a teacher)
- Sponsor/Teacher Talent Show
- Honor retiring teachers
- Send “Welcome Back to School” Cards
- Help new teachers
- Help on workdays
- Provide goodies for teachers’ lounge
- Serve a full meal at lunch with delivery to room
- Help substitute teachers
- Sponsor teacher appreciation week
- Select Teacher of the Year/Month
- Recognition in daily announcements
- Breakfast, luncheon, or end of year banquet
- Secret pals
- Thank you notes
- Gifts—balloons, apples, carnations, pencils, pads of paper
- Honor teachers on their birthdays



TAFE Project Ideas

“TRAFLES”

Fundraising

- Kiss A Pig
- 7 & 8th Grade Dance
- Sponsor Dance
- Car Wash
- Car Bash
- Mr. Macho Contest
- Spaghetti Supper
- Recycling
- Garage Sale / Craft Sale
- Coke Stand
- Sponsor School Store
- Prom Fashion Show / Talent Show
- Dog Walk
- Lip Sync Contest
- Raffle
- Spirit Chain
- Concession Stand at games or school events
- Carnival
- Restaurant sponsored nights
- Banquet
- Marque Dedication - birthdays
- Take Pictures at Dance
- Pie in the Face
- Baby Sit - parents night out
- Spirit Items
- School Supplies
- School T-shirts
- School Mugs
- Candy
- Silk Flowers
- Mums for Homecoming
- Balloons Containing Gift
- Grams: Val-O-Grams, Bunny Gram, Spook-O-Gram, Summer Gram, Balloon-O-Gram or Grams for any holiday
- Christmas trees
- Big Pickle
- Fruit cups
- Cards
- Popcorn
- Cookie dough
- Bumper stickers
- Slushies
- Buttons - Can make if you have your own button maker
- Gift wrap



TAFE Project Ideas

“TRAFLES”

Leadership

- Create breakout session
- Enter competitions
- Do a professional development session for teachers
- Recruit for TAFE
- Attend leadership workshops
- Run for State Office
- Invite guest speakers
- Start “Supportive Friend” program
- Help start a TAFE Chapter in another school
- Hold banquet to honor outstanding members
- Hold Parliamentary Procedure Workshop
- Host area convention
- Host a TAFE PALOOZA (bootcamp)
- Create a local leadership training for student officers
- Host a book study on leadership



TAFE Project Ideas

“TRAFLES”

Education Awareness

- Participate in college night
- Research and create a newsletter about hot topics in education
- Submit articles to the school newspaper
- Career day
- Sponsor a scholarship for a senior
- Organize “bring your parents to school day” or open house
- Invite speakers
- Research and provide scholarship information
- Serve as student teachers
- Sponsor a Book Fair
- Visit College Campuses
- Visit School Board Meetings
- Have Speakers from Educational Organizations
- Use an exchange student as a speaker
- Tutor adults in a literacy program
- Sponsor Education Fair
- Attend breakout sessions
- Anti-bully week
- Red ribbon week
- Visit classes of interest
- Booth at Mall about your school
- Interview school personnel
- Visit a Montessori school
- Camp read-a-lot (literacy night)
- Host Autism Awareness Month
- Kindergarten round-up

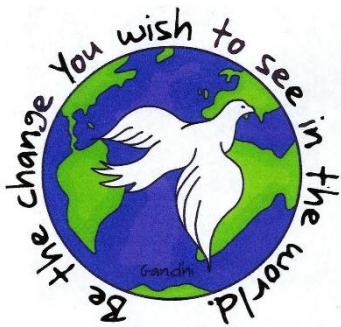


TAFE Project Ideas

“TRAFLES”

