



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 completed the **CHAPTER OF DISTINCTION** application, then if you choose to apply for **Chapter of the Year**, 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 **Chapter of the Year** 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 Chapter of the Year with the completed application. The application for Chapter of the Year 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. Chapter has elected chapter officers.  | X      | X      | X    |
| 3. Chapter conducted well-planned, regularly scheduled chapter meetings.  | X      | X      | X    |
| 4. Chapter Advisor follows Adult Code of Conduct for the CTSO   | X      | X      | X    |
| 5. All items with the CTSO brand/logo follow the requirement for the use of CTSO logo/brand from the National Office.   | X      | X      | X    |
| 6. Chapter ensures membership has been submitted by the initial deadline of November 1.   | X      | X      | X    |
| 7. Chapter advisor attends and participates in Advisor Academy.   | X      | X      | X    |
| 8. There is an organizational structure in place that includes committees to ensure chapter success.  |        | X      | X    |
| 9. Membership is involved with a chapter evaluation to determine chapter success or opportunities for improvement   |        | X      | X    |
| 10. Chapter officers are involved with training to further develop their leadership skills  |        | X      | X    |
| 11. Chapter advisor attends and participates in Fall Rallies  |        | X      | X    |
| 12. There is analysis of school demographic data compared to CTSO membership data. There is a written plan for closing any gaps identified by that examination of data. |        |        | X    |
| 13. Alumni are involved with ensuring chapter success   |        |        | X    |
| 14. There is a written plan to utilize public relations to promote the chapter CTSO   |        |        | X    |
| 15. Advisor training is conducted annually that ensures the CTSO is understood and fully integrated into the classroom curriculum                                       |        |        | 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. Chapter advisor has submitted necessary paperwork to document their time, outside of the duty day, involved with managing their CTSO chapter.                        |        | X      | X    |
| 6. There is a plan in place for the continuation of the chapter in the occurrence of the absence of the advisor.  |        | X      | X    |

|  |  |   |   |
|--|--|---|---|
| 7. A master list 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. |  | X | X |
| 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.  |  | X | X |
| 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.  |  | X | X |
| 10. There is an annual review of the POW and how to better implement the next POW  |  |   | X |
| 11. There is a policy in place as it relates to student accommodations/modification  |  |   | X |

| <b>FISCAL STANDARDS</b>  | <b>Bronze</b> | <b>Silver</b> | <b>Gold</b> |
|--|---------------|---------------|-------------|
| 1. Chapter completed a projected budget.   | X             | X             | X           |
| 2. At least quarterly financial reports are provided to chapter membership.  | X             | X             | X           |
| 3. All funds raised under the CTSO name are used by the CTSO organization for the CTSO purpose.  | X             | X             | X           |
| 4. All financial books are kept according to accepted accounting standards as required by local school/district.   | X             | X             | X           |
| 5. Abides by state procurement guidelines.   | X             | X             | X           |
| 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.                                  | X             | X             | X           |
| 7. 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           |
| 8. An annual audit is performed by the school/district internal audit personnel.   |               |               | X           |

|                          | <b>BRONZE LEVEL</b> | <b>SILVER LEVEL</b> | <b>GOLD LEVEL</b> |
|--------------------------|---------------------|---------------------|-------------------|
| Organizational Standards | 7                   | 11                  | 16                |
| Governance Standards     | 4                   | 9                   | 11                |
| Fiscal Standards         | 6                   | 7                   | 8                 |
| Total Standards          | 17                  | 27                  | 35                |

# Chapter of Distinction Application

| ORGANIZATION STANDARDS  | Yes | No | In<br>Process | N/A | Documentation-<br>Explanation or attachment<br>and rationale |
|---|-----|----|---------------|-----|--|
| <b>BRONZE LEVEL (includes standards 1-7)</b>  |     |    |               |     |  |
| 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 from the National Office.   |     |    |               |     |  |
| 6. Chapter ensures membership has been submitted by the initial deadline of November 1.   |     |    |               |     |  |
| 7. Chapter advisor attends and participates in Advisor Academy.   |     |    |               |     |  |
| <b>SILVER LEVEL (includes standards 1-11)</b>   |     |    |               |     |  |
| 8. There is an organizational structure in place that includes committees to ensure chapter success.  |     |    |               |     |  |
| 9. Membership is involved with a chapter evaluation to determine chapter success or opportunities for improvement   |     |    |               |     |  |
| 10. Chapter officers are involved with training to further develop their leadership skills  |     |    |               |     |  |
| 11. Chapter advisor attends and participates in Fall Rallies  |     |    |               |     |  |
| <b>GOLD LEVEL (includes standards 1-16)</b>   |     |    |               |     |  |
| 12. There is analysis of school demographic data compared to CTSO membership data. There is a written plan for closing any gaps identified by that examination of data. |     |    |               |     |  |
| 13. Alumni are involved with ensuring chapter success   |     |    |               |     |  |
| 14. There is a written plan to utilize public relations to promote the chapter CTSO   |     |    |               |     |  |
| 15. Advisor training is conducted annually that ensures the CTSO is understood and fully integrated into the classroom curriculum                                       |     |    |               |     |  |
| 16. Chapter participates in CTSO specific training  |     |    |               |     |  |
| GOVERNANCE STANDARDS  | Yes | No | In<br>Process | N/A | Documentation-Explanation<br>or attachment and rationale     |
| <b>BRONZE LEVEL (includes standards 1-4)</b>  |     |    |               |     |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 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).  |  |  |  |  |  |

