

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 POA/POW: <https://www.skillsusa.org>.**

Course Information

School District:	Building(s):	Instructor(s):
Program Area: Choose an item.	CIP Code(s):	School Year: 2024-2025

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 checked="" type="checkbox"/> Organization and Management
<input checked="" type="checkbox"/> Planning and Evaluation
<input type="checkbox"/> Community Service
<input checked="" type="checkbox"/> Leadership Development or Demonstration | <input checked="" type="checkbox"/> Finance and Fundraising
<input checked="" type="checkbox"/> Competitive Events
<input checked="" type="checkbox"/> Employability and Career Skills | <input checked="" type="checkbox"/> Student Recognition
<input checked="" 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 If "Other" chosen, describe here.	State Officer attend board meeting to report on state officer training and activities	<i>SkillsUSA State President or Vice President attend or submit report for meetings 9/16/24, 11/18/24, 1/6/25 (In person), 5/19/25 -Budget/POW Approval EOY</i>	3.A Communicate Clearly
Legislative Advocacy	Financial and Fundraising If "Other" chosen, describe here.	Learn about legislation to support CTE & CTSOs, schedule meetings with legislators	State Officer Team attending planning meeting, training, and event 01/28-01/30/2025	12.B Financial, Economic, Business and Entrepreneurial Literacy
State Officer Elections	Student Recognition If "Other" chosen, describe here.	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 03/28/2025	8.A Manage Goals and Time
Program of Work Development	Planning and Evaluation If "Other" chosen, describe here.	Develop schedule of annual activities for membership and state officer team – Develop next year budget, POW, and GOALS.	State Officers, Regional Coordinators, Officer Trainer, Director, and Board May 2025	10.B Produce Results
Assist with Planning for State Leadership and Skills Conference	Competitive Events If "Other" chosen, describe here.	State Conference	Meetings with State Officer Team and Trainer 01/28–01/30/2025	9.A Interact Effectively With Others
State Officer Training	Leadership Development If "Other" chosen, describe here.	Attend Combined CTSO training for new state officers	CTSO Directors, State Officer Trainer, State Officer Advisors – TBD May 2025	9.B Work Effectively in Diverse Teams
Provide Training to Advisors about SkillsUSA	Organization and Management If "Other" chosen, describe here.	Instructor/Advisor training. Great for new chapters, instructors and schools wishing to establish with SkillsUSA. Also great for SkillsUSA chapters looking to take their programming to the next level. Trainings include chapter of	State Advisors, Executive Director and OSPI Staff 10/1/24, 10/3/24, 10/08/24, 10/10/24, 10/15/24, 10/17/24, 10/21/24 fall advisor training series – New this year will be our final training on DEI – open to students and advisors.	11.A Guide and Lead Others

		Excellence Program, onboarding a new chapter, Career Essentials, how to effectively run a regional championship, Tests-Certifications, Competitions, Career essentials and Model of Excellence greater, DEI in education as well as the workplace and beyond! Also understanding and OSPI initiatives		
Register and Pay for State Conference	Financial and Fundraising If "Other" chosen, describe here.	Register at skillsusa.org for regional, state, and national conferences	SkillsUSA State office creates invoices and forwards to accounts payable for respective school. Payments received by event in order to participate. (unless other arrangement made) Deadlines vary based off of invoice date. Must be paid prior to travel.	11.B Be Responsible to Others
State Leadership and Skills Conference	Competitive Events If "Other" chosen, describe here.	Competitions to showcase technical, occupational and leadership skills	03/27-3/29/2025	6.A Apply Technology Effectively
Recognize Student Achievements and Recreational/ Social	Student Recognition If "Other" chosen, describe here.	Publicize Pin Design Winners, scholarship recipients, MOE, CEP, State and National competitors. Also, monthly "What's up Washington" mailer to access what is NEW, GREAT, NEXT in our state. Celebrate job placement as we continue to evolve partnerships and place students in jobs across the state. Download our mobile app to communicate and socialize with fellow members as well as "stay in the know"	What's up Washington to be released monthly. To receive subscribe here: SkillsUSA Washington (list-manage.com) Mobile App: https://www.yapp.us/y/SKILLSUSAWA	5.B. Create Media Products
National Conference Registration	Organization and Management If "Other" chosen, describe here.	Register for NLSC using www.skills.usa.org , contacting Customer Care Team, state staff, viewing our state website and mobile app – Or for assistance	Advisors register adults and students attending SkillsUSA NLSC in Atlanta. Invoicing to be sent via QuickBooks from state staff. Registrants to not use the online fee estimate.	6.A Apply Technology Effectively

