

CHAPTER INCENTIVE PROGRAM

DESCRIPTION

In an effort to increase CTSO enrollment and ensure equity access to all students and advisors, the New Mexico Career Technical Leadership Project (NM CTLP) has restructured the Chapter Incentive Program. Only **high school** 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, a chapter will submit a complete application 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 Advisor Mentor or State Advisor/Director.

PART 1 – CHAPTER INCENTIVE

PARTICIPATION

- Leadership Rally in October (minimum of two student members and one advisor must attend).

MEMBERSHIP

- Initial membership 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 increased membership or 100% membership from December 1, 2017 to December 1, 2018.

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)
- Proof of CTSO 80-day report/enrollment submission in STARS. Email verification from STARS Coordinator confirming 80-day report was submitted with your CTSO information is preferred. CTLP will confirm 80-day reports were submitted with PED CCRB office.
- **Use CTSO STARS Data Submission Direction found online for help.**
- Benefits of Award Statement - 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 (ten) 10 additional students to State Conference.)
- **Use form found online.**

PART 2 - ADVISOR INCENTIVE

To be eligible for the advisor incentive, you must have a completed and approved Chapter Incentive Application and submitted total membership by **December 1st**, be a High School chapter, and your Charter/District did not receive 2018-19 Perkins Basic Grant award. Qualified Advisors will be awarded \$1,200 once CTLP received a completed IRS form 1099.

PART 3 - EQUITY SUPPORT SCHOLARSHIP

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

EVIDENCE OF PRACTICES

- Completed Demographic survey by **December 1** – an email will be sent out, after completing and submitting the Chapter Incentive Application, with your Survey Monkey link.
- You will need the following totals **before** you begin your survey: gender, ethnicity, grade level, special populations (disability, educationally disadvantaged, economically disadvantaged, limited English proficiency, non-traditional, students in AP or Dual Credit classes for all students you have listed in your CTSO membership.

NOTE: this is only for students that are members of the student organization. If you do not know the total of the special populations, please bring a copy of your membership to the school office and have them provide a total for each one of the special population areas.

- Once the survey is completed a GAP Analysis will be conducted with support from the CTLP staff and PED. Results of the GAP in your CTSO will be sent back to the applicant.
- Once you receive your results you will complete the Equity Support Scholarship form (found online).

*i.e. Advisors of chapters with demonstrated financial need are eligible for scholarship support for lower income students to attend a leadership and/or an organized competitive event. **Due by January 11.***

SUBMIT FOR PAYOUT

- Summary of results of the Gap Improvement plan due by **April 15th** – Summary should include quantitative results showing improvement to close demographic gaps within your chapter
- Evidence of growth in membership from 2017-18 to 2018-19, showing how you decreased your Gap identified in the December results. If you are a 100% chapter, please send a copy of your class roster and your membership roster for verification for both years.

PAYOUTS ARE BASED UPON THE NUMBER OF COMPLETE APPLICATIONS AND THE BUDGET ALLOCATED FOR EACH PART. 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