

**Host Teacher Meeting Agenda**  
**Thursday, December 2, 2022**  
**Tuttle Seminar Center**  
**Oklahoma Dept. of CareerTech**  
**1500 West 7<sup>th</sup> Ave., Stillwater, OK. 74074**



10:00 a.m.

- Review documents and procedures
- Contest Prizes and Awards Policy
- “Host Teacher Checklist/Outline of Responsibilities”
- “Sample letters”
- “Sample Agendas”
- “Judges Information Sheet”
- “Standardized Testing Tabulation Form”
- “Industry Awards/Donations Information Sheet”
- “Grievance Report”
- “Contest Results”
- Packet contents (certificates, forms, awards/judges materials etc.)
- Confirm Contest dates
- Breakout into trade groups with Supervisors for contest discussions and planning.

Lunch Provide

Estimated 2:00 p.m. Adjourn