

## Chapter Activity Planning Process

### Activity for the Professional Development Program of Work Goal

#### Step 1: Organize

**Activity Name:** Skills USA Fall Conference

**Program of Work Goal:** Professional Development

**Basic Details:** State officers present leadership workshop for potential student leaders of CTSO

**Budget:** \$50 per student

#### Step 2: Assess

**Need Filled by Activity:** Helps members develop professional skill in professional learning setting.

**Activity Goals:** Prepare members for proper leadership for being an SCHS Skills USA officer

**Measure of Success:** Members demonstrate appropriate leadership during election.

#### Step 3: Plan

**Planning Factors to Consider:** Advisors communicate to members about Leadership conference activities.

**Action:**

- 1) Recruit Members
- 2) Purchase memberships

#### Step 4: Act

**Completing the Task:** Membership and Registration

**Progress Meetings:** Weekly meetings up till conference

**Motivating Members:** Improving attendance to meetings and interest in the SKILLS USA club.

#### Step 5: Reflect

**What went just as planned?**  
The members of SCHS skills usa showed interest in learning leadership skills.

**What would we change about our plans if we do this activity again?**  
Only take students that are elected officials and plan better to get students involved nationally.

**What results were achieved?**  
Students enjoyed the conversations and the presentations of leadership.

#### Step 6: Report

**Potential Audiences:**

- Chapter members
- Parents
- Community members

**Information to Share:**

- Pictures
- Attendants
- Description of activities and events

**Reaching Our Audience:**

- Chapter website, and newsletter, school newsletter, yearbook.



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## Chapter Activity Planning Process Activity for the Social Activities Program of Work Goal

### Step 1: Organize

**Activity Name:** Yearbook Social Signing Party

**Program of Work Goal:** Social Activities

**Basic Details:** Recruitment/ Retention committee will facilitate an a yearbook signing party at the end of the year after school, 3:10 p.m.

**Budget:** \$200

### Step 2: Assess

**Need Filled by Activity:** Opportunity to recruit new members and appreciate the hard work of the current yearbook staff.

**Activity Goals:** Serve 80 % of membership, invite all student body to celebrate the end of the year. Recruit new yearbook staff.

**Measure of Success:** Number of attendants and number of new members interested.

### Step 3: Plan

**Planning Factors to Consider:** Members communicate to student body about celebrating the yearbook.

**Action:**

- 1) Invite Students that purchased a yearbook
- 2) Have cake
- 3) DJ and or entertainment
- 4) Signing materials

### Step 4: Act

**Completing the Task:** Yearbooks Sold

**Progress Meetings:** bi-weekly meetings up till party

**Motivating Members:** members and student officers are allowed decorate and create a setting for yearbook party.

### Step 5: Reflect

**What went just as planned?**  
SCHS seniors enjoyed the yearbook social party

**What would we change about our plans if we do this activity again?**  
Invite a larger student body to event.

**What results were achieved?**  
Students enjoyed the celebrating the yearbook and the end of the year.

### Step 6: Report

**Potential Audiences:**

- Chapter members
- Parents
- Community members

**Information to Share:**

- Pictures
- Attendants
- Description of activities and events

**Reaching Our Audience:**

- Chapter website, and newsletter, school newsletter, yearbook.



## Chapter Activity Planning Process Activity for the Employment Program of Work Goal

### Step 1: Organize

**Activity Name:** CTE Career Fair

**Program of Work Goal:** Employment and completion of CTE program

**Basic Details:** Hold career fair along with CTE programs at the high school. Invite businesses and colleges to attend and give students opportunities to see career path choices.

**Budget:** Advertising \$100

### Step 2: Assess

**Need Filled by Activity:** Provides career exploration opportunity to student body. Freshmen get to choose their CTE program.

**Activity Goals:** 10 -15 vendors attend, 90% of members attend, 80% of other students attend.

**Measure of Success:** Number of vendors and students in attendance.

### Step 3: Plan

**Planning Factors to Consider:** Location, budget, volunteers, vendors to invite, permission, set - up and tear- down, scheduling

**Action:**

- 1) Site and permission - HS Doug Safford- March 1st
- 2) Invite vendors- March 15th
- 3) Secure supplies-C. Curtis
- 4) Advertise - D. Dennison or CTSO
- 5) Set up and tear down - all May 1st

### Step 4: Act

**Completing the Task:** Individual assignments and task descriptions of careers will be tracked using ECAP

**Progress Meetings:** Weekly reports

**Motivating Members:** Encourage businesses to office internships or after school employment; accountability partners and task checklist.

