



Advisor Name(s): Galli

CTSO Program: DECA

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 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
<b>Leadership – Student officers &amp; training</b> <ul style="list-style-type: none"> <li>Roles &amp; responsibilities <ul style="list-style-type: none"> <li>Activities for Leadership growth</li> </ul> </li> <li>Meeting dates</li> <li>Membership – plan to recruit and retain members (promotional activities)</li> </ul>	DECA Officers Kickoff	08/20/2012	08/20/2012	prepare agenda	develop program of work, work on membership advertising	paper
	Freshman Orientation	08/28/2012	08/28/2012	supervision of students	pass out promotional materials, talk to students	paper, media station, DECA pencils (DECA \$)
	Parent Membership meeting	09/11/2012	09/11/2012	prepare agenda, complete information packet	NA	paper, media station, (DECA \$)
	DECA Meetings	09/01/2012	06/30/2013	send out reminders, work with officers to form agenda, supervise students (average 2 meetings on every other Wednesday)	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 (average 2 -3 meetings a month on every other Monday morning)	address agenda items, plan upcoming events, complete tasks for upcoming events	paper, food (DECA \$)

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	DECA Fall Leadership Conference	11/15/2012	11/18/2012	complete paperwork, supervise students	attend workshops, report back to the membership	transportation, registration (DECA \$)
	State Parent Meeting	02/27/2013	02/27/2012	prepare agenda, complete information packet	NA	NA
	8th Grade Tours	TBD	TBD	complete paperwork, organize schedule, plan other activities	discuss the program with the students	promotional items
	Freshman Visitation	March 2013	March 2013	complete paperwork, organize schedule, plan other activities	discuss the program with the students	promotional items
<b>Educational Activities</b> i.e., field trips, guest speakers, trade shows	Industry Field Trip	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
<b>Social/Recreational</b> i.e., host another chapter social, community events	Leadership Camp	10/19/2012	10/19/2012	complete paperwork, supervise students	participate in all activities	Students pay to participate, transportation (DECA \$)
	Staff Ice Cream Social	10/12/2012	10/12/2012	obtain and organize materials, supervise students	assist in planning event, participate in event	ice cream (DECA \$)
	Area 2 Unification	TBD	TBD	complete paperwork, supervise students	participate in all activities	NA
	DECA Induction Ceremony	11/14/2012	11/14/2012	complete paperwork, supervise students		Refreshments (DECA \$)

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	Bowling Night	February 2013	February 2013	supervise students, complete paperwork	execute event, promotions	promotional items
	Roller Skating Night	TBD	TBD	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
	End of the Year Member Dinner	June 2013	June 2013	supervise students, complete paperwork	participate in activities	TBD per person paid by the students
<b>Community Service</b> i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	High School and Beyond Night	10/25/2012	10/25/2012	complete paperwork, supervise students	plan and execute event, promotions, volunteer liaisons, run sessions	NA
	Funfest	Oct 2011	Oct 2011	complete paperwork, supervise students	execute event, promotions	decoration supplies, candy
	Children's Hospital Miracle Minute	09/28/2012	09/28/2012	complete paperwork, supervise students	supervise the activity	NA
	Children's Hospital Drive	10/08/2012	10/08/2012	complete paperwork, supervise students	execute event, promotions	NA
	Safeway Takeover	11/10/2012	11/10/2012	contact Safeway, complete paperwork, plan activities, supervise and coordinate students	participate in job shadowing a variety of departments	promotional items

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
<b>Competitive Events</b> i.e., Local, Sub-District, District, Regional, State, Nationals	Area 1 Competition Kick Off	11/07/2012	11/07/2012	invite students, prepare materials, instruct students	attend event	NA
	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	01/16/2013	01/16/2013	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
	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
<b>Ways and Means</b> i.e., How Program of Work will be funded (Fund Raisers)	Staff Apparel	October 2012	October 2012	design items, order form, obtain samples	NA	NA
	Water bottles	October 2012	October 2012	design items, order form, obtain samples	promotions, sales	NA
	Drive-1-for your school	TBD	TBD	NA	NA	NA



Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	Senior/Staff Basketball Game	June 2013	June 2013	complete paperwork, organize event, account for funds, supervise students	execute event, promotions, sell tickets	paper (DECA \$)
<b>Other</b> i.e., Membership, Recognition of Accomplishments	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 \$)
<b>End of School Year Final Interview/report from students on the Program of Work</b>						

Additionally, each CTSO advisor will report their activities **by** \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities.

Advisor Name(s) *(printed)*: Jodi L. Galli

Advisor Signature(s) & Date: \_\_\_\_\_

CTSO President Name *(printed)*: Emily Irwin

CTSO President's Signature & Date: \_\_\_\_\_

Program Advisory Chair *(printed)*: \_\_\_\_\_

Program Advisory Chair Signature & Date: \_\_\_\_\_

CTE Director Signature: \_\_\_\_\_