



Advisor Name(s):

Marques

CTSO Program:

DECA

Location:

Everett 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 5, 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)	DECA Officers Meet & Greet	09/25/2012	09/25/2012	prepare agenda	Get to know each other, talk about some goals for 2012-2013	paper
	DECA Meetings	09/11/2012	06/30/2013	send out reminders, work with officers to form agenda, supervise students (meet with all members on Thursdays)	address agenda items, complete tasks for upcoming events	paper, food (DECA \$)
	DECA Officer Meetings	09/01/2012	06/30/2013	send out reminders, work with officers to form agenda, supervise students (Meet with officers every tuesday after school.)	address agenda items, plan upcoming events, complete tasks for upcoming events	paper, food (DECA \$)
	DECA Fall Western Region Leadership Conference	11/15/12	11/18/12	complete paperwork, supervise students	attend workshops, report back to the membership	transportation, registration (DECA \$)



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	State Parent Meeting	02/27/2013	02/27/2012	prepare agenda, complete information packet	NA	NA
Educational Activities i.e., field trips, guest speakers, trade shows	Local Business Visitations	TBD	TBD	complete paperwork, supervise students	assist in planning event, participate in event	transportation, classroom coverage
	DECA Mariners Day	May 2011	May 2011	complete paperwork, supervise students	participate in career discussion	transportation, classroom coverage
	DECA Sounders Night	TBD	TBD	complete paperwork, supervise students	participate in career discussion	transportation, classroom coverage
	Guest Speakers	12/1/2012	6/15/2012	Call Speaker, confirm dates and times.	Thank you card, asking questions, take notes	N/A
Social/Recreational i.e., host another chapter social, community events	Staff French Toast Breakfast	1/28/2012	1/28/2012	obtain and organize materials, supervise students	assist in planning event, participate in event	French Toast Supplies, Juice, & Coffee (DECA \$)
	Area 2 Minute to Win it	10/19/2012	10/19/2012	complete paperwork, supervise students	participate in all activities	Pizza (per student attending)
	Bowling Night	February 2013	February 2013	supervise students, complete paperwork	execute event, promotions	promotional items
	End of the Year Officer Dinner	June 2013	June 2013	supervise students, complete paperwork	execute event, promotions	TBD per person paid by the students



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Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	Sell Hearts from Ronald McDonald House	2/10/13	2/20/2013	supervise students, send proceeds to Charity.	Work in store and encourage purchase of charity heart, promote charity drive	NA
	Toilet Paper Ronald McDonald House	March 2013	March 2013			
	Safeway Takeover	1/28/2013	1/28/2013	contact Safeway, complete paperwork, plan activities, supervise and coordinate students	participate in job shadowing a variety of departments	promotional items
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	Competition Practices	Nov 2011	Jan 2012	organize materials, coach supervise students	practice	NA
	Area Competition Practice Night	TBD	TBD	invite students, prepare materials, obtain judges, instruct students	attend event	snacks for judges, judging materials
	Area 2 Competition	01/9/2013	01/9/2013	complete paperwork, register students, manage event, coordinate judges, supervise students	attend competition practices, study event, compete	registration, transportation, classroom coverage
	State Competition Practice Night	TBD	TBD	invite students, prepare materials, obtain judges, instruct students	attend event	snacks for judges judging materials

