



NEW MEXICO
BUSINESS
PROFESSIONALS
of AMERICA

Chapter of Distinction
and
Chapter of the Year

Purpose:

The purpose of this program is to recognize the levels of quality in the CTSO chapters throughout New Mexico. There are criteria that help to identify BRONZE, SILVER and GOLD **CHAPTER OF DISTINCTION**. The intent is to recognize all chapters which meet these standards. The goal is to move from bronze to silver and then move from silver to gold. After you have competed the **CHAPTER OF DISTINCTION** application, then if you choose to apply for the **Business Cup** award, you would complete that application. By completing **BOTH** forms, you are eligible for the "Chapter of the Year" award. The winner of this award will receive the NMAA banner. The **Business Cup** application is included with this application packet.

Objectives:

1. To ensure chapter sustainability and success in the following areas: Organization, Governance and Fiscal Management.
2. To provide a baseline for standards to ensure quality.
3. To communicate a baseline of practices that ensure successful chapter management.
4. To provide a structure to determine areas of improvement.
5. To provide a structure to determine areas for training and development.
6. To assist chapters by defining standards of quality and demonstrate how these standards can be achieved and maintained.
7. To encourage periodic self-assessment and continual improvement in organizational teamwork, growth and development.

Achievement Levels:

1. **Bronze:** establish a baseline for a healthy chapter.
2. **Silver:** ensure sustainability of a healthy chapter and recognize chapters that go the next level.
3. **Gold:** Ensure continual growth of the chapter and define the outstanding chapters in our state.

Process:

1. The Chapter of Distinction is applied for and presented on an annual basis.
2. Recognizing accomplishments from **February 1 of previous school year through January 31** of current school year.
3. Please complete all questions in the Chapter of Distinction (for the selected level) with a yes, no, in process or N/A.
4. The application for Chapter of Distinction should be submitted in a binder with all documentation following each section and clearly identified. For example, Organization Standard 1 requires a chapter constitution/by-laws; you should place your chapter constitution and/or by-laws in this section.
5. Achievement of each level is obtained by successfully completing all standards.
6. A committee will review the Chapter of Distinction and provided support materials (documentation of standards met).

Recognition:

1. All levels of the Chapter of Distinction Award recipients will be listed on the website. Recipients will receive a certificate and gold level will receive additional recognition.
2. Chapters who receive Chapter of Distinction Awards are eligible to be considered for the Business Cup award with the completed application. The application for Business Cup should be submitted at the same time as the Chapter of Distinction application.

Comparison of standards at the different levels

Chapter of Distinction

ORGANIZATION STANDARDS	Bronze	Silver	Gold
1. Chapter has a constitution/bylaws.	X	X	X
2. There is analysis of membership data by using demographic data. There is a written plan for closing any gaps identified by that examination of data.			X
3. Chapter has elected chapter officers.	X	X	X
4. Chapter conducted well-planned, regularly scheduled chapter meetings.	X	X	X
5. There is an organizational structure in place that includes committees to ensure chapter success.		X	X
6. Membership is involved with a chapter evaluation to determine chapter success or opportunities for improvement		X	X
7. Chapter Advisor follows Adult Code of Conduct for the CTSO	X	X	X
8. All items with the CTSO brand/logo follow the requirement for the use of CTSO logo/brand.	X	X	X
9. Chapter ensures membership has been submitted by the initial deadline of November 1.	X	X	X
10. Alumni are involved with ensuring chapter success			X
11. Chapter officers are involved with training to further develop their leadership skills		X	X
12. There is a written plan to utilize public relations to promote the chapter CTSO			X
13. Advisor training is conducted annually that ensures the CTSO is understood and fully integrated into the classroom curriculum			X
14. Chapter advisor attends and participates in Advisor Academy.	X	X	X
15. Chapter advisor attends and participates in Fall Rallies		X	X
16. Chapter participates in CTSO specific training			X
GOVERNANCE STANDARDS	Bronze	Silver	Gold
1. The local school board, Administration and/or CTE Director endorses CTSO chapter activities as part of the plan for CTE in the school/district.	X	X	X
2. The chapter officers meet at least quarterly.	X	X	X
3. Minutes from all meetings are available for viewing.	X	X	X
4. There is an approved Program of Work (POW).	X	X	X
5. There is an annual review of the POW and how to better implement the next POW			X
6. Chapter advisor has submitted necessary paperwork to document their time, outside of the duty day, involved with managing their CTSO chapter.		X	X
7. There is a plan in place for the continuation of the chapter in the occurrence of the absence of the advisor.		X	X
8. Key vendors and suppliers including contact information, items, supplies and passwords/logins for websites has been documented		X	X

