



Advisor Name(s) Kleven CTSO Program: DECA Location EHS

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 30, 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:

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 <ul style="list-style-type: none"> Roles & responsibilities <ul style="list-style-type: none"> Activities for Leadership growth Increasing student skills in role plays Meeting dates Membership – plan to recruit and retain members (promotional activities) Leadership and Professional development for officers	Weekly member Meetings	9/7/11 Mon	6/4/11 Mon	Preparing Agendas/fundraising/community events at EHS	Implementing Agendas (Josh, Neil, Mary, Kenndra, Bailey)	NA
	Seagull Days	8/16/11	8/17/11	Setting up necessary fundraising paperwork and items for sale.	Advertise to 9-11 th grades during Seagull Days (Bailey, Neil)	DECA/EHS items to sell
	Fall Leadership conference	10/23/11	10/25/11	Setting up necessary paperwork and arrangements	Attend conference and learn, our goal is all officers attend. (Bailey, Josh)	Hotel & Registration fee, Vehicle Mileage fee
	Practices for members	10/3/11	5/11/12	Arranging meetings	Officers (Neil, Bailey-note taker, Josh)	Food/drink as needed

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Educational Activities i.e., field trips, guest speakers, trade shows Membership reward program involving Officers	Area DECA Competition	Jan 11 th , 2012	Same	Preparing and teaching members how to compete in DECA manuals and role-plays	Attending DECA practices and studying on their own (All members)	Dues (\$30) for each member for AREA competition plus \$200 school fee
	As well as State and National competition	March 3-5, 2012	March 5 th	Preparing and teaching state qualified members how to compete in DECA manuals and role-plays	Attend and compete to the best of their abilities at state and national competition. (TBA)	State-Hotel, Registration, Mileage cost.
	Get an interview workshop	Feb 2012	March 2012	Complete paperwork, assist students with activity coordination, supervise students	Participate in planning event (Josh, Neil, Bailey, Mary, Kendra)	N/A
	Boeing Field Trip/Museum	Dec 2011	Per Boeing Schedule	Complete paperwork, assist students with activity coordination, supervise students	Participate in planning event, learn about manufacturing. (All Members)	Van mileage fee
	Silver Tip night	January 2012	January 13 th	Complete paperwork, assist students with activity coordination, supervise students	Participate in planning event, attend event. (Neil, Josh, Bailey, Mary, Kendra)	Cost of tickets

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Social/Recreational i.e., host another chapter social, community events	Safeway Takeover	10/15/11	10/15/11	Setting up date with Safeway manager. Providing supervision and guidance to students at the 41 st Safeway during the activity.	Students attend and job shadow Safeway employees. Additionally students participate in Safeway department specific activities.	Donations from Safeway for food for students
	Bulletin Board DECA Decoration	As needed	As needed	Setting up necessary equipment and filling out paperwork	Students help sell merchandise (All members)	
	DECA Induction Ceremony	9/14/11	9/14/11	Arranging Ceremony	(Bailey, Mary, Kendra)	N/A
	Middle School Visits	Once a year(Evergreen, north)	As planned by district	Middle school advisory recruitment and set up	(Bailey, Neil)	N/A
	Advisory Tours	Once a year	As directed by district	Same	(Neil, Bailey, Kenndra, Mary, Josh)	District Vehicle mileage N/A
	End of the year Officer Dinner	Dinner at red Robins, \$10-20	June 7 th 2012	Reservations and setup	(Neil, Bailey, Kenndra, Mary, Josh)	Cost covered by budget

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Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	EHS cleanup	Varies	Varies	Josh (president) will schedule the day and what students will be doing and when.	Students attend and clean up the campus.(All members)	N/A
	Salvation Army	3 rd week of March	Same		Clothes (Josh)	N/A
	Cocoon House	2 nd week of April	same		(Bailey)	N/A
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	Area DECA Competition	Jan 15 th , 2010/ TBD	Same	Preparing and teaching students how to compete in DECA manuals and role-plays	Attending DECA practices and competitions and studying on their own (All officers and 15 members)	Cost for transportation and registration for each member for AREA Competition
	(If qualified) State DECA	March 8 th , 9 th , 10 th	Same		(7 members & officers)	Cost for transportation and registration for each member qualifying State and Nationals
	National DECA	April 27- may 2nd	Same		(2 members)	

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Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	DECA Dues	Oct 23 and 29 th	Those dates only	Advisor organizes what is to be sold and who will work the games. Supervision of students.	Students will pay by September 30 th	DECA and EHS apparel items
	Entertainment book 2011-12 sales	TBD	TBD	Officers will support, advisor in all fundraising efforts	(Members and officers when needed) (Josh and Neil)	DECA budget
	Basketball games	TBD	TBD		(Neil, Bailey, Kenndra, Mary, Josh)	N.A
	Red Robin fundraiser					
Other i.e., Membership, Recognition of Accomplishments	Dept Awards Ceremony	End of May	Same	Advisor organizes award ceremony and picks the recipients.	Members receive awards.	NA
	DECA Awards	End of May	Same	Advisor handles awards and presents them to students	Members receive awards Officers will hand out awards. (Bailey, Josh, Neil, Mary, Kenndra)	DECA Budget



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End of School Year Final Interview/report from students on the Program of Work	End of year wrap – up Red Robin party	First week of June	End of May	Advisors makes reservations	Bailey, Josh, Neil, Mary, Kenndra will set the agenda; members attend and bring supplies	Donations from students to pay for meal

Additionally, each CTSO advisor will report their activities **by December 4, 2011, March 5, 2012 and June 4, 2012**. 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: **Shane Kleven 10-6-11**

CTSO President Name: **Josh McClusky**

CTSO President's Signature & Date: **Josh McClusky 10-6-11**