

CHAPTER SPOTLIGHT APPLICATION

(Revised August 2019)

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 recommended 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: SUMMAR 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.	Name of Chapter Parents or Advisory Council	5	
17.	<p>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.</p> <p>Number of articles/posts: _____ (Limit 15)</p>	5 per article/post	
<p>DISTRICT</p> <p>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)</p>			
18.	<p>Articles/Social media posts about chapter events sent to the district officer in charge of Public Relations. Label and number attached articles/posts.</p> <p>Insert copies of articles/posts: _____ (Limit 2)</p>	5 per article/post	
19.	<p>District Meetings: (Check below if attended)</p> <p>_____ Fall Leadership Conference _____ Elections</p> <p>_____ Leadership Activity Training _____ STAR Events</p>	5 per activity (20 max)	

20.	Host District Meetings: (Check below the activities your chapter hosted) <div> <div>_____ Fall Leadership Conference</div> <div>_____ Elections</div> </div> <div> <div>_____ Leadership Activity Training</div> <div>_____ STAR Events</div> </div>	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		POINTS ALLOWED	POINTS EARNED
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.).			
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. <div> <div>ACTIVITY</div> <div>RELATIONSHIP TO FCCLA</div> </div>	5 per activity	

25.	<p>Social Media sent to the State Vice President of Public Relations: (Attach a copy of the post and date submitted following the application)</p> <p>Label and number attached posts.</p> <p>Copies of posts: _____ (Limit 2)</p>	5 per article	
26.	<p>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)</p> <p>Label and number attached posts.</p> <p>Copies of posts: _____ (Limit 2)</p>	10 per article (Max 2)	
27.	State Leadership Conference		
	<p>Number of STAR Events Participants: _____</p> <p>Number of LEO participants: _____</p>	<p>5 per event</p> <p>2 per person</p>	
	Room Consultants/Evaluators: Yes ____ No ____	10	
	Other Attendees: Yes ____ No ____	10	
28.	National Leadership Conference (Previous summer)		
	Number of STAR Event Participants: _____	5 per event	
	Room consultants/Evaluators: Yes ____ No ____	10	

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.	Chapter had a National Officer candidate: (30 points per candidate) Name: _____		
34.	School/Chapter represented at National Fall Conference: Yes ____ No ____	10	
35.	School/Chapter represented at Take AIM Conference: Yes ____ No ____	10	
36.	School/Chapter competed in Knowledge Bowl: Cluster: Yes ____ No ____ Nationals: Yes ____ No ____	5 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 Honors _____	750 points +
Honor _____	450-749 points
Honorable Mention _____	Below 450 points

Date

Signature of Chapter Adviser

Signature of Chapter President