| Washington Office of Superintendent of Public Instruction logo  **OSPI Career & Technical Education Student Leadership Template**  **Program of Activities (POA)/Program of Work (POW)**  **Extended Learning Documentation** |
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Student leadership development is an integral part of the Career and Technical Education (CTE) model enabling students to practice, develop, and demonstrate the knowledge and skills learned through the CTE course or program of study. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. Through state recognized Career and Technical Student Organizations (CTSO’s), students have leadership skill development opportunities available at the local, state, national and international level. Leadership equivalencies must be **equal to or exceed** the appropriate CTSO standards related to the specific program area, for 21st Century Skills integration. This equivalency should include opportunities for students to participate in community service activities related to this course, opportunities for students to participate in related leadership activities outside the classroom at the local, regional, state, and/or national level, and explain how students will be engaged in activities that extend learning beyond the classroom/laboratory into the community that provides real world value.

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| **Course Information** | | | | |
| School District: | | Building(s): | | Instructor(s): |
| Program Area: Choose an item. | | CIP Code(s): | | School Year: |
| **Minimum Qualifications Checklist – Leadership Organization**  **The minimum qualifications reflect the equivalency and align with the Washington State CTE 21st Century Leadership Skills while establishing the leadership organization and program components reflected in the Program of Work.**  (All boxes must be checked and reflected in locally planned and developed events.) | | | | |
| Student leadership structure established (Ex: 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 Activities  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. Descriptions of activities must be specific to the course. | | | | |
| **National or State Events**  Leave blank if not attending any state or national events. | | | | |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**  (Responsible lead/  expected completion date) | **Focused 21st Century Leadership Skill** |
| Click or tap 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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| **Locally Planned and Developed Events**  Sample activities/events should be removed if they do not accurately reflect the local Program of Activities.  Additional locally planned and developed events are required in addition to the examples provided. | | | | |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**  (Responsible lead/  expected completion date.) | **Focused 21st Century Leadership Skill** |
| Student Leadership Structure Established | Leadership Development  If "Other" chosen, describe here. | Local club elects leaders, typically at the end of the previous school year or at the beginning of the current school year. | Student Leaders; October 1 | 11.A Guide and Lead Others |
| Regular Chapter Meetings | Organization and Management  If "Other" chosen, describe here. | Set up a calendar and regular meetings for the year that all students may attend. | All club members; Each month during the school year | 3.B Collaborate with Others |
| Local Community Service | Community Service  If "Other" chosen, describe here. | State officers will plan, implement, and evaluate a community service project. | Club members; November 1 | 12.A Global Awareness |
| Event Recreational and Social | Recreation and Social Activities  If "Other" chosen, describe here. | Recreational event related to your chapter. | Club members; December 1 | 9.A Interact Effectively With Others |
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*Additional activities may be added to this template, as needed.*

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