in the plan of action in the occurrence of the absence of the advisor.			
9. A list of current contracts and financial obligations is included in the plan of action in the occurrence of the absence of the advisor.		X	X
10. Location and for of entry to materials, equipment and supplies are part of the plan of action in the occurrence of the absence of the advisor.		X	X
11. There is a policy in place as it relates to student accommodations/modification			X
FISCAL STANDARDS	Bronze	Silver	Gold
1. Chapter completed a projected budget.	X	X	X
2. An annual audit is performed by the school/district internal audit personnel.			X
3. At least quarterly financial reports are provided to the chapter membership.	X	X	X
4. All funds raised under the CTSO name are used by the CTSO organization for the CTSO purpose.	X	X	X
5. Establishment of written policies and procedures for collecting fees, membership dues, conference fees are collected and paid in a timely manner and all outstanding invoices are paid.		X	X
6. All financial books are kept according to accepted accounting standards as required by local school/district.	X	X	X
7. Abides by state procurement guidelines.	X	X	X
8. All financial records must be open for inspection by any member and/or state education agency representative that have direct interest in the program.	X	X	X

Standards:

Organizational Standards:

Bronze—7

Silver—11

Gold—16

Governance Standards:

Bronze—4

Silver—9

Gold—11

Fiscal Standards:

Bronze—6

Silver—7

Gold—8

Total Standards:

Bronze—17

Silver—27

Gold—35

Bronze Level—Chapter of Distinction

ORGANIZATION STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. Chapter has a constitution/bylaws.					
2. Chapter has elected chapter officers.					
3. Chapter conducted well-planned, regularly scheduled chapter meetings.					
4. Chapter Advisor follows Adult Code of Conduct for the CTSO					
5. All items with the CTSO brand/logo follow the requirement for the use of CTSO logo/brand.					
6. Chapter ensures membership has been submitted by the initial deadline of November 1.					
7. Chapter advisor attends and participates in Advisor Academy.					
GOVERNANCE STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. The local school board, Administration and/or CTE Director endorses CTSO chapter activities as part of the plan for CTE in the school/district.					
2. The chapter officers meet at least quarterly.					
3. Minutes from all meetings are available for viewing.					
4. There is an approved Program of Work (POW)					
FISCAL STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. Chapter completed a projected budget.					
2. At least quarterly financial reports are provided to the chapter membership.					
3. All funds raised under the CTSO name are used by the CTSO organization for the CTSO purpose.					
4. All financial books are kept according to accepted accounting standards as required by local school/district.					
5. Abides by state procurement guidelines.					
6. All financial records must be open for inspection by any member and/or state education agency representative that have direct interest in the program.					

Silver Level—Chapter of Distinction

ORGANIZATION STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. Chapter has a constitution/bylaws.					
2. Chapter has elected chapter officers.					
3. Chapter conducted well-planned, regularly scheduled chapter meetings.					
4. There is an organizational structure in place that includes committees to ensure chapter success.					
5. Membership is involved with a chapter evaluation to determine chapter success or opportunities for improvement					
6. Chapter Advisor follows Adult Code of Conduct for the CTSO					
7. All items with the CTSO brand/logo follow the requirement for the use of CTSO logo/brand.					
8. Chapter ensures membership has been submitted by the initial deadline of November 1.					
9. Chapter officers are involved with training to further develop their leadership skills					
10. Chapter advisor attends and participates in Advisor Academy.					
11. Chapter advisor attends and participates in Fall Rallies					
GOVERNANCE STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. The local school board, Administration and/or CTE Director endorses CTSO chapter activities as part of the plan for CTE in the school/district.					
2. The chapter officers meet at least quarterly.					
3. Minutes from all meetings are available for viewing.					
4. There is an approved Program of Work (POW).					
5. Chapter advisor has submitted necessary paperwork to document their time, outside of the duty day, involved with managing their CTSO chapter.					
6. There is a plan in place for the continuation of the chapter in the occurrence of the absence of the advisor.					
7. Key vendors and suppliers including contact information, items, supplies and passwords/logins for websites has been documented in the plan of action in the occurrence of the absence of the advisor.					
8. A list of current contracts and financial obligations is included in the plan of action in the occurrence of the absence of the advisor.					

9. Location and for of entry to materials, equipment and supplies are part of the plan of action in the occurrence of the absence of the advisor.					
FISCAL STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. Chapter completed a projected budget.					
2. At least quarterly financial reports are provided to the chapter membership.					
3. All funds raised under the CTSO name are used by the CTSO organization for the CTSO purpose.					
4. Establishment of written policies and procedures for collecting fees, membership dues, conference fees are collected and paid in a timely manner and all outstanding invoices are paid.					
5. All financial books are kept according to accepted accounting standards as required by local school/district.					
6. Abides by state procurement guidelines.					
7. All financial records must be open for inspection by any member and/or state education agency representative that have direct interest in the program.					

