

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.** 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: 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; 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
Chapter Meetings	Organization and Management	Meet with students interested in TSA	Advisors and Students, 9/23-10/23	Choose an item.
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, 9/7, 5-7 pm or 10/7, 9-11 pm	Choose an item.
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, 9/9, 9-11 am or 10/5, 5-7 pm	Choose an item.
Chapter Office Workshops, Advisor Professional Development	Planning and Evaluation Click or tap here to enter text.	TSA will offer two workshops with one on either side of the state. They are designed to be hands-on planning workshops for the advisor and chapter officer team to plan for the school year	TBD – end of October	Choose an item.
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 members and advisors, in combination with Technology Day workshop events	TBD - November	Choose an item.
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	12/15/23	Choose an item.
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	1/11/24	Choose an item.

Legislative Advocacy	Public Relations and Advocacy	Legislative Advocacy Program in Olympia. Will be meeting with legislators and advocating for CTE	State Officer Team, 1/25/24, 1/26/24	Choose an item.
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	2/16/24	Choose an item.
TSA State Conference	Competitive Events Click or tap here to enter text.	Three day event at DoubleTree SeaTac. The package price includes hotel and meals, and all competitive events will be run	3/13-3/16/24	Choose an item.
National TSA Conference	Leadership Development Click or tap here to enter text.	Competitive events, leadership workshops, and more	Orlando, Florida, 6/26-6/30/24	Choose an item.
Click or tap here to enter text.	Choose an item. Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
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Locally Planned and Developed Events				
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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.*