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|  | **Washington SkillsUSA**  **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 SkillsUSA 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 SkillsUSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **SkillsUSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW:** [**https://www.skillsusa.org**](https://www.skillsusa.org)**.**

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| **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.) | | | |
| 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  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. | | | |

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| **National or State Events** | | | | | | | | | |
| **Activity/Event** | **Program Component** | | **Description** | | | **Who/When**  (Responsible Lead/  Expected Completion Date) | | | **Focused 21st Century Leadership Skill** |
| Board Meetings | Organization and Management  If "Other" chosen, describe here. | | State Officer attend board meeting to report on state officer training and activities  Open to the public | | | *SkillsUSA State President or Vice President attend or submit report for meetings 9/15/25, 11/17/25, 1/5/26, 5/18/26 -Budget/POW Approval EOY* | | | 3.A Communicate Clearly |
| Scholarships available | Financial and Fundraising  If "Other" chosen, describe here. | | * Road to Atlanta * Central Welding Supply “Weld Onward” * New Year, New Heights * Rhonda Downing Memorial * “More Better” | | | To be posted on our website, mobile app and in mailer throughout the year.  Access our many communication resources at skillsusawashington.org | | | 4.A Access and Evaluate Information |
| Membership Dues | Financial and Fundraising | | SkillsUSA WA Membership Dues | | | Students - $30.00  Professional - $50.00 | | | 4.A Access and Evaluate Information |
| Stay connected | Organization and Management | | Download the 2025- 2026 SkillsUSA Washington App. Same app year over year but updated.  **Invite link:**  **SLSC - my.yapp.us/SKILLSUSAWA**  **NLSC - my.yapp.us/WANLSC**  Subscribe to our mailer at skillsusawashington.org AND your regions mailer at **skillsusawashington.org/regions**  visit us at **skillsusawashington.org** to find out more! | | | All  **Invite Link:**  **SLSC - my.yapp.us/SKILLSUSAWA**  **NLSC - my.yapp.us/WANLSC** | | | 4.A Access and Evaluate Information |
| SkillsUSA Framework integration | Employability and Career Skills  If "Other" chosen, describe here. | | Students to engage and dive deeper into understanding of the 17 components of the SkillsUSA Framework. Instructors to crosswalk the framework and integrate into their daily teachings  Once a submitted member you have access to the "essentials toolkit" which provides the resource for several lesson plans where you break down and hone in on each component for overall leadership in life and the workplace. This is relevant to ALL CTE programs. | | | Attend fall training series to learn how to access training guide, curriculum, and free resources within Absorb to utilize in the classroom   Once a submitted member you have access to this in Absorb. You can follow the link in your skillsusa-register.org portal or on our website, skillsusawashington.org --> Absorb | | | 6.A Apply Technology Effectively |
| SkillsUSA Washington Regional Coordinator Retreat | Planning and Evaluation | | Regional Coordinators come together for their annual "retreat." This is a time to plan and innovate the new year ideas. We ready the regional projects for disbursement and establish best practices for regions statewide. We work together to unify all happenings statewide.  This year, we will work to unify the regional projects executed across all regions *as well as* when they are released (same time for all, including hosts) to ensure an equitable and fair experience for all. | | | Regional Coordinating teams  09/06/2025 - 09/08/2025 | | | Work Creatively with others. 1.B.  and 1.C. Implement innovations |
| All Advisor meeting - College/Post Secondary, High School and Middle School | Organization and Management  If "Other" chosen, describe here. | | All advisor meeting at the launch of the new year to overview calendar of events, POW, upcoming events, special dates, and any organization updates. Gain feedback and wants/wishes from advisors to ensure we provide what it is they are seeking. This year - NEW layout for distribution of regional projects and how they will be executed at host sites. We also will go over cost of our programming and events and answer any questions educators may have. | | | 09/22/2025 - All advisors, all divisions (Middle School, High School and College/Post Secondary | | | 4.A Access and Evaluate Information |
