| Logo  Description automatically generatedWashington Office of Superintendent of Public Instruction logo  **WASHINGTON TECHNOLOGY STUDENT ASSOCIATION**  **Program of Work - Extended Learning Documentation** |
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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 TSA Program of Work documentation demonstrates the activities students have an opportunity to participate 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, and national level, and will reflect all activities available for your local TSA chapter member. This form should be completed on an annual basis to reflect the student-developed program of work and support student planning efforts.

**Please see the OSPI Student Extended Leadership Companion Document for additional detailed information.**

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| **CTSO Program Overview - TSA** | |
| School District: | Building(s): |
| Program Area: Choose an item. | CIP Code(s): |
| Instructor(s): | School Year: |
| **Minimum Qualifications Checklist**  All boxes must be checked. | |
| **Leadership Organization** | |
| 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 | |

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| **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 | |
| **Annual Program of Activities** | | | | | | |
| Activities reflected should only address extended learning components of the TSA program; these should be learning and teaching activities **related to career and technical education courses** 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 addressed** |
| **Advisor Training – veteran or new advisor sessions** | **Organization and Management** | | **TSA will offer 4 advisor training sessions, split by veteran and new advisors** | **August-October, conducted by Jennifer Smith, TSA Exec. Dir., all sessions will be on Zoom** | | Choose an item. |
| **Chapter Officer Workshops** | **Organization and Management** | | **TSA will offer multiple small group workshops across the state, designed to be hands-on planning workshops for the advisor and chapter officer team to plan for the school year** | **September-October, conducted by the WTSA state officer team** | | Choose an item. |
| **Technology Days** | **Competitive Events** | | **Technology Days will be one day events where students can compete in state-only competitive events, and participate in workshops to learn about TSA competitive events** | **October-November, conducted by the WTSA state officer team, and select TSA chapter advisors** | | Choose an item. |
| **LeaderCon** | **Leadership Development** | | **Fall Leadership sessions are designed for new and returning TSA students, and will be a combination of leadership development activities, and general TSA information workshops** | **November-December, conducted by the WTSA state officer team, and WTSA Board of Directors** | | Choose an item. |
| **Competition Registration** | **Competitive Events** | | **Competition registration closes** | **End of November-early December** | | Choose an item. |
| **Mandatory event deadline** | **Competitive Events** | | **Mandatory deadline for all events, no scoring, will receive judge feedback for improvement** | **January 20, 2022** | | Choose an item. |
| **Legislative advocacy** | **Public Relations and Advocacy** | | **Legislative advocacy program in Olympia** | **January 29-30, 2022** | | Choose an item. |
| **TSA State Conference** | **Competitive Events** | | **3-day event at DoubleTree Seatac, package price includes hotel and meals, all competitive events will be run** | **March 16-19, 2022** | | Choose an item. |
| **National TSA Conference** | **Leadership Development** | | **Competitive events, leadership workshops and more** | **June 2022, Dallas, TX** | | Choose an item. |
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| **Locally Planned and Developed Events** | | | | | | |
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***Additional activities may be added. Submission of this form is assurance that CTSO Program of Work is annually planned and associated activities are active on campus as required component of CTE educational program.***