

## CHAPTER SPOTLIGHT APPLICATION

(Revised July 2015)

Chapter \_\_\_\_\_ School \_\_\_\_\_ FCCLA District \_\_\_\_\_

Advisor \_\_\_\_\_ Chapter President \_\_\_\_\_

Number of Years of FCCLA Advising \_\_\_\_\_ Number of Chapter Members \_\_\_\_\_

Percent of Chapter Population to School Population \_\_\_\_\_

Return this form by **June 1** to Kansas FCCLA, 900 Jackson – Suite 653, Topeka, Kansas 66612-1182

Please note that the Chapter Spotlight Application is a document that is required of all chapters annually. These forms are used at the state department to compile reports that prove the activeness of Kansas FCCLA Chapters, assist state leaders in planning and justifying program funding. Recognition is given each year to those chapters who have met the qualifications as defined in the Chapter Spotlight Score Card. Applications are reviewed by a committee under the direction of the Vice President of Recognition.

Awards are presented during Fall Leadership Conference and recognized at the State Leadership Conference. This form does not need to be completed if your chapter chooses to complete the Active Chapter Report.

### Directions for Preparing the Chapter Spotlight Application

1. Application must be firmly attached in a three-ring notebook, binder or portfolio (no page protectors).
2. List the name of the chapter, USD number and FCCLA district on the front cover.
3. Application **MUST** be typed.
4. All enclosures must be firmly attached, in sequence and adequately labeled. Label all documentation clearly. It must contain section and number correlating back to the application.
5. Students should work with the local advisor(s) to complete the report.
6. Fill in the points earned on the application.
7. Projects and activities mentioned in this report should have been conducted from July 1 through June 30 in the **MOST RECENT COMPLETED SCHOOL YEAR** and may be used only **ONCE** in the application.
8. **PLEASE ORGANIZE AND LABEL ALL PROOF IMMEDIATELY AFTER APPLICATION IN THE ORDER THAT IT IS MENTIONED IN THE APPLICATION OR WITHIN APPLICATION IMMEDIATELY FOLLOWING THE APPROPRIATE SECTION.**

SECTION A: ORGANIZATION OF THE APPLICATION		CHECK IF COMPLETED	POINTS ALLOWED	POINTS EARNED
1	All enclosures firmly attached, adequately labeled, and follow order of application.		5	
2	Statements concerning each activity must be typed.		5	
3	All paper firmly attached in a notebook/binder/portfolio.		5	
4	Points have been filled in.		5	
5	Directions followed accurately.		5	
<b>#1-5 SECTION A TOTALS</b>			<b>25</b>	

<b>SECTION B: INDIVIDUAL GROWTH</b> Units may be earned within class or chapter. Must include documentation, such as a list of completers.		CHECK IF COMPLETED	POINTS ALLOWED	POINTS EARNED
6	Total number of Power of One Units earned by chapter members		2 Per Module	
7	Total number of members completing the Step One Program.		1 Per Module	
<b>#6-7 SECTION B TOTALS</b>			<b>No Limit</b>	

**SECTION C: SUMMARY OF IN-DEPTH PROJECT THAT RELATES TO A NATIONAL PROGRAM** (Please only use the space provided.) Use #12 and #13 to elaborate.  
Points allowed= 30

8	Title	
9	Focus	
10	National Program	

11 Planning Process: Identify concerns, set your goal, form a plan, act and follow-up.

		POINTS ALLOWED	POINTS EARNED
		30	.
<p><b>12.</b> Show the direct relationship between your in-depth project on one or more of the purposes of the Family, Career, and Community Leaders of America listed below. Speak to the general in-depth project and describe 3 activities done. (More than one may apply.) Please only use the space provided to explain. Points allowed = 60 (13-15 below) (These answers should relate back to #11.)</p> <p><b>Please include proof for each activity immediately following the application.</b></p> <ol style="list-style-type: none"> <li>1. To provide opportunities for personal growth, development and preparation for adult life.</li> <li>2. To strengthen the function of the family as a basic unit of society.</li> <li>3. To encourage democracy through cooperative action in home and community.</li> <li>4. To encourage individual and group involvement in helping achieve global cooperation and harmony.</li> <li>5. To promote greater understanding between youth and adults.</li> <li>6. To provide opportunities for making decisions and for assuming responsibility.</li> <li>7. To prepare for the multiple roles of men and women in today's society.</li> <li>8. To promote family and consumer science, careers and related occupations.</li> </ol>			
<b>13. ACTIVITY (describe 3 activities)</b>		Related to Purpose #	Points Allowed
			Points Earned
			20
<b>14.</b>			20
<b>15.</b>			20
<b>#8-15 SECTION C TOTALS (INCLUDES SUMMARY OF IN-DEPTH PROJECT POINTS)</b>			90

