Colorado CTSO Program of Work Resources

Last Updated September 2021

Introduction

The heart of any CTSO is the program of work or what your chapter is going to do. It is the activities and projects—the plan of action—that your chapter will carry out during the school year.

The members should discuss and develop their own program of work. The advisor's role is to help members select activities related to their technical training and guide them as they develop their personal skills in communications, organization, planning, and follow-through.

Chapter activities will provide some of the best opportunities CTSO members will have to learn by doing. A successful program of work creates a positive learning atmosphere in the classroom. CTSO members learn how to accept responsibility, work as a team, manage a budget, and handle success and failure.

Although we do not designate it as a program of work category, we also encourage your chapter to lead advocacy efforts throughout the year and have provided you with some resources in this document to assist in those efforts.

Information, best practices, ideas, and resources will be updated as they become available. If you have any items to contribute, please contact your State Advisor and we would be happy to include them.

CTSO
PROGRAM OF WORK

**PROFESSIONAL DEVELOPMENT - COMMUNITY SERVICE - FINANCIAL LEADERSHIP
BUSINESS & INDUSTRY CONNECTIONS - PUBLIC RELATIONS - SOCIAL ACTIVITIES**

DOs

Chapter Developed
POWs function best when the entire chapter is involved in the development
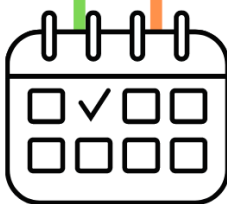
Functional Format
Choose a format that works best for your chapter: calendar, chart, narrative, list, etc.

Document Details
Include the who, what, where, when, and why for chapter activities and projects

Well Rounded
Incorporate all 6 categories of the POW to provide multiple opportunities for development

DON'Ts

Advisor Driven
Refrain from being the driving force of the POW and encourage students to take the lead

Ineffective Outline
Don't feel obligated to use the first example you find - POW formats are not one size fits all

Vague Verbiage
Listing "fundraising" and "community service" without details prevents full understanding of the chapter's POW

Confined
Limited POWs restrict member development and can leave chapters stuck in a rut or without direction

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DECA • HOSA • FBLA • FCCLA • FFA • SkillsUSA • TSA

Format

The content is the star in the program of work. Six categories make up a well-rounded program of work:

- Professional Development
- Community Service
- Business & Industry Connections
- Financial Leadership
- Public Relations
- Social Activities

Review the resources in this document and brainstorm activities and projects for each category. Then create the program of work from your brainstorming.

The format of your program of work is flexible. Use what works for you and your members. Below are some example formats.

Calendar

This is the program of work in its simplest form. Create a calendar for the school year with activities listed. This is a great "at-a-glance" document; however, no details are included as to the goals and tasks of the chapter to complete these projects and events. [Example](#)

Chart

A program of work chart can be a great tool to keep members on task. [Example](#)

Areas that can be included on a chart are:

- Goals
- Objectives
- Tasks
- Officer Responsible
- Committee Assigned
- Resources Needed
- Start Date
- End Date
- Status

Narrative

A program of work narrative is a summary report on the activities, projects, and events. A narrative is written in paragraph form. [Example](#)

Other

Is there another format that works for the chapter? That's great – use it! It is important that the program of work format is one that works for all its members.

Professional Development

Prepare each member for entry into the workforce and provide a foundation for success in a career. Becoming a professional does not stop with acquiring a skill, but involves an increased awareness of the meaning of good citizenship and the importance of labor and management in the world of work.

Professional development and leadership activities reflect the opportunity to develop an individual's personal, technical, and professional skills.

Activities should be conducted that improve the identity and self-awareness of participants. These activities should reflect participants' unique talents and potential by reinforcing their human and employability skills. The activities should strive to enhance the quality of life and contribute to individuals' life goals and development. Student's personal growth and leadership development is enhanced by participating in these activities.

