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 memberMeetingsSeagull DaysFall Leadership conference | 9/10/108/16/1010/24/10 | 5/26/108/16/1010/26/10 | Will prepare agendas for sponsoring fundraising and community events at EHSDeliver 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 weekMichelle/Vivienne/MelissaThuy vi/Nick/Melissa | DECA duesDECA/EHS items to sellProspects 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 Activitiesi.e., field trips, guest speakers, trade shows | Area DECACompetitionAs well as State and National competition “HomecomingTaligate” – Promote DECA | Jan 13th, 2010March 3-5, 201010-15 | SameMarch 5th10-15 | Will prepare and teach members how to compete in DECA manuals and role-playsShall prepare and teach state qualified members how to compete in DECA manuals and role-playsAdvisor 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 CompetitionDECA dues/budgetASB budget  |
| Social/Recreationali.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 yearOnce a year | Day ofDay 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 participateSet up necessary equipment and fill out paperwork | Polly/Thuy-vi/Nick/Melissa/Michelle/Vivienne interacting with Safeway employees.All officers/membersViviane/Melisa | Donations from Safeway for food for membersDesign and obtain EHS shirts to sell |
| Community Servicei.e., inventory for local merchant, canned food drive, adopt a community organization, service projects | EHS campus cleanupN Everett Food drive | Various dates2nd week January | As needed through out yearLast 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/ViviennePolly/Thuy-vi arrange food bins pick up times and advertising around school | Trash bagsPoster paper/paint/school announcements |
| Competitive Eventsi.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 DECACompetition(If qualified)State DECA(if qualified)National DECA | Jan 15th, 2010MarchApril | Same“ ““ “ | Shall prepare, teach, and organize officers and members how to compete for DECA SameSame | 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 CompetitionDues for each member for qualifying State and NationalsDECA preparation manuals |
| Ways and Meansi.e., How Program of Work will be funded (Fund Raisers)Goal is to raise $500-$1000 | DECA DuesApplebee’s fundraiser“HomecomingTaligate” – Promote DECA | SeptVarious10-15 | MayVarious10-15 | Advisor will present new ways to fund raise and brainstorm with membersAdvisor shall obtain sale items and select members who will work the event and also supervise. | Treasurer and Thuy-vi/Polly/NickThuy-vi/Polly/Vivienne/Melissa/Nick | New EHS apparel items to sell and flyersFundraising forms |
| Otheri.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 driveDepartment Awards CeremonyDECA Awards | SeptEnd of MayEnd of May | MaySameSame | 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/MichelleNick/Polly/Thuy-vi/MichelleThuy-vi/Polly/Michelle | DECA dues and budget DECA dues and budgetDECA dues and budget |
| **End of School Year Final Interview/report from students on the Program of Work** | End of year wrap – up “Pizza” partyProgram of Review | End of MayBegin May | End of MayComplete first week of by June 3 | Orders pizza and soft drinksHost 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 partyNA |

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 ­­­­­­­­