		you can call or email customer care at 844-875-4557. customer care@skillsusa.org		
National Conference	Leadership Development If "Other" chosen, describe here.	Leadership, occupational and technical competitions. Chapter Officer, State Officer and Advisor Training	06/23-06/27/2025	2.A Reason Effectively
SkillsUSA Framework integration	Employability and Career Skills If "Other" chosen, describe here.	Students to engage and dive deeper into understanding of the 17 components of the SkillsUSA Framework. Instructors to crosswalk the framework and integrate into their daily teachings	Attend fall training series to learn how to access training guide, curriculum, and free resources within Absorb to utilize in the classroom	6.A Apply Technology Effectively
DEI Ambassador program	Leadership Development If "Other" chosen, describe here.	NEW to SkillsUSA Washington The DEI Ambassador Program at SkillsUSA Washington is designed to foster a culture of diversity, equity, and inclusion within our organization. As an integral part of our commitment to empowering all members and promoting a more inclusive environment, this program appoints two student members from each region (6 regions) as DEI ambassadors to lead and champion these values and potential needed changes across our chapters and all events.	The DEI Ambassador Program will be made up of student leaders from across the state. 2/ region. 12 in total. Key roles and responsibilities: Education: Organize and participate in workshops and discussions focused on DEI topics to educate members and encourage dialogue around diversity-related issues. Engagement: Collaborate with different chapters to implement inclusive practices and initiatives that celebrate diversity and ensure equitable opportunities for all members. Support: Provide guidance and support to members who may face challenges related to diversity and inclusion, fostering a welcoming and supportive environment for everyone. Leadership: Lead by example, demonstrating a strong commitment to DEI principles in all interactions and decision-making processes within	1.C Implement Innovations

			SkillsUSA Washington. Advocacy: For all. To learn more or apply with a student ambassador please visit our website at skillsusawashington.org	
All Advisor meeting	Organization and Management If "Other" chosen, describe here.	All advisor meeting at the launch of the new year to overview calendar of events, POW, upcoming events, special dates, and any organization updates. Gain feedback and wants/wishes from advisors to ensure we provide what it is they are seeking.	09/23/2024	1.B Work Creatively With Others
Fall Leadership Camp – ALL NEW	Leadership development	Limited Availability! Registration details to come Fall 2024. Develop leadership skills while building connections with peers and advisors from across Washington State! Both Advisors and Students are invited! Clock hours are available for Advisors.	10/25-10/26/2024	9.B Work Effectively in Diverse Teams
Locally Planned and Developed Events				
Student Leadership Structure Established	Leadership Development	Local chapter elects local officers, typically at the end of the previous school year or at the beginning of current school year	*Fill out Include Officer names:	Choose an item.
Regular Chapter Meetings	Organization and Management	Set up calendar and regular meetings for the year that all students may attend		Choose an item.
Collect Chapter Roster	Organization and Management	Chapter roster filled out locally and completed at www.SkillsUSA.org with	**Fill out by 1/1/2025	Choose an item.

		membership paid. Save membership roster.		
Local Community Service; necessary component of CTSO	Community Service **Fill out	**Fill out	**Fill out	Choose an item.
Suggested Event-Outside business to discuss resumes and interview skills with students.	Employability and Career Skills	Suggested Event-Outside business to discuss resumes and interview skills with students.	**Fill out	Choose an item.
Chapter to Review registrations and competitions for regional and state competitions	Competitive Events	**Fill out	**Fill out	Choose an item.
Event Recreational and Social	Recreation and Social Activities Click or tap here to enter text.	Suggested Event: Recreation event related to the SkillsUSA Chapter **Fill out	**Fill out	Choose an item.
Regional Competitive events	Competitive Events	Practice, familiarize with technical standards, and then compete in regional competitions **Fill out	Register by 12/20/24	Choose an item.
Suggested: Place Posts on social media and website	Public Relations and Advocacy Click or tap here to enter text.	**Fill out	**Fill out	Choose an item.
Local Officer Training	Leadership Development	**Fill out	**Fill out	Choose an item.
Student Recognition	Student Recognition	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.*