

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

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.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Organization and Management
<input type="checkbox"/> Planning and Evaluation
<input type="checkbox"/> Community Service
<input type="checkbox"/> Leadership Development or Demonstration | <input type="checkbox"/> Finance and Fundraising
<input type="checkbox"/> Competitive Events
<input type="checkbox"/> Employability and Career Skills | <input type="checkbox"/> Student Recognition
<input type="checkbox"/> Recreational and Social
<input type="checkbox"/> Public Relations and Advocacy
<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 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 21 st 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	State Officers, State Trainer and State Director 9/21/22 meet and greet 10/26/22 game night	3.A Communicate Clearly

		and educate about State Officer Program		
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	**Fill out by 12/20/22	Choose an item.

		membership paid. Save membership roster.		
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.*