Advisor Name(s) \_\_\_\_\_Kleven\_\_\_\_\_\_\_\_\_\_\_\_\_\_CTSO Program: \_DECA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_EHS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Career & Technical Education Student Organization – 2010-2011

# 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 30, 2010**. 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 – DECA officers will:   * Learn roles of their officers and carry out responsibilities by: * Preparing activities for leadership growth * By increasing opportunities for role playing activities. * Setting meeting dates * Increasing membership – plan to recruit and retain members (promotional activities)   Leadership and Professional development for officers | Weekly member  Meetings  Seagull Days  Fall Leadership conference | 9/10/10  8/16/10  10/24/10 | 5/26/10  8/16/10  10/26/10 | Will prepare agendas for sponsoring fundraising and community events at EHS  Deliver completed fundraising paperwork and obtain items for sale.  Complete and deliver necessary paperwork and arrangements.  **Goal:** have 4 out of the 6 officers attend the conference. | Polly/Michelle – maintain 85% member meeting attendance per week  Michelle/Vivienne/Melissa  Thuy vi/Nick/Melissa | DECA dues  DECA/EHS items to sell  Prospects will pay their $35 fee (10 members pay their dues by 9-24) not including blue and gold sponsored students  **Goal:** DECA members will pay all of its own costs this year for Fall Leadership conference. |
| Educational Activities i.e., field trips, guest speakers, trade shows | Area DECA  Competition  As well as State and National competition  “HomecomingTaligate” – Promote DECA | Jan 13th, 2010  March 3-5, 2010  10-15 | Same  March 5th  10-15 | Will prepare and teach members how to compete in DECA manuals and role-plays  Shall prepare and teach state qualified members how to compete in DECA manuals and role-plays  Advisor will prepare all necessary forms and supervise  **Goal:** Have 10 out of 16 members participate in this activity. | Will attend DECA practices and studying materials on their own.  Thuy vi/Polly/Nick  **Goal**: To increase this by 50% and of these members 65% will be compete in regional competition; 40% will prepare to going to state and 10% to nationals.  Polly/Thuy Vi/Nick/Michelle | Dues for each member for AREA  Competition  DECA dues/budget  ASB budget |
| Social/Recreational i.e., host another chapter social, community events  Annual “Safeway Takeover” Of The 41st Street Safeway.  Members job shadow in each Safeway department. | “Safeway Takeover”  Homecoming Football Game 2010 | Once a year  Once a year | Day of  Day of | Set date with Safeway manager. Provide supervision and guidance to members at the 41st Safeway during the activity.  **Goal:**  have 10 out of 16 members participate  Set up necessary equipment and fill out paperwork | Polly/Thuy-vi/Nick/Melissa/  Michelle/Vivienne interacting with Safeway employees.  All officers/members  Viviane/Melisa | Donations from Safeway for food for members  Design and obtain EHS shirts to sell |
| Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects | EHS campus cleanup  N Everett Food drive | Various dates  2nd week January | As needed through out year  Last week of January | Advisor will schedule the day and students who will be cleaning up the EHS outside grounds.  **Goal**: 10 out of 16 members participate in campus cleanup.  Advisor will coordinate working with VOA (200 can – goal) | Nick/Melisa/Vivienne  Polly/Thuy-vi arrange food bins pick up times and advertising around school | Trash bags  Poster paper/paint/school announcements |
| Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals  . **Goal**: To increase this by 50% and of these members 65% will be compete in regional competition; 40% will prepare to going to state and 10% to nationals. | Area DECA  Competition  (If qualified)  State DECA  (if qualified)  National DECA | Jan 15th, 2010  March  April | Same  “ “  “ “ | Shall prepare, teach, and organize officers and members how to compete for DECA  Same  Same | Each officer will be assigned 3 students to mentor through out DECA competition preparation.  Officers will work with these members twice a week.  **Goal**: To increase this by 50% and of these members 65% will be compete in regional competition; 40% will prepare to going to state and 10% to nationals. | Dues for each member for AREA  Competition  Dues for each member for qualifying State and Nationals  DECA preparation manuals |
| Ways and Means i.e., How Program of Work will be funded (Fund Raisers)  Goal is to raise $500-$1000 | DECA Dues  Applebee’s fundraiser  “HomecomingTaligate” – Promote DECA | Sept  Various  10-15 | May  Various  10-15 | Advisor will present new ways to fund raise and brainstorm with members  Advisor shall obtain sale items and select members who will work the event and also supervise. | Treasurer and Thuy-vi/Polly/Nick  Thuy-vi/Polly/Vivienne/Melissa/  Nick | New EHS apparel items to sell and flyers  Fundraising forms |
| Other i.e., Membership, Recognition of Accomplishments  **Goal**: To increase this by 50% and of these members 65% will be compete in regional competition; 40% will prepare to going to state and 10% go to nationals.  . | Membership drive  Department Awards Ceremony  DECA Awards | Sept  End of May  End of May | May  Same  Same | Will present to clubs/classes at EHS starting with Torch Honor - 9/29 –throughout the year.  Organizes award ceremony and selects the recipients by 5/26.  Prepares awards and presents them to members. | Thuy-vi/Polly/Michelle  Nick/Polly/Thuy-vi/Michelle  Thuy-vi/Polly/Michelle | DECA dues and budget  DECA dues and budget  DECA dues and budget |
| **End of School Year Final Interview/report from students on the Program of Work** | End of year wrap – up “Pizza” party  Program of Review | End of May  Begin May | End of May  Complete first week of by June 3 | Orders pizza and soft drinks  Host meeting and facilitate the program of review completion. | All Officers – specifically Nick  **Goal:** Conduct officers' election for next year by May 30 with 85% of the members attending the last meeting of the year.  Thuy-vi, Polly, Nick, Vivienne, Michelle, Melissa | Members donate food for pizza party  NA |

Additionally, each CTSO advisor will report their activities **by December 4, 2010**, **March 5, 2011** and **June 4, 2011**. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities.

Advisor Name(s): \_\_**Shane Kleven**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature(s) & Date: 9-17-10

CTSO Presidents**:**\_**Polly Rinehart/Thuy-vi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CTSO President’s Signature & Date: 9-17-10 ­­­­­­­­