SECTION D: PARTICIPATION ON LOCAL AND DISTRICT LEVEL		
LOCAL	POINTS ALLOWED	POINTS EARNED
16 Explain how FCCLA was integrated into your FACS Program throughout the year.	10	
17 FCCLA membership recruitment for new members. List dates and activities.	5 per activity (no limit)	
18 Date of official installation of officer's ceremony.	5	
19 Names of Chapter Parents or Advisory Council	5	
20 Local publicity (web sites, local paper, school paper, radio, TV). Daily school announcements excluded. Insert copies of articles following the application. Label and number all attached articles on separate pages.  Number of articles: _____ (Limit 15)	5 per article	
<b>DISTRICT</b> Note: Special Assignments must be specific duties a chapter or a member was in charge of at the meeting they attended. (i.e. registration, STAR Event judge, gifts for presenters, etc.)		
21 Articles about chapter events sent to the district officer in charge of Public Label and Number attached articles. Relations. Insert copies of articles: _____ (Limit 2)	5 per article	
22 District Meetings: (check below if attended)	5 per	

<input type="checkbox"/> Fall Leadership Conference <input type="checkbox"/> STAR Events	<input type="checkbox"/> Elections <input type="checkbox"/> Leadership Activity Training	activity (20 max)	
23 Host District Meetings: (check below the activities your chapter hosted)  <input type="checkbox"/> Fall Leadership Conference <input type="checkbox"/> STAR Events		<input type="checkbox"/> Elections <input type="checkbox"/> Leadership Activity Training	15 per event

24 Special chapter assignment at District Meetings. List assignment and meeting. (Limited to one activity per meeting attended. (20 pts maximum)	5 per meeting	
25 Chapter participation in District STAR Events: List the events entered:	5 per event	
<b># 16-25 SECTION D TOTALS</b>		

<b>SECTION E: PARTICIPATION ON STATE AND NATIONAL LEVEL</b>		<b>POINTS ALLOWED</b>	<b>POINTS EARNED</b>
Note: Special Assignments must be specific duties a chapter or a member was in charge of at the meeting they attended. (i.e. registration, STAR Event judge, gifts for presenters, etc.)			
26	School or chapter affiliated in National Office on or before December 15. Please attach a photocopy of the National Affiliation Form and the membership list following the application.	10	
27	List 5 activities during FCCLA Week that directly relate to and promote FCCLA. Describe below. <div style="display: flex; justify-content: space-between;"> <span>ACTIVITY</span> <span>RELATIONSHIP TO FCCLA</span> </div>	5 per activity	

28	Pictures/Articles to the state website: (Attach a copy of the article and date submitted following the application) Label and Number Attached Articles.	5 per article	
29	Articles sent to <i>Teen Times</i> or <i>The Advisor</i> (published or not) (Attach copy of article and date submitted following the application) Label and Number Attached Articles	10	
30	State Leadership Conference Number of Star Events Participants: Number of Room Consultants/Evaluators: Number of other Attendees:	10 10 10	
31	National Leadership Conference Number of Star Events Participants: Number of Room Consultants/Evaluators: Number of other Attendees:	10 10 10	
32	Chapter had a state board candidate: (2 points per candidate plus 4 points if elected) Name: _____ Elected?: YES___ NO___ Name: _____ Elected?: YES___ NO___		
33	Chapter had a District Officer Candidate (3 points per candidate plus 6 points per candidate if elected) Name: _____		

	Elected?: YES___ NO___ Name: _____ Elected?: YES___ NO___ Name: _____ Elected?: YES___ NO___		
34	Chapter had a Peer Education Candidate (3 points per candidate plus 6 points per candidate if elected) Name: _____ Elected?: YES___ NO___ Name: _____ Elected?: YES___ NO___ Name: _____ Elected?: YES___ NO___		
35	Chapter had a State Officer Candidate (5 points per candidate plus 10 points per candidate if elected) Name: _____ Elected?: YES___ NO___ Name: _____ Elected?: YES___ NO___		
36	Chapter had a National Officer Candidate (10 points per candidate)		
37	School/Chapter represented at National Cluster Meeting: # members _____ # advisors _____  Indicate Location: _____	10	
38	School/Chapter represented at Take Aim Conference # members _____ # advisors _____	10	
	Completed state recognition form for any recognition available. List the recognitions that your chapter has applied for: (Such as Scholarships, Recognition Awards, etc) (Does not include Star Events or Power of One)	10 per application	

40	List the recognitions where your chapter or individual affiliated with your chapter was recognized as a state winner: (Such as Scholarships, Recognition Awards, etc) (Does not include Star Events or Power of One)	20 per application	
41	Completed national form for any recognition available. List the recognitions that your chapter has applied for:	10 per application	
42	List the recognitions where your chapter or individual affiliated with your chapter was recognized as a national winner:	20 per recognition	
	<b>26-42 SECTION E TOTALS</b>		

SECTION F: BONUS SECTION			
		POINTS ALLOWED	POINTS EARNED
43	Please describe additional activities your chapter has completed that you feel should be considered. These activities related to the purposes or promote FCCLA and NOT previously stated elsewhere.	5	
44		5	
45		5	



46			5	
47			5	
	<b>#43-47 SECTION F TOTALS</b>		25	
	<b>TOTAL POINTS EARNED</b>			
	<b>CERTIFICATE EARNED</b>			
		High Honor: 525 or more points		
		Honor: 400-524 points		
		Honorable Mention: Below 399 points		

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Signature of Chapter President