Gold Level—Chapter of Distinction

ORGANIZATION STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. Chapter has a constitution/bylaws.					
2. There is analysis of membership data by using demographic data. There is a written plan for closing any gaps identified by that examination of data.					
3. Chapter has elected chapter officers.					
4. Chapter conducted well-planned, regularly scheduled chapter meetings.					
5. There is an organizational structure in place that includes committees to ensure chapter success.					
6. Membership is involved with a chapter evaluation to determine chapter success or opportunities for improvement					
7. Chapter Advisor follows Adult Code of Conduct for the CTSO					
8. All items with the CTSO brand/logo follow the requirement for the use of CTSO logo/brand.					
9. Chapter ensures membership has been submitted by the initial deadline of November 1.					
10. Alumni are involved with ensuring chapter success					
11. Chapter officers are involved with training to further develop their leadership skills					
12. There is a written plan to utilize public relations to promote the chapter CTSO					
13. Advisor training is conducted annually that ensures the CTSO is understood and fully integrated into the classroom curriculum					
14. Chapter advisor attends and participates in Advisor Academy.					
15. Chapter advisor attends and participates in Fall Rallies					
16. Chapter participates in CTSO specific training					
GOVERNANCE STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. The local school board, Administration and/or CTE Director endorses CTSO chapter activities as part of the plan for CTE in the school/district.					
2. The chapter officers meet at least quarterly.					
3. Minutes from all meetings are available for viewing.					
4. There is an approved Program of Work (POW).					
5. There is an annual review of the POW and how to better implement the next POW					

6. Chapter advisor has submitted necessary paperwork to document their time, outside of the duty day, involved with managing their CTSO chapter.					
7. There is a plan in place for the continuation of the chapter in the occurrence of the absence of the advisor.					
8. Key vendors and suppliers including contact information, items, supplies and passwords/logins for websites has been documented in the plan of action in the occurrence of the absence of the advisor.					
9. A list of current contracts and financial obligations is included in the plan of action in the occurrence of the absence of the advisor.					
10. Location and for of entry to materials, equipment and supplies are part of the plan of action in the occurrence of the absence of the advisor.					
11. There is a policy in place as it relates to student accommodations/modification					
FISCAL STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
1. Chapter completed a projected budget.					
2. An annual audit is performed by the school/district internal audit personnel.					
3. At least quarterly financial reports are provided to the chapter membership.					
4. All funds raised under the CTSO name are used by the CTSO organization for the CTSO purpose.					
5. Establishment of written policies and procedures for collecting fees, membership dues, conference fees are collected and paid in a timely manner and all outstanding invoices are paid.					
6. All financial books are kept according to accepted accounting standards as required by local school/district.					
7. Abides by state procurement guidelines.					
8. All financial records must be open for inspection by any member and/or state education agency representative that have direct interest in the program.					



Directions

1. In order to apply for Business Cup, you must complete and submit the **CHAPTER OF DISTINCTION APPLICATION**.
2. Recognizing accomplishments from **February 1 of previous school year through January 31** of current school year.
3. Record chapter points earned for all completed requirements. Enter "zero" for any requirement not met.
4. All items **must** be submitted in a 3-ring binder.
5. Please label all evidence. Place the **activity category** and **activity number** on the documentation and arrange in numerical order.
6. Credit will be given for labeled items only.

Must be postmarked by February 1 and mailed to the State Office. Emailed copies will not be accepted.
Mail to: NM BPA, 1500 S. Ave K, ENMU Station # 61, Portales, NM 88130.

Membership	Possible Points	Earned Points
1. Affiliation (Membership will be verified by the state/national office)		
<input type="checkbox"/> Affiliated minimum of 10 members	10	
2. Student Members – Attain STUDENT Membership Goal (choose 1, attach membership roster)		
<input type="checkbox"/> 10-19 members—5 points	5	
<input type="checkbox"/> 20-29 members—10 points	10	
<input type="checkbox"/> 30-39 members—15 points	15	
<input type="checkbox"/> 40-49 members—20 points	20	
<input type="checkbox"/> 50-59 members—25 points	25	
<input type="checkbox"/> 60 + members—30 points	30	
3. New Mexico Alumni Members – Attain ALUMNI Membership Goal (choose 1, attach membership roster)		
<input type="checkbox"/> 5-9 members—5 points	5	
<input type="checkbox"/> 10-19 members—10 points	10	
<input type="checkbox"/> 20-29 members—15 points	15	
<input type="checkbox"/> 30+ members—20 points	20	
4. New Mexico Professional Members – Attain PROFESSIONAL Membership Goal (choose 1, attach membership roster)		
<input type="checkbox"/> 1-5 members—5 points	5	
<input type="checkbox"/> 6+ members—10 points	10	
5. Percentage of chapter growth (choose 1, attach previous year and current year membership rosters)		
<input type="checkbox"/> 1-25% of growth—5 points	5	
<input type="checkbox"/> 26-50% of growth—10 points	10	
<input type="checkbox"/> 51-75% of growth—15 points	15	
<input type="checkbox"/> 76-100% of growth—20 points	20	
6. All students enrolled in Business Education classes were informed about the organization	5	
7. Conducted a membership recruitment activity by November 1 (attach evidence)	10	
Leadership Development	Possible Points	Earned Points
1. Prepared a local Chapter Program of Work (attach copy)	10	
2. Held monthly BPA chapter meetings, 1 point each, 10 points max (attach agenda and chapter minutes for documentation)	Max 10	
3. Prepared a chapter budget for the year (attach copy)	5	
4. Elected chapter officers (attach evidence)	5	
5. Participated in BPA Week Activities, 2 points per activity, 10 points max (attach list of activities)	Max 10	
6. Participated in Torch Awards Program (attach evidence)	15	
7. Participated in BPA CARES program (attach evidence)	15	
8. Chapter presents a flag/banner at State Conference. (check in flag with State Advisor)	5	

