



## CTSO Advisor Electronic Report Form 2012-2013

**Directions for use:**

Please submit this as an *email attachment* to the CTE Office (to Diane Storm by designated due dates)

CTSO : DECA

BUILDING LOCATION: Cascade Sr. High School

Please mark the date of this report:

Report Due Dates:

X December 7, 2012 ☐ March 8, 2013 ☐ June 14, 2013

The following is a log outlining the duties spent by the CTSO Advisor:

Advisors Name:		Jodi Galli		
Date Worked	Event/Activity	Major Category	# of Students	Work Performed
08/23/2012	OFFICER MEETING	Leadership	6	Planned the events for the upcoming school year
08/30/2012	FRESHMAN ORIENTATION	Leadership	1	Supervised students as they ran the booth informing Freshman about DECA
09/10/2012	OFFICER MEETING	Leadership	5	Planned events for the months of September-November
09/11/2012	PARENT MEETING	Leadership Social/Recreational	15	Held a meeting to inform parents about DECA (all Cascade students invited to attend)
09/24/2012	OFFICER MEETING	Leadership	4	Planned events for the months of September-November
10/01/2012	OFFICER MEETING	Leadership	4	Planned events for the months of September-November
10/05/2012	STAFF APPRECIATION	Social/Recreational	4	Organized and supervised students as they prepared handed out ice cream for the Cascade High school Staff
10/10/2012	OPEN HOUSE	Leadership	2	Supervised students as they ran the booth informing students and parents about DECA
10/15/2012	OFFICER MEETING	Leadership	4	Planned events for the months of September-November
10/16/2012	SAFEWAY TAKEOVER PLANNING MEETING	Leadership	1	Review the policies and procedures for the Safeway Takeover event
10/17/2012	MEMBERSHIP MEETING	Leadership	20	Reviewed upcoming events and prepare promotions for upcoming events.
10/22/2012	OFFICER MEETING	Leadership	5	Planned events for the months of September-November
10/24/2012	AREA 2 MINUTE TO WIN IT	Social / Recreational	20	Supervised students as they participated in various leadership activities
10/25/2012	HIGH SCHOOL AND BEYOND NIGHT	Community Service	19	Supervised students as they assisted in the running of the High School and Beyond Night event
10/27/2012	FUNFEST	Community Service	30	Supervised students as they ran the DECA booth during Funfest
10/29/2012	SAFEWAY TAKEOVER MEETING	Social / Recreational	80	Review the policies and procedures for the Safeway Takeover event
10/31/2012	HARVEST PARTY	Social / Recreational	15	Prepared discussed DECA Week events, prepared other needed promotional materials



				for upcoming DECA Week events
11/07/2012	COMPETITION KICK OFF	Competitive Events	17	Reviewed competition. Discussed the different areas in which students can compete in. Ran by Ron Cooper of Washington DECA.
11/10/2012	SAFEWAY TAKEOVER	Leadership	50	Supervised students as they participated in the Safeway Takeover job shadow.
11/13/2012	INDUCTION NIGHT	Social / Recreational	15	Held a ceremony inducting the 2012-2013 DECA members. Planned and organized by the DECA Officers.
11/15/2012- 11/18/2012	WESTERN REGIONAL LEADERSHIP CONFERENCE	Leadership	5	Supervised students as they participated in the DECA Western Leadership Conference.
11/28/2012	MEMBERSHIP MEETING	Leadership	20	Reviewed upcoming events and prepare promotions for upcoming events.
11/15/2011	CAP (CHAPTER AWARDS PROGRAM) MEETING	Competitive Events	3	Discussed the breakdown of responsibilities and the due dates for the CAP project.

***Please make sure that you keep an electronic copy of the report for your records and forward a copy to Diane Storm by the due date above.***