

# **PROGRAM OF WORK – DECA CHAPTER**

## **PURPOSE**

A Program of Work enables a DECA Chapter to plan and implement well-rounded and diversified activities that will accomplish the goals of the chapter. The State DECA Leadership Team prepares a Program of Work for the State Association of DECA, and each DECA Chapter prepares a Program of Work for the local level. Developing a Program of Work is a learning activity that involves all chapter members.

## **HOW TO DEVELOP A PROGRAM OF WORK**

1. Develop the Plan. Decide on the chapter's goals for the year. There are many methods to determine the goals. Some chapters have the officers develop the goals, which are then presented to the membership for input and approval. Another method is to have all of the members develop the goals. This can be accomplished by having small groups of members decide on two or three goals and then have the groups present these to the other members, having each member suggest goals in writing or orally. Whatever method is used should guarantee that each DECA member has the opportunity to present his/her ideas to the chapter.
2. Set the Goals. Decide on the activities to reach the goals. One method to determine appropriate activities to achieve the goals is to create committees for each goal. Each DECA member should be on a committee. The committees meet and then present to the entire chapter, for approval, several activities for each goal.
3. Implement the Activities. After the activities are decided upon, the committees can then complete the description of each activity. The description should include the following information:
  - Name of activity
  - Purpose of activity
  - Details of activity
    - a. Steps to be followed in conducting the activity
    - b. Responsibilities for each step in conducting the activity
    - c. Time framework for completing each step of the activity
  - Publicity and promotion
  - Planned budget
  - Planned evaluation procedures

The worksheets should be presented to the entire chapter for approval, and then the finalized plan can be posted so all members can follow the activities.

4. Evaluate the Plan. Evaluation is an ongoing process. Often, timelines and other requirements have to be revised. At the completion of the activity it is critical that the whole chapter evaluate each specific activity. The evaluation helps to discover what works and what does not.



Chapter/School \_\_\_\_\_  
 President \_\_\_\_\_  
 Advisor \_\_\_\_\_  
 County/City System \_\_\_\_\_



**CHAPTER PROGRAM OF WORK**  
**2009-2010**

Prepare copies for:

- Teacher File
- Local CTE Administrator/Principal
- NO LONGER REQUIRED TO BE SENT TO THE SDE

**Plan should be completed by October 1.**

<b>GOALS FOR OUR CHAPTER ARE AS FOLLOWS:</b> (Include goals for student growth and local chapter, district, state, and national participation. Include fund raising projects and how the money will be used.)	<b>PLANS FOR ACHIEVING CHAPTER GOALS</b> (How and When)	<b>EVALUATION</b> (How will accomplishments be measured?)

<b>GOALS</b> (Continued)	<b>PLANS FOR ACHIEVING CHAPTER GOALS</b> (Continued)	<b>EVALUATION</b> (Continued)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date