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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 (HOSA) 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 POA/POW.** [**www.wahosa.org**](http://www.wahosa.org)**,** [**www.hosa.org**](http://www.hosa.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** |
| State Officer Leadership Training (SOLT) | Leadership  Organization and Management  Planning and Evaluation | Establishing goals for the rest of the year, creating the Program of the Work, team bonding, leadership training and skills development | State Officer Team  (5/18-5/21) | 1.B: Work Creatively with Others |
| International Leadership Conference (ILC) | Competitive Events  Leadership Development or Demonstration  Organization and Management | Compete internationally, learn from IEC, apply those skills in our leadership development, give back through Courtesy Corps + voting dels | State Officer Team (6/24-6/30) | 10.B.1 Demonstrate additional attributes associated with producing high quality products including the  abilities to… |
| Washington Leadership Academy (WLA) | Leadership  Public relation and advocacy  Leadership development and demonstration | Build networking skills and apply leadership skills in our respective CTSOs as well as prompting the passion and comprehension of healthcare | State Officer Teams and IEC  (9/26-9/30) | 12.C Civic Literacy |
| Fall Leadership Conference (FLC) | Leadership development and demonstration  Public Relations | Meet with parts of the state before competition season starts, conduct workshops and events (like blood drives) to motivate members and gain medical skills, to join competitive events at SLC later on in the year | State officers  HOSA Members - East and West  (Late October/Early November) | 11.A Guide and Lead Others  9.A Interact Effectively with Others |
| Advocacy Day | Advocacy for CTSO Representation and Funding within School Districts and State | Meet with government officials, advocate for importance of career technical education + CTSO, networking opportunity, lobbying | CTSO officers  (January) | 3.A Communicate Clearly |
| Diversity and Inclusion in Healthcare (DIHC) | Career skills | Host a panel with professionals from diverse backgrounds in collaboration with WCTSMA | All State Officers  (February) | 2.C.2 Analyze and evaluate major alternative points of view  2.D.2 Identify and ask significant questions that clarify various points of view and lead to better  solutions |
| State Leadership Conference (SLC) | Competitive Events  Public Relations and Advocacy | Compete in events and ensure HOSA thrives through the promotion of medical science through a variety of workshops, keynote speakers, and building a community through participation in competitive events. Social networking amongst state members through dances, karaoke nights, and casual events. | State Officers  HOSA Members  (Mid-March) | 3.A Communicate Clearly |
| **Locally Planned and Developed Events** | | | | |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**  (Responsible Lead/  Expected Completion Date) | **Focused 21st Century Leadership Skill** |
| Social Media (Instagram + YouTube) | Publicity and Outreach  Student Recognition  Recreational and Social | Medical Monday, Trivia Tuesday, What's up Wednesday Other: Birthday Posts, Event Countdowns, Officer Takeovers, Reminder Posts | Monday - First 3 Mondays post a career highlight . Last Monday is a story post highlighting what other chapters did throughout the month.  Tuesday - Post on the story a trivia question asking members to answer.  Wednesday - First Wednesday is a story post summarizing what's going to happen in the month. Also add a monthly challenge for the members to do.  Deadlines - Make a post a week before big deadlines. Repost on story a day before deadline as a reminder.  Thursday/Friday - Any other updates throughout the month | 3.A Communicate Clearly  10.B Produce Results  12.D Health Literacy |
| Newsletter | Recreational and Social  Organization and Management  Planning and Execution | Sending out a newsletter with information for the rest of the month to all advisors and opt in students (posted to website) | Monthly (State Officers prepare a pdf which Executive Director will send out) | 3.A Communicate Clearly |
| State Officers- Office Hours/Zoom Chat | Organization and Management  Recreational and Social | Monthly zoom meeting with at least 2-3 state experienced officers on a topic regarding growth in leadership development, or a certain topic requested by HOSA members via WAHOSA insta story data. | Monthly zoom call with state officers and HOSA members, either answering questions, providing info, or presenting a specific workshop. | 11.B Be Responsible to Others  Student Outcome:  The student will identify and analyze the characteristics of family, community, business, and industry  leaders. |
| Chapter Recognition | Membership | Promote chapters on our Instagram and through awards at SLC | Monthly Social Media Calendar maintained by all State Officers | 11.A Guide and Lead Others  9.A Interact Effectively with Others |
| Chapter Visits | Membership and Outreach | Setting a goal of each officer going to at least 3 chapters throughout year | Goal of 3 each by all State Officers | 9.A Interact Effectively with Others  Demonstrate initiative to advance skill levels towards a professional level |
| State-Wide Mentorship and Study Program | Community Bonding | Implementing a state-wide mentorship program (with email opt-in when registering for SLC) to connect experienced members with new members | A few rotating State Officers | 8.C.1 Go beyond basic mastery of skills and/or curriculum to explore and expand one’s own learning  and opportunities to gain expertise  8.C.2 Demonstrate initiative to advance skill levels towards a professional level  8.C.3 Demonstrate commitment to learning as a lifelong process |

*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.*