

# Program of Work 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 Activities
- Public Relations
- Social Activities

Use the Program of Work Worksheet to brainstorm activities and projects for each category. Then create the program of work from the list of brainstorm activities.

The format of your program of work is flexible. Use what works for you and your members. Here are some examples:

## 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 goals and tasks of the chapter to complete these projects and events.

ABC High School  
CTSO Program of Work

|   |  |
|---|--|
| <b>August</b><br>28 – Back to School Night<br>31 – CTSO Presentation to CTE Classes | <b>September</b><br>14 – CTSO Leadership Kickoff<br>23 – CTSO Bulletin Board Competition |
| <b>October</b><br>11 – Personal Finance Guest Speaker<br>30 – Trick-or-Treat Street | <b>November</b><br>2 – CTSO Hayride and Bonfire  <br>18 – Canned Food Driver             |
| <b>December</b><br>3 – Business & Industry Tour<br>5 – CTSO Holiday Party           | <b>January</b><br>13 – School Board Presentation<br>25 – District Competition            |

## Chart

A program of work chart can be a great tool to keep members on task. Areas that can be included on a chart are:

- Goals
- Objectives
- Tasks
- Committee Assignments
- Due Dates
- Status

| Goal #1: Increase Membership                        |  |                             |           |           |
|---|--|-----------------------------|-----------|-----------|
| Objective   | Tactic   | People Responsible          | Due Date  | Status    |
| Increase membership of students in business classes | Have officers visit business classes the second week of school   | President/VP of Recruitment | 8/24/2018 | Completed |
|   | Send letters to all students who are going to be in POBE next year   | VP of Communication         | 5/31/2018 | Completed |
|   | Involve the new business teacher in all FBLA activities  | President                   | 7/5/2018  | Completed |
| Improve registration efficiency                     | Have one google form that all members are required to fill out to join                                     | VP of Recruitment           | 5/11/2018 | Completed |
|   | Have a set in stone process that will not be changed at all, and people will not be registered unless they | Executive Officer Team      | 5/31/2018 | Completed |

## Narrative

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The ABC High School CTSO chapter is enthusiastically looking forward to the school year.  
**Public Relations:**  
 ABC High School CTSO will create many public relations opportunities throughout the school year. August 28<sup>th</sup> Back to School Night, CTSO members will create a display about the CTSO to educate parents about the CTSO. The display will include why involvement is so crucial to their CTE success. On August 31<sup>st</sup>, CTSO local chapter officers will present to each of Mr. Smith's CTE classes. The presentation will include opportunities to be involved in activities around professional development, business and industry connections, public relations, financial leadership activities, competitions and social activities.

A program of work narrative is a summary report on the activities, projects and events. A narrative is written in paragraph form.

## What Works?

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.