Best Practices

- Serving as an officer
- Committee Chair
- Attending leadership workshops/conferences at the local, state, and regional levels
- Community presentations
- School board presentations
- Serving as a liaison to community organizations and agencies
- Public speaking experiences
- Mentor programs

Ideas

- Presentation Practice night
    - Present to administration, counselors, or advisory committee
    - Can be pre-recorded and sent virtually for feedback
- Chamber luncheon
    - Work with the Chamber of Commerce to put together a luncheon for businesses in the area
- Parent Volunteers
    - Work with officer team on parliamentary procedure, chapter building
- Team with Language Arts department
    - For competitive events (proofreading, editing, professional writing)

Community Service

Promote and improve goodwill and understanding among all segments of the community through services donated by CTSO chapters, and to instill in its members a lifetime commitment to community service.

Community Service guides students to develop, plan, carry out, and evaluate projects to improve the quality of life in their communities. Through their projects, members experience character development and improve their critical and creative thinking, interpersonal communication, practical knowledge, and career preparation. Youth leaders learn more about themselves, others, and the world so that they can make a difference now and in the future.

Engaging young people in service is more than a "feel good" activity. Service results in very real student learning in areas such as applied academics, career preparation, character development, and technical skills. Research shows that service has positive results for students' current and future success. Problem-solving ability in real-life situations increases more for students engaged in service to the community, and young people learn valuable leadership skills such as critical thinking, group interaction, communication skills, organizational skills, empathy, patience, and flexibility. Service positions youth to learn about workplace roles, understand employers' expectations, develop realistic ideas about careers, and meet adults who become role models and mentors. By interacting in the community, young people develop values and are seen as valuable resources and community assets.

Learn
Students explore personal values, ethics, and ethical decision-making while evaluating their community needs.

Lead
Students learn how to use their leadership skills to serve their community and how to transfer those servant leadership skills to the workplace.

Serve
Students are introduced to the critical role community partnerships and advocacy play in serving the needs of others while also developing their own community-based service.

Best Practices

- Connect service to students' learning
- Assign a chapter officer or a committee dedicated to community service efforts
- Partner both locally and globally
- Define goals and measure success
- Provide opportunities for students to reflect upon their community work
- Create a living resource document to organize and document service opportunities

Ideas

- Connect with your feeder elementary and middle schools to give back
- Offer student tutoring to peers in the community
- Start a campus clean up calendar rotation for all organizations and clubs to participate
- Assist blind and low-vision people with visual assistance through a live video call.
- Turn a neighborhood jog or weekend hike into a fundraiser for good

Resources

- Service Opportunities List - example from Colorado FCCLA
- Doodle - a free tool, to schedule common meeting times
- VolunteerMatch - find opportunities by location and interest
- Be My Eyes - app assisting blind and low-vision people
- Charity Miles - earn money for charity by walking

Business and Industry Connections

Increase awareness of quality job practices and attitudes, and increase the opportunities for employer engagement and eventual employment.

Best Practices

- Engage former members, parents, advisory committees, and business and industry partners in CTSO chapter and classroom activities
- Appreciate the contributions of business and industry partners
- Build a personal and professional network
- Recognize and value the expertise of business and industry partners

Ideas

- Conduct Program Advisory Committee meetings
- Encourage business partners to serve as mentors for students
- Ask business partners to provide industry tours
- Hold a Resume and Mock Interview Day with business partners
- Coordinate a Virtual Employer Panel Discussion for business partners and students
- Invite business partners to the classroom to demonstrate or discuss different pathways available to students within the career cluster
- Recognize contributions of partners on social media or community activities
- Encourage business partners to serve as judge's or on technical chair committees for district or state conferences
- Provide business acumen and expertise to the chapter's Program of Work

Financial Leadership

Plan and participate in activities to allow all members to carry out the chapter's projects. Educate members on their own personal finance for current and future success.

Introduction

At the core of any Career and Technical Student Organization is a list of activities and goals the organization wants to accomplish. This is known as the Program of Work. While the Program of Work may contain projects, activities, and events, it may be useless without one critical ingredient: money. Without funding, most student activities would never happen.

On the flip slide, when you mention the word "fundraising", instead of eliciting shouts of joy, you'll more than likely receive glassy stares and groans of agony.

