



Advisor Name(s) _____ CTSO Program: _____ Location _____

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) 						

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
Educational Activities i.e., field trips, guest speakers, trade shows	Pre-Season Workshop Digipen	11-10	11-10	Assist students with the selection of workshop events, arrange fieldtrip paperwork	Take notes from the workshop sessions and report back to the team at team meetings	Bus transportation
	Girls Generation	9-29	9-29	Help students to prepare girls for the engineering leadership roles	Attend preparation meetings on Sept. 24, 27, 28	Bus transportation \$200 registration fee.
	KickOff	Jan. 5	Jan 5	Fieldtrip preparations, supervise students, plan with mentors to lead the brainstorming after the game is revealed	Attend the event and participate in game strategy	Bus transportation
Social/Recreational i.e., host another chapter social, community events	Team end of year party	TBD	TBD	Help students set venu and activities	Assist with the venu, potluck food, activities	Donations
	FIRST Fest	5-18	5-18	Plan event with officers and committee members, facility arrangements,	Invite teams, lead activities	Custodial services

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Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	VOA Youth Action Team Captions /Volunteering	Sept. 8 One Saturday a month beginning in Sept through June. In addition to supporting a VOA volunteering event	June 2013	Inform students of the opportunities of the VOA Youth Action team provides in service and leadership training	Attend the meetings at VOA each month and support the events that they sign up for	none
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	Central Regional - Ellensburg	March 21	March 23	Fieldtrip arrangements, registering the team for event, supervision of students at event, Preparation of team for the event (building the robot)	Attend the event, support team tasks at event and preparation prior to the event	Team cost – registration \$4,000 Transportation, team meals Student cost – food allowance, ¼ room cost per night, team shirt
	Seattle Regional	March 28	March 30	Fieldtrip arrangements, registering the team for event, supervision of students at event, Preparation of team for the event (building the robot)	Attend the event, support team tasks at event and preparation prior to the event	Team cost – registration \$5,000 Transportation, team meals Student cost – food allowance, ¼ room cost per night, team shirt

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Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	Igrant writing	August	October	Write the grant	None	None
	Boeing grant writing	Sept.	October	Write the grant	None	None
	D3 technologies grant request	November	None	Write the letter	Director of Fundraising works with advisor to develop team budget	None
	ITT Tech sponsor request	September	January	Contact the sponsor	Director of Fundraising works with advisor to develop team budget	None
	Platt Grant writing	October	December	Work with students to complete grant application	Students will revise the business plan, marketing plan, and submit the grant application to PLATT	None
	Boeing Volunteer hour gift matching	Year round	Year round	All Boeing mentors submit their team volunteer hours to Boeing's gift matching fund, keep track of hours and remind the mentors to submit them for the team.	None	None
	ASB Fundraising	Sales begin in April	Flower sales Mothers Day	Set up sales with DEVRY Flowers	Sell Flower Orders, Collect Payment, Distribute flowers	None

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	Carwash	TBD	TBD	Work with Fundraising director to fill out forms	Wash cars	None donations
	LED light bulb sales	TBD	TBD	Work with Fundraising director to fill out forms, promote the fundraiser	Sell light bulbs, collect funds	None
Other i.e., Membership, Recognition of Accomplishments	Parent Thank You Dinner	6-3	6-3	Assist students in the planning, supervise students in the: setup, program events, cleanup, Contact and invite sponsors and honored guests	Students cook the meal and setup, program events, cleanup	Dinner table settings and food
End of School Year Final Interview/report from students on the Program of Work	Sponsor Thank You Dinner	6-4	6-4	Assist students in the planning, supervise students in the: setup, program events, cleanup, Contact and invite sponsors and honored guests	setup, program events, cleanup,	Dinner table settings and food

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): _____

Advisor Signature(s) & Date: _____

CTSO President Name: _____

CTSO President's Signature & Date: _____