

Advisor Name(s): Linda Anderson

CTSO Program:

FIRST Robotics (FTC and FRC)

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)	Initial Meeting	9/27/12	9/27/12	Organize and advertise meeting; explain	Sign in and complete online questionnaire indicating interests and preferences	Snacks for attendees
	Identify students for exec team	9/27/12	10/5/12	Check online questionnaire- contact those who expressed interest in leadership		N/A
	Hold exec team meeting	10/8/12	10/8/12	Organize meeting, contact selected students to ensure attendance	Choose directorship, begin research on responsibilities, start organizing committee structure	Snacks for attendees
	Exec team meeting	10/15/12	10/15/12	Supervise meeting, help develop agenda	Identify and discuss director roles, develop plan	Snacks for attendees
	Exec team meeting	10/22/12	10/15/12	Supervise meeting, help develop agenda	Add additional exec team members, plan for HS and Beyond, finalized theme	Snacks for attendees
	Daily meetings	10/30/12	ongoing	Manage students, help mentors, help directors and attendees focus on specific tasks	Focus on game strategy, help design and build robot	Snacks for attendees

Major Category	Event/ Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and/or Resources Needed
Educational Activities i.e., field trips, guest speakers, trade shows	FRC Rookie Workshop in Des Moines	10/27/12	10/27/12	Attend workshop with mentors, take notes	Students who are children of one of the mentors attended and took notes on some of the sessions	Individuals provided transportation and lunch
	FRC System Reboot in Marysville	11/3/12	11/3/12	Communicate with students and parents about the opportunity for their participation	Attend with parents, if possible	Individuals provided transportation and lunch
	FRC Webinar	11/6/12	11/10/12	Register for and log in to webinar	Watch and ask questions	Snacks for attendees
	FRC Digipen workshop in Redmond	11/10/12	11/10/12	Communicate with students and parents about the opportunity for their participation	Attend with parents, if possible	Individuals provided transportation and lunch
Social/Recreational i.e., host another chapter social, community events	Team end-of- year party or dinner with parents, mentors, volunteers, etc.	TBD	TBD	Help students plan, organize and execute the event	Plan, organize and execute the event	

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and/or Resources Needed
Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	High School and Beyond Night	10/25/12	10/25/12	Communicate with organizers, students, mentors and JHS volunteers; enlist student participants to monitor table and hand out materials	monitor table and hand out materials	Paper and ink for color flyers and brochures
	TBD					
	FTC Qualifying events	11/16/12 11/30/12 12/7/12	11/16/12 11/30/12 12/7/12	Register for event, organize field trip forms, find transportation, have team T-shirts ready	Register for team roster, get field trip forms signed, help arrange for transportation	Registration and materials ~\$1600 T-Shirts, iron-on transfers, meals for attendees
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	FTC Regional event	12/15/12	12/16/12	Same	Same	
	FRC Seattle Regional	3/27/12	3/30/12	Register for event, prepare team for event (build robot) organize field trip forms and transportation, have team attire ready. Get pre-arranged absence forms for students, do grade checks	Register for team roster, analyze game strategy, build robot, get field trip forms signed by parents, pre-arranged absence forms signed	Registration \$6500 Supplemental materials for building robot ~\$4,000 Transportation for 3 days ~\$1,000 Team attire, meals for attendees
Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	OSPI i-grants For FTC and FRC	9/20/12	10/27/12	Grants written and submitted to OSPI	None	None
	Boeing volunteer hours	Ongoing	Ongoing			
	NASA grant Boeing grant		10/23/12 11/6/12	Write and submit Write and submit	None	None
	Researching additional fundraisers					

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and/or Resources Needed
Other i.e., Membership, Recognition of Accomplishments	We will look into honor cords (like DECA has) End-of-year recognition ceremony and social (currently undecided on format)	May-June 2013	June 2013	Help facilitate and organize honors and an event	Plan, organize, execute the event	
End of School Year Final Interview/report from students on the Program of Work	Students have to complete engineering journals and reflections for both FTC and FRC. They will be asked to add an end-of-year piece to these reflections.	May-June 2013	June 2013	Remind them of the product	Complete the product	None

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): LINDA ANDERSON

Advisor Signature(s) & Date: Linda Anderson November 14, 2012

CTSO Director's Name: Bryan Gonzalez

CTSO Director's Signature & Date: Bryan Gonzalez 11/14/12