

Framework for Training STO/PTO

- **Training that occurs at Chapter Events**
 - Shadowing current STO
- **Training that occurs at STO/PTO Orientation**
 - Role, Responsibilities, and expectations
 - Review STO/PTO google drive, email accounts, etc.
 - Review yearly schedule and calendar: board meetings, Advocacy Day, Leadership retreat, chapter event, etc.
 - Distribute paperwork
 - ❑ Consent and Acceptance forms distributed
 - ❑ Code of Conduct
 - ❑ STO Handbook
 - Train in specific roles and/or committees
 - ❑ Provided job descriptions
 - ❑ Plan method for working and communicating
 - ❑ Officer Roles:
(Pass along former STO email account based upon roles)
 - STO/PTO Chair
 - STO/PTO Vice-Chair
 - Secretary
 - Social media
 - ❑ Committee(s) Training:
 - Advocacy
 - Fundraising
 - Social media
- **Training that occurs at STO/PTO Board Retreat**
 - Day One
 - ❑ Get to know each other
 - ❑ Team Building activities
 - ❑ Define student leadership
 - ❑ Explore individual values and set personal goals
 - ❑ Identify individual strengths
 - ❑ Agree upon team values and set team goals
 - Day Two
 - ❑ Chapter Event Planning
 - Divide chapter tasks and responsibilities (to be done throughout the year)
 - Pick festival theme
 - Plan details and logistics for chapter event