



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**



**Washington DECA**  
**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 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). Please see the OSPI Student Extended Leadership Companion Document for additional detailed information.

**Course Information**

School District: Click or tap here to enter text.	Building(s): Click or tap here to enter text.	Instructor(s): Click or tap here to enter text.
Program Area: Choose an item.	CIP Code(s): Click or tap here to enter text.	School Year: Choose an item.

**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 (I.e., activities are planned, conducted, and evaluated by students)
- ☐ 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.)

<input type="checkbox"/> Organization and Management	<input type="checkbox"/> Finance and Fundraising	<input type="checkbox"/> Student Recognition
<input type="checkbox"/> Planning and Evaluation	<input type="checkbox"/> Competitive Events	<input type="checkbox"/> Recreational and Social
<input type="checkbox"/> Community Service	<input type="checkbox"/> Employability and Career Skills	<input type="checkbox"/> Public Relations and Advocacy
<input type="checkbox"/> Leadership Development or Demonstration	<input type="checkbox"/> Business Engagement	<input type="checkbox"/> 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 21<sup>st</sup> 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 21 <sup>st</sup> Century Leadership Skill
Chapter Leadership Academy	Leadership Development If "Other" chosen, describe here.	Leadership Development session for local chapter officers. Virtual event.	Chapter advisor will register officers, chapter president will serve as liaison with state officers	11.A Guide and Lead Others
Fall Leadership Conference	Employability and Career Skills If "Other" chosen, describe here.	Leadership Development with a focus on developing entrepreneurial skills, financial literacy and mock competition	All registered chapter members are eligible to attend with permission from advisor/district. November 7-9, 2021	12.B Financial, Economic, Business and Entrepreneurial Literacy
Fall Community Awareness Project	Community Service If "Other" chosen, describe here.	Statewide Community Awareness Project on Mental Health	State Officers launch project and train local chapter members during DECA Month (November)	11.B Be Responsible to Others
DECA Area Competition	Competitive Events If "Other" chosen, describe here.	Regional competition to qualify for state	All members can compete at the Area Level, check with Area Leader for dates in January.	12.B Financial, Economic, Business and Entrepreneurial Literacy
State Career Development Conference	Competitive Events If "Other" chosen, describe here.	State Competition	Qualifiers – through written events and Area Competition. Scheduled for March 3-5, 2022 in Bellevue, WA.	12.B Financial, Economic, Business and Entrepreneurial Literacy
International Career Development Conference	Competitive Events If "Other" chosen, describe here.	International Competition 51 events	Qualifiers – through State Competition. Scheduled for April 23-28, 2022 in Atlanta, Georgia.	12.B Financial, Economic, Business, and Entrepreneurial Literacy
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click 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 21 <sup>st</sup> Century Leadership Skill
Click 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.
Click 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.
Click 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.
Click 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.
Click 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.
Click 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.

*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.*