



Outstanding Chapter Award of Merit Chapter Excellence Award Program

OUTSTANDING CHAPTER AWARD OF MERIT

Program Overview

The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.

Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the national center.

Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in the Middle Level Achievement Program (MAP).
- Participated in school and community service activities.

- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

National Recognition

Chapters receiving this award will receive certificates of achievement.

CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- Certificate of Recognition.
- Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by April 1.

**Mail to: FBLA-Middle Level Achievement Program—
Chapter, 1912 Association Drive, Reston, VA 20191-1591.**



CHAPTER EXCELLENCE AWARD Entry Form


Note: Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete 10 activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

School/Community Service Complete three (3) activities.	Education Complete three (3) activities. The first two (2) are required.	Leadership Complete four (4) activities.
<input type="checkbox"/> 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). <i>(Attach the completed Project Planning Form on page V-32.)</i>	<input type="checkbox"/> 1. Required. Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: _____ Program Level: _____ Date Submitted: _____	<input type="checkbox"/> 1. Required. Complete the Leadership/Chapter Checklist. <i>(Attach completed form on page V-38.)</i>
<input type="checkbox"/> 2. Donate at least one (1) of your member's services to a local business or a faculty member. <i>(Have a member attach a 100-word summary describing what he/she learned from this experience.)</i>	<input type="checkbox"/> 2. Required. Have one of your officers prepare minutes from a local chapter meeting. <i>(Attach completed minutes worksheet on page V-37.)</i>	<input type="checkbox"/> 2a. Required. Increase or maintain your chapter membership. <i>(Attach membership roster.)</i> _____ 2006–07 members 2007–08 members OR <input type="checkbox"/> 2b. Required. Sign up all students in a business class. <i>(Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)</i>
<input type="checkbox"/> 3. Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. <i>(Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)</i>	<input type="checkbox"/> 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings. <i>(Attach a copy of the completed Treasurer's Report, page III-4.)</i> See the Local Chapter Organization section of the CMH for a sample Treasurer's Report.	<input type="checkbox"/> 3. Required. Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. <i>(Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)</i>
<input type="checkbox"/> 4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). <i>(Attach a 100-word description of this activity.)</i>	<input type="checkbox"/> 4. Sponsor a CEO Day where members dress in professional business attire. <i>(Attach a news release describing this project.)</i> See the Public Relations section of the <i>Chapter Management Handbook</i> for samples of a news release.	<input type="checkbox"/> 4. Required. Invite your school principal to attend a local chapter meeting or a local event. <i>(Attach letter.)</i>

Student's Signature _____

Lead Adviser's Signature _____

Date _____



Minutes Worksheet

Chapter Excellence Award

Meeting of the _____ Chapter of Future Business Leaders of America.

Date _____ **Time** _____ **Place** _____

Presiding Officer _____

Number of Members Present _____ Absent _____

Minutes of Previous Meeting _____
(State if accepted, corrected, etc.)

Treasurer's Report _____
(Amount of balance on hand reported.)

Committee Reports

Report of _____ Committee. _____

Unfinished Business

Item _____ Presented by _____

How handled? _____

New Business

Item _____ Presented by _____

How handled? _____

Announcements _____

Summary of Program _____

Guests Present _____

Time of Adjournment and How _____

Chapter Secretary _____

Date _____



Leadership/Chapter Checklist

Chapter Excellence Award

Okay	Needs Improvement	Items
		1. Do we hold regular chapter meetings?
		2. Do we have a written agenda for our meetings?
		3. Are minutes recorded and read at our chapter meetings?
		4. Do we publicize our meetings?
		5. Do we make assignments at our meetings?
		6. Do we follow through with our assignments?
		7. Do all participants at our meetings have equal opportunity?
		8. Do we encourage new members of our chapter to participate?
		9. Do we teach and demonstrate leadership principles?
		10. Do we conduct progress reviews to check our accomplishments?
		11. Do we recognize and compliment others for their efforts?
		12. Do we set worthwhile goals?
		13. Do we communicate our goals and our accomplishments?
		14. Do we plan our activities?
		15. Do our officers and our members understand our mission?

President's Signature

Adviser's Signature

Date



The M&M[®] Guide to Meeting New People

Chapter Excellence Award

Instructions: Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- Write their name.
- Write their e-mail address (if applicable).
- Write the years that they have been in FBLA-Middle Level.
- Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

Orange – What is your favorite color?

Red – What is your favorite food?

Blue – Why are you interested in FBLA-Middle Level?

Yellow – What is your favorite television show?

Green – What is your favorite activity?

Brown – Who is your favorite music artist?