9. Local Chapter Program of Work provided for leadership development (check all that apply) <input type="checkbox"/> Held local officer training (attach evidence) 5 points <input type="checkbox"/> Attended Fall Leadership Conference (attach evidence) 10 points <input type="checkbox"/> Attended current school year Regional Conference (attach evidence) 10 points <input type="checkbox"/> Attended State Leadership Conference (attach evidence) 10 points <input type="checkbox"/> Attended National Leadership Conference (previous year) (attach evidence) 10 points <input type="checkbox"/> Attended CTSO Day at the Round House or participated in an event with Legislature or local officials to promote BPA (attach evidence) 15 points <input type="checkbox"/> Conducted a faculty/administration appreciation activity (attach evidence) 10 points <input type="checkbox"/> Promoted Lead4Change (attach evidence)—10 points	5 10 10 10 10 15 10 10	
10. Advisor participated and completed the Advisor Certification Series offered by National BPA.	20	
11. Students participated and completed the Student Certification Series offered by National BPA. (2 pts per student max of 40 pts)	Max 40	
12. Chapter has a State Officer	5	
13. Chapter has a National Officer Candidate or State Officer Candidate	5	
Civic Consciousness	Possible Points	Earned Points
1. Participated in a local community service project (attach evidence)	10	
2. Participated in state community service project (attach evidence)	15	
3. Promoted community service in: (submit copies) <input type="checkbox"/> School newspaper—5 points <input type="checkbox"/> Local Paper—5 points <input type="checkbox"/> Other (specify)—5 points	5 5 5	
Vocational Understanding	Possible Points	Earned Points
1. Had 10 or more students participate in Regional BPA Competition (attach registration)	10	
2. Have local business industry partners for my chapter (attach evidence) 10 points for each A. Name, contact information, Industry/business represented B. How do they support your Chapter? <input type="checkbox"/> (serve on advisory board, class presentations, helped with event preparation, donations, etc.)	Max 40	
3. Made presentation(s) to local civic groups (attach evidence) 5 points each, 20 points max	Max 20	
Social Intelligence	Possible Points	Earned Points
1. Organized and hosted a legislative activity in your school (attach evidence)	15	
2. Conducted a member/officer installation banquet (attach evidence)	10	
3. Sent letters to state elected officials (attach letters)	10	
4. Conducted an awards banquet for members (attach evidence)	10	
Professional Development of Advisor	Possible Points	Earned Points
<input type="checkbox"/> CTSO Advisor Academy—10 points <input type="checkbox"/> NM ACTE Conference—10 points <input type="checkbox"/> Fall Leadership Rallies—10 points	10 10 10	
Chapter Social Media Presence	Possible Points	Earned Points
<input type="checkbox"/> Instagram—10 points <input type="checkbox"/> Facebook—10 points <input type="checkbox"/> Twitter—10 points <input type="checkbox"/> Web page—10 points <input type="checkbox"/> LinkedIn—10 points	10 10 10 10 10	

Chapter National Competition		Possible Points	Earned Points
Chapter competed at the previous national Level—choose 1, attach registration for competition			
<input type="checkbox"/> 1-25% of members—5 points		5	
<input type="checkbox"/> 26-50% of members—10 points		10	
<input type="checkbox"/> 51-75% of members—15 points		15	
<input type="checkbox"/> 76-100% of members—20 points		20	
Members who received 1 st , 2 nd or 3 rd place at national competition—choose 1 and attach evidence			
<input type="checkbox"/> 1-5 members—5 points		5	
<input type="checkbox"/> 6+ members—10 points		10	
TOTAL POINTS EARNED (355 points required)		595	
Total Chapter Points			