Service

- Park Clean Up
- Adopt-a-Something: park, highway, kid, senior citizen, area of campus, hallway
- Walk-a-thon
- Coat drives
- Can food drives
- Volunteer at Hospital
- Auction for Charity
- Blood Drive
- Toys for tots
- Crime Watch
- Safety Watch on Halloween
- Easter Egg Hunt
- Caroling
- Senior Citizen Dance
- Habitat for Humanity
- Cut Grass for Senior Citizen
- Cleanup Campus
- Paint Trash Cans
- Volunteer at Day Care Center
- Collect for Needy: books, clothes, food
- Baby-Sit at Back to School Night
- Work at Special Olympics
- Shop/House Clean/Read for Elderly
- Visit Children's Hospital
- Food Baskets
- Build a bear - give away at children's hospital
- Wash fire trucks
- Meals to public servants
- Donations to homeless shelters
- Volunteer at homeless shelter
- Volunteer at animal shelter
- Angel tree/adopt a family
- Shoebox Christmas
- Donate water to firefighters when there are grass fires
- Collecting supplies for disaster relief
- Penny drives



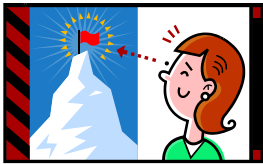
TAFE Project Planning Process

PROJECT NAME: _____



IDENTIFY NEEDS

- ☐ Brainstorm ideas
- ☐ Evaluate ideas
- ☐ Narrow to one workable idea



SET YOUR GOAL

- ☐ Develop a clear mental picture of what your chapter wants to accomplish
- ☐ Write it down
- ☐ Evaluate it



FORM A PLAN

- ☐ Plan how to achieve the goal
- ☐ Decide who, what, why, when, where and how



ACT

- ☐ Carry out the project



FOLLOW UP

- ☐ Evaluate the project
- ☐ Thank people involved
- ☐ Recognize participants

Suggested Chapter Constitution

Article I Name

The name of this Texas Association of Future Educators Chapter shall be:

Name of Chapter

Name of School

City

State

Article II Purposes

- Section 1. To learn about the teaching profession, its opportunities, responsibilities, and its important role in our democracy.
- Section 2. To explore our own interests and abilities in relation to the various fields of teaching.
- Section 3. To cultivate the qualities of character, service and leadership which are essential in good teachers.
- Section 4. To learn how and where teachers receive their training, the cost, scholarships available, number of years required, certification requirements, and standards.
- Section 5. To study the lives and the influence of great teachers.

Article III Affiliation

- Section 1. This TAFE chapter shall be chartered by the Texas Association of Secondary School Principals.
- Section 2. This charter shall be in effect as long as dues are kept current.

Article IV Officers and Duties

- Section 1. The president shall preside over meetings and see that the work of the chapter goes forward.
- Section 2. The vice president shall assist the president and act in his/her absence. He shall serve as chairperson of the program committee.
- Section 3. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He/she shall carry on all chapter correspondence.
- Section 4. The financial secretary shall collect dues and send the annual fees to the TAFE State office.
- Section 5. The historian shall keep the history of the chapter and the scrapbook.

- Section 6. The parliamentarian shall learn parliamentary procedure and teach it to the chapter.
- Section 7. The faculty Teacher Leader shall advise the chapter in all its activities and relations.

- Article V

Qualifications and duties of Administrators and Teacher Leaders

Section 1.

The principal (or an assistant principal appointed by the principal) should serve in an advisory role for chapter operations.

Section 2.

The teacher leader shall be a teacher approved by the principal and/or superintendent.

- Article VI

Membership

Section 1.

Membership is open to any student in grades _____to _____ who is interested in exploring teaching as a career and who has the high qualities of character, service, scholarship, and leadership essential to a good teacher.

Section 2.

Two consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.

Section 3.

The scholastic and citizenship standing of each member shall be reviewed twice annually. Below average grades may result in placing the member on probation or cause loss of membership.

- Article VII

Membership Dues

The dues shall be _____for the school year.

- Article VIII

Meetings

The chapter shall meet at (stated times)

- Article IX

Elections

Officers shall be elected by ballot annually.

- Article X

Quorum

A majority of the members shall constitute a quorum.

- Article XI

Committees

Section 1.

The president and teacher leader shall be ex officio members of every committee.

Section 2.

Committees shall include program, social, publicity, membership, finance, and service.

Section 3.

The vice president shall be chairperson of the program committee.

