



OHIO
Hospitality
CTSO
Career Technical Student Organization

Today's Students. Tomorrow's Leaders.

Student Membership & Leadership Guide



Ohio Hospitality Chapter Membership Guide

The Ohio Hospitality Leaders program is your place to explore all that the restaurant, foodservice and hospitality industry has to offer. The goal of this program is to bring students together with similar interests to foster a collaborative environment, make a difference in their communities, and establish goals in a learning environment.

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How to Use This Guide

As a New Advisor....

Welcome to Ohio Hospitality Leaders! You are about to embark on an amazing journey!

As a Returning Advisor....

You will use this guide to brush up on the opportunities available to your students (and you!) as they manage their Ohio Hospitality Leaders chapter. We want our students to maximize all the opportunities available to them!

As a Student....

Get ready to experience so many opportunities in the hospitality and foodservice industry! This guide will help you make the most of your chapter membership. Be sure to look for all of the opportunities available to you!

Section One

Ohio Hospitality Leaders Membership Benefits

Becoming an Ohio Hospitality Leader brings a wealth of opportunities including recognition as both an individual member and as a Chapter. Through the events and activities you develop as a chapter, you will build valuable skills that allow you to grow in and out of the classroom. All students of your program will have the opportunity to come together to make your chapter a success. Your shared interests blended with the diverse backgrounds of your members will set your course for success post-graduation.

With your Ohio Hospitality Leader membership you will have:

- Access to programs that will help you grow your personal and professional skills
- Opportunities to meet and connect with industry professionals
- Access to advocate for yourself and other students pursuing leadership in your classroom, school and greater communities.
- Learn and practice real-life application of leadership skills as a member through chapter initiatives and programs.
- Receive recognition for individual achievement through local, state, and regional competitions.

Most important...have fun!

Ohio Hospitality Leaders Core Values

Ohio Hospitality Leaders are guided by and develop the following core values as members of the Ohio Hospitality Leader program.

Leadership – Responsible and ethical decision makers who embody positivity and motivate change.

Community – Putting forth our best effort socially, civically, and professionally.

Passion – Creativity, vision and enthusiasm that drive us beyond the extraordinary.

see core values poster on page 10

Ohio Hospitality Leadership

Ohio Hospitality Leaders work to embody these values and use them to promote and share with their classmates the opportunities available in the Ohio Hospitality Chapter. They encourage their fellow students to fully participate in the CTSO which provides every student with the opportunity to lead. By participating in the chapter students are exposed to industry professionals, amazing opportunities and leadership roles which will help achieve not only chapter goals but your goals as well.

The Ohio Hospitality Chapter Leadership is driven by students with oversight from their chapter advisor.

see leadership poster on page 11

Where do Ohio Hospitality Leaders fit in?
Everywhere!

Who supports Ohio Hospitality?

The foodservice and hospitality industry! You are the future of the industry and there are many leaders excited to support you.

WIIFM (What's in it for me?)

The answer is...a lot!

The Ohio Hospitality Leaders program provides students with many opportunities throughout the year to develop leadership and industry skills. Personal and professional growth are an added bonus to participation.

Programs & Events

Ohio Hospitality Events and programs are held at the local and state levels. All these events support Ohio Hospitality Leaders and can be blended with classroom instruction. Not only are events important for students, but they also lend important support to our chapter advisors and educators.

Monthly Career Development Events

October	<ul style="list-style-type: none">• Virtual Student Leadership Training• Virtual Pumpkin Carving Competition
November	<ul style="list-style-type: none">• Community Service Opportunity (Month Long Event)• Burger Battle• Creative Cakes
December	<ul style="list-style-type: none">• Community Service Opportunity (Month Long Event)• Gingerbread Bash Decorating Virtual Competition
January	<ul style="list-style-type: none">• Coffee Concoctions
February	<ul style="list-style-type: none">• CTE Month• Virtual Event
April	<ul style="list-style-type: none">• Ohio Hospitality Leadership Conference

Student Leader Recognition Programs

Outstanding Ohio Hospitality Chapter of the Year

The Ohio Hospitality Chapter of the Year is an achievement earned by a chapter who successfully executes the Ohio Hospitality Leadership Program in their chapter activities. As a chapter, you will create a yearly action plan that is at the heart of student learning and employability and leadership development. By using the Monthly Career Development Events as a guide, chapters will have a blueprint for creating relevant activities that encourage participation and foster an understanding of the skills attained during each activity.

