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

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 DECA 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 DECA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **DECA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW:** [**www.wadeca.org**](http://www.wadeca.org)**,** [**www.teachdeca.org**](http://www.teachdeca.org)**,** [**www.deca.org**](http://www.deca.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 (I.e., activities are planned, conducted, and evaluated by students)  Activities are conducted under the management and/or supervision of a certified CTE instructor | | |
| **DECA 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  Business Engagement | Student Recognition  Recreational and Social  Public Relations and Advocacy  Other |

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| 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. | | | | |
| National or State Events | | | | |
| Activity/Event | **Program Component** | **Description** | **Who/When**  **(Responsible lead/**  **expected completion date.)** | **Focused 21st Century Leadership Skill** |
| Chapter Leadership Academy | Leadership Development  If "Other" chosen, describe here. | Leadership Development session for local chapter officers. Virtual event. | Chapter advisor will register officers, chapter president will serve as liaison with state officers | 11.A Guide and Lead Others |
| Advisor Professional Development Workshop | Organization and Management, Planning and Evaluation, Competitive Events | Professional Development for teachers in the field of Entrepreneurship, Competition, Technology, Finance, Management. This conference is based on certification opportunities | Date is September 15, for new advisors and September 16 for all advisors. | 11.B Be responsible to others  12.B Financial, Economic, Business, and Entrepreneurial Literacy. |
| Western Regional Leadership Conference | Employability and Career Skills  If "Other" chosen, describe here. | Leadership Development with a focus on developing entrepreneurial skills, financial literacy, and mock competition. Includes testing lab for certification testing. | All registered chapter members are eligible to attend with permission from advisor/district. November 7-9, 2024, in Bellevue. | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| Fall Community Awareness Project | Community Service  If "Other" chosen, describe here. | Muscular Dystrophy Association | State Officers launch project and train local chapter members during CLA and DECA Month (November). | 11.B Be Responsible to Others |
| DECA Competition Bootcamps | Competitive Events | Training for students in low-income Regions and schools. Currently scheduled in Spokane, Vancouver, Tri-cities and Yakima for early October | Most of these Bootcamps will be held virtually in a newly developed format. | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| DECA Area Competition | Competitive Events | Regional competition to qualify for state. 11 locations. | All members can compete at the Area Level, check with Area Leader for dates in December/January. | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| State Career Development Conference | Competitive Events | State Competition in Bellevue, WA | Qualifiers – through written events and Area Competition. Registration opens in February. Written projects must be uploaded and judged prior to the event. Conference scheduled for February 27 – March 1, 2025, in Bellevue, WA. | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| International Career Development Conference | Competitive Events  If "Other" chosen, describe here. | International Competition 55 events | Qualifiers – through State Competition. Scheduled for April 23-28, 2025, in Orlando, Florida | 12.B Financial, Economic, Business, and Entrepreneurial Literacy |
| Pro Sports Career Day | Employability and Career Skills  If "Other" chosen, describe here. | DECA Day at the Mariners, panel discussion which includes 8-10 departments in Pro Sports | Advisors register through Seattle Mariners representative. Date is mid-May. | 9.B Work Effectively in Diverse Teams |
| 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 DECA Program of Activities/Program of Work - Extended Learning Documentation template is assurance that DECA Program of Work is* ***annually*** *planned and that associated activities are active on campus as a required component of the CTE educational program.*