Section 4. Chairpersons of other committees shall be appointed by the president with approval of the teacher leader and principal.

Article XII
Amendments

This constitution may be amended by a two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.

Local Officer Training Suggestions

The following section has been compiled from successful training methods used by TAFE teacher leaders from across the state. This section is intended to be a basic guide for training new chapter officers. Modify them as needed to fit your individual chapter.

SAMPLE AGENDA GUIDELINES

An agenda may include the following:

1. CALL TO ORDER: Official opening of the meeting by the presiding officer: (usually the president or vice-president)
2. ROLL CALL: To be sure that enough people are present for the meeting: A quorum, i.e. over one half of the membership must be present. (Check-in sheets may be used.)
3. READING OF MINUTES: The secretary's brief summary of what was done at the last meeting. (Chapter may vote to skip this.)
4. OFFICER'S REPORTS: All officers are invited to speak, including the treasurer (any transactions since the last meeting and the present balance of money).
5. COMMITTEE REPORTS: From groups which have met since the last chapter meeting. A brief summary, signed by the committee chairperson, is filed with the chapter secretary.
6. UNFINISHED BUSINESS: Including long-range plans, votes on motions already introduced but not yet decided, and any other items on the agenda.
7. NEW BUSINESS: Any item of business may be introduced by any member who asks to be recognized by the presiding officer (usually by raising a hand.) The subject may involve forming a new committee, introducing a new project idea, or requesting a change in rules.
8. ANNOUNCEMENTS: Reminders about coming events, messages from the principal, faculty or community groups, and letters.
9. ADJOURNMENT: The formal ending of the meeting by a vote.

Sample TAFE Officer Responsibilities

ALL OFFICERS WORK AND ASSIST EACH OTHER IN ALL TRAFLES PROJECTS

The PRESIDENT shall

1. Preside over meetings
2. Help prepare a calendar for the following year
3. Prepare an agenda for each meeting
4. Provide ideas for the slogan to be used for the year

The VICE PRESIDENT shall

1. Assist the President and act in their absence
2. Help prepare a calendar for the following year
3. Be responsible for constructing and assembling the scrapbook

The RECORDING SECRETARY shall

1. Keep an accurate list of members and a record of their attendance at meetings
2. Record the minutes of all meetings
3. Carry on all chapter correspondence – information to paper, etc.

The POINT SECRETARY shall

1. Keep track of all points given to each member
2. Record points accurately and in a timely fashion

The TREASURER shall

1. Collect dues and send the annual fee to the state
2. Produce a workable budget for the school year
3. Be responsible for approving all money spent
4. Be responsible for all fundraising projects

The PARLIAMENTARIAN shall

1. Be responsible for order during meetings
2. Be present at all events to take pictures for the scrapbook
3. Help put the scrapbook together

The PROJECT COORDINATOR shall

1. Be responsible for putting all paperwork for meetings together
2. Keep track of all papers to be handed out and taken up at meetings
3. Be responsible for insuring all materials for each project are ready for distribution one week before they are needed.

TAFE Officer Candidate Sheet

1. I, _____ have read and understand the Officer Responsibilities sheet. I know it shall be a commitment of time, effort and leadership to be a TAFE officer. I also understand it should not be taken lightly. I would like to be considered for the office of _____.

2. Attach the following:

- a. Copy of last report card
- b. Two letters of recommendation

3. I have discussed this with my parents. _____

Parents Signature

Address: _____ City/Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____ Classification (now): _____

3. Misc.

- ELECTIONS SHALL BE HELD ON _____ AT THE GENERAL MEETING.
- YOU MUST MAKE A SHORT SPEECH AT THAT TIME.
Speech must include the following:
 - WHO YOU ARE
 - WHY YOU THINK YOU WOULD BE A GOOD OFFICER.

Posters can be hung in room _____.

Flyers may be handed out during the time you make your speech.

Solving Problems During Meetings

All officers may encounter one or more of the following problems while they are presiding over a meeting or giving a report. Review with them the various problems and possible solutions. It may be helpful after the review to create a role-play scenario in which your officers can practice solving problems in a mock meeting.



