



Advisor Name(s) Neil Palachuk CTSO Program: First Robotics (FTC and FRC) Location Cascade 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, 2013**. 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)	Initial Meeting	9/4/13	9/27/13	Organize and advertise meeting; explain	Sign in and discuss team structure, students interests and preferences plan for kick off	Snacks for attendees
	Attend FTC kick off	9/7/13	9/7/13	Manage students, help mentors, help directors and students understand this year’s game	Watch kick off video, work on game strategy, discuss robot design	Snacks for attendees
	Identify students of exec team elected last spring	9/9/13	9/16/13	Verify student elected leadership	Begin research on responsibilities, start organizing committee structure	Snacks for attendees
	Exec team meeting	9/12/13	9/12/13	Organize meeting, contact selected students to ensure attendance	Discuss team member roles, develop plan	Snacks for attendees
	Parents meeting	9/17/13	9/17/13	Meet and greet parent’s, watch kick off video, round table questions and answers Organize parent volunteers	Students attended and took notes and help answer question	Snacks for attendees

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Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	Daily meetings	9/23/13	9/23/13	Manage students, help mentors, help directors and attendees focus on specific tasks	Plan for HS and Beyond, finalized theme	Snacks for attendees
	Daily meetings	9/25/13	9/25/13	Supervise meeting, help develop agenda	Focus on game strategy, help design and build robot	Snacks for attendees
	Daily meetings	10/30/13	Ongoing	Supervise meeting, help develop agenda	Focus on game strategy, help design and build robot	Snacks for attendees
	Attend FTC kick off	9/7/13	9/7/13	Manage students, help mentors, help directors and students understand this year's game	Watch kick off video, work on game strategy, discuss robot design	Individuals provided transportation and lunch
Educational Activities i.e., field trips, guest speakers, trade shows						
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	

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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
	Celebration of Innovation	1/30/14	1/30/14	organizers, students, mentors, volunteers and other schools; enlist student participants to monitor table and hand out materials show off Robotics teams	organizers, students, mentors, volunteers and other schools; enlist student participants to monitor table and hand out materials show off Robotics teams	Paper and ink for color flyers and brochures
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	FTC Qualifying events	11/22/13 12/6/13 12/21/13	11/22/13 12/6/13 12/21/13	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
	FTC Regional event	1/12/14	1/12/14	Same	Same	
	FRC Mt. Vernon District Event	3/13/14	3/15/14	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
	FRC Shorewood District Event	3/20/14	3/22/14	Same	Same	Transportation for 3 days ~\$1,000 Team attire, meals for attendees

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	FRC Auburn Dist Event	3/27/14	3/29/14	Same	Same	Registration \$1000 Transportation for 3 days ~\$1,000 Team attire, meals for attendees
	FRC District Championship Portland Oregon	4/9/14	4/13/14	Same – arrange travel, lodging food, transportation	Same	Registration \$1000 Transportation, lodging and meals for 5 days ~\$1,000/team member Team attire, Paper and ink for color flyers and brochures
	FRC World Championship Tournament	4/23/14	4/27/14	Same – arrange travel, lodging food, transportation	Same	Registration \$1000 Transportation, lodging and meals for 5 days ~\$1,000/team member Team attire, Paper and ink for color flyers and brochures

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Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	OSPI i-grants For FTC and FRC	9/20/13	10/27/13	Grants written and submitted to OSPI	None	None
	Boeing volunteer hours	Ongoing	Ongoing			
	NASA grant Boeing grant Researching additional fundraisers		9/23/13 10/6/13	Write and submit Write and submit	None	None
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 2014	June 2014	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 2014	June 2014	Remind them of the product	Complete the product	None



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): Neil Palachuk
Advisor Signature(s) & Date: [Signature] 2/15/14
CTSO President Name: Brandon Allen
CTSO President's Signature & Date: [Signature]