Ohio Hospitality Competitions

Ohio Hospitality Competitions include virtual and in person competitions at both the local and state levels.

Ohio Hospitality Alumni Program

Your journey with Ohio Hospitality is not over when you graduate. There are opportunities for you including alumni scholarship opportunities, professional development, and the opportunity to support Ohio Hospitality.

Advisor Professional Development

Many opportunities exist throughout the year to provide Chapter Advisors with professional development. Ohio Hospitality Leaders offers a variety of virtual and in person instructor-led professional development experiences.

Educator Career Development Events

These monthly events give Advisors the opportunity to learn new skills, obtain CEU's, and have exposure to industry professionals in a training environment.

September	<ul style="list-style-type: none">• Chapter Advisor and CTSO Applications Accepted• Educator Aperitivo• Teacher Institute
October	<ul style="list-style-type: none">• Chapter Advisor Virtual Training
November	<ul style="list-style-type: none">• Chapter Advisor Virtual Call
January	<ul style="list-style-type: none">• Chapter Advisor Virtual Call
February	<ul style="list-style-type: none">• CTE Month• Teacher Development Day
April	<ul style="list-style-type: none">• Chapter Advisor Call• Educator Aperitivo
May	<ul style="list-style-type: none">• Celebration of the Stars

Ohio Hospitality Advisor Recognition Program

Outstanding Industry Educator of the Year

This award honors an educator who has demonstrated exceptional dedication to the advancement of the Ohio foodservice industry. This award is presented at the Ohio Restaurant & Hospitality Alliance's Industry Awards Celebration.

Get the Word Out!

Social media is a vital part of the Ohio Hospitality Leaders Program. What better way to show your fellow students the amazing things you are up to as a Ohio Hospitality Leader!

By engaging other students in your social media campaigns, you can raise awareness and inspire others to participate in your chapter activities.

Keep an eye out for your Social Media kits!

Section Two

Chapter Management

Setting Students Up for Success

Ohio Hospitality Leaders are an important part of a high school students career and technical education (CTE) with an unwavering commitment to showcasing the next generation of culinary, restaurant management and hospitality workforce. Ohio Hospitality is one of the most effective industry supported programs in the nation which empowers students to achieve long term, successful careers in the restaurant, foodservice and hospitality sectors.

Ohio Hospitality Leaders provide the tools, resources, and skills that students need to become successful industry leaders and responsible and productive citizens in the communities they reside.

Our mission is to educate students on the multitude of professional opportunities in the culinary industry while preparing them for career success. We know it is critical that all members understand their value and purpose while being connected to the hospitality opportunities that build amazing careers and financial security for a lifetime. The Ohio Hospitality mission is composed of three components, all of which are student driven: leadership, community, passion.

Ohio Hospitality Leaders are an important part of a student's culinary education as it blends the Ohio Hospitality curriculum with real world experience and leadership opportunities.

How is the Ohio Hospitality Leaders Program Organized

It All Begins at the School Level

To establish a new chapter, students along with their Ohio Hospitality Advisor will hold a meeting with interested students to form an organizing committee. The students will begin to mold and shape the chapter as they plan and carry out a membership campaign (see section on membership recruitment for ideas). In addition, these students will work, with their educator to write a local constitution, complete a chapter charter and submit both to your state Advisor. These documents are found online and are completed electronically. Once the state Ohio Hospitality Leader advisor has accepted your local constitution and chapter charter, your campus will be listed as a Chapter on the Ohio Hospitality Leaders registration site so you can enroll members. You are then ready to move forward to take advantage of local and state opportunities that await you and your students.

Chapter Advisor Role

Your role in the Ohio Hospitality Leaders chapter is one of coaching and mentoring. You will find that many of the roles and responsibilities of serving as an advisor support the work you are already doing in the classroom. As the advisor of your Ohio Hospitality Leader chapter you:

Serve as a guide, facilitator and advisor to students while allowing them to take the lead.

Act as a coach and mentor offering feedback in a safe learning environment.