Problem: LOW LEVEL OF CONTRIBUTION

Possible Solutions:

- Ask questions to bring in participants who have said little
- Praise contributions when made by those who are reluctant to participate
- Make procedural suggestions to control contribution. (For example, have group members comment in turn or state “No one can offer a second idea until we hear from each person present.”)
- Assign reports to be prepared in advance
- Call on participants by name
- Assign a person to the role of recorder

Problem: EXCESSIVE CONTRIBUTIONS

Possible Solutions:

- Make procedural suggestions to control contributions and put the meeting on course (interrupt if necessary)
- Acknowledge contributions and ask for contributions of others
- Bring in participants who have said little
- At a break, talk with persons who are “over contributing” and ask them to help you to get others involved



Problem: ARGUING

Possible Solutions:

- Listen and respond with empathy to each person’s point of view (interrupt if necessary)
- Maintain or enhance self-esteem of each person
- Highlight meeting purpose
- Make procedural suggestions to put meeting back on course
- Summarize or check for understanding of progress made
- Invite contributions of other group members by asking direct questions

Problem: RAMBLING

Possible Solutions:

- Acknowledge the contribution and restate the main focus of meeting
- Make procedural suggestions to put meeting back on course
- Invite contributions of other group members by asking direct questions

Solving Problems During Meetings

Problem: LAUGHTER AND DIVERSION

Possible Solutions:

- Allow to continue briefly to see if behavior will stop
- Make procedural suggestions to put meeting back on course
- Summarize, if appropriate

Problem: LATE ARRIVALS

Possible Solutions:

- Start on time
- Praise people who arrive on time
- Summarize progress, if appropriate

Problem: ATTACKS ON YOU

Possible Solutions:

- Keep your cool
- Seek information to establish whether there is a problem
- Maintain the other person's self-esteem
- Make a procedural suggestion to settle the matter at some specific time later
- Summarize discussion, as you understand it, just before the attack commenced



Sample Financial Report

BALANCE AS OF: _____ \$ _____

INCOME:

DUES \$ _____

SHIRT MONEY \$ _____

MISC. INCOME \$ _____

TOTAL INCOME \$ _____

DISBURSEMENTS:

1. _____ Amount \$ _____

2. _____ Amount \$ _____

3. _____ Amount \$ _____

4. _____ Amount \$ _____

5. _____ Amount \$ _____

6. _____ Amount \$ _____

TOTAL DISBURSEMENTS: \$ _____

CURRENT BALANCE: \$ _____

TREASURER SIGNATURE _____

Sample Secretary's Minutes

Meeting Type: (officers or general membership): _____ Date: _____

1. Call to Order by _____ Who: _____

Time/place: _____

2. Roll Call _____ Who: _____

Members/Present/Absent: _____

3. Reading of Minutes _____ Who: _____

Approved: _____

4. Reports _____ Treasurer: _____

Other Officers: _____

Committees: _____

4. Unfinished business (long-range plans, votes on motions already introduced)

6. New business (Introducing a new idea, committee, or motion) _____

7. Announcements (reminders, messages from principal or teacher leader) _____

8. Adjournment _____ Time: _____

Respectfully submitted, _____ Secretary: _____

Date approved: _____

Sample TAFE Point System

Earning TAFE Patches and Pins:

1. Pins and Patches will be available to all TAFE members who meet the requirements.
2. The Teacher Leader is responsible for purchasing and awarding patches and pins at their own discretion. A TAFE chapter officer may be designated for accurate recording and tallying of points.
3. All TRAFLES service points must be pre-approved. All record of community service must be turned in within 10 days of the approved community service activity.
4. Activity pins and patches

Minimum of 5 hours on any TRAFELS	Receive corresponding pin
Pay your dues and attend area	Receive Oval TAFE patch
Attend Teach Tomorrow Summit	Receive TTS state patch
Participate in Contest/Competition	Receive the competitive events patch
State Qualifier Middle School	Receive the middle school patch
State Qualifier 9 th grade	Receive 9 th grade patch
State Qualifier 10 th grade	Receive 10 th grade patch
State Qualifier 11 th grade	Receive 11 th grade patch
State Qualifier 12 th grade	Receive 12 ^h grade patch
State Qualifier Collegiate Level	Receive collegiate patch

