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|  | **Washington HOSA****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 Health Occupations Students of America 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 HOSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **HOSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POW.** [**www.wahosa.org**](http://www.wahosa.org)**,** [**www.hosa.org**](http://www.hosa.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: Choose an item. |
| **Minimum Qualifications Checklist – Leadership Organization**(All boxes must be checked.) |
| [x]  Student Leadership Structure Established (e.g., Elected officers, committee structure, group roles) [x]  Student led organization; activities are planned, conducted, and evaluated by students [x]  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.) |
| [x]  Organization and Management[x]  Planning and Evaluation [x]  Community Service [x]  Leadership Development or Demonstration  | [ ]  Finance and Fundraising [x]  Competitive Events [x]  Employability and Career Skills | [x]  Student Recognition [x]  Recreational and Social [x]  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**  |
| State Officer Leadership Training | Leadership Development | State Officers will be trained with other state officers from other CTSO’s. | Elected State Officer.March 2024 | 11.A Guide and Lead Others |
| Washington Leadership Academy | Leadership Development | International Leadership development by the International Executive Committee | State Officers and chartered members are invited to attend. September 2023 | 11.A Guide and Lead Others |
| Fall Leadership Conference | Leadership Development If "Other" chosen, describe here.  | Leadership Development for all members. | All registered chapter members are eligible to attend with permission from advisor/district. October 28, 2023- Spokane November 18, 2023- Tacoma | 11.A Guide and Lead Others |
| State Leadership Conference | Competitive Events If "Other" chosen, describe here.  | State competition to qualify for International Leadership Conference | All registered members. Scheduled for March 9-11, 2023 in Spokane, WA | 12.D.Health Literacy |
| International Leadership Conference | Competitive Events If "Other" chosen, describe here.  | International Competition and Leadership Development | Members who qualified through the State Leadership Conference. Scheduled for June 26-29 in Houston, TX | 12.D.Health Literacy |
| International Leadership Conference | Leadership Development | State Officers will attend leadership training session, organize and facilitate chapter connections at registration and opening session. They will serve as Workshop Hosts, and/ or Courtesy Corps. Serve as Voting Delegates.  | WA HOSA State Officers (24-25). Scheduled for June 26-29. | 11.A Guide and Lead Others |
| Community Service Project | Community Service If "Other" chosen, describe here.  | National Community Service Project Be the Match | All HOSA members | 12.A Global Awareness |
| State Officer Chapter Leadership Chats | Leadership Development If "Other" chosen, describe here.  | Virtual meetings with chapter officers and members. | All members, monthly | 11.A Guide and Lead Others |
| Diversity in Health Care Career Panel | Public Relations and Advocacy | Career Panel discussion with health care professionals of diverse backgrounds to discuss obstacles and barriers they dealt with to enlighten the students of Washington about their success stories. | Open to all HOSA and WCTSMA students. Facilitated by the State Officers of each organization. | 12.A Global Awareness |
| CTSO Advocacy Day | Public Relations and Advocacy If "Other" chosen, describe here.  | WA CTSO State Officers gather to share their experiences with State Legislators. | WA CTSO State Officers | 12.C Civic Literacy |
| Social Media | Public Relations and Advocacy | State Officers will create and post informational posts to social media throughout the year. | WA HOSA State Officers | 11.A Guide and Lead Others |
| Newsletter | Public Relations and Advocacy | State Officers will create an produce News Letters at least Quarterly to engage and connect with chapters.  | WA HOSA State Officers | 11.A Guide and Lead Others |
| Chapter/ Member Recognition | Public Relations and Advocacy | State Officers will recognize active chapters and members through out the year. They will utilize both the newsletter and social media to recognize chapters and members who “Dare to Create!” | WA HOSA State Officers | 11.A Guide and Lead Others |
| Chapter Visits | Public Relations and Advocacy | State Officers will coordinate chapter visits in their local area either by in person visits if time and travel allow or a coordinated Zoom visit. | WA HOSA State Officers/ Local chapters | 11.A Guide and Lead Others |
| **Locally Planned and Developed Events** |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**(Responsible Lead/Expected Completion Date) | **Focused 21st Century Leadership Skill** |
| Click 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. |
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*Additional activities may be added to this template, as needed.*

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