| Fall Advisor Training Series | Leadership Development | | Instructor/Advisor training. Great for new chapters, instructors and schools wishing to establish with SkillsUSA. Also great for SkillsUSA chapters looking to take their programming to the next level. Trainings include chapter of Excellence Program, onboarding a new chapter, Career Essentials, NEW Regional Conference season best practices  Career essentials and Model of Excellence  NEW regional conference programming  SkillsUSA Basics - for new advisors  Advanced SkillsUSA Teaching Tools   Cross walking the SkillsUSA Framework to your classroom framework simply! \*Collaborative workshop | | | All Advisors  **October 1st 2025** - SkillsUSA Basics \*For the new advisors looking to start off with SkillsUSA best practices.    **October 2nd 2025 -** NEW Regional Conference best practices  **October 7th 2025 -** Crosswalk SkillsUSA into your framework  **October 9th 2025** - Taking it to the next level! - Career essentials and MOE  **October 14th 2025 -** Advanced SkillsUSA Advisor teaching tools | | | 1.B Work Creatively With Others  3.B Collaborate with others  4.B. Use information  6.B. Apply Technology Effectively |
| Fall Leadership Camp | Recreation and Social Activities  Leadership Development | | Limited Availability!  Develop leadership skills while building connections with peers and advisors from across Washington State! Both Advisors and Students are invited! Clock hours are available for Advisors.  Educator/Advisor Summit to be hosted while on site. | | | Student Chapter Leaders, New Schools, Advisors  10/23/2025-10/25/2025  Costs associated with event:  $375/registrant - includes lodging for 2 nights, 3 days, 5 meals plus activity snacks, camp shirt, all training materials and activities. Advisors to receive tools and resources for their classroom.  Camp registration to open: September 3 - October 8th 2025 | | | 9.B Work Effectively in Diverse Teams |
| **NEW** - Regional Contest Projects/Details to all registrants | Competitive Events | | All registered regional attendees receive access to competition project/details | | | November – January | | | 1.C Implement Innovations |
| Washington ONLY Design Challenges | Competitive Events | | Design students in Washington have a special chance to showcase their skills through exclusive challenges just for SkillsUSA Washington members. These state-only challenges are separate from the nationally recognized SkillsUSA Championships and are conducted entirely online, with no in-person requirements. | | | January 30, 2026 | | | 4.A Access and Evaluate Information |
| State Conference planning | Planning and Evaluation  If "Other" chosen, describe here. | | State Conference planning, professional development for student leadership team | | | Meetings with State Officer Team and Trainer 02/1–02/03/2026  Costs associated with event:  Student leaders: $0 Advisor/Chaperone(s): $500 includes lodging for 2 nights and meals. | | | 9.A Interact Effectively With Others |
| Legislative Advocacy | Public Relations and Advocacy  If "Other" chosen, describe here. | | Learn about legislation to support CTE & CTSOs, schedule meetings with legislators and share student testimonials as to how CTE and their involvement with respective CTSO has changed their educational journey and career pathway. | | | State Officer Team, student members, state staff, advisors attend planning meeting, training, and event 02/3/2026 - 02/4/2026  Student Leaders: $0 Advisors/Chaperones: Hotel cost + meals (dinner on 02/03, Breakfast 02/04, lunch 02/04)  Welcome to all! | | | 12.B Financial, Economic, Business and Entrepreneurial Literacy |
| All regional contests to be concluded and scores reported |  | | For processing and selection process to be completed internally | | | February 14, 2026 | | |  |
| Advisor of the Year Deadline | Leadership Development | | Advisor of the Year Award honors SkillsUSA’s most dedicated career and technical education instructors. | | | February 21, 2026 | | | Other – Advisor Recognition |
| Chapter Excellence Program (CEP) Deadline | Leadership Development | | Every chapter is encouraged to participate in the CEP, and there are three award levels to recognize program involvement. The first two levels are acknowledged by a chapter’s state association, and the third level is recognized nationally. | | | February 21, 2026 | | | 1.B Work Creatively With Others |
| SLSC Draft | Student Recognition | | The wait is over! the draft picks are here! Tune in to see if your performance earned you a seat at this year’s largest championships of the year! | | | February 26, 2026, at 11AM PST  LIVE on our website via YouTube link and social media platforms | | | 3.B Collaborate with Others |
| State Officer Elections | Leadership Development  If "Other" chosen, describe here. | | Candidate opportunity:  Campaign and advocate to earn slated position on the following years S.O.T. Applications are reviewed, speeches made during the official delegate session, interviews completed by state appointed panel.   Delegate opportunity: Participate in selection of new officer candidates. "Student politics" at its finest.   all to be recognized at State Conference. | | | Student members as both delegates and candidates. State Officer Trainer, Advisor and State Director 04/17/2026 | | | 8.A Manage Goals and Time |
