



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: <ul style="list-style-type: none"> Learn roles of their officers and carry out responsibilities by: <ul style="list-style-type: none"> 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) 	Weekly member Meetings	9/10/10	5/26/10	Will prepare agendas for sponsoring fundraising and community events at EHS	Polly/Michelle – maintain 85% member meeting attendance per week	DECA dues
	Seagull Days	8/16/10	8/16/10	Deliver completed fundraising paperwork and obtain items for sale.	Michelle/Vivienne/Melissa	DECA/EHS items to sell
	Fall Leadership conference	10/24/10	10/26/10	Complete and deliver necessary paperwork and arrangements. Goal: have 4 out of the 6 officers attend the conference.	Thuy vi/Nick/Melissa	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.

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Educational Activities i.e., field trips, guest speakers, trade shows	Area DECA Competition	Jan 13 th , 2010	Same	Will prepare and teach members how to compete in DECA manuals and role-plays	Will attend DECA practices and studying materials on their own.	Dues for each member for AREA Competition
	As well as State and National competition	March 3-5, 2010	March 5 th	Shall prepare and teach state qualified members how to compete in DECA manuals and role-plays	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.	DECA dues/budget
	“Homecoming Taligate” – Promote DECA	10-15	10-15	Advisor will prepare all necessary forms and supervise Goal: Have 10 out of 16 members participate in this activity.	Polly/Thuy Vi/Nick/Michelle	ASB budget

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Social/Recreational i.e., host another chapter social, community events Annual “Safeway Takeover” Of The 41 st Street Safeway. Members job shadow in each Safeway department.	“Safeway Takeover”	Once a year	Day of	Set date with Safeway manager. Provide supervision and guidance to members at the 41 st Safeway during the activity. Goal: have 10 out of 16 members participate	Polly/Thuy-vi/Nick/Melissa/Michelle/Vivienne interacting with Safeway employees. All officers/members	Donations from Safeway for food for members Design and obtain EHS shirts to sell
	Homecoming Football Game 2010	Once a year	Day of	Set up necessary equipment and fill out paperwork	Viviane/Melisa	
Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	EHS campus cleanup	Various dates	As needed through out year	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.	Nick/Melisa/Vivienne	Trash bags
	N Everett Food drive	2 nd week January	Last week of January	Advisor will coordinate working with VOA (200 can – goal)	Polly/Thuy-vi arrange food bins pick up times and advertising around school	Poster paper/paint/school announcements

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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	Jan 15 th , 2010	Same	Shall prepare, teach, and organize officers and members how to compete for DECA	Each officer will be assigned 3 students to mentor through out DECA competition preparation.	Dues for each member for AREA Competition
	(If qualified) State DECA	March	“ “	Same	Officers will work with these members twice a week.	Dues for each member for qualifying State and Nationals
	(if qualified) National DECA	April	“ “	Same	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.	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	Sept	May	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	New EHS apparel items to sell and flyers
	Applebee’s fundraiser	Various	Various			
	“Homecoming Taligate” – Promote DECA	10-15	10-15		Thuy-vi/Polly/Vivienne/Melissa/Nick	Fundraising forms

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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	Sept	May	Will present to clubs/classes at EHS starting with Torch Honor - 9/29 –throughout the year.	Thuy-vi/Polly/Michelle	DECA dues and budget
	Department Awards Ceremony	End of May	Same	Organizes award ceremony and selects the recipients by 5/26.	Nick/Polly/Thuy-vi/Michelle	DECA dues and budget
	DECA Awards	End of May	Same	Prepares awards and presents them to members.	Thuy-vi/Polly/Michelle	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	End of May	End of May	Orders pizza and soft drinks	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.	Members donate food for pizza party
	Program of Review	Begin May	Complete first week of by June 3	Host meeting and facilitate the program of review completion.	Thuy-vi, Polly, Nick, Vivienne, Michelle, Melissa	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_____