### Step 5: Reflect

**What went just as planned?**  
15 vendors, including colleges, and local employers.

**What would we change about our plans if we do this activity again?**  
Prepare separate presentations for each class.

**What results were achieved?**  
Employers offered interview and to come back next year. Student choose CTE program of choice.

### Step 6: Report

**Potential Audiences:**

- Chapter members, parents, community members, school faculty

**Information to Share:**

- Pictures
- Attendants
- Description of activities and events

**Reaching Our Audience:**

- Chapter website, and newsletter, school newsletter, yearbook, town newspaper, and letter to vendors.



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## Chapter Activity Planning Process Activity for the Ways and Means Program of Work Goal

### Step 1: Organize

**Activity Name:** Printing and Advertisements

**Program of Work Goal:** Ways and Means

**Basic Details:** Offering printing services, graphic design services to student body.

**Budget:** Paper \$150 x 5 times

### Step 2: Assess

**Need Filled by Activity:** Fundraiser for state competitions and field trip to design studio.

**Activity Goals:** On-going print shop to assisting in large printing and basic advertisement materials.

**Measure of Success:** Amount of funds raised.

### Step 3: Plan

**Planning Factors to Consider:** Location, time of opening, system, supplies

**Action:**

- 1) Create a standard price page
- 2) Communicate the service to public
- 3) Keep records
- 4) Advertise

### Step 4: Act

**Completing the Task:** Amount of printed material sold and advertisements made.

**Progress Meetings:** bi-weekly meetings up until trip

**Motivating Members:** Incentive to work inside the lab. Member with most sold advertisement and large printing will receive a \$200 scholarship for adobe creative cloud.

### Step 5: Reflect

**What went just as planned?**  
Location was successful.

**What would we change about our plans if we do this activity again?**  
Getting membership to help after school, because of transportation.

**What results were achieved?**  
Community has a local affordable print shop that provides work based learning for students at SCHS.

### Step 6: Report

**Potential Audiences:**

- Chapter members
- Parents
- Community members

**Information to Share:**

- Pictures
- Attendants
- Description of activities and events

**Reaching Our Audience:**

- Chapter website, and newsletter, school newsletter, yearbook.



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## Chapter Activity Planning Process Activity for the Social Activities Program of Work Goal

### Step 1: Organize

**Activity Name:** Rebranding District Logo

**Program of Work Goal:** Public Relations

**Basic Details:** Rebranding of SCUSD logo, by graphic design II students, presented to the school board for approval in 2020.

**Budget:** No budget needed

### Step 2: Assess

**Need Filled by Activity:** Communication with stakeholders and sharing of success stories of the rebrand of the school district, a logo created by the students.

**Activity Goals:** Improve awareness of culture and values of school district.

**Measure of Success:** Moral support, question and answer sessions, instilling culture and wisdom into climate of school.

### Step 3: Plan

**Planning Factors to Consider:** Members communicate to student body about celebrating the yearbook.

**Action:**

- 1) Invite Students that purchased a yearbook
- 2) Have cake
- 3) DJ and or entertainment
- 4) Signing materials

### Step 4: Act

**Completing the Task:** Yearbooks Sold

**Progress Meetings:** bi-weekly meetings up till party

**Motivating Members:** members and student officers are allowed decorate and create a setting for yearbook party.

### Step 5: Reflect

**What went just as planned?**  
The students presented the new logo in various places and got a lot of feedback for their work and creative process. Everyone loved their ideas.

**What would we change about our plans if we do this activity again?**  
Longer process of selection

**What results were achieved?**  
Students participated in real life presentations and work experience.

### Step 6: Report

**Potential Audiences:** Chapter members, community

**Information to Share:** Results of the board decision

**Reaching Our Audience:** Chapter website, and newsletter, school newsletter, yearbook.



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