| Next year planning and EOY Reporting | Planning and Evaluation  If "Other" chosen, describe here. | | Develop next calendar year Program of Work. Schedule of annual activities for membership and state officer team – Develop a "cheat sheet" to include a Year in a Glance for easy reference and display in instructors’ classrooms. Once approved to be made available on our SkillsUSA Washington website, mobile app under "Events"   Establish Budget for next FY. Review and analyze EOY reporting to best forecast the next years financial allotment needs, goals and pre-plan fundraising efforts. To be presented, discussed and approved at May Board meeting.   EOY reporting to revisit membership growth, financial picture and create Goals that best align with organizations vision for the future. | | | Executive Leadership, Board of Directors to be presented and voted upon in May Board meeting | | | 10.B Produce Results |
| Combined CTSO State Officer Training | Leadership Development  If "Other" chosen, describe here. | | Attend Combined CTSO training for incoming State Officers. Interact with other CTSO's, learn about other organizations and build connections with other student leaders. Collaborate with one another on the different programming within each organization and share best practices to be put into play amongst all. | | | CTSO Directors, State Officer Trainer, State Officer Advisors, State Officers– TBD May 17-19, 2026 | | | 9.B Work Effectively in Diverse Teams |
| Annual Advisor Cluster/ Program meetings | Other -  Networking and collaboration | | on site at this year’s SLSC we will host ALL NEW Cluster meetings. Advisors to have the opportunity to interact with fellow advisors within their training program. Collaborate, network. Enjoy! | | | April 18th, 2026, at Clover Park Technical College, Lakewood, Washington  7PM-9PM, Dinner to be included  \*Held simultaneously with Friday Night Activity | | | 1.B Work Creatively With Others |
| Register and Pay for State Conference | Financial and Fundraising  If "Other" chosen, describe here. | | Register at skillsusa-register.org for regional, state, and national conferences | | | SkillsUSA State office creates invoices and forwards to accounts payable for respective school. Payments received by event to participate. (unless other arrangement made) Deadlines vary based off invoice date. Must be paid prior to travel. An automatic late fee of $100 post due date is added.   QuickBooks invoice link. No merchant fees for CC processing. Preferred method of payment  Registration will be open:  02/26/2026 – 03/11/2026 | | | 11.B Be Responsible to Others |
| Online Testing - SLSC | Competitive Events | | in conjunction with your on-site performance at the 2026 SLSC championships you must also complete your technical and professional test. These scores are tabulated and added to your scorecard in the scoring room on site at event. | | | All registered champions  Testing window:  03/25/2026 – 04/08/2026  LINK: **testing.nocti.org**  **Credentials provided by advisor (from state office)** | | | 2.B Use Systems Thinking |
| National Signing Day |  | |  | | | 05/05/2026 | | |  |
| State Leadership and Skills Conference | Competitive Events  If "Other" chosen, describe here. | | Competitions to showcase technical, occupational and leadership skills. Largest showcase of the year! come interact with industry partners, fellow instructors and students. Prepare for employment opportunities on site.   Cost breakdown: $170/ student and advisors  $75/ school observer $0 parents | | | 04/16-04/18/2026 | | | 6.A Apply Technology Effectively |
| Annual Community Service Event | Community Service | | Come All NEW this year. One of the core principles of SkillsUSA is community Service. To exemplify and best model this we are hosting a community service activity/project during our state conference in the morning of the awards session. This will be held at our Conference hotel while the advisors are attending the Annual Advisor Breakfast. | | | All student attendees  04/18/2025 \*running simultaneous to Advisor Recognition Breakfast  Hilton DoubleTree SeaTac, WA | | | 1.B Work Creatively With Others |
| Advisor Recognition Breakfast and Regional Meetings | Planning and Evaluation | | Annual Advisor Breakfast at SLSC. Maxis grill at the conference hotel. Attend for your state of the union address, state association updates, networking and follow the breakfast with annual regional meetings. Updates per region and overview of the all-new layout for regional contests will be debriefed from year 1.  comments, concerns, feedback welcomed here to continue to further establish best practices for years to come! | | | All registered Advisor attendees  04/18/2025  Maxis Grill @ Hilton DoubleTree SeaTac, WA | | | 1.C Implement Innovations |
| Scorecards released - SLSC |  | | Review your performance rubric post event. Note this is a grading rubric and not a true scoring rubric.   \*note this is a scale based off of total contestant performance and your point value per standard is in comparison to all other contestants at this years event | | | link to be found once released at skillsusawashington.org  Note that scorecards will be released post review window following the close of the championships. Est. 1 week post conference. | | | 4.A Access and Evaluate Information |