You encourage, motivate and inspire students to be their best selves. You believe that all students have value and purpose and that Ohio Hospitality Leaders offers the ability for students to discover and follow their career passions.

You connect business and industry to classroom learning, bringing relevancy to technical education and Ohio Hospitality Leaders Framework instruction.

You create meaningful workplace experiences for your students.

You empower members to be “in charge” of their organization and to lead activities.

You prepare your students to demonstrate their skills through local championships that are assessed by business and industry.

You promote Ohio Hospitality Leaders to students, parents, counselors, administrators and the community.

You provide intentional instruction about the Ohio Hospitality Leaders Framework and Essential Elements, allowing students to define, develop and demonstrate the skills identified.

You deliver on the mission of Ohio Hospitality Leaders by preparing career-ready graduates.

Managing Your Chapter

Chapter Organization

Consider your Ohio Hospitality Leaders chapter a training ground for students to learn personal, workplace and technical skills. A chapter should provide rich experiences that prepare students for career success. To make that a reality, students must be the ones organizing and leading the chapter. The instructor, known as a Ohio Hospitality Leaders advisor, provides support and guidance but allows the students to develop and explore best practices independently.

Organizing your chapter management structure is one of the most important steps that you can take to ensure a successful chapter. By following the keys points below, you will set yourself and your students up for success.

Chapter Meetings

It is essential to hold meetings on a regular basis and to inform students when meetings are scheduled, a minimum of one per month. The meeting times and locations can take a variety of forms to meet the needs of your student body. Because of the integral nature of Ohio Hospitality Leaders to CTE programs, many chapters will hold their meetings during the school day within each class period to give everyone an opportunity to be involved. However, it is fine to get creative and hold chapter meetings when they work best for your students and their school day. Here are some ideas:

- Assemble the chapter members for a large group meeting in the cafeteria, common area or gym, and then schedule committee meetings so smaller teams can work on projects.
- Conduct chapter meetings before school or after school.
- Conduct evening meetings.
- Gather the group for a virtual meeting outside of school hours using Zoom, Microsoft Teams or a similar technology.
- Meetings are where the work of the chapter is accomplished, and decisions are made by the members. To keep members engaged and regularly attending, chapter meetings should be meaningful, productive and purposeful.

Goals for chapter meetings may include:

- Provide an opportunity for chapter members to participate in decision-making processes to determine chapter activities, officer elections and recognition programs.
- Set up committees to plan, implement and report on chapter activities.
- Have FUN! Conduct activities that allow members to get to know one another and have a good time.

Chapter Officers

Chapter officers are essential to the success of a local chapter. Officers serve and guide the membership and ensure that all members are actively participating. The steps to establish a quality chapter officer team are simple:

- Ensure that all candidates understand the officer roles.
- Follow a step-by-step process to elect the officers.
- Provide training for newly elected officers.

To begin the step-by-step process to elect officers, you must first determine which offices should be part of the chapter. There are three required including: Ohio Hospitality Leader, Vice Leader, and Social Ambassador. Chapters can be flexible on this number and should consider how many roles are adequate to support the chapter. In some cases, that number may be more than three.

Things to consider:

- How many total Ohio Hospitality Leader members will be represented by the officer team?
- What officer structure do members prefer to have?
- Is this plan aligned with the chapter constitution and bylaws?
- Ensure candidates fully understand the duties of the office for which they desire to campaign.

Below are a few of the roles and duties that officers may perform.

Ohio Hospitality Leadership Roles

Open to all students in a restaurant, foodservice or hospitality CTE program.

Ohio Hospitality Leader (President) – Presides over & conducts meetings, coordinates activities and keeps chapter on task, maintains order, and appoints committees

Ohio Hospitality Vice Leader (Vice President) – Assists Leader, and presides in leader's absence, coordinates all committee work. Prepares and reads the Meeting Minutes, drafts agenda, keeps roll call at meetings, prepares all chapter written documents and reports and keeps the membership list.

Ohio Hospitality Social Ambassador – Keeps written records of chapter successes and outstanding achievements, gather chapter news, contacts local media to inform them of exceptional chapter activities, submits chapter activities to Ohio Hospitality.

