



Advisor Name(s): Kirsten D. Harvey A.T., C. AT/L_ CTSO Program: Sports Medicine Location: Cascade High School

Career & Technical Education Student Organization (2012-2013)

STUDENT LEADERSHIP – PROGRAM OF WORK

Each Career & Technical Education Student Organization advisor is required to file a Student Leadership Program of Work on or before **October 26, 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:

Major Category	Event / Activity	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)	SAT Club Meetings	9/1/12	6/17/13	Reserve meeting locations, facilitate agenda writing, supervise students	Write agenda, promote attendance, take notes, prepare for future meetings	None
	SAT Club Officer Meetings	9/1/12	6/17/13	Advise agenda items	Establish and address agenda items for club meetings, address items for future meetings	None
	CHS Curriculum Night	March 2013	March 2013	Reserve booth, order promotional flyers, oversee student set-up of booth supervise students manning the booth	Set-up and take-down booth, promote program, speak with and demonstrate skills to parents and students	Promotional Flyers
	High School and Beyond Night	October 2012	October 2012	Reserve booth, order promotional flyers, oversee student set-up of booth supervise students manning the booth	Set-up and take-down booth, promote program, speak with and demonstrate skills to parents and students	Promotional Flyers

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Educational Activities i.e., field trips, guest speakers, trade shows	WESCO Competition	May 2013	May 2013	Enroll team, promote participation, facilitate study sessions, chaperone attendance of the event	Organize study session, gather study materials, practice for taping competition, compete in the event supply	Practice tape for taping competition (from classroom tape supply)
	WCTSMA	April 2013	April 2013	Enroll team, promote participation, facilitate study sessions, chaperone attendance of the event, book hotel, gather chaperones, facilitate fundraising, book bus, plan meals	Organize study session, gather study materials, practice for taping competition, compete in the event, fundraise money to pay for trip, prepare student presentations	Bus, hotel rooms, food
	WSU/EWU Field Trip	October 13, 14 2012	October 13, 14 2012	Contact Universities to coordinate campus tours, contact Sports Medicine program directors to set-up tours/informational sessions, contact WWAMI program to set-up Cadaver Lab Workshop, price and book: bus, lodging, food, complete district field trip paperwork, oversee fundraising	Organize students for trip, implement fundraising for costs, complete field trip forms, prepare for cadaver lab	Bus, lodging, food, game tickets

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
Social/Recreational i.e., host another chapter social, community events	Relay for Life	May 2013	May 2013	Advise officers on duties to be performed, coordinate chaperones, contact Relay for Life coordinator to set-up hydration/first-aid coverage, oversee student coverage of hydration station and first-aid station	Choose team captains, establish team members, register the team, communicate with team members on supplies needed/meetings etc leading up to Relay for Life, create schedule of team members for walking, gather chaperones, plan for food and lodging (tents) for the 24-hour event, design and implement a fundraiser for the day of the event to increase team fundraising goal	\$15-20/ per student for team fee and t-shirt making (t-shirts, puff fabric paints), training room coolers, first-aid supplies
	Halloween Funfest	October 2012	October 2012	Complete paperwork, gather booth supplies and candy, oversee officer coordination of the event	Collect candy prizes, make life-size game of Operation, gather booth supplies, man the Operation game booth, interact with children playing the game	Old boxes, black butcher paper, glow-in-the-dark paint, image of skeleton and overhead for making game, black light, candy
	End of Year Banquet	June 2013	June 2013	Meet with officers about banquet format, make reservation or reserve cafeteria as appropriate, contact student members and families about event, prepare awards	Vote for awards, design slide show, promotion	TBD (paid by students)
	SAT Club Christmas Party	December 2012	December 2012	Meet with officers about format, oversee decoration of Training Room, oversee gift exchange, oversee game/event planning	Promotion, plan food, plan games, decoration	Decorations (on hand), Food (pot-luck)

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	WSU/EWU Field Trip	October 13,14 2012	October 13,14 2012	Contact Universities to coordinate campus tours, contact Sports Medicine program directors to set-up tours/informational sessions, contact WWAMI program to set-up Cadaver Lab Workshop, price and book: bus, lodging, food, complete district field trip paperwork, oversee fundraising	Organize students for trip, implement fundraising for costs, complete field trip forms, prepare for cadaver lab	Bus, lodging, food, game tickets



