Program of Work Template

CTSO Name _____   Advisor _____

Program _____   Chapter POW Approval Date _____

Chapter Number(s) _____

Goals for our chapter are: *(Include goals for student growth and local chapter, district/region, state and national participation. Include fundraising projects and how the money will be used. Identify intracurricular activities.)*

Plans for achieving chapter goals: *(Include details on who will be responsible, timeline to follow, etc.)*

Evaluation: (Include details on how accomplishments will be measured.)

Use the following template with your student members to strategically plan your CTSO activities for the school year. A successful Program of Work will include activities each month from the below categories, and relate to the goals that your chapter has set for the year; plan at least one to two activities each month. Please also include meeting dates, election dates, related school events, and other important dates. Student members should vote on the completed Program of Work prior to the first activity.

Student Development	**Chapter Development**	**Community Development**
Leadership	Chapter Recruiting	Work-Based Learning Opportunities
Professional Development	Chapter Fundraising	Community Service
Social Activities	Public Relations/Social Media	Business and Industry Connections
	Chapter Meetings	

August	Activity Category	Event	Date

September	Activity Category	Event	Date

October	Activity Category	Event	Date

November	Activity Category	Event	Date

December	Activity Category	Event	Date

January	Activity Category	Event	Date

February	Activity Category	Event	Date

March	Activity Category	Event	Date

April	Chapter Category	Event	Date

May	Activity Category	Event	Date

Accountability Chart

Who	Will Do	By When	Accountability Buddy	Status	Notes