| <b>SILVER LEVEL (includes standards 1-9)</b>   |            |           |                   |            |   |
|--|------------|-----------|-------------------|------------|---|
| 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. A master list 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.  |            |           |                   |            |   |
| <b>GOLD LEVEL (includes standards 1-11)</b>  |            |           |                   |            |   |
| 10. There is an annual review of the POW and how to better implement the next POW  |            |           |                   |            |   |
| 11. There is a policy in place as it relates to student accommodations/modification  |            |           |                   |            |   |
| <b>FISCAL STANDARDS</b>  | <b>Yes</b> | <b>No</b> | <b>In Process</b> | <b>N/A</b> | <b>Documentation- Explanation or attachment and rationale</b> |
| <b>BRONZE LEVEL (includes standards 1-6)</b>   |            |           |                   |            |   |
| 1. Chapter completed a projected budget.   |            |           |                   |            |   |
| 2. At least quarterly financial reports are provided to 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.                                    |            |           |                   |            |   |
| <b>SILVER LEVEL (includes standards 1-7)</b>   |            |           |                   |            |   |
| 7. 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.   |            |           |                   |            |   |
| <b>GOLD LEVEL (includes standards 1-8)</b>   |            |           |                   |            |   |



|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 8. An annual audit is performed by the school/district internal audit personnel. |  |  |  |  |  |
|--|--|--|--|--|--|

# Business Cup Application

## Directions

- In order to apply for Business Cup, you must complete and submit the CHAPTER OF DISTINCTION APPLICATION.**
- Recognizing accomplishments from **February 1 of previous school year through January 31** of current school year.
- Record chapter points earned for all completed requirements. Enter “zero” for any requirement not met.
- All items **must** be submitted in a 3-ring binder.
- Please label all evidence. Place the **activity category** and **activity number** on the documentation and arrange in numerical order.
- 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)                                     |                 |               |
| € Affiliated minimum of 10 members  | 10              |               |
| 2. Student Members – Attain STUDENT Membership Goal (choose 1, attach membership roster)                      |                 |               |
| € 10-19 members—5 points  | 5               |               |
| € 20-29 members—10 points   | 10              |               |
| € 30-39 members—15 points   | 15              |               |
| € 40-49 members—20 points   | 20              |               |
| € 50-59 members—25 points   | 25              |               |
| € 60 + members—30 points  | 30              |               |
| 3. New Mexico Alumni Members – Attain ALUMNI Membership Goal (choose 1, attach membership roster)             |                 |               |
| € 5-9 members—5 points  | 5               |               |
| € 10-19 members—10 points   | 10              |               |
| € 20-29 members—15 points   | 15              |               |
| € 30+ members—20 points   | 20              |               |
| 4. New Mexico Professional Members – Attain PROFESSIONAL Membership Goal (choose 1, attach membership roster) |                 |               |
| € 1-5 members—5 points  | 5               |               |
| € 6+ members—10 points  | 10              |               |
| 5. Percentage of chapter growth (choose 1, attach previous year and current year membership rosters)          |                 |               |
| € 1-25% of growth—5 points  | 5               |               |
| € 26-50% of growth—10 points  | 10              |               |
| € 51-75% of growth—15 points  | 15              |               |
| € 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                     |                      |
| <b>Leadership Development</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| 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)   |                        |                      |
| € Held local officer training (attach evidence) 5 points  | 5                      |                      |
| € Attended Fall Leadership Conference (attach evidence) 10 points   | 10                     |                      |
| € Attended current school year Regional Conference (attach evidence) 10 points  | 10                     