



## 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:

☐ 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)
09/12/2013	ALL MEMBER MEETING	Leadership	****	Reviewed upcoming events and prepare promotions for upcoming events.
09/24/2012	OFFICER MEETING	Leadership	4	Planned events for the months of September-November
09/26/2012	ALL MEMBER MEETING	Leadership	****	Reviewed upcoming events and prepare promotions for upcoming events.
09/28/2012	CHILDREN'S HOSPITAL MIRACLE MINUTE	Community Service	5	Collected donations for the Seattle Children's Hospital at a home football game.
10/01/2013	OFFICER MEETING	Leadership	5	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 the 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.
12/03/2012	CAP (CHAPTER AWARDS PROGRAM) MEETING	Competitive Events	3	Discussed the breakdown of responsibilities and the due dates for the CAP project.
01/09/2013	AREA 2 COMPETITION	Competitive Events	67	Attended the DECA Area 2 Career Development competition
01/30/2013	CAP (CHAPTER AWARDS PROGRAM) MEETING	Competitive Events	3	Discussed the breakdown of responsibilities and the due dates for the CAP project.
01/31/2013	CAP (CHAPTER AWARDS PROGRAM) MEETING	Competitive Events	1	Discussed the breakdown of responsibilities and the due dates for the CAP project.
02/27/2013	STATE CAREER DEVELOPMENT CONFERENCE PARENT MEETING	Competitive Events	11	Discussed the rules and expectations for the 2013 DECA State Conference.
03/07-03/09/2013	STATE CAREER DEVELOPMENT CONFERENCE	Competitive Events	13	Attended the DECA State Career Development Conference.
03/11/2013	OFFICER MEETING	Leadership	5	Planned the upcoming events for the remainder of the year.
03/13/2013	ALL MEMBER MEETING	Leadership	10	Reviewed upcoming events and prepare promotions for upcoming events.
03/23/2013	SPRING EGG HUNT	Community Service	5	Supervised students as they ran the DECA booth during Spring Egg Hunt.
04/08/2013	OFFICER MEETING	Leadership	5	Planned the upcoming events for the remainder of the year.
04/10/2013	ALL MEMBER MEETING	Leadership	5	Reviewed upcoming events and prepare promotions for upcoming events.
04/18/2013	PRO SPORTS CAREER DAY	Leadership Social / Recreational	28	Attended presentations by the Seattle Mariners organization.
04/23-04/28/2013	INTERNATIONAL CAREER DEVELOPMENT CONFERENCE	Competitive Events	3	Attended the DECA International Career Development Conference.
05/06/2013	OFFICER MEETING	Leadership	5	Planned the upcoming events for the remainder of the year.
05/08/2013	ALL MEMBER MEETING	Leadership	5	Reviewed upcoming events and prepare promotions for upcoming events.
05/11/2013	SAFEWAY TAKEOVER	Leadership	15	Supervised students as they participated in the Safeway Takeover job shadow.
05/14/2013	IN-COMING OFFICERS	Leadership	6	Reviewed policies and procedures regarding



	MEETING			2013-2014 elections.
05/16/2013	IN-COMING OFFICER INTERVIEWS	Leadership	13	Interviewed 2013-2014 Officer candidates. Discussed next year's program of work.
05/30/2013	DINE WITH DECA EISENHOWER VISIT	Leadership Social / Recreational	14	Promoted DECA to 8 <sup>th</sup> grade students at Eisenhower MS during the lunch hour.
05/30/2013	CTE CELEBRATION	Leadership Social / Recreational	10	Assisted in set up, acted as greeters, assisted in cleanup of the event. Students were also recognized for their accomplishments over the past year.
06/04/2013	END OF THE YEAR CELEBRATION	Social / Recreational	10	Celebrated the accomplishments and success of the 2012-2013.
06/06/2013	END OF THE YEAR OFFICER CELEBRATION	Social / Recreational	5	Celebrated the accomplishments and success of the 2012-2013.
06/07/2013	SENIOR VS. STAFF BASKETBALL GAME	Social / Recreational	***	Organized, set-up and ran the Senior vs. Staff Basketball Game.

\*\*\* Indicates unable to provide an exact number of students.

***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.***