

# Washington WCTSMA

## 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 Washington Career and Technical Sports Medicine Association (WCTSMA) 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 WCTSMA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **WCTSMA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW:** [Washington Career and Technical Sports Medicine Association \(wctsma.com\)](http://wctsma.com).

### 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<br><input checked="" type="checkbox"/> Planning and Evaluation<br><input checked="" type="checkbox"/> Community Service<br><input checked="" type="checkbox"/> Leadership Development or Demonstration | <input checked="" type="checkbox"/> Finance and Fundraising<br><input checked="" type="checkbox"/> Competitive Events<br><input checked="" type="checkbox"/> Employability and Career Skills | <input checked="" type="checkbox"/> Student Recognition<br><input checked="" type="checkbox"/> Recreational and Social<br><input checked="" type="checkbox"/> Public Relations and Advocacy<br><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
Election of State Officers	Organization and Management If "Other" chosen, describe here.	State Officers will be elected at State Competition in April by the current Student Board of Directors	4/24/25	8.B.1
Letter Writing	Community Service If "Other" chosen, describe here.	State Officers will lead members in a letter writing campaign for healthcare workers	Fall 2024 TBD	10.A.2
Medical Supply Drive- Shoe box	Community Service If "Other" chosen, describe here.	State Officers will plan, organize, and implement a medical supply drive in conjunction with our State Competition	4/24/25	10.A.2
Toy Drive	Community Service If "Other" chosen, describe here.	State Officers will plan and implement a toy drive to donate to a group TBD. The drive will be during the Winter Leadership Event.	12/11/24	10.A.2
30th Annual Spring Symposium and State Competition Spokane, WA April 24-26, 2025	Competitive Events If "Other" chosen, describe here.	State Programs will test their competencies in sports medicine with a variety of competitive events at our annual State competition	4/26/25	4.A.2
Winter Leadership Conference. 12/11/2024	Leadership Development If "Other" chosen, describe here.	State Officers will lead ice-breakers and leadership activities along with guest speaker, workshops and fundraising presentation	12/11/24	1.B.2

30th Annual Spring Symposium and State Competition Spokane, WA. April 24-26, 2025	Student Recognition If "Other" chosen, describe here.	State Officer Board will recognize top placing students in testing categories and top placing programs	4/26/25	8.C.1
WA. CTSO Civic Engagement. 1/28/25-1/29/25	Public Relations and Advocacy If "Other" chosen, describe here.	State Officers and other WCTSMA members will participate in implementation and training of the legislative process. Students will advocate for CTE and CTSOs	1/29/25	3.A.3
State Officer Hosted Spring Social at State Competition	Recreation and Social Activities If "Other" chosen, describe here.	State Officers will host our annual social in Spokane, WA. 4/18/24	4/26/25	11.B.1
WCTSMA Fall Leadership Conference	Leadership Development If "Other" chosen, describe here.	Newly appointed State Officers will lead their first event as leaders of WCTSMA. Officers will lead icebreakers and leadership activities.	Fall 2024 TBD	9.A.2
Diversity in Healthcare	Planning and Evaluation And Organization and Management	State officers from both the WCTSMA and HOSA will plan an event with diverse populations working in the medical field to discuss how they as individuals overcame diversity in their career paths.	TBD	1.B.2 3.A.5 3.B.1
Quarterly Newsletter	Public Relations and Advocacy	State Officers will create and distribute a quarterly newsletter to the membership.	4/26/25	5.B. Create Media Products
Winter Leadership 12/11/24	Employability and Career Skills If "Other" chosen, describe here.	Organize workshops that will provide students with a variety of hands-on and best practice learning opportunities.	12/11/24	11.B.1

Anatomage Case Studies	Recreation and Social Activities If "Other" chosen, describe here.	Members will engage on social media with an interactive case study challenge that asks them to identify a specific injury	4/30/24	6.A.2
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap 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
Project Planning and Monthly BOD meetings	Planning and Evaluation If "Other" chosen, describe here.	State Officers will meet monthly for event planning/evaluation. State Presidents will meet monthly with the advisory leadership group for regular WCTSMA business planning	4/26/25	8.A.1
Regular monthly financial review with elected Student Treasurer and Advisory Treasurer	Financial and Fundraising If "Other" chosen, describe here.	Treasurers will report their monthly meeting Treasury report to the WCTSMA BOD for official recording/documentation	4/26/25	4.B.2
30th Annual Spring Symposium and State Competition. Tacoma WA April 24-26, 2025	Employability and Career Skills If "Other" chosen, describe here.	Organize speakers, activities, and student participation in the competition as well as grading specific competition categories	4/26/25	11.B.1
State Officer Training	Leadership Development If "Other" chosen, describe here.	State Officers will participate in leadership training for 2024	5/31/25	7.A.1

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

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