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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: Business and Marketing | CIP Code(s):       | School Year: 2025–2026  |
| **Minimum Qualifications Checklist – Leadership Organization**(All boxes must be checked.) |
| [x]  Student Leadership Structure Established (e.g., elected officers, committee structure, group roles) [x]  Student led organization (I.e., activities are planned, conducted, and evaluated by students) [x]  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) |
| [x]  Organization and Management[x]  Planning and Evaluation [x]  Community Service [x]  Leadership Development or Demonstration | [x]  Finance and Fundraising [x]  Competitive Events [x]  Employability and Career Skills[x]  Business Engagement | [x]  Student Recognition [x]  Recreational and Social [x]  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 DevelopmentPreparing chapter officers to lead | Leadership Development session for local chapter officers. Virtual event. | Chapter advisor will register officers, chapter president will serve as liaison with state officers. This will be virtual mid-September 2025. | 11.A Guide and Lead Others |
| Advisor Professional Development Workshop | Organization and Management, Certification, Competitive Events | Professional Development for teachers in the field of Entrepreneurship, Competition, Technology, Finance, Management, and all certifications | Registration is due on September 15. Advisors will self-register and book hotel rooms.Workshop is September 22, 2025 in Tukwila, WA. Additionally, New Advisors will meet on September 23 for a half day. | 11.B Be responsible to others12.B Financial, Economic, Business, and Entrepreneurial Literacy. |
| Fall Career Conference | Employability and Career SkillsIf "Other" chosen, describe here. | Conference focused on Career Exploration, Certification, and Competition Prep. A certification lab is available, along with workshops, and key note speakers. | All registered chapter members are eligible to attend with permission from advisor/district. November 2-4, 2025, in Bellevue. | 12.B Financial, Economic, Business and Entrepreneurial Literacy  |
| Fall Community Awareness Project | Community ServiceIf "Other" chosen, describe here. | Statewide Community Awareness Project on Pediatric Cancer | State Officers launch projects 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 and Tri-cities for early October. Others done virtually | Staff will travel to the location and assist with increasing competition skills, also provide certification opportunities. | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| DECA Area Competition | Competitive Events | Regional competition to qualify for state. 11 locations across the state. | 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 26-28, 2026, in Bellevue, WA. | 12.B Financial, Economic, Business and Entrepreneurial Literacy  |
| International Career Development Conference | Competitive EventsIf "Other" chosen, describe here. | International Competition 60 events | Qualifiers – through State Competition. Scheduled for April 23-28, 2026 in Atlanta, Georgia. | 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, and another at the Sounders, panel discussions 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** |
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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.*