

CHAPTER INCENTIVE PROGRAM

DESCRIPTION

In order to encourage strong foundational practices, the New Mexico Career Technical Leadership Project (NM CTLP) has established the Chapter Incentive Program. **The intent of the program is to strengthen and develop quality Career Technical Student Organizations (CTSOs) in the six organizations served by the project: BPA, DECA, FCCLA, HOSA, SkillsUSA, and TSA.** All middle schools, high schools, and post-secondary chapters affiliated with the CTLP project are eligible to participate in the incentive program (**limit of one application per organization within a school**).

In order to receive funding, chapters will submit a complete application packet with supporting documentation by **December 5th**. No late or incomplete applications will be accepted. Evidence needs to be a clear, complete example of the requirement in order to be counted as part of your application. If you have questions regarding your documentation, please contact your Mentor Advisor, State Advisor or refer to the training documentation that was distributed at Advisor Academy (also available on our website). In addition to your application, a **Benefit of Award statement** is required. This statement will explain, using a specific measurable, how the grant funds will help your chapter. (i.e. This Chapter Incentive money will help us reduce individual costs for Conferences which will allow us to expand the number of students who attend. Our hope is to reduce cost enough to bring 10 additional students to State Conference.)

PARTICIPATION

- CORE Training in October (at least two student members and one advisor).
- Initial membership affiliated and submitted by **December 1st** with minimum membership of twelve (12) members & one (1) advisor or the minimum according to the national bylaws established by the CTSO. Submit a copy of your membership roster printed from the national affiliation site.

EVIDENCE OF PRACTICES

- CTSO as Part of Curricula (Show example of how you integrate your CTSO into your classroom curriculum...this should not just be an introduction to the CTSO. Show specific examples of your CTSO curriculum included within your lesson plans)
- Fundraising Activity
- Published News Article (local, school, web, other) prior to **December 5th**
- CTSO Information Included on School Calendar
- Membership Recruitment Activity prior to **December 1st**
- Meeting or presentation to Administrators and/or School Board prior to **December 5th**, include agenda or outline of meeting, PowerPoint, etc.
- Benefits of Award statement

EXPANSION INCENTIVE

To be eligible for the expansion incentive, you must have a completed and approved Chapter Incentive Application and submitted total membership by **December 1st**.

Funds will be rewarded as follows:

- Chapters showing a growth in membership greater than 20% over last year will receive a minimum of \$250 in addition to their Chapter Incentive payout.
- New chapters showing paid dues of at least twelve (12) affiliated members will receive a one-time start up incentive of \$250 to support initial membership expenses

PAYOUTS ARE BASED UPON THE NUMBER OF COMPLETE APPLICATIONS. CTLP HAS SET ASIDE A PORTION OF THEIR BUDGET FOR THE CHAPTER INCENTIVE PROGRAM AND WILL DISPERSE THE ENTIRE AMOUNT, EVENLY, AMONG THE CHAPTERS WHO QUALIFY. FOR THIS REASON, CTLP IS UNABLE TO GIVE A SPECIFIC AWARD AMOUNT UNTIL IT IS KNOWN HOW MANY CHAPTERS APPLY WITH COMPLETE APPLICATIONS.

MAIL COMPLETED APPLICATIONS TO:

CAREER TECHNICAL LEADERSHIP PROJECT
1500 S. AVE K
ENMU – STATION 61
PORTALES, NM 88130
ATTN: CHAPTER INCENTIVE PROGRAM