**Program of Work Template**

CTSO Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter POW Approval Date \_\_\_\_\_\_\_\_\_\_\_\_

Use this 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; 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.

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| **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 |  |

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| **August** | **Activity Category** | **Event** | **Date** |
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| **September** | **Activity Category** | **Event** | **Date** |
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| **October** | **Activity Category** | **Event** | **Date** |
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| **November** | **Activity Category** | **Event** | **Date** |
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| **December** | **Activity Category** | **Event** | **Date** |
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| **January** | **Activity Category** | **Event** | **Date** |
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| **February** | **Activity Category** | **Event** | **Date** |
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| **March** | **Activity Category** | **Event** | **Date** |
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| **April** | **Chapter Category** | **Event** | **Date** |
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| **May** | **Activity Category** | **Event** | **Date** |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Status |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Notes |

**OPTIONAL: FOR CHAPTER USE ONLY**

Accountability Chart