



Advisor Name(s): Andrew Sevald & Kimberly Griggs CTSO Program: TSA-Science Research Location: Jackson 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 26, 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:

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 Meeting dates Membership – plan to recruit and retain members (promotional activities) 	Research officers meeting	1/22/13	1-22-13	Prepare agenda	Develop program of work	Copies
	Fair committee meeting	1/29/13	5/29/13	Organize Committees	Create a Timeline/Determine Committee chair and action items.	Moodle, Computers
	Weekly research officer meetings	Every Tues. after school	Ongoing	Send out reminders, develop agenda, supervision	Address agenda items, plan upcoming events, complete tasks for upcoming events.	Paper, Food
	Research Meetings	1 st and 3 rd Tues. of every month	Ongoing	Send out reminders, work with officers to develop agenda.	Address agenda items, complete tasks for upcoming events	Paper, Food

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Educational Activities i.e., field trips, guest speakers, trade shows	UW Library university	10-8-12	10-8-12	Assist students in project development through background research	Coordinate with UW Librarians for library orientation	Bus Transportation to Library
	Boeing Engineer/CAPS assistance with projects	10-1-12	5-29-13	Arrange engineering mentorships	Work with engineers on project development	Science Supplies for Projects
	Student research presentations	2/10/13	3/9/13	Arrange guest speakers in other classes	Present research/ Q&A session	Projector, Computer
	Family S.T.E.M night	February 6 th , 5:30-8:30pm at the future of flight aviation center	February 6 th , 5:30-8:30pm at the future of flight aviation center	Table Reservation/Assist with activity	Set-up table and hand-on activity	Activity consumables, paper/copies for informational brochures
	Townhall/UW Research Lectures	10-1-13	6-12-13	Provide Schedule	Attend and provide summary for class	N/A

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Social/Recreational i.e., host another chapter social, community events	Host District STEM Elementary research fair	1/29/13	5/29/13	Coordinate Committees	Plan & execute the fair in its entirety	High School Annex, Tables, Chairs,
	Assist Robotics and TSA with local competitions	2-2-13	6/13/13	Provide schedule of events in the district	Determine district events in need of assistance and contact those about the possibility of helping.	N/A
Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	Mentor elementary teachers and students on research project development	1/29/13	5/29/13	Connect student with elementary teachers/students Develop and manage discussion board for communications Arrange and host research poster building night at high school	Mentor elementary research projects, respond to questions on discussion board and attend and assist the board building night.	Tri-Fold Boards, Paper, Glue, Construction Paper, Copies, Printers, Computers.

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Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	See Fair attachment	3/9/13	6/1/13	Arrange Transportation, Registration, Supervision	Prepare research paper, posters & ppt. Compete.	Transportation, Plotter Printer, Paper, Copies, Poster Boards, Entry Fees
Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	Coffee shop Donation Restaurant Breakfast donations Concessions TBD	1-29-13	6-15-13	Supervise and help get resources for fundraisers.	Plan and execute fundraisers. Inquire about donations.	Possible start-up costs for Coffee-Shop. TBD
Other i.e., Membership, Recognition of Accomplishments	Research presentat-ion To public	1-29-13	6-30-13	Make sure PR is notified of all collaborative efforts like the fair, stats consulting, and any awards from research fairs	Secretary will provide collaboration and fair reports for all PR venues in the district.	Computer/Copier



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End of School Year Final Interview/report from students on the Program of Work						

Additionally, each CTSO advisor will report their activities **by December 7, 2012, March 8, 2013 and June 14, 2013**. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities..

Advisor Name(s): Andrew Sevald & Kimberly Griggs

Advisor Signature(s) & Date: _____

CTSO President Name: _____

CTSO President's Signature & Date: _____