| Recognize Student Achievements and Recreational/ Social | Student Recognition  If "Other" chosen, describe here. | | Publicize Pin Design Winners, scholarship recipients, MOE, CEP, State and National competitors. Also, monthly “What’s up Washington” mailer to access what is NEW, GREAT, NEXT in our state. Celebrate job placement as we continue to evolve partnerships and place students in jobs across the state. Download our mobile app to communicate and socialize with fellow members as well as “stay in the know” | | | All  What’s up Washington to be released monthly. To receive subscribe here: [SkillsUSA Washington (list-manage.com)](https://skillsusawashington.us13.list-manage.com/subscribe?u=331a13d9eb8c80b00686fb26e&id=c07713c4b7)  Mobile App:  https://www.yapp.us/y/SKILLSUSAWA | | | 5.B. Create Media Products |
| Boeing Assembler Conference | Competitive Events | | Annual event hosted by The Boeing Company!   Must be a registered Boeing partner program. Students to compete for title in skills such as but not limited to riveting. Students on career pathway in the aerospace industry. Students to be interviewed on site for potential employment with The Boeing Company. | | | TBD - Watch our newsletter in the fall as well as our calendar of events on our website.  The Boeing Company  Everett Location | | | 2.B Use Systems Thinking |
| National Conference Registration | Organization and Management  If "Other" chosen, describe here. | | Register for NLSC using www.skillsusa-register.org. For assistance you can call or email customer care at 844-875-4557. customercare@skillsusa.org | | | Advisors register adults and students attending SkillsUSA NLSC in Atlanta. Also to book hotel rooms using provided hotel reservation link in the registration system. Invoicing to be sent via QuickBooks from state staff.  Registrants to not use the online fee estimate.   Registration window: 04/18/2026 -04/23/2026  Register on site at the State Leadership & Skills Conference availability post conference awards session. | | | 6.A Apply Technology Effectively |
| Leverage Training | Leadership Development | | State officer team to attend a unique and elite leadership training where they can collaborate and network with fellow state officers and leadership teams from across the country. 2-day event! | | | State Officers  May 30 - June 1  Georgia World Congress Center  Atlanta, GA | | | 1.B Work Creatively With Others |
| National Conference | Leadership Development  If "Other" chosen, describe here. | | Leadership, occupational and technical competitions. Chapter Officer, State Officer and Advisor Training | | | June 1-June 5, 2026 Atlanta, GA | | | 2.A Reason Effectively |
| **Locally Planned and Developed Events** |  | |  | | |  | | |  |
| Student Leadership Structure Established in the fall | Leadership Development | | Local chapter elects local officers, typically at the end of the previous school year or at the beginning of current school year | | | \*Fill out Include Officer names: | | | Choose an item. |
| Regular Chapter Meetings | Organization and Management | | Set up calendar and regular meetings for the year that all students may attend | | |  | | | Choose an item. |
| Collect Chapter Roster | Organization and Management | | Chapter roster filled out locally and completed at www.SkillsUSA-register.org with membership paid. Save membership roster. | | | \*\*Fill out by 3/1/2026 | | | Choose an item. |
| Local Community Service; necessary component of CTSO | Community Service  \*\*Fill out | | \*\*Fill out | | | \*\*Fill out | | | Choose an item. |
| Suggested Event-Outside business to discuss resumes and interview skills with students. | Employability and Career Skills | | Suggested Event-Outside business to discuss resumes and interview skills with students. | | | \*\*Fill out | | | Choose an item. |
| Chapter to Review registrations and competitions for regional and state competitions | Competitive Events | | \*\*Fill out | | | \*\*Fill out | | | Choose an item. |
| Event Recreational and Social | Recreation and Social Activities  Click or tap here to enter text. | | Suggested Event: Recreation event related to the SkillsUSA Chapter \*\*Fill out | | | \*\*Fill out | | | Choose an item. |
| Practice, familiarize with technical standards, and then compete in regional competitions. Must register by deadlines. Visit skillsusawashington.org/regions to navigate your regional page, stay up to date on current happenings, fees and information, subscribe to your regional mailer. | Register by deadline. Visit skillsusawashington.org --> regions to identify your deadlines. | | Choose an item. | | |  | | |  |
| Suggested: Place Posts on social media and website | Public Relations and Advocacy  Click or tap here to enter text. | | \*\*Fill out | | | \*\*Fill out | | | Choose an item. |
| Local Officer Training | Leadership Development | | \*\*Fill out | | | \*\*Fill out | | | Choose an item. |
| Student Recognition | | Student Recognition | | Suggested End of year event that recognizes students work from the year \*\*Fill out | \*\*Fill out | | Choose an item. |
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*Additional activities may be added to this template, as needed.*

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