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|  | **Washington TSA**  **Program of Activities/Program of Work**  **Extended Learning Documentation** |  |

Leadership and employability skills are developed and practiced at the highest professional level through state-recognized Career and Technical Student Organizations. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. The Technology Student Association (TSA) Program of Activities (POA)/Program of Work (POW) documentation demonstrates the activities students have an opportunity to be engaged in that extend learning beyond the classroom/laboratory into the community and provide real world value. This will include community service activities and leadership skill development opportunities available at the local, regional, state, national and international level, and will reflect activities available for your local chapter TSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **TSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW:** [**https://tsaweb.org**](https://tsaweb.org)**. Contact Executive Director Jennifer Smith at** [**jsmith@washingtontsa.org**](mailto:jsmith@washingtontsa.org) **for more information.** Please see the OSPI Student Extended Leadership Companion Document for additional detailed information.

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| **Course Information** | | | | | | | |
| School District: | | Building(s): | | | | Instructor(s): | |
| Program Area: Choose an item. | | CIP Code(s): | | | | School Year: Choose an item. | |
| **Minimum Qualifications Checklist – Leadership Organization**  (All boxes must be checked.) | | | | | | | |
| Student Leadership Structure Established (e.g., Elected officers, committee structure, group roles)  Student led organization; activities are planned, conducted, and evaluated by students  Activities are conducted under the management and/or supervision of a certified CTE instructor | | | | | | | |
| **Program Components Reflected in Program of Activities**  (Check all boxes that apply.) | | | | | | | |
| Organization and Management  Planning and Evaluation  Community Service  Leadership Development or Demonstration | | | Finance and Fundraising  Competitive Events  Employability and Career Skills | | | Student Recognition  Recreational and Social  Public Relations and Advocacy  Other | |
| **Annual Program of Activities** | | | | | | | |
| Activities reflected should only address extended learning components of the program; these should be learning and teaching activities **related to the career and technical education course** or program competencies which occur **beyond the scheduled school day and/or school year** under the supervision of a certified CTE teacher. Activities should place emphasis on personal and group activities that improve life skills and align with 21st Century Leadership skills, encourage students to work together, and include cooperative activities with other groups that make the community a better place to live and work. | | | | | | | |
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| **National or State Events** | | | | | | | |
| **Activity/Event** | **Program Component** | | | **Description** | **Who/When**  (Responsible Lead/  Expected Completion Date) | | **Focused 21st Century Leadership Skill** |
| Chapter Meetings | Organization and Management | | | Meet with students interested in TSA | Advisors and Students, 9/23-10/23 | | Choose an item. |
| Advisor Training – New Advisors | Organization and Management  Click or tap here to enter text. | | | TSA advisors or potential advisors participate in New Advisor Training, to prepare for the year | New Advisors, 9/7, 5-7 pm or 10/7, 9-11 pm | | Choose an item. |
| Advisor Training – Veteran Advisors | Organization and Management  Click or tap here to enter text. | | | TSA advisors participate in Veteran Advisor Training to prepare for the year | Veteran Advisors, 9/9, 9-11 am or 10/5, 5-7 pm | | Choose an item. |
| Chapter Office Workshops, Advisor Professional Development | Planning and Evaluation  Click or tap here to enter text. | | | TSA will offer two workshops with one on either side of the state. They are designed to be hands-on planning workshops for the advisor and chapter officer team to plan for the school year | TBD – end of October | | Choose an item. |
| LeaderTech, Advisor Professional Development | Leadership Development  Click or tap here to enter text. | | | TSA will offer two leadership and professional skills development sessions across the state, designed for all TSA members and advisors, in combination with Technology Day workshop events | TBD - November | | Choose an item. |
| Pre-Competition Registration | Competitive Events  Click or tap here to enter text. | | | Competition registration closes for any students planning to participate in competitive events, including January deadline | 12/15/23 | | Choose an item. |
| Mandatory Event Deadline | Competitive Events  Click or tap here to enter text. | | | Mandatory deadline for all events with no scoring. Feedback from judge will be given for improvement | 1/11/24 | | Choose an item. |
| Legislative Advocacy | Public Relations and Advocacy | | | Legislative Advocacy Program in Olympia. Will be meeting with legislators and advocating for CTE | State Officer Team, 1/25/24, 1/26/24 | | Choose an item. |
| State Conference Registration Deadline | Competitive Events  Click or tap here to enter text. | | | Mandatory deadline for state conference registration for all participants who met the December and January deadlines | 2/16/24 | | Choose an item. |
| TSA State Conference | Competitive Events  Click or tap here to enter text. | | | Three day event at DoubleTree SeaTac. The package price includes hotel and meals, and all competitive events will be run | 3/13-3/16/24 | | Choose an item. |
| National TSA Conference | Leadership Development  Click or tap here to enter text. | | | Competitive events, leadership workshops, and more | Orlando, Florida, 6/26-6/30/24 | | Choose an item. |
| Click or tap here to enter text. | Choose an item.  Click or tap here to enter text. | | | Click here to enter text. | Click here to enter text. | | Choose an item. |
| Click or tap here to enter text. | Choose an item.  Click or tap here to enter text. | | | Click here to enter text. |  | | Choose an item. |
| **Locally Planned and Developed Events** | | | | | | | |
| Click or tap here to enter text. | Choose an item.  Click or tap here to enter text. | | | Click here to enter text. | Click here to enter text. | | Choose an item. |
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*Additional activities may be added to this template, as needed.*

*Submission of the TSA Program of Activities/Program of Work - Extended Learning Documentation template is assurance that TSA Program of Work is* ***annually*** *planned and that associated activities are active on campus as a required component of the CTE educational program.*