It's time to cast off the term "fundraising" and engage your CTSO in a "financial leadership activity"! What gets lost in most fundraising efforts are the other positive benefits (besides money) that it creates. In addition to helping to finance the local chapter, a financial leadership activity can also provide many valuable learning experiences for students. From project management to forecasting profits, setting timelines, working in teams, and being accountable for results, a financial leadership activity helps teach many skills that will be needed on the job and in life. By implementing a financial leadership activity, you can incorporate the skills members are learning as well as opportunities for students to work with business partners and other adults, reinforcing skills being developed in the classroom.

Where to Start

The chapter officers should work with the advisor to determine a budget for the school year to cover the costs of chapter activities, travel to competitions, official attire or uniforms, curriculum, equipment, or other chapter materials. Next, the officers and advisor should determine what portion of the budget can be provided through student payment, a student activity fee, or another source of funding. The balance can then be raised through implementing financial leadership activities. It's a good idea to review the organization's budget with the principal or other school officials to ensure that it aligns with school policies and procedures.

When talking with administration, be sure to differentiate your activity from the standard run-of-the-mill fundraisers by focusing on how it addresses the various leadership components. You may be surprised at the response you get.

Student participation is important in the management of money raised for their benefit. Ideas should be approved by the whole chapter and funds raised would benefit students currently in the chapter or program.

Financial Leadership Activity Checklist

☐ Obtain a copy of your school policy regarding fundraising
☐ Brainstorm ways to raise funds
☐ Request approval of any contracts for goods or services
☐ Be familiar with any school insurance available to protect against liability
☐ Inventory merchandise to be sure you received what was ordered
☐ Check with companies for their return policy of unsold goods
☐ Require strict accounting of all funds handled
☐ Provide adult supervision for all financial leadership activities
☐ Establish clear timelines and deadlines for the activity
☐ Have students organize work teams so a few students don't do all of the work
☐ Plan for safety and monitor safe work practices during all activities
☐ Employ a code of conduct for students who are participating
☐ Have students implement good financial procedures
☐ Assign one or two people to handle all receipts, expenditures and accounting
☐ Establish deadlines for any money to be turned in
☐ Require receipts for any chapter purchases
☐ Require two signatures on checks if your CTSO chapter has a checking account

Ideas

Sometimes what to do for a financial leadership activity is as difficult as knowing where to begin.

Rent-Some-Muscle
Shovel snow, do yard work, rake leaves, plant flowers, car wash, build storage sheds, build benches, clean houses

Events
Dog Wash, Battle of the Bands, Cutest Dog Contest, Pumpkin Carving Event, Fashion Show, Trick or Treating, Haunted House, Casino Night, Texas Hold-'em Tournament, Dodgeball Tournament, 5K Fun Run, Talent Show, Car Show, Food Cook-Off, Pancake Breakfast, Spaghetti Dinner, Carnival Night, Silent Auction, Hat Day, Community Garage Sale, Golf Tournament, Lock-in, Walk-a-thon, Karaoke Night

Services
Cosmetology Day (offer hair, nail, makeup services), recycling day, window/door decorating, catering, banquets

Sales
Prom dresses, quilts, concessions, food items, poinsettias, holiday cards, ads to businesses, T-shirts, rally towels, candy grams, restaurant gift cards

Other
- Couch Potato Raffle/Armchair Quarterback Raffle - put a couch at the 50-yard line of the football game and raffle off VIP seats
- "Principal for a Day" Raffle
- Dinner and Play Package with the school's theatre program
- A Flocking of Flamingos! - put dozens of plastic flamingos all over someone's yard along with a note that says for a small fee these flamingos could relocate to another yard of their choice.
- Finals Care Packages - have parents/community members purchase a care package to get students through finals
- Sponsor athletic event half-time activities (free throw contest, field goal contest, three-point contest, etc.)
- Sponsor a matching gift program with local businesses
- Find sponsors to donate for every point scored in the local game
- "Tape a Teacher" to the wall - have students donate money to have their favorite teacher duct-taped to the wall during the school day or at a school event

