

Advisor Name(s) Brush, George

CTSO Program: DECA

Location: Jackson High School

Career & Technical Education Student Organization – 2013-2014

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 25, 2014**. 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	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)	Officer training	06/26/13	06/28/13	Supervise, bring ideas, place order	Choose spirit wear logos, styles, complete order forms	PO submitted to ASB to purchase spirit wear
	Student Store Orientation	08/27/13	08/27/13	Train student store members.	Attend and participate.	Store Space.
	Leadership Camp	08/27/13	08/28/13	Attend and supervise	Sell Spirit Wear and answer questions from students	Transportation, reserve school annex.
	All Grade Orientations	08/29/13	9/3/13	Reserve space	Attend and promote DECA and Spirit Wear.	Store Space and spirit wear inventory.
	Officer Meetings	09/21/13	09/21/13	Attend and supervise students	Attend and participate in leadership activities	Meeting Space.
	Chapter Meetings	09/04/13	06/26/14	Attend meetings, lead/bring ideas.	Attend meeting, participate, enable ideas, prepare notes,	Meeting Space, promotional materials.
	Officer Parent BBQ	09/17/13	09/17/13	Introduce teaching Philosophy.	Bring and set-up food, host parents	Tables, BBQ, meat for BBQ



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Educational Activities i.e., field trips, guest speakers, trade shows	Entrepreneurship Opportunity for Minority Women	07/13/13	09/15/13	Supervise DECA project activities	Pass out promotional materials, talk with students and answer questions.	Promotional materials, poster materials, guest speaker contacts
	Guest Speakers	09/5/13	06/20/14	Invite and get speakers cleared for presentation during class time	Invite speakers, attend presentation	Unknown as speakers may require different things for props, materials to handout etc.
	Financial Literacy Week	11/4/13	11/8/13	Supervise DECA project activities.	Pass out promotional materials, talk with students and answer questions.	Promotional materials, poster materials, guest speaker contacts.
	DECA Pro Sports Day	05/20/14	05/20/14	Complete District ppwk for fieldtrip.	Posters and other advertising media for DECA Pro Sports Day	Transportation
	Resume and Career Workshops	05/15/14	05/15/14	Supervise students and activities.	Promote the importance of 21 st century skills	Online resources, promotional activities, computer



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Social/Recreational i.e., host another chapter social, community events	Mariners Pro Sports Day	5/20/13	5/20/13	Complete District ppwk for fieldtrip.	Posters and other advertising media for DECA Pro Sports Day.	Bus for traveling to sport complex
	Practice Nights	11/20/13	04/29/14	Supervise students	Help run practice nights, help other students	School, practice tests, judge
	Ropes Course/Leadership Camp	9/28/13	9/28/13	Supervise students, complete district ppwk	Advertise with posters and other media	Bus for travel
	Film on Field (cancelled)	TBD	TBD	Supervise students, complete district ppwk	Advertise with posters and other media	Projector, screen, concession
	Merrill Gardens Service Project	7/13	6/14	Monthly appointments	Promote activity and interact with residents	N/A
Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	Mill Creek Festival	7/13/13	7/14/13	Supervise students	Set up and take down	none
	Luau at Merrill Gardens	8/8/13	8/8/13	Supervise Students	Help serve, Clean up	none
	October Fest	10/31/13	10/31/13	collect candy to be given out	Create themed tables for kids to participate	table, paper, pens, glue,
	School Beautification Day	8/28/13	8/28/13	supervise students	garden	none
	Don't Text and Drive School	1/9/14	1/9/14	Express the dangers of texting while driving, supervise, and involve students	pledge, announcement on how kids pledge	glitter, push pins



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	Career Skills Workshop	2/20/14	2/20/14	Supervise students	create career skills lessons, help out at workshop	Computers
	Military Giveback Donation	3/15/14	3/20/14	Provide area for donations to be kept	collect donations, donate	pen, paper, glue, classroom
	Garage Sale Leftovers Donations.	5/3/14	5/3/14	(TBD)	Attend and work at the Garage Sale, interact with customers, deliver donations to Good Will.	Boxes, poster supplies, donations.
	Resume Workshop	5/13/14	5/20/14	Supervise students and activities.	Demonstrate putting together a resume	Computers and promotional materials.
	Relay For Life	6/2014(TBD)	6/2014	Supervise participants. Pledge for the relay.	Participate and promote the event.	Poster supplies
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	Fall Leadership Area	10/27/13	10/29/13	Invite students to compete, prepare materials, instruction.	Attend conference, prepare for mock competition, and follow all EVERETT SD conduct rules.	District Transportation
		01/15/14	01/15/14	Instruct and prepare students for competition	Prepare for competition, practice role plays, practice tests	Role plays from previous years, tests from previous years. District Transportation
	State	03/6/14	03/8/14	Complete district ppwk for field trip. Parent meeting	Role plays, practice, compete	District Transportation. Winning manuals from previous years for practice.
	Nationals	05/2/14	05/07/14	Same as above.	Same as above	Unknown cost at this time.



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Ways and Means i.e., How Program of Work will be funded (Fund Raisers.)	DECA Sweatshirts	10/07/13	10/11/13	Supervise students and cash box materials.	Obtain product, sell to members. Promote sales and set up table for sales.	Sweatshirts, cash box, poste
	Halloween “Sale” Card Distribution	9/30/13	10/30/13	Supervise students	Hand out to members, encourage members to give them out to student body.	Cards, advertisement and promotional posters.
	Mill Creek Garage Sale	5/3/14	5/3/14	Supervise students and site activity.	Obtain site, collect sales donations, and get member help and support.	Sale site, cash box, product for sale, advertisement.
Other i.e., Membership, Recognition of Accomplishments	Officer Lunch-In	5/30/14	5/30/14	Supervise students	Organize event, make reservations	Food, plates, cups, napkins
	DECA Week	10/21/13	10/25/13	Approve Events and supervise daily activities.	Organize activities for the entire week, organize workers for the activities, get all supplies needed	Paper, food, Purchase Order
	DECA Member Sweatshirts	10/07/13	10/11/13	Approve logo on sweatshirts, place order.	Create design, place order, sell shirts, create signs, get cashbox	Sweatshirts, paper and poste supplies.
	DECA Officer Parent BBQ	06/9/13	06/9/13	Provide items signed up to bring, talk about officer responsibilities, etc.	Organize dinner, prepare agenda	School barbeque, Mr. Brush classroom.
End of School Year Final Interview/report from students on the Program of Work	End of Year Recognition	06/12/14	06/12/14	Order recognition documents	Participate, coordinate schedule of	Award certificates, meeting space reserved.

Additionally, each CTSO advisor will report their activities by **December 6, 2013, March 8, 2014 and June 14, 2014**. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities.

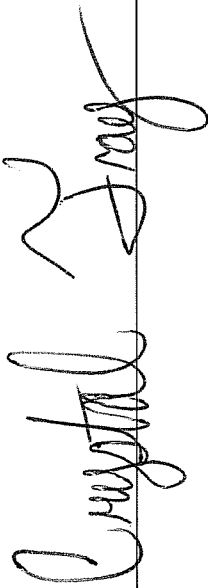
Advisor Name(s): George Brush

Advisor Signature(s) & Date: _____

 1/13/14

CTSO President Name: Crystal Tray

CTSO President's Signature & Date: _____

 1/13/14