Teacher Leader _____

Student _____

Sample TAFE Point System

Attendance per meeting	50	Dip (container)	50
Club shirt bought	100	Homemade dip	100
Shirt worn on meeting days	100	Cakes	250
Getting others to join	30	Relish trays	200
Dues paid	100	Donuts	50 dz.
AREA Meeting attendance	100	Coffee (container)	50
Cookies / Brownies	100/dz.	Candy (depending on size)	50/100
Cup Cakes	200/dz.	Report Cards	50/A 40/B
Sandwiches	200/dz.	Saturday activities	600
Sodas	50/2L.	After school working meetings	100/hr.
Chips (bag)	50	Fundraiser	2/\$

ALL OTHER POINTS SHALL BE ASSESSED AS NECESSARY.
SEE AN OFFICER OR ADVISOR IF YOU HAVE ANY QUESTIONS.

IDEAS FOR CHAPTER PROJECTS

(Keep in mind your goals and objectives when you decide on projects)

Teaching Projects

Recreation or Social Projects

Appreciation of Faculty and Staff Projects

Fund Raising Projects

Leadership Projects

Education Awareness Projects

Service Projects

ADDITIONAL CHAPTER RESOURCES

Honor Cord/Stole Standards
Honor Cord/Stole Application
Yearly Planner
Brainstorm Planner
TRAFLES Planners
TRAFLES Evaluation Form

TAFE Honor Cords Point System

1. Graduation Cords will be available to senior TAFE members in good standing who has a 3.0 GPA or higher in all classes and a minimum of a 90 in the Education & Training pathway and accrued a **minimum of 30 points per year** over the course of their membership. The points may be earned by attending meetings, conferences, competition, community service, and fundraisers. The teacher leader will coordinate the purchase of the graduation cord. Students will not be able to purchase cords from TAFE. It is the member's responsibility to make sure the required numbers of points are accrued.
2. Minimum of a one-year membership in TAFE with a minimum of 75% attendance at local meetings and must have attended regional or state conferences.
3. Any student becoming a TAFE member during their sophomore to senior years must still earn the appropriate points. They can make up missed meeting points by completing additional community service points. They can do this by volunteering during the summer or weekend community events as well as activities at their church.
4. The teacher leader is responsible for awarding points. A TAFE chapter officer may be designated for accurate recording and tallying of points. All community service points must be pre-approved. A record of community service must be turned in within 10 days of the approved community service activity. Points will be given as follows.
5. Students should exemplify the following characteristics: Character, Service, and Leadership.
6. Activity Points



Pays dues on time	3 pts
Attend local TAFE chapter meetings	2 pts per meeting
Participate in Contest/Competition	3 pts for each
Participate in one activity in each TRAFLES area	1 pt per TRAFLES
Participate in a TAFE community service project	1 pt per hour
Attend TAFE conferences	1 pt per hour
Raise minimum of \$100 in fundraising activity	5 pts

Teacher Leader _____

Student _____

TAFE HONOR SOCIETY APPLICATION

CRITERIA

1. Open to juniors and seniors.
2. Must have **completed one (1) year** in TAFE
3. Must have paid all dues on time
4. Must participate in area meeting
5. Must participate in one activity for each of the TRAFLES.
6. Must remain in good standing with local chapter.
7. Exemplifies high quality characteristics: Character, Service, Leadership.
8. Must have met all **STAAR/EOC** requirements mandated by TEA.
9. Must have a cumulative **grade point average of 3.0 or higher** for all courses taken since 9th grade.
10. Must not have lost credit for any semester due to unexcused absences.
11. Must not have been assigned to alternative school due to disciplinary actions within the last year.



