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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 Johnson  Sally Smith and committee | X |  | X | X |  |  |  |  |  |  |  |  |
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**Program of Work Worksheet Sample**