



Annual Timeline

(Please use this as a guideline; the actual timeline varies from year to year)

Month	Activity	Typical Dates	Who Responsible?
August	C-TEC Annual Retreat	2 nd week of August	Interested parties
October	Annual Program Review (Review and update CTE course information)	October 31 st Deadline	Teachers and Administrators
	Perkins Expenditure Report due for previous year	October 31 st Deadline	Administrators
	Review and Approve Local Perkins Plan & Updates as a consortium	October/November	C-TEC Steering Committee
February	Clackamas Regional Skills Competition	4 th Thursday in February	Teachers, Students, Administrators, School Contacts
April	Oregon Association of Career and Technical Education (OACTE) Conference	3 rd Week of April	Interested parties
	C-TEC Mini-Grant Applications (\$4,000 or less)	Due Mid-April	Teachers and Administrators
	C-TEC Special Project Applications (Large program/project investments)	Due Mid-April	Administrators
May	Mini-grant Review and Award Notification	1 st Monday in May	C-TEC Steering Committee
	Review and Approve Perkins Budget for following year	May - June	C-TEC Steering Committee
	New course or instructor approval materials due for Advanced College Credit articulation in the following year	Due Mid-May	Teachers and Administrators
June	Perkins Annual Plan Update	Due June 15 th	Administrator
	Programs of Study Applications Due to ODE	Due June 30 th	Teachers, Administrators, Regional Coordinator

