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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 POA/POW:** [**https://www.skillsusa.org**](https://www.skillsusa.org)**.**

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| **Course Information** | | | |
| School District: | Building(s): | | Instructor(s): |
| Program Area: Choose an item. | CIP Code(s): | | School Year: 2024-2025 |
| **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 Management  If "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 9/16/24, 11/18/24, 1/6/25 (In person), 5/19/25 -Budget/POW Approval EOY* | 3.A Communicate Clearly |
| Legislative Advocacy | Financial and Fundraising  If "Other" chosen, describe here. | Learn about legislation to support CTE & CTSOs, schedule meetings with legislators | State Officer Team attending planning meeting, training, and event 01/28-01/30/2025 | 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 03/28/2025 | 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 – Develop next year budget, POW, and GOALS. | State Officers, Regional Coordinators, Officer Trainer, Director, and Board May 2025 | 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 01/28–01/30/2025 | 9.A Interact Effectively With Others |
| State Officer Training | Leadership Development  If "Other" chosen, describe here. | Attend Combined CTSO training for new state officers | CTSO Directors, State Officer Trainer, State Officer Advisors – TBD May 2025 | 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. Also great for SkillsUSA chapters looking to take their programming to the next level. Trainings include chapter of Excellence Program, onboarding a new chapter, Career Essentials, how to effectively run a regional championship, Tests-Certifications, Competitions, Career essentials and Model of Excellence greater, DEI in education as well as the workplace and beyond! Also understanding and OSPI initiatives | State Advisors, Executive Director and OSPI Staff 10/1/24, 10/3/24, 10/08/24, 10/10/24, 10/15/24, 10/17/24, 10/21/24 fall advisor training series – New this year will be our final training on DEI – open to students and advisors. | 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 invoices and forwards to accounts payable for respective school. Payments received by event in order to participate. (unless other arrangement made) Deadlines vary based off of invoice date. Must be paid prior to travel. | 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 | 03/27-3/29/2025 | 6.A Apply Technology Effectively |
| Recognize Student Achievements and Recreational/ Social | Student Recognition  If "Other" chosen, describe here. | Publicize Pin Design Winners, scholarship recipients, MOE, CEP, State and National competitors. Also, monthly “What’s up Washington” mailer to access what is NEW, GREAT, NEXT in our state. Celebrate job placement as we continue to evolve partnerships and place students in jobs across the state. Download our mobile app to communicate and socialize with fellow members as well as “stay in the know” | 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)  Mobile App:  https://www.yapp.us/y/SKILLSUSAWA | 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, state staff, viewing our state website and mobile app – Or for assistance you can call or email customer care at 844-875-4557. customercare@skillsusa.org | 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 | 06/23-06/27/2025 | 2.A Reason Effectively |
| SkillsUSA Framework integration | Employability and Career Skills  If "Other" chosen, describe here. | Students to engage and dive deeper into understanding of the 17 components of the SkillsUSA Framework. Instructors to crosswalk the framework and integrate into their daily teachings | Attend fall training series to learn how to access training guide, curriculum, and free resources within Absorb to utilize in the classroom | 6.A Apply Technology Effectively |
| DEI Ambassador program | Leadership Development  If "Other" chosen, describe here. | NEW to SkillsUSA Washington    The DEI Ambassador Program at SkillsUSA Washington is designed to foster a culture of diversity, equity, and inclusion within our organization. As an integral part of our commitment to empowering all members and promoting a more inclusive environment, this program appoints two student members from each region (6 regions) as DEI ambassadors to lead and champion these values and potential needed changes across our chapters and all events. | The DEI Ambassador Program will be made up of student leaders from across the state. 2/ region. 12 in total.  Key roles and responsibilities:  Education: Organize and participate in workshops and discussions focused on DEI topics to educate members and encourage dialogue around diversity-related issues.  Engagement: Collaborate with different chapters to implement inclusive practices and initiatives that celebrate diversity and ensure equitable opportunities for all members.  Support: Provide guidance and support to members who may face challenges related to diversity and inclusion, fostering a welcoming and supportive environment for everyone.  Leadership: Lead by example, demonstrating a strong commitment to DEI principles in all interactions and decision-making processes within SkillsUSA Washington.  Advocacy: For all.   To learn more or apply with a student ambassador please visit our website at skillsusawashington.org | 1.C Implement Innovations |
| All Advisor meeting | Organization and Management  If "Other" chosen, describe here. | All advisor meeting at the launch of the new year to overview calendar of events, POW, upcoming events, special dates, and any organization updates. Gain feedback and wants/wishes from advisors to ensure we provide what it is they are seeking. | 09/23/2024 | 1.B Work Creatively With Others |
| Fall Leadership Camp – ALL NEW | Leadership development | Limited Availability! Registration details to come Fall 2024.  Develop leadership skills while building connections with peers and advisors from across Washington State! Both Advisors and Students are invited! Clock hours are available for Advisors. | 10/25-10/26/2024 | 9.B Work Effectively in Diverse Teams |
| **Locally Planned and Developed Events** | | | | |
| Student Leadership Structure Established | Leadership Development | Local chapter elects local officers, typically at the end of the previous school year or at the beginning of current school year | \*Fill out Include Officer names: | Choose an item. |
| Regular Chapter Meetings | Organization and Management | Set up calendar and regular meetings for the year that all students may attend |  | Choose an item. |
| Collect Chapter Roster | Organization and Management | Chapter roster filled out locally and completed at www.SkillsUSA.org with membership paid. Save membership roster. | \*\*Fill out by 1/1/2025 | Choose an item. |
| Local Community Service; necessary component of CTSO | Community Service  \*\*Fill out | \*\*Fill out | \*\*Fill out | Choose an item. |
| Suggested Event-Outside business to discuss resumes and interview skills with students. | Employability and Career Skills | Suggested Event-Outside business to discuss resumes and interview skills with students. | \*\*Fill out | Choose an item. |
| Chapter to Review registrations and competitions for regional and state competitions | Competitive Events | \*\*Fill out | \*\*Fill out | Choose an item. |
| Event Recreational and Social | Recreation and Social Activities  Click or tap here to enter text. | Suggested Event: Recreation event related to the SkillsUSA Chapter \*\*Fill out | \*\*Fill out | Choose an item. |
| Regional Competitive events | Competitive Events | Practice, familiarize with technical standards, and then compete in regional competitions \*\*Fill out | Register by 12/20/24 | Choose an item. |
| Suggested: Place Posts on social media and website | Public Relations and Advocacy  Click or tap here to enter text. | \*\*Fill out | \*\*Fill out | Choose an item. |
| Local Officer Training | Leadership Development | \*\*Fill out | \*\*Fill out | Choose an item. |
| Student Recognition | Student Recognition | 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.*