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Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	State Competition	03/07/2013	03/09/2013	complete paperwork, register students, manage event, meet with parents, supervise students	competition practices, study event, compete	registration, housing, meals, transportation, classroom coverage
	National Competition	04/23/2013	04/28/2013	complete paperwork, register students, manage event, supervise students	attend competition practices, study event, compete	registration, housing, meals, transportation, classroom coverage
	Football Concessions	Oct 2012	October 2012	Attend event	Work at home football concessions.	NA
	Chuck a puck	Jan. 15, 2013 & Feb. 12, 2013	Jan. 15, 2013 & Feb. 12, 2013	Chaperone, organize event	Sell pucks to Silvertips attendees	NA
	Morning Food Sales	Dec/Jan 2012-2013	Dec/Jan 2012-2013	Help with required paperwork, cashbox, supervise	Man table and sell items, promote event.	Purchase food items. Promotion materials.
	Snowcone Sales	Dec. 2012	June 2013	Provide snowcone cart, chaperone	Sales and maintenance	NA
	Spelling Bee or Hypnotist	Spring 2013	Spring 2012	complete paperwork, organize event, account for funds, supervise students	execute event, promotions, sell tickets	paper (DECA \$)
Other i.e., Membership, Recognition of Accomplishments	Aquasox fundraiser	May 2013	May 2012	Chaperone, organize event, fundraising request	Execute event, promotions, etc.	N/A
	Honor Cords	May 2012	May 2012	order items, nominate candidates, organize voting process	complete application	DECA \$
	Officer Awards	June 2012	June 2012	order certificates, complete certificates, obtain appropriate signatures	NA	Paper (DECA \$)
	2013-2014 Officer Elections	May 2012- June 2013	June 10, 2013	Distribute applications, run election, review completed applications.	Complete application	No Cost

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End of School Year Final Interview/report from students on the Program of Work	Final Meeting with current officers and newly elected students	June 10, 2013	June 20, 2013	Review past year's POW, and start 2013-2014 POW. Schedule first summer meeting.	Attend Meetings	N/A, maybe \$ for food.

Additionally, each CTSO advisor will report their activities by **Dec 3rd**_, **March 1st** and **June 15th**_. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities.

Advisor Name(s) (*printed*): David Marques

Advisor Signature(s) & Date: David Marques 12/7/12

CTSO President Name (*printed*): Bailey Rufer

CTSO President's Signature & Date: Bailey Rufer 12/13/12

Program Advisory Chair (*printed*):

Program Advisory Chair Signature & Date: [Signature]

CTE Director Signature: [Signature]



Submitted Electronically in December.

CTSO Advisor Electronic Report Form 2012-2013

Directions for use:

Please submit this as an email attachment to the CTE Office (to Diane Storm by designated due dates)

CTSO : DECA BUILDING LOCATION: Everett High School

Please mark the date of this report:

Report Due Dates:

x December 7, 2012 □ March 8, 2013 □ June 14, 2013

The following is a log outlining the duties spent by the CTSO Advisor:

Advisor's Name: David Marques		
Date Worked	# of Students	Work Performed
9-25-2012	3	DECA Officer Meeting - 1st chance to start planning with existing officers.
10-2-2012	15	First DECA general meeting. Supervision
10-11-2012	13	DECA General Meeting - supervision.
10-18-2012	12	DECA General Meeting - supervision.
10-30-2012	15	DECA General Meeting - supervision.
11-8-2012	18	DECA General Meeting - supervision.
11-29-2012	11	DECA General Meeting - supervision.
10-9-2012	3	DECA Officer Meeting to plan General Meeting (10-11-12)
10-16-2012	3	DECA Officer Meeting to plan General Meeting (10-18-12)
10-28-2012	3	DECA Officer Meeting to plan General Meeting (10-30-12)
11-6-2012	3	DECA Officer Meeting to plan General Meeting (11-8-12)
11-27-2012	4	DECA Officer Meeting to plan General Meeting (11-29-12)
10-5-2012	8	Worked Concessions stand at Homecoming FB Game
10-25-2012	6	Worked Concessions stand at home FB game
11-10-2012	5	WRLC student planning Meeting (Review Details)
11-15-2012	5	Western Region Leadership Conference - Chaperone
11-16-2012	5	Western Region Leadership Conference - Chaperone
11-17-2012	5	Western Region Leadership Conference - Chaperone
11-18-2012	5	Western Region Leadership Conference - Chaperone
12-4-2012	4	DECA Officer Meeting to plan General Meeting (12-6-12)
12-6-2012	12	DECA General Meeting - supervision.