

Success Series Hosting School “To-Do List”

The purpose of the Ohio ACTE Success Series is to allow career field instructors an opportunity to interact and share ideas in a classroom/lab setting. The Success Series was initiated based on the results of a survey of CTE teachers. That survey said teachers wanted specific career field professional development and the modality most favored was in-person.

The “Host School” is critical to the success of the program and what makes the program most beneficial for participants. Ohio ACTE is committed to providing support and making the program worthwhile for the Host School, too, which will benefit from the opportunity as well as showcase its programs.

Responsibilities of the Host School:

BEFORE

- Choose a career field to showcase, a date for the Success Series event and a “lead facilitator” – usually an administrator and the instructor or instructors in the career field.
 - Communicate this date as early as possible to Events@OhioACTE.org for promotion.
 - 6-9 months prior to actual event date.
 - Indicate the maximum number of participants that can be accommodated. Keep in mind part of the success, is the networking and dynamic nature of the topics.
- Plan the day’s content (*Using an “agenda template” that provides a suggested agenda*). In planning the content, remember that the Success Series is not intended to follow the “traditional professional development.” From the Success Series pilot programs, the comments indicate the most benefit comes from the interaction, questions and answers and viewing/sharing what works and what doesn’t in the career field.
- Choose a food and beverage provider. We want to highlight and show off your school’s culinary program! However if that is not feasible, a local provider, with a suggested budget of \$15 per person. Events@OhioACTE.org will assist in finding sponsors for coffee and lunch expenses. Your relationships with local business and industry leaders, make this possible.
- Ohio ACTE will reach out to the corresponding ODE career field consultant to participate in the day. An email from the host school, often is influential in having their participation. You may also invite others, as you feel appropriate.
- Success Series event registration varies greatly in numbers. 10-60 attendees! Topics, geographic location, and other restraints such as budgets or timing of approval process for attendees.

DURING

- Welcome Success Series attendees to your school! Meet and greet registrants as they arrive and please remember some attendees may be coming from far away!
 - *Coffee!* It might seem like small thing, yet for those coming from far away, it is essential.
 - Name tags – nothing formal is needed. Stick-on name tags lend themselves to the informal nature of the day’s opportunities.
 - Sign in sheet – As verification of attendance and receipt of the follow up survey & corresponding CEU certificate, a current email is required.
 - Introduce your facility, and VIPs, participants and speakers.
 - Enjoy a great day of career field focus.

Ohio ACTE will do the following...

- Create on-line registration.
 - Date/time/location will be put up on Ohio ACTE website/calendar
 - Agenda will be posted along with other registration information
- Confirm coffee and lunch arrangements.
 - Ohio ACTE will work with the school culinary program/vendor for payment.
- Invite the corresponding ODE consultant and coordinate the date and time.
- Send out e-mail blasts to help boost attendance at your Success Series!
- Handle all registration, billing and fees and provide a list of participants to the Host School prior to the event. The Success Series registration includes a 1-year Ohio ACTE Teacher/Instructor Membership. Ohio ACTE will handle updating all membership information and collect all outstanding registration fees.
- Ohio ACTE will send out a **survey link** asking attendees to provide feedback.
- Ohio ACTE will create an **online CEU certificate** for attendees that will be provided upon completion of the survey.

Please direct questions, ideas or concerns to:

events@OhioACTE.org
membership@OhioACTE.org

(614) 890-2283