Electing your Chapter Leaders

It is important to run an open, fair and orderly officer election process. It should be made clear who is eligible to run for office, how to apply, the campaigning rules and the election process.

- Procedures must be fair for all candidates

- Establish an application process that all candidates follow. This may include:
 - Completing an application
 - Writing an essay on why they would make a good officer
 - Getting a teacher recommendation
 - Preparing an interview or campaign speech
 - Other method agreed upon
- Additional guidelines may include:
 - Requiring students to be in good academic standing, signing a code of conduct for behavior and following a spending limit for campaign materials.

Within the election process, all candidates campaign for their desired office. Campaigning provides a great opportunity for personal and workplace skill development, especially when clear guidelines are established. All chapter members are eligible to vote in the elections. Consider establishing an election committee so it can determine, prior to voting, the most appropriate balloting procedure. Balloting procedure options can include:

- One vote per member
- A rubric to evaluate candidates based on votes as well as their essay, interview and speech

After election results are determined, announce and install the officers.

Follow the election and installation of new officers with training. Training ensures officers understand their roles and can perform their duties effectively. Some ideas for training topics include roles and responsibilities, working as a team, meeting basics, creating an agenda, use of committees and how to make meetings fun for attendees. This is invaluable professional development for these students.

Start Your Chapter

Why should your chapter be involved in the Ohio Hospitality Leaders CTSO? When a chapter provides rich experiences, it empowers students to become career ready. The Ohio Hospitality Leaders Guide (OHLG) is a road map for the kinds of activities your chapter will conduct every year. From project management to advocacy efforts or event coordination, the OHLG provides an environment where students can experiment, reflect, and receive coaching and feedback while gaining knowledge and new transferable skills.

The Ohio Hospitality Leaders Guide in Action

Below you will find the definition of each Program of Work category, a description of how active participation and engagement in this category will prepare a student to be career-ready, plus tangible examples of activities that support the definition.

Advocacy and Marketing

Promote Ohio Hospitality Leaders chapter and CTE programs, public relations initiatives and experiences to build social responsibility.

Participation in advocacy and marketing creates a career-ready student who is able to:

- Identify characteristics of effective marketing.
- Promote the organization.
- Advocate for themselves and their ideas.
- Learn creative problem solving and promotion techniques.
- Implement new technologies, tactics and strategies.

Activities conducted in the area of advocacy and marketing might include:

- A presentation about Ohio Hospitality Leaders to the local school board.
- A recruitment activity.
- Regularly-scheduled social media posts about Ohio Hospitality.

Community Engagement

Assess community needs, identify services and employ skills to meet needs that develop long-lasting partnerships.

Participation in community engagement creates a career-ready student who is able to:

- Assess and analyze needs.
- Develop and foster a heart for service.
- Apply technical skills for the benefit of others.

Activities in the area of community engagement might include:

- Hosting a teacher appreciation breakfast.

- Organizing a food drive for a food pantry.
- Commit to volunteer service with local needs organizations.
- Cater or host events for community organizations.

Financial Management

Develop personal financial literacy and entrepreneurship skills through relevant work experience, project management and chapter fundraising.

Participation in financial management creates a career-ready student who is able to:

- Work efficiently and effectively within a budget.
- Effectively manage personal finances.
- Manage resources efficiently.

Activities in the area of financial management might include:

- Hosting an entrepreneurial fair.
- Hiring a financial management expert as a guest speaker.
- Creating and carrying out a chapter fundraiser.
- Students tracking chapter expenditures on a spreadsheet.

Leadership Development

Establish interpersonal relationships, individual and team development through chapter operations, leadership competitions and individualized growth plans.

Participation in leadership development creates a career-ready student who is able to:

- Communicate vision.
- Inspire others to action to reach a common goal.
- Equip and empower team members.

Activities in the area of leadership development might include:

- Conducting a leadership workshop for all members.
- Attending a Fall Leadership Conference.
- Holding a chapter officer retreat.
- Interviewing an industry professional about their leadership experience in their career.

Partner and Alumni Engagement

Engage former members, parents, advisory committees, administrators, faculty and business and industry partners in Ohio Hospitality Leaders chapter and classroom activities.

