**Melonie Carlton- High School CDCs Plan of Work**

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| **Month** | **Plan/Activity** |
| August | Begin Internship Program  Enter Intern information in OASIS for Fall Internship  Work Based Learning continuum planning  Classroom visits - CDC Introduction  Needs Assessment for the Department  Military Recruiters FYI  Business Alliance Intro/Planning  Field Trip forms for the year - Reserve Bus |
| September | Wake Tech Pathway College Fair  Career Assessments - Major Clarity - Freshmen  Youth leadership  Business Alliance Meeting  CCP Dual Enrollment Info Sessions/Applications  CACRAO  Superintendent’s Breakfast  Internship Site Visits |
| October | CDC/SPC Conference - Oct 25 and 26  Business Alliance Strategic Plan due  Business Alliance Roster due  FAFSA October 1st and College Application Week  Business Alliance Meeting  ASVAB  PSAT/Pre-ACT/ Testing  Field Trips  NC Tap Presentations at Schools  CDC and Counselors Meeting  Internship Site Visits |
| November | Business Alliance Meeting  Great Xplorations  Planning for Xtreme Beginnings  Workkeys Testing  Career Development Month  ASVAB  NCSECU Reality of Money  Field Trips  NC Tap Presentations at Schools  Internship Site Visits |
| December | Business Alliance Meeting  Planning for Xtreme Beginnings  NC Tap Presentations  Internship Site Visits |
| January | Business Alliance Meeting  Help with CTE Testing  Mid Year Check In for Seniors  Site Visits for NC TAP |
| February | Business Alliance Meeting  CTE Month  CTE Promotion and Registration  Middle School Visits - CTE Promotion  Job Shadowing Opportunities |
| March | Business Alliance Meeting  Students@Work  Xtreme Beginnings |
| April | Business Alliance Meeting  Help with Work Keys |
| May | Business Alliance Meeting  Planning for Great Xplorations |
| June | Student Internship Projections  Business Alliance Strategic Plan completed; signature of principal  OASIS completed |
| July | Business Alliance Connection |

**Notes**: Activities can be done in any given month – career assessments, guest speakers, college tours, business tours. Activities can be done daily – advising students.