



Advisor Name(s): Galli

CTSO Program: DECA

Location: Cascade High School

Career & Technical Education Student Organization (2011 – 2012)

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 1, 2011**. 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 <ul style="list-style-type: none"> Roles & responsibilities <ul style="list-style-type: none"> Activities for Leadership growth Meeting dates Membership – plan to recruit and retain members (promotional activities) 	DECA Officers Kickoff	08/23/2011	08/23/2011	prepare agenda, order snacks	develop program of work, work on membership advertising	paper, food (DECA \$)
	Freshman Orientation	08/30/2011	08/30/2011	supervision of students	pass out promotional materials, talk to students	paper, media station, DECA pencils (DECA \$)
	Parent Membership meeting	09/13/2011	09/13/2011	prepare agenda, complete information packet	NA	paper, media station, DECA pencils (DECA \$)
	CTSO Officer Meeting	10/10/2011	06/30/2012	NA	address agenda items, complete tasks for upcoming events	NA
	DECA Meetings	09/01/2011	06/30/2012	send out reminders, work with officers to form agenda, supervise students (average 2 -3 meetings a month on every other Tuesdays)	address agenda items, plan upcoming events, complete tasks for upcoming events	paper, food (DECA \$)
	DECA Officer Meetings	09/01/2011	06/30/2012	send out reminders, work with officers to form agenda, supervise students (average 2 -3 meetings a month on every other Tuesdays)	address agenda items, plan upcoming events, complete tasks for upcoming events .	paper, food (DECA \$)

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	DECA Fall Leadership Conference	10/23/2011	10/25/2011	complete paperwork, supervise students	attend workshops, report back to the membership	transportation, registration (DECA \$)
	State Parent Meeting	Feb 2012	Feb 2012	prepare agenda, complete information packet	NA	NA
	8th Grade Tours	Feb 2012	Feb 2012	complete paperwork, organize schedule, plan other activities	provide tours	promotional items
	Freshman Visitation	Mar 2011	Mar 2011	complete paperwork, organize schedule, plan other activities	discuss the program with the students	promotional items
Educational Activities i.e., field trips, guest speakers, trade shows	Advisory Kick Off	10/10/2011	10/10/2011	complete paperwork, supervise students	set up, pass out materials, greet advisory members	NA
	“Get a Job” Workshop	Dec 2011	Dec 2011	complete paperwork, assist students with activity coordination, supervise students	assist in planning event, participate in event	paper, library
	Industry Field Trip	Dec 2010	Dec 2010	complete paperwork, supervise students	participate in a tour of the facility and learn more about the publishing industry.	transportation, classroom coverage
	DECA Mariners Night	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
Social/Recreational i.e., host another chapter social, community events	DECA Parent Night	09/13/2011	09/13/2011	create letter to send to parent, run event	promotions	NA
	Leadership Camp	Spring 2011	Spring 2011	complete paperwork, plan activities, supervise and coordinate students	participate in all camp activities	TBD facilities, food and prizes (students paid \$50.00 to participate) (DECA \$), transportation

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	Staff Breakfast	10/07/2011	10/07/2011	obtain and organize materials, supervise students	assist in planning event, participate in event	paper, markers (DECA \$)
	Area 2 Unification	10/12/2011	10/12/2011	complete paperwork, supervise students	participate in all activities	transportation
	Unification	Oct 2011	Oct 2010	obtain and organize materials, supervise students	create items with members names on them, hang items in the 400 building	Paper, glitter, markers (DECA \$)
	Advisory Tours	11/08/2011	11/08/2011	complete paperwork, organize schedule, plan other activities	provide tours	NA
	DECA Induction Ceremony	Nov 2011	Nov 2011	complete paperwork, supervise students	execute event, promotions	promotional items
	Bowling Night	02/23/2012	02/23/2012	complete paperwork, supervise students	execute event, promotions	promotional items
	Roller Skating Night	04/22/2012	04/22/2012	supervise students, complete paperwork	execute event, promotions	promotional items
	End of the Year Officer Dinner	06/12/2012	06/12/2012	supervise students, complete paperwork	contact vendors, execute event, promotions members	TBD per person paid by the students
	End of the Year Member Dinner	06/13/2012	06/13/2012	supervise students, complete paperwork	contact vendors, execute event, promotions members	TBD per person paid by the students
Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	Mill Creek Festival	07/16/2011	07/17/2011	complete paperwork, supervise students	supervise the activity	NA
	High School and Beyond Night	10/18/2011	10/18/2011	complete paperwork, supervise students	plan and execute event, promotions, volunteer liaisons, run sessions	
	Elementary	Jan 2011	Jan 2011	complete paperwork,	execute event, promotions, sell	NA

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	Ball			supervise students	tickets	
	Funfest	Oct 2011	Oct 2011	complete paperwork, collect candy	supervise the activity	decoration supplies, candy
	MDA Event	TBD	TBD	TBD	TBD	NA
	Safeway Takeover	11/05/2011	11/05/2011	contact Safeway, complete paperwork, plan activities, supervise and coordinate students	participate in job shadowing a variety of departments	breakfast items
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	Area 1 Competition Kick Off	11/01/2011	11/01/2011	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	01/05/2012	01/05/2012	invite students, prepare materials, obtain judges, instruct students	attend event	snacks for judges, judging materials
	Area 2 Competition	TBD	TBD	complete paperwork, register students, manage event, coordinate judges, supervise students	attend competition practices, study event, compete	registration, transportation, classroom coverage
	State Competition Practice Night	02/16/2012	02/16/2012	invite students, prepare materials, obtain judges, instruct students	attend event	snacks for judges judging materials
	State Competition	03/08/2012	03/10/2012	complete paperwork, register students, manage event, meet with parents, supervise students	competition practices, study event, compete	registration, housing, meals, transportation, classroom coverage
	National Competition	04/27/2012	05/03/2012	complete paperwork, register students, manage event, supervise students	attend competition practices, study event, compete	registration, housing, meals, transportation, classroom coverage



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Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	Staff Apparel	Oct 2011	Oct 2011	design items, order form, obtain samples	NA	NA
	AppleBee's	09/01/2011	06/30/2012	copy flyers, assure funds transfer	contact restaurant to set up dates, promotional posters distribute flyers	NA
	Jamba Juice	09/01/2011	06/30/2012	funds, supervise students copy flyers, assure funds transfer	contact restaurant to set up dates, promotions, distribute flyers	NA
	Senior/Staff Basketball Game	06/07/2012	6/07/2012	complete paperwork, organize event, account for funds, supervise students	execute event, promotions, sell tickets	Paper (DECA \$)
Other 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 \$)
End of School Year Final Interview/report from students on the Program of Work						

Additionally, each CTSO advisor will report their activities **by December 2, 2011, March 2, 2012 and June 1, 2012**. 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*): Bria Jeanice

CTSO President's Signature & Date: _____

Program Advisory Chair (*printed*): _____

Program Advisory Chair Signature & Date: _____



CTE Director Signature: _____