

Effective 2.1.18

Ohio ACTE offers the following services and encourages division leaders to take advantage of the following:

Division Webpage:

Each division has its own webpage on the Ohio ACTE website (www.ohioACTE.org). Please keep Ohio ACTE updated on your content (even if your division has a separate website). Send an email to membership@ohioacte.org with additions or edits.

Division Meetings:

Ohio ACTE keeps a calendar of events related to career technical education. Divisions are encouraged to send their division meeting information to Ohio ACTE so it can be added to the event calendar. Many career-technical educators call us about division meetings, and if we have the basic information, we are able to answer some questions or point them in the right direction.

Registration services are also available through Ohio ACTE. The services are customizable to fit your meeting, and pricing depends on which options you choose. This service allows you to take credit card payments for your meeting. Please contact Ohio ACTE for a pricing sheet.

If your Division has not held meetings before and you would like to set one up, call Ohio ACTE for guidance.

E-mail Blasts:

Through our database, we have the ability to easily email all members of your Division. If you would like to send an email blast to your division members, please email a subject line and email text to membership@ohioacte.org. We encourage you to keep constant communication with your members so they continue to see the value in their division members.

Finances:

Each division has a dues account with Ohio ACTE. Division dues that are paid to Ohio ACTE are transferred into the division dues account. It is up to each division to determine how they would like to use this money.

Ohio ACTE also manages operating accounts for many divisions. If your division finances are not currently managed by Ohio ACTE and you would like information on this service contact Christine Gardner at christine@ohioacte.org.

Check requests – If you have invoices or reimbursements that you would like paid by Ohio ACTE from your account, a check request must be submitted. Check requests can only be submitted by the division treasurer or president. Please allow up to 2 weeks for checks of \$1,000 or less to be sent, and up to 4 weeks for checks over \$1,000. A check request form can be found on the Ohio ACTE website at www.ohioacte.org/divisionresources and should be sent to membership@ohioacte.org.