Washington TSA
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 Technology Student Association (TSA) 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 TSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **TSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW: https://tsaweb.org. Contact Executive Director Jennifer Smith at jsmith@washingtontsa.org for more information.**

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.)		
☐ 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.

National or State Events				
Activity/Event	**Program Component**	**Description**	**Who/When** (Responsible Lead/ Expected Completion Date)	**Focused 21st Century Leadership Skill**
Advisor Training - ACTE	Organization and Management	Meet with advisors, potential advisors and school admin interested in TSA	Exec. Dir. Aug. 4-5 at WA-ACTE conference	11.A Guide and Lead Others
Advisor Training – New Advisors	Organization and Management Click or tap here to enter text.	TSA advisors or potential advisors participate in New Advisor Training, to prepare for the year	New Advisors, 9/9, 5-7 pm or 10/12, 9-11 pm	11.A Guide and Lead Others
Advisor Training – Veteran Advisors	Organization and Management Click or tap here to enter text.	TSA advisors participate in Veteran Advisor Training to prepare for the year	Veteran Advisors, 9/7, 9-11 am or 10/9, 5-7 pm	11.A Guide and Lead Others
Chapter Office Workshops, Advisor Professional Development	Planning and Evaluation Click or tap here to enter text.	TSA will offer two workshops designed to be hands-on planning workshops for the advisor and chapter officer team to plan for the school year	October 17 – Yakima, October 18 - Everett	3.B Collaborate with Others
LeaderTech, Advisor Professional Development	Leadership Development Click or tap here to enter text.	TSA will offer two leadership and professional skills development sessions across the state, designed for all TSA students and advisors	November 16 – Ellensburg, November 21 - Lynnwood	11.A Guide and Lead Others
Advisor PD	Leadership Development	Virtual advisor training series throughout the school year, designed to keep advisors updated and answer questions	October-March	3.B Collaborate with Others
Advisor and Student Q&As	Planning and Evaluation	1 hour long Q&As for students and advisors throughout the school year	December-June	11.A Guide and Lead Others
Pre-Competition Registration	Competitive Events Click or tap here to enter text.	Competition registration closes for any students planning to participate in competitive events, including January deadline	12/20/24	6.A Apply Technology Effectively

Mandatory Event Deadline	Competitive Events Click or tap here to enter text.	Mandatory deadline for all events with no scoring. Feedback from judge will be given for improvement	1/23/25	11.B Be Responsible to Others
Legislative Advocacy	Public Relations and Advocacy	Legislative Advocacy Program in Olympia. Will be meeting with legislators and advocating for CTE	State Officer Team, 1/28/24, 1/29/24	12.B Financial, Economic, Business and Entrepreneurial Literacy
State Conference Registration Deadline	Competitive Events Click or tap here to enter text.	Mandatory deadline for state conference registration for all participants who met the December and January deadlines, AND qualified for events. Registration week is Feb 24-28.	2/28/25	6.A Apply Technology Effectively
TSA State Conference	Competitive Events Click or tap here to enter text.	Three day event at Spokane Convention Center and Davenport Grand. The package price includes hotel and meals, and all competitive events will be run	4/2 – 4/5, 2025	11.A Guide and Lead Others
National TSA Conference	Leadership Development Click or tap here to enter text.	Competitive events, leadership workshops, and more	Nashville, Tennessee, 6/26-6/30/25	11.A Guide and Lead Others
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Locally Planned and Developed Events				
TSA Chapter Promotion	Organization and Management Click or tap here to enter text.	Promote TSA at chapter fairs and other school events	9/1 to 10/1	3.B Collaborate with Others
TSA Chapter Meetings	Organization and Management	Hold monthly TSA chapter meetings to plan activities and events	9/1 to 5/1	3.B Collaborate with Others
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Additional activities may be added to this template, as needed.

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