Resources

- [King Soopers Community Awards](#)
- [Support Fund](#) - a texting based fundraiser

Public Relations

Make the general public aware of the good work that students in career and technical education are doing to better themselves and their community, state, nation, and world.
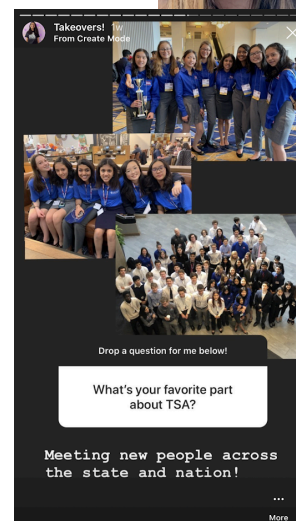
Best Practices

- Assign a chapter officer or a committee dedicated to public relations efforts
- Create a chapter logo and branding guide - make sure it is in line with your national organization
  - Check with your State Advisor if you are unfamiliar with your national CTSO's guidelines
- Create a website and social media accounts for your chapter
- Have students sign a social media agreement to ensure content stays positive and professional
- Create a calendar, so you know what content will be posted when, and plan ahead

Ideas

- Email your staff to share pictures, recognize accomplishments, and teach others about your CTSO
- Send press releases to your administration, school district, and local news stations
- Create blog posts or news articles for your school's newsletter
- Invite community members and stakeholders to your chapter's events to interact with students
- Attend school events like 8th Grade Night and Club Rush to advertise your CTSO
- Host theme days that align with your national CTSO week to create buzz about your CTSO
- Attend school board meetings to showcase your leadership and professional development
- Organize chapter officer or chapter member takeovers on social media to promote your CTSO

Resources

- Branding Guide - example from Colorado TSA
- Social Media Agreement - example from Colorado TSA
- Public Relations Calendar - example from Colorado TSA
- Press Release - example from Colorado FCCLA
- Canva for Education - free pro account for K-12 teachers and students
- Hootsuite - a free, post scheduling and management site
- Buffer - a free, post scheduling management site

Social Activities

To increase cooperation in the school and community through activities that allow CTSO members to get to know each other in something other than a business or classroom setting.

Best Practices

- Set aside time for one icebreaker or energizer at each chapter meeting
- Assign each chapter officer a meeting at which they facilitate the group icebreaker
- Have your local officer team plan a beginning and end of the year chapter bonding activity
- Make sure that your social activities are physically, financially, and geographically accessible to all members

Ideas

Meetings
- Icebreakers
  - [Virtual Icebreakers](#)
  - [Icebreaker Questions](#)
  - [Team Building Activities](#)
- Name Games
  - [Name Games](#)
- Energizers
  - [Active Icebreakers](#)

Outings
- Park Party - Gather with your chapter at a local park with food and games for a budget-friendly social activity
- Community Scavenger Hunt - Compile a list of tasks that can be completed in your school/ community and split your chapter into teams to complete as many tasks as they can in a certain amount of time
- Chapter Dinner - Share a meal with your chapter at a local restaurant, your school, or a willing chapter member's house

- Night at the Movies - Host a movie night with your chapter
- Bowling/ Mini Golf/ Roller Blading - Find a fun local activity that your entire chapter can participate in
- Theme Park - Research group packages for WaterWorld, Elitch Gardens, or another local theme park

Resources
- [Public Parks in Colorado](#)
- [Amusement Parks in Colorado](#)
- [Restaurants in Colorado with a Student Discount](#)

Advocacy

Advocacy is simply "telling your story." Why are you involved in the organization? How has it impacted you? How will it affect your future? Why should someone support the organization?

Promote your organization and career and technical education programs, public relations initiatives, and experiences to build social responsibility.

Best Practices

- Participate in CTE Month
- Conduct a presentation for the school board, or other community organizations
- Active social media posts
- Writing your legislator to support Career and Technical Education

Contact Us

Should you have any questions, please do not hesitate to reach out to your CTSO State Advisor or contact.

CTSO	Website	State Advisor or Contact
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