Participation in alumni and partner engagement creates a career-ready student who is able to:

- Appreciate the contributions of others.
- Build a personal and professional network.
- Recognize and value the expertise of others.

Activities in the area of partner and alumni engagement might include:

- Conducting program advisory committee meetings.
- Partners serving as mentors.
- Recognizing contributions of partners and alumni.
- Highlighting alumni stories as part of classroom learning.

Workplace Experiences

Participation in career exploration, planning and work-based learning opportunities including Ohio Hospitality competitions.

Participation in workplace experiences creates a career-ready student who is able to:

- Gain relevant work experience.
- Develop job-seeking skills.
- Understand workplace expectations.
- Establish practices for accepting and implementing team feedback.

Activities in the area of workplace experiences might include:

- Conducting local competitions.
- Going on an industry tour.
- Holding a resume and mock job interview day.

Implementing the Ohio Hospitality Leaders Activity Guide is turnkey and provides step-by-step instructions to completing the monthly activities. Each activity includes these five steps:

Planning — Developing the plans needed to ensure successful completion of an activity. This will include budgeting, creating timelines and planning for needed materials and resources. It also focuses on establishing the partnerships necessary to complete the activity.

Implementation — Carrying out the plans made by identifying the steps that must be taken for the successful completion of the activity.

Evaluation — Evaluating the activity once complete including outcomes, the impact of the focus on the targeted Essential Element and recommendations for next year's chapter or committee. It also includes a member reflection on the development and demonstration of the targeted Essential Element.

Celebration — Celebrating the achievements and completion of the activity by planning a celebration and recognizing the learning that took place and the impact on the members, chapter, campus and community.

Ohio Hospitality Leaders Chapter Excellence Program — Make application for Outstanding Chapter award to promote your good work and achievements.

Recruiting Your Members

Ohio Hospitality Leaders Recruitment

The key to a successful Ohio Hospitality Leaders chapter is the ability to recruit and retain members. Recruitment is an ongoing process and should involve as many current members as possible. When starting a new chapter, all it takes is a few interested students to help get the momentum going. When members and advisors focus on the goal of ensuring that every eligible student can be involved in Ohio Hospitality Leaders, it makes recruitment easy.

Make Recruitment FUN!

Set recruitment goals — As a chapter, establish growth goals for the year. Post these goals where all members can see them and celebrate progress.

Educate and guide new members — Create a new member committee to oversee orientation activities. Using a clear-cut plan, the committee will introduce new members to the chapter and help students quickly become engaged in activities.

Engage all members — Involving the entire chapter in recruitment keeps motivation high and helps all members feel a sense of responsibility toward the health of the chapter. Encourage members to invite other students to attend meetings or events and to be friendly to newcomers.

Invite prospects to activities — A specific event, such as a community service activity, is a great way to recruit. People want to belong to an organization with fun and interesting activities. Allow potential recruits to take part in the activity so they can become immediately involved. Ensure information regarding the chapter, its purpose, meeting times and upcoming events is available at all events. Ask potential members to sign-in, so they can be contacted following the event.

Use social media — Social media is free, so use it. Throughout the year, post videos and articles about Ohio Hospitality Leaders and local CTE programs. Include activities, community service and student achievements so potential members see how they can benefit from participation.

Collaborate with others — By actively involving school counselors and administrators in your program, they can experience Ohio Hospitality Leaders firsthand and will become champions for the chapter. Invite them to events.

Create a display area — Request a hallway bulletin board, display case or other space in the school to promote the Ohio Hospitality Leaders chapter. List the benefits of participation and how to join. Be sure to include pictures of students involved in local and state activities. Ultimately, membership recruitment is a wonderful opportunity to showcase your technical program to the school and community. Don't miss this opportunity to expand support for your program.

Ohio Hospitality Core Values

LEADERSHIP

Responsible and ethical decision-makers who embody positivity and motivate change

COMMUNITY

Putting forth our best effort socially, civically and professionally

PASSION

Creativity, vision and enthusiasm that drive us beyond the extraordinary

TODAY'S **STUDENTS** • TOMORROW'S **LEADERS**

INFLUENCE TEAMWORK COMMUNICATION LEADERSHIP
MANAGEMENT CONTRIBUTION VISION MOTIVATION RESPONSIBILITY

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