Pick up packets from your TAFE teacher leader

DEADLINE FOR COMPLETED PACKETS

BY THE END OF THE SCHOOL DAY:

Date _____

Incomplete packets will be automatically eliminated, no exceptions!

****Important**** Complete packet by order:

1. Formal resume listing all activities, community service and work experience relating to responsibility.
2. A copy of an Unofficial Transcript
3. Letter of Interest to your teacher leader and/or local selection committee, stating personal qualifications for admission to the TAFE Honor Society
4. TAFE Activity Record

Upon acceptance to the TAFE Honor Society, the teacher leader will coordinate the purchase of the graduation cord. Students will not be able to purchase cords from TAFE. Cords are \$8.00 and Stoles are \$12.

TAFE Honor Society

Once Teacher Leaders have approved all members, they can visit the TAFE website and pay for the cords or stole.

Teacher Leader Use Only:

Accept ____ Deny ____ Further review ____ Date _____

Activity Record

Student _____

School year _____

Requirements	Dates/activity
Paid Dues	
Attended 75% of chapter meetings	
Participated in area contest	
Teaching	
Recreation	
Appreciation	
Fundraising	
Leadership	
Educational Awareness	
Service	

Teacher Leader Verification

Name Printed

Signature

Principal Verification

Name Printed

Signature

Yearly events.

AUGUST	SEPTEMBER	OCTOBER
NOVEMBER	DECEMBER	JANUARY
FEBURARY	MARCH	APRIL
MAY	JUNE	JULY

Brainstorming.

Brainstorming is a creative problem-solving technique that involves generating a large number of ideas in a short amount of time. The key to successful brainstorming is to suspend judgment and criticism of ideas during the initial idea generation phase. This allows for a free flow of ideas and avoids limiting creativity. Brainstorming can be a powerful tool for generating innovative solutions and fostering team collaboration.

My Goal:

Stop Doing:

Do less of:

Keep doing:

Do more of:

Start doing:

Notes:

TAFE Event Planner

TRAFLES EVENT

Event Date:

Theme:

IDEAS/NOTES

[illegible]

TRAFLES ACTION *plan*



TRAFLES

WHY

MOTIVATION



START DATE

DEADLINE

OUTCOME



OBSTACLES TO OVERCOME

RESOURCES



BIG STEPS

LITTLE STEPS

NOTES





TRAFLES PLANNER

TRAFLES NAME:

START DATE:

DUE DATE:

TRAFLES OVERVIEW

TRAFLES ACTIVITY

TRAFLES GOALS

RESOURCE & IDEAS

TRAFLES STRATEGIES

NOTE

PROJECT INFORMATION



NAME OF PROJECT: _____

PROJECT LEADER: _____

EVENT DATE/TIME/LOCATION: _____

EQUIPMENT/FACILITIES NEEDED? _____ RESERVED? ☐

TRAFLES AREAS ADDRESSED:

Teaching Recreation Appreciation Fundrasing Leadership Educational Awareness Service

PROJECT PURPOSE & OBJECTIVES:

CONTACT INFORMATION

PROJECT MEMBERS

NAME	PHONE	EMAIL
------	-------	-------

PEOPLE TO THANK

NAME/COMPANY	PHONE	EMAIL
--------------	-------	-------

TAFE MISSION

TAFE encourages students to explore teaching careers, providing insight into the profession while promoting character, service, and leadership skills necessary to become effective educators

MATERIALS NEEDED

ITEM + QUANTITY + PURPOSE

☐

☐

☐

☐

☐

☐

BUDGET

ITEM + QUANTITY + PURPOSE + COST

☐

☐

☐

☐

☐

☐

SPECIFIC JOBS (PRIORITIZE)

MUST DO + PERSON RESPONSIBLE + DUE DATE

☐

☐

☐

☐

☐

☐

TO DO WISH LIST

PERSON RESPONSIBLE + PROPOSED DUE DATE + ACUTAL DATE

SUCCESS REPORT

SPECIAL PROBLEMS

PROBLEMS

SOLUTIONS

RECOMMENDATIONS FOR NEXT YEAR

PACKING LIST AND NOTES

