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|  | **Washington SkillsUSA**  **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 SkillsUSA 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 SkillsUSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **SkillsUSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the PAW/POW:** [**https://www.skillsusa.org**](https://www.skillsusa.org)**,**

Please see the OSPI Student Extended Leadership Companion Document for additional detailed information.

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| **Course Information** | | | |
| School District: | Building(s): | | Instructor(s): |
| Program Area: Choose an item. | CIP Code(s): | | School Year: 2022-2023 |
| **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** |
| Board Meetings | Organization and Management | State Officer attend board meeting to report on state officer training and activities | SkillsUSA State President or Vice President attend or submit report for meetings 9/26/22, 11/14/22, 1/6/23, 5/22/23 | 3.A Communicate Clearly |
| Legislative Advocacy | Financial and Fundraising  Click or tap here to enter text. | Learn about legislation to support CTE & CTSOs, schedule meetings with legislators | State Officer Team attending planning meeting, training, and event 2/1/23 | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| State Officer Elections | Student Recognition  Click or tap here to enter text. | Review applications and presentations, interview and participate in selection of new officer candidates. Recognize at State Conference. | State Officer representative, State Officer Trainer, Advisor and State Director 5/21/23 | 8.A Manage Goals and Time |
| Program of Work Development | Planning and Evaluation  Click or tap here to enter text. | Develop schedule of annual activities for membership and state officer team | State Officers, Regional Coordinators, Officer Trainer, Director and Board 5/21/23 | 10.B Produce Results |
| Assist with Planning for State Leadership and Skills Conference | Competitive Events  Click or tap here to enter text. | State Conference | Meetings with State Officer Team and Trainer 11/4-5/22, 1/30-2/1/23 | 9.A Interact Effectively With Others |
| State Officer Training | Leadership Development  Click or tap here to enter text. | Attend Combined CTSO training for new state officers | 5/21-23/23, CTSO Directors, State Officer Trainer, State Officer Advisors | 9.B Work Effectively in Diverse Teams |
| Leadership Training for Chapter Officers | Employability and Career Skills  Click or tap here to enter text. | State Officers lead training sessions for chapter leaders | State Officers, State Trainer and Advisors 11/4 and 11/5, 2022 Randle, WA | 3.B Collaborate with Others |
| State Officer Outreach | Recreation and Social Activities  Click or tap here to enter text. | Meet and greet and game night lead by state officers for student members to engage membership, generate enthusiasm for events and educate about State Officer Program | State Officers, State Trainer and State Director 9/21/22 meet and greet 10/26/22 game night | 3.A Communicate Clearly |
| Community Service Event at State Conference | Community Service  Click or tap here to enter text. | TBD | State Officers choose activity 11/5 to provide members 4/15/23 | 1.C Implement Innovations |
| Provide Training to Advisors about SkillsUSA | Organization and Management  Click or tap here to enter text. | Trainings include chapter of Excellence Program, Career Essentials, Tests-Certifications, Competitions and OSPI initiatives | State Advisors, Executive Director and OSPI Staff 10/1/22, 10/5/22, 10/12/22, 10/19/22, 10/26/22, 11/5/22 | 11.A Guide and Lead Others |
| Register and pay for State Conference | Financial and Fundraising  Click or tap here to enter text. | Register at skillsusa.org for regional, state, and national conferences | SkillsUSA Advisor creates invoice and forwards to accounts payable. Payments received by event. | 11.B Be Responsible to Others |
| State Leadership and Skills Conference | Competitive Events  Click or tap here to enter text. | Competitions to showcase technical, occupational and leadership skills | 4/13-14/23 | 6.A Apply Technology Effectively |
| Recognize student achievements | Student Recognition  Click or tap here to enter text. | Publicize in Friday Flash Pin Design Winners, CEP, State and National competitors | Friday Flash is publicized weekly | 5.B. Create Media Products |
| National Conference Registration | Organization and Management  Click or tap here to enter text. | Register for NLSC using www.skills.usa.org, contacting Customer Care Team for assistance 844-875-4557 | Advisors register adults and students attending SkillsUSA NLSC in Atlanta | 6.A Apply Technology Effectively |
| National Conference | Leadership Development  Click or tap here to enter text. | Leadership, occupational and technical competitions. Chapter Officer, State Officer and Advisor Training | 6/26-30/23 | 2.A Reason Effectively |
| **Locally Planned and Developed Events** | | | | |
| Student Leadership Structure Established | Choose an item.  \*\*Fill out | \*(Local chapter elects local officers, typically at the end of the previous school year or at the beginning of current school year) \*\*Fill out | \*Fill out Include Officer names: | Choose an item. |
| Regular Chapter Meetings | Choose an item.  \*\*Fill out | \*\*Fill out (Set up calendar and regular meetings for the year that all students may attend) | \*\*Fill out | Choose an item. |
| Collect Chapter Roster | Choose an item.  \*\*Fill out | Chapter roster filled out locally and completed at www.SkillsUSA.org with membership paid. Save membership roster. | \*\*Fill out by 12/20/22 | Choose an item. |
| Local Community Service | Choose an item.  \*\*Fill out | \*\*Fill out | \*\*Fill out | Choose an item. |
| Suggested Event-Outside business to discuss resumes and interview skills with students. | Choose an item.  \*\*Fill out | Suggested Event-Outside business to discuss resumes and interview skills with students. \*\*Fill out | \*\*Fill out | Choose an item. |
| Chapter to Review registrations and competitions for regional and state competitions | Choose an item.  \*\*Fill out | \*\*Fill out | \*\*Fill out | Choose an item. |
| Event Recreational and Social | Choose an item.  \*\*Fill out | Suggested Event: Recreation event related to the SkillsUSA Chapter \*\*Fill out | \*\*Fill out | Choose an item. |
| Regional Competitive events | Choose an item.  \*\*Fill out | Practice, familiarize with technical standards, and then compete in regional competitions \*\*Fill out | Register by 12/20/22 | Choose an item. |
| Suggested: Place Posts on social media and website | Choose an item.  \*\*Fill out | \*\*Fill out | \*\*Fill out | Choose an item. |
| Local Officer Training | Choose an item.  \*\*Fill out | \*\*Fill out | \*\*Fill out | Choose an item. |
| Student Recognition | Choose an item.  \*\*Fill out | Suggested End of year event that recognizes students work from the year \*\*Fill out | \*\*Fill out | Choose an item. |

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

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