

CHAPTER SPOTLIGHT APPLICATION

(Revised October 2017)

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 Scorecard. 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 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	
#1-5 SECTION A TOTALS			25	

SECTION B: INDIVIDUAL GROWTH 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	
#6-7 SECTION B TOTALS				

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 Must include documentation.		
8	TITLE	
9	FOCUS	
10	NATIONAL PROGRAM	
11 PLANNING PROCESS: Identify concerns, set your goal, form a plan, act and follow-up.		

	POINTS ALLOWED 30	POINTS EARNED

12. 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.)

Please include proof for each activity immediately following the application.

1. To provide opportunities for personal growth, development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibility.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote family and consumer science, careers and related occupations.

12A. JUSTIFICATION OF PURPOSE	Related to Purpose #	Points Allowed	Points Earned
		20	

12B.		20	
12C.		20	
#8-12C SECTION C TOTALS (INCLUDES SUMMARY OF IN-DEPTH PROJECT POINTS)		90	

SECTION D: PARTICIPATION ON LOCAL AND DISTRICT LEVEL			
LOCAL		POINTS ALLOWED	POINTS EARNED
13	Explain how FCCLA was integrated into your FCS Program throughout the year.	10	
14	FCCLA membership recruitment for new members (List dates and activities):	5 per activity (no limit)	
15	Date of official Installation of Officers ceremony:	5	
16	Names of Chapter Parents or Advisory Council	5	

17	Local Publicity (web sites, local paper, school paper, radio, TV, social media). Daily announcements <u>excluded</u> . Insert copies of articles/posts following the application. Label and number all attached articles on separate pages. Number of articles/posts: _____ (Limit 15)	5 per article/post	
DISTRICT Notes: 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.)			
18	Articles/Social media posts about chapter events sent to the district officer in charge of Public Relations. Label and number attached articles/posts. Insert copies of articles/posts: _____ (Limit 2)	5 per article/post	
19	District Meetings: (Check below if attended) _____ Fall Leadership Conference _____ Elections _____ STAR Events _____ Leadership Activity Training	5 per activity (20 max)	
20	Host District Meetings: (Check below the activities your chapter hosted) _____ Fall Leadership Conference _____ Elections _____ STAR Events _____ Leadership Activity Training	15 per event	
21	Special chapter assignment at District Meetings. List assignment and meeting. (Limited one activity per meeting attended.)	5 per meeting (20 max)	
22	Chapter participation in District STAR Events: List the events entered (Ex. Teach & Train, Sr.):	5 per event	
#13-22 SECTION D TOTALS			

SECTION E: PARTICIPATION ON STATE AND NATIONAL LEVEL 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.)		POINTS ALLOWED	POINTS EARNED
23	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	
24	List a max of 5 activities during FCCLA Week that directly relate to promote FCCLA. Describe below. Must provide documentation. ACTIVITY RELATIONSHIP TO FCCLA	5 per activity	
25	Social Media sent to the State Vice President of Public Relations: (Attach a copy of the post and date submitted following the application) Label and number attached posts. Copies of posts: _____ (Limit 2)	5 per article (Max 2)	
26	Articles sent to <i>Teen Times</i> or <i>The Advisor</i> (published or not) (Attach a copy of the post and date submitted following the application) Label and number attached posts. Copies of posts: _____ (Limit 2)	10 per article (Max 2)	
27	State Leadership Conference Number of STAR Events Participants: Room Consultants/Evaluators: Yes _____ No _____ Other Attendees: Yes _____ No _____	5 per event 10 10	

28	<p>National Leadership Conference (Previous summer)</p> <p>Number of STAR Events Participants:</p> <p>Room consultants/Evaluators:</p> <p>Yes_____ No_____</p> <p>Other Attendees:</p> <p>Yes_____ No_____</p>	<p>5 per event</p> <p>10</p> <p>10</p>	
29	<p>Chapter had a State Board Candidate: (5 points per candidate plus 10 points if elected)</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p>		
30	<p>Chapter had a District Officer Candidate: (10 points per candidate plus 15 points if elected)</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p>		
31	<p>Chapter had a Peer Education Candidate: (15 points per candidate plus 20 points if elected)</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p>		
32	<p>Chapter had a State Officer Candidate: (15 points per candidate plus 20 points if elected)</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p> <p>Name:_____</p> <p>Elected: Yes_____ No_____</p>		
33	<p>Chapter had a National Officer candidate: (30 points per candidate)</p> <p>Name:_____</p>		

34	School/Chapter represented at National Cluster Meeting: Yes_____ No_____	10	
35	School/Chapter represented at Take AIM Conference: Yes_____ No_____	10	
36	School/Chapter competed in Knowledge Bowl: Cluster: Yes_____ No_____	5	
	Nationals: Yes_____ No_____	5	
37	School/Chapter competed in Skill Demonstration Events: List the events entered:	5 per event	
38	Completed State/National 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, Power of One, or National Programs)	20 per application	
39	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, Power of One, or National Programs)	20 per recognition	
40	List the recognitions where your chapter or individual affiliated with your chapter was recognized as a national winner (previous summer): (This includes Winner, 1st runner-up, and 2nd runner-up)	20 per recognition	

#23-40 SECTION E TOTALS			

SECTION F: BONUS SECTION		POINTS ALLOWED	POINTS EARNED
41	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	
42		5	
43		5	
44		5	

45		5	
#41-45 SECTION F TOTALS		25	

TOTAL POINTS EARNED:	
CERTIFICATE EARNED:	
High Honor_____	750 points+
Honor_____	450-749 points
Honorable Mention_____	Below 450 points

Date

Signature of Chapter Advisor

Signature of Chapter President