



Washington Office of Superintendent of
PUBLIC INSTRUCTION

OSPI Career & Technical Education Student Leadership Template

Program of Activities (POA)/Program of Work (POW) Extended Learning Documentation

Student leadership development is an integral part of the Career and Technical Education (CTE) model enabling students to practice, develop, and demonstrate the knowledge and skills learned through the CTE course or program of study. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. Through state recognized Career and Technical Student Organizations (CTSO's), students have leadership skill development opportunities available at the local, state, national and international level. Leadership equivalencies must be **equal to or exceed** the appropriate CTSSO standards related to the specific program area, for 21st Century Skills integration. This equivalency should include opportunities for students to participate in community service activities related to this course, opportunities for students to participate in related leadership activities outside the classroom at the local, regional, state, and/or national level, and explain how students will be engaged in activities that extend learning beyond the classroom/laboratory into the community that provides real world value.

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

The minimum qualifications reflect the equivalency and align with the Washington State CTE 21st Century Leadership Skills while establishing the leadership organization and program components reflected in the Program of Work.

(All boxes must be checked and reflected in locally planned and developed events.)

- ☐ Student leadership structure established (Ex: 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"/> Finance and Fundraising	<input type="checkbox"/> Student Recognition
<input type="checkbox"/> Planning and Evaluation	<input type="checkbox"/> Competitive Events	<input type="checkbox"/> Recreational and Social Activities
<input type="checkbox"/> Community Service	<input type="checkbox"/> Employability and Career Skills	<input type="checkbox"/> Public Relations and Advocacy
<input type="checkbox"/> Leadership Development or Demonstration		<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. Descriptions of activities must be specific to the course.

National or State Events

Leave blank if not attending any state or national events.

Activity/Event	Program Component	Description	Who/When (Responsible lead/ expected completion date)	Focused 21 st Century Leadership Skill
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click here to enter text.	Click here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click here to enter text.	Click here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click here to enter text.	Click here to enter text.	Choose an item.

Locally Planned and Developed Events

Sample activities/events should be removed if they do not accurately reflect the local Program of Activities.

Additional locally planned and developed events are required in addition to the examples provided.

Activity/Event	Program Component	Description	Who/When (Responsible lead/ expected completion date.)	Focused 21 st Century Leadership Skill
Student Leadership Structure Established	Leadership Development If "Other" chosen, describe here.	Local club elects leaders, typically at the end of the previous school year or at the beginning of the current school year.	Student Leaders; October 1, 2023	11.A Guide and Lead Others
Regular Chapter Meetings	Organization and Management If "Other" chosen, describe here.	Set up a calendar and regular meetings for the year that all students may attend.	All club members; Each month during the school year	3.B Collaborate with Others

Local Community Service	Community Service If "Other" chosen, describe here.	State officers will plan, implement, and evaluate a community service project.	Club members; November 1, 2023	12.A Global Awareness
Event Recreational and Social	Recreation and Social Activities If "Other" chosen, describe here.	Recreational event related to your chapter.	Club members; December 1, 2023	9.A Interact Effectively With Others
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click here to enter text.	Click here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click here to enter text.	Click here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click here to enter text.	Click here to enter text.	Choose an item.

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

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