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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program of Work – \_\_\_\_\_\_\_\_\_ High School |
| **Priorities/****Functions** | **Activities** | **Planning Tasks** | **Person(s)****Responsible** | **Time Lines -- 20\_\_ - 20\_\_** |
| July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June |
| Sample:Community Relations | Promote CTSO involvement in community projects | Compile a list of previous community projects done by CTSOs to inform citizens of what students can do and how they benefit from the projects.Develop guidelines and encourage community committees to “Adopt a CTSO” | Betty Smith and Don JohnsonSally Smith and committee | X |  | X | X |  |  |  |  |  |  |  |  |
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**Program of Work Worksheet Sample**