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|  | **Washington WCTSMA**  **Program of Activities/Program of Work**  **Extended Learning Documentation** | WCTSMA Logo |

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 Washington Career and Technical Sports Medicine Association (WCTSMA) 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 WCTSMA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **WCTSMA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW:** [Washington Career and Technical Sports Medicine Association (wctsma.com)](https://wctsma.com/).

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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** |
| Election of State Officers | Organization and Management  If "Other" chosen, describe here. | State Officers will be elected at State Competition in April by the current Student Board of Directors | 4/24/25 | 8.B.1 |
| Letter Writing | Community Service  If "Other" chosen, describe here. | State Officers will lead members in a letter writing campaign for healthcare workers | Fall 2024 TBD | 10.A.2 |
| Medical Supply Drive- Shoe box | Community Service  If "Other" chosen, describe here. | State Officers will plan, organize, and implement a medical supply drive in conjunction with our State Competition | 4/24/25 | 10.A.2 |
| Toy Drive | Community Service  If "Other" chosen, describe here. | State Officers will plan and implement a toy drive to donate to a group TBD. The drive will be during the Winter Leadership Event. | 12/11/24 | 10.A.2 |
| 30th Annual Spring Symposium and State Competition Spokane, WA April 24-26, 2025 | Competitive Events  If "Other" chosen, describe here. | State Programs will test their competencies in sports medicine with a variety of competitive events at our annual State competition | 4/26/25 | 4.A.2 |
| Winter Leadership Conference. 12/11/2024 | Leadership Development  If "Other" chosen, describe here. | State Officers will lead ice-breakers and leadership activities along with guest speaker, workshops and fundraising presentation | 12/11/24 | 1.B.2 |
| 30th Annual Spring Symposium and State Competition Spokane, WA. April 24-26, 2025 | Student Recognition  If "Other" chosen, describe here. | State Officer Board will recognize top placing students in testing categories and top placing programs | 4/26/25 | 8.C.1 |
| WA. CTSO Civic Engagement. 1/28/25-1/29/25 | Public Relations and Advocacy  If "Other" chosen, describe here. | State Officers and other WCTSMA members will participate in implementation and training of the legislative process. Students will advocate for CTE and CTSOs | 1/29/25 | 3.A.3 |
| State Officer Hosted Spring Social at State Competition | Recreation and Social Activities  If "Other" chosen, describe here. | State Officers will host our annual social in Spokane, WA. 4/18/24 | 4/26/25 | 11.B.1 |
| WCTSMA Fall Leadership Conference | Leadership Development  If "Other" chosen, describe here. | Newly appointed State Officers will lead their first event as leaders of WCTSMA. Officers will lead icebreakers and leadership activities. | Fall 2024 TBD | 9.A.2 |
| Diversity in Healthcare | Planning and Evaluation  And Organization and Management | State officers from both the WCTSMA and HOSA will plan an event with diverse populations working in the medical field to discuss how they as individuals overcame diversity in their career paths. | TBD | 1.B.2  3.A.5  3.B.1 |
| Quarterly Newsletter | Public Relations and Advocacy | State Officers will create and distribute a quarterly newsletter to the membership. | 4/26/25 | 5.B. Create Media Products |
| Winter Leadership 12/11/24 | Employability and Career Skills  If "Other" chosen, describe here. | Organize workshops that will provide students with a variety of hands-on and best practice learning opportunities. | 12/11/24 | 11.B.1 |
| Anatomage Case Studies | Recreation and Social Activities  If "Other" chosen, describe here. | Members will engage on social media with an interactive case study challenge that asks them to identify a specific injury | 4/30/24 | 6.A.2 |
| Click or tap here to enter text. | Choose an item.  If "Other" chosen, describe here. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item.  If "Other" chosen, describe here. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| **Locally Planned and Developed Events** |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**  (Responsible Lead/  Expected Completion Date) | **Focused 21st Century Leadership Skill** |
| Project Planning and Monthly BOD meetings | Planning and Evaluation  If "Other" chosen, describe here. | State Officers will meet monthly for event planning/evaluation. State Presidents will meet monthly with the advisory leadership group for regular WCTSMA business planning | 4/26/25 | 8.A.1 |
| Regular monthly financial review with elected Student Treasurer and Advisory Treasurer | Financial and Fundraising  If "Other" chosen, describe here. | Treasurers will report their monthly meeting Treasury report to the WCTSMA BOD for official recording/documentation | 4/26/25 | 4.B.2 |
| 30th Annual Spring Symposium and State Competition. Tacoma WA April 24-26, 2025 | Employability and Career Skills  If "Other" chosen, describe here. | Organize speakers, activities, and student participation in the competition as well as grading specific competition categories | 4/26/25 | 11.B.1 |
| State Officer Training | Leadership Development  If "Other" chosen, describe here. | State Officers will participate in leadership training for 2024 | 5/31/25 | 7.A.1 |
| Click or tap here to enter text. | Choose an item.  If "Other" chosen, describe here. |  | Click here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item.  If "Other" chosen, describe here. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

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

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