

CTE DEPARTMENT LEADERSHIP DEVELOPMENT

Basic keys and requirements to achieve a leadership activity:

- ☺ When typing a project, use 1" top margins and 1.25" side margins. The type size is at 12 and your font is "Times New Roman".
- ☺ Leadership sheets must be signed and turned in within **one week** of the activity.
- ☺ All activities must include the signature (and phone number) of an adult supervisor and must be completed during the term.
- ☺ Begin today. Use the "Swiss Cheese Method".
- ☺ School required activities do not count.

SUGGESTED ACTIVITIES FOR LEADERSHIP

1. Hold an office in a student organization.
2. Be an **active** member of a school organization (FBLA, Conservation, FFA, Math Club, Knowledge Bowl, National Honor Society, National Arts Society, Skills USA etc...). **Attendance and involvement is mandatory.** Advisor's signature is required.
3. Attend a regional, state and/or national conference relating to the above mentioned organizations.
4. Compete at regionals, state and/or nationals in an academic type organization.
5. **Volunteer** at the Dawg-House Espresso stand (number of shifts and times vary – training required).
6. **Volunteer** your time to a school-related committee and/or activity.
7. **Volunteer** your time to a community organization.
8. **Volunteer** to work on campus (outside of class time). **Prior instructor approval** and a supervisor's signature are required.
9. Participate in a school sport. Type a **three-quarter page**, double-spaced report on what you have learned in regard to participating in athletics. (Coaches signature required on the typed report).
10. Hold a part-time job **during** this term. Type a **three-quarter page**, double-spaced report on the responsibilities and duties of your position. (Employers signature and telephone number required.)
11. Business dress-up. **Dress as if you were going to a formal interview.** Guys must wear nice slacks, button-up shirt and tie. Girls must wear a knee-length or longer skirt or slacks and a blouse. Tennis shoes do not count. Every five dress-up days will count as one leadership activity. You must remain dressed up for the entire day (not counting PE). **My signature is required each time you dress-up.**
12. Homecoming and/or Winterfest dress-up. Get into the spirit and dress up according to the theme of the day. Every five dress-up days will count as one leadership activity. You must remain dressed up for the entire day (not counting PE). **My signature is required each time you dress-up.**
13. Grade point average of 3.0 or above for the previous term or cumulative. (Counselor's signature required or bring a copy of your grades).
14. Collect and donate a minimum of twenty food items or clothing items for a food or clothing drive (this is for a school sponsored drive **or with prior approval** of the instructor).
15. Type a **one-page**, double-spaced report on what leadership means to you and why you feel it is important in business.
16. Perfect attendance (including being punctual - no tardies) for the term. School related absences do not count against you.
17. Type a project for a teacher's use---not to be turned in as an assignment. A copy of the project and the teacher's signature is required.
18. Interview a senior citizen regarding their life-story. Type a two or more page report (double-spaced) outlining this interview.
19. Type a one-page, double-spaced review on a current magazine/newspaper article relating to a business topic (you must attached the article or a copy of the article).
20. Visit and compile a list of at least twenty web sites that would be beneficial to a business professional or an educator (type a statement defining each web site).
21. Receive an award and share the news with your classmates. This award must be earned during the term or one month prior to the start of the term. (Photocopy certificate or newspaper article).
22. Job shadow a business and evaluate the experience. You must get **prior approval** from the instructor and follow through with the appropriate steps. You cannot use school time for this activity.
23. Additional activities may be added as the term moves on. If you believe something you do exhibits leadership and would like me to consider it for this assignment, please talk to me.