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Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	Relay for Life	May 2013	May 2013	Advise officers on duties to be performed, coordinate chaperones, contact Relay for Life coordinator to set-up hydration/first-aid coverage, oversee student coverage of hydration station and first-aid station	Gather chaperones, plan for food and lodging (tenis) for the 24-hour event, prepare coolers of Gatorade and water, set-up hydration station/first-aid station on the field, monitor coolers/first-aid supply levels and resupply as needed, offer first-aid assistance when appropriate	Training room coolers, first-aid supplies
	3-on-3 Tournament Coverage	May 2013	May 2013	Contact service advisor and offer hydration/first-aid coverage, oversee preparation of hydration/first-aid supplies, oversee student coverage of hydration station and first-aid station	Prepare coolers of Gatorade and water, set-up hydration station/first-aid station in Main Gym, monitor coolers/first-aid supply levels and resupply as needed, offer first-aid assistance when appropriate	Training room coolers, first-aid supplies
	Senior vs Staff Basketball game coverage	June 2013	June 2013	Contact game organizer and offer hydration/first-aid coverage, oversee preparation of hydration/first-aid supplies, oversee student coverage of hydration station and first-aid station	Prepare coolers of Gatorade and water, set-up hydration station/first-aid station in Main Gym, monitor coolers/first-aid supply levels and resupply as needed, offer first-aid assistance when appropriate	Training room coolers, first-aid supplies
	Sports Physicals	May 2013	May 2013	Contact Physical Therapy Clinic and Physicians for medical service of the event, reserve Main Gym, prepare paperwork, design flow of event, oversee set-up	Promotion, set-up all areas of the event, Register patients and collect fees at entrance, guide	None

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				and implementation, oversee clean-up, provide copies of paperwork to where needed	patients on where to go- station to station, measure height and weight, test vision, clean-up all areas of the event	
	High School and Beyond Night	October 2012	October 2012	Reserve booth, order promotional flyers, oversee student set-up of booth supervise students manning the booth	Set-up and take-down booth, promote program, speak with and demonstrate skills to parents and students	Promotional Flyers
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	WESCO Competition	May 2013	May 2013	Enroll team, promote participation, facilitate study sessions, chaperone attendance of the event	Organize study session, gather study materials, practice for taping competition, compete in the event supply	Practice tape for taping competition (from classroom tape)
	WCTSMA	April 2013	April 2013	Enroll team, promote participation, facilitate study sessions, chaperone attendance of the event, book hotel, gather chaperones, facilitate fundraising, book bus, plan meals	Organize study session, gather study materials, practice for taping competition, compete in the event, fundraise money to pay for trip, prepare student presentations	Bus, hotel rooms, food
Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	Garage Sale	September 22, 2012	September 22, 2012	Complete facility request, place Herald advertisement, facilitate student gathering of items to be sold	Gather items to be sold, advertise, price items, clean items, set-up and clean-up event,	None
	Concessions at Sporting Events	All year long	All year long	Communication with concessions organizers	Recruit members or parents, to work on selected nights, cover the concessions stands on assigned nights	None

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	Sponsorship Jars	Fall 2012	Fall 2012	Complete fundraiser request, collect cash box, oversee fundraising event, submit cash box	Make sponsorship poster, gather and decorate sponsorship jars, coverage of events where using sponsorship jars	
	More to be determined...					
Other i.e., Membership, Recognition of Accomplishments	End of Year Banquet	June 2012	June 2012	Meet with officers about banquet format, make reservation or reserve cafeteria as appropriate, contact student members and families about event, prepare awards	Vote for awards, design slide show, decorate event, promotion	TBD (paid by students)
End of School Year Final Interview/report from students on the Program of Work						

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Additionally, each CTSO advisor will report their activities **by December 7, 2012, March 8, 2013 and June 14, 2013**. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities..

Advisor Name(s): Kirsten D. Harvey

Advisor Signature(s) & Date: *Kirsten D. Harvey* 10-23-12

CTSO President Name: Samuel Lindal

CTSO President's Signature & Date: *Sam Lindal* 10-23-12