



CTSO Program: FCCLA

Location: Jackson HS

Career & Technical Education Student Organization – 2012-13

Each Career & Technical Education Student Organization advisor is required to file a Student Leadership Program of Work on or before **October 30, 2012**. The Program of Work will be developed and signed by Student Leadership officers and advisors. This Program of Work should include the following information:

Career & Technical Education Student Organization STUDENT LEADERSHIP – PROGRAM OF WORK					
Major Category	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
Leadership – Student officers & training ● Roles & responsibilities ▪ Activities for Leadership growth ● Meeting dates ● Membership – plan to recruit and retain members (promotional activities) ● Leadership camp ● Leadership camp for kids	9/7/12 Throughout Year	6/25/13	Meetings- Keep students on task Provide supervision for activities and meeting Meet with officers before weekly club meetings to write agenda Recruit and Retain- Attend 8 th grade parent night Promote in classes Recruit former students Plan Regional Leadership Meeting Leadership- Prepare field trip forms for officer training and Leadership conference	Meetings- Officers attend Wednesday meetings Members and Officers- attend Thursday meetings Recruit and Retain- Send invitations to join club Recognition to club members who participate in activities Make certificates Posters Morning announcements Club parties FCCLA week Leadership- Get signed permission slips Attend Fall Regional Leadership Meeting Plan and carryout community service projects	Paper, printer, computer, van for travel, substitute, cost of Fall Regional Leadership meeting (\$30) cost of membership (\$30)



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STUDENT LEADERSHIP – PROGRAM OF WORK**

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Educational Activities i.e., field trips, guest speakers, trade shows	9/7/12	6/25/13	Drive students to regional meetings Provide supervision Fill out field trip forms Coordinate with guest speakers Coordinate with other regional advisors Presentation in classes	Student presentations High School and Beyond Former members and STAR event winners talk at meeting and conferences Attend conferences Schedule community Speakers-Housing Hope, ECEAP, Cedar Cross Co-op Food Handler Permits	Paper, Time, gas money for van, professional speakers, cost of conferences
Social/Recreational i.e., host another chapter social, community events	9/7/12 October February December	6/25/13	Provide supervision Remind students of meetings Drive district van Complete field trip paper work	Create club t-shirts Work together for events like Oktoberfest Bowling party Dessert Exchange party Ice skating Get field trip paper work signed Movie and Snacks	T shirts, candy, kitchens, cookie dough, cost of bowling, cost of skates



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Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects, Prom dress exchange	9/7/12	6/25/13	Store mittens and candy Supervise students at events Advertise in classes Keep contact with organizations	Oktoberfest collect supplies, run booth and set up activities Mitten drive for ECAEP collect mittens, advertise, deliver Valentines and Holiday cards for seniors at Merrill Gardens, make, deliver, day field trip Housing Hope tutoring and babysitting Bake desserts for staff and appreciation cards, Food Handlers permits, bake, deliver Free babysitting for ECAEP parent nights Henry the Giving Snowman Advertising for Henry the Giving Snowman Campus Cleaning Canned food drive Gather dresses, collect them after the dance	Candy, boxes, paper, pens, cookie ingredients, kitchens, people to volunteer, permission slips, food, time, dresses
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	9/14/12	7/10/13	FCCLA STAR events regional, state, and national Drive students Supervise students Oversee projects Send in registration Field trip forms	FCCLA STAR events regional and state- Complete projects Work on them at home and after school with Ms. Lochrie Compete at regionals (3 projects) Judge at regional if not completing a project Compete at state (at least two),	Money (\$350 state), van, projects, time, Nationals (\$2000)

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				bring students to judge at state (1) Compete at nationals (at least two teams), bring students to judge (1)	
Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	9/15/12	6/15/13	Over see projects Remind students to pay dues Send dues to nationals Attend parent's night out	Chapter dues Advertise, plan, and attend parent's night out Car wash Cocoa/cider sales Sweatshirts/T-Shirts Bake sale Holiday grams Grants from Wal-Mart Water bottles at TOLO Prom dress exchange	Money, gym, car wash supplies, baked goods, cocoa, cups,
Other i.e., Membership, Recognition of Accomplishments	9/15/12	6/15/13	Oversee activities Remind students to give recognition Recognize students in club, in class, and at school Make certificates for students	Keep track of participating members Make certificates Make big posters for school Bring donuts to meeting Order pins from nationals Letter on jacket Recognize regional winners at	Paper, pen, computer, printer, paint, email, time, money for pins, door prizes, order plaque, make new certificates from regional



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				school assembly Post accomplishments on JHS website Morning announcements Take pictures Post on FCCLA wall in classroom Yearbook Officer elections	
End of School Year Final Interview/report from students on the Program of Work	9/1/12	6/15/13	Oversee meetings Go over program of work	Cover officer and club meetings with current officers and members and officers for next year	

Additionally, each CTSO advisor will report their activities by 12/30/12, 4/4/13, 6/3/13. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities.

Advisor Name(s): Monica Lochrie

Advisor Signature(s) & Date: Monica Lochrie 4/6/12

CTSO President Name: Sam Stephens 2/13/13

CTSO President's Signature & Date: Sam Stephens