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|  | **Washington SkillsUSA****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 SkillsUSA 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 SkillsUSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **SkillsUSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the PAW/POW:** [**https://www.skillsusa.org**](https://www.skillsusa.org)**,**

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: 2023-2024 |
| **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** |
| Board Meetings | Organization and ManagementIf "Other" chosen, describe here. | State Officer attend board meeting to report on state officer training and activities | SkillsUSA State President or Vice President attend or submit report for meetings 9/18/23, 11/27/23, 1/8/24 (In person) , 5/20/24  | 3.A Communicate Clearly |
| Legislative Advocacy | Financial and FundraisingIf "Other" chosen, describe here.  | Learn about legislation to support CTE & CTSOs, schedule meetings with legislators | State Officer Team attending planning meeting, training, and event 01/25-01/28/2024 | 12.B Financial, Economic, Business and Entrepreneurial Literacy  |
| State Officer Elections | Student Recognition If "Other" chosen, describe here. | Review applications and presentations, interview and participate in selection of new officer candidates. Recognize at State Conference. | State Officer representative, State Officer Trainer, Advisor and State Director 03/22/2024 | 8.A Manage Goals and Time |
| Program of Work Development | Planning and Evaluation If "Other" chosen, describe here. | Develop schedule of annual activities for membership and state officer team | State Officers, Regional Coordinators, Officer Trainer, Director, and Board May 2024 | 10.B Produce Results |
| Assist with Planning for State Leadership and Skills Conference | Competitive Events If "Other" chosen, describe here. | State Conference | Meetings with State Officer Team and Trainer 01/27–01/28/2024 | 9.A Interact Effectively With Others |
| State Officer Training | Leadership Development If "Other" chosen, describe here. | Attend Combined CTSO training for new state officers | 5/21-23/23, CTSO Directors, State Officer Trainer, State Officer Advisors  | 9.B Work Effectively in Diverse Teams |
| Provide Training to Advisors about SkillsUSA | Organization and Management If "Other" chosen, describe here. | Instructor/Advisor training. Great for new chapters, instructors and schools wishing to establish with SkillsUSA. Trainings include chapter of Excellence Program, onboarding a new chapter, Career Essentials, how to effectively run a regional championship, Tests-Certifications, Competitions and OSPI initiatives | State Advisors, Executive Director and OSPI Staff 10/3/23, 10/5/23, 10/10/23, 10/12/23, 10/17/23, 10/24/23 fall advisor training series – need to decide dates and topics | 11.A Guide and Lead Others |
| Register and Pay for State Conference | Financial and Fundraising If "Other" chosen, describe here. | Register at skillsusa.org for regional, state, and national conferences | SkillsUSA State office creates invoice and forwards to accounts payable. Payments received by event in order to participate. Deadlines vary based off of invoice date. Must be paid prior to 03/01/2023 | 11.B Be Responsible to Others  |
| State Leadership and Skills Conference | Competitive Events If "Other" chosen, describe here. | Competitions to showcase technical, occupational and leadership skills | 03/21-03/23/2024 | 6.A Apply Technology Effectively |
| Recognize Student Achievements | Student Recognition If "Other" chosen, describe here. | Publicize in Friday Flash Pin Design Winners, CEP, State and National competitors.  | What’s up Washington to be released monthly. To receive subscribe here: [SkillsUSA Washington (list-manage.com)](https://skillsusawashington.us13.list-manage.com/subscribe?u=331a13d9eb8c80b00686fb26e&id=c07713c4b7) | 5.B. Create Media Products |
| National Conference Registration | Organization and Management If "Other" chosen, describe here. | Register for NLSC using www.skills.usa.org, contacting Customer Care Team for assistance 844-875-4557 | Advisors register adults and students attending SkillsUSA NLSC in Atlanta. Invoicing to be sent via QuickBooks from state staff. Registrants to not use the online fee estimate.  | 6.A Apply Technology Effectively |
| National Conference | Leadership Development If "Other" chosen, describe here. | Leadership, occupational and technical competitions. Chapter Officer, State Officer and Advisor Training | 06/24-06/28/2024 | 2.A Reason Effectively |
| Click or tap here to enter text. | Choose an item. If "Other" chosen, describe here. | Click here to enter text. | Click here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. If "Other" chosen, describe here. | Click here to enter text. | Click here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. If "Other" chosen, describe here. | Click here to enter text. | Click here to enter text. | Choose an item. |
| **Locally Planned and Developed Events** |
| Student Leadership Structure Established | Choose an item. \*\*Fill out  | \*(Local chapter elects local officers, typically at the end of the previous school year or at the beginning of current school year) \*\*Fill out | \*Fill out Include Officer names: | Choose an item. |
| Regular Chapter Meetings | Choose an item.  \*\*Fill out  |  \*\*Fill out (Set up calendar and regular meetings for the year that all students may attend) |  \*\*Fill out  | Choose an item. |
| Collect Chapter Roster | Choose an item.  \*\*Fill out  | Chapter roster filled out locally and completed at www.SkillsUSA.org with membership paid. Save membership roster.  |  \*\*Fill out by 12/20/23 | Choose an item. |
| Local Community Service; necessary component of CTSO | Choose an item.  \*\*Fill out  |  \*\*Fill out  |  \*\*Fill out  | Choose an item. |
| Suggested Event-Outside business to discuss resumes and interview skills with students. | Choose an item.  \*\*Fill out  | Suggested Event-Outside business to discuss resumes and interview skills with students. \*\*Fill out |  \*\*Fill out | Choose an item. |
| Chapter to Review registrations and competitions for regional and state competitions | Choose an item.  \*\*Fill out  |  \*\*Fill out  |  \*\*Fill out  | Choose an item. |
| Event Recreational and Social  | Choose an item.  \*\*Fill out  | Suggested Event: Recreation event related to the SkillsUSA Chapter \*\*Fill out |  \*\*Fill out  | Choose an item. |
| Regional Competitive events | Choose an item.  \*\*Fill out  | Practice, familiarize with technical standards, and then compete in regional competitions \*\*Fill out | Register by 12/20/23 | Choose an item. |
| Suggested: Place Posts on social media and website | Choose an item.  \*\*Fill out  |  \*\*Fill out  |  \*\*Fill out  | Choose an item. |
| Local Officer Training | Choose an item.  \*\*Fill out  |  \*\*Fill out  |  \*\*Fill out  | Choose an item. |
| Student Recognition  | Choose an item.  \*\*Fill out  | Suggested End of year event that recognizes students work from the year \*\*Fill out |  \*\*Fill out  | Choose an item. |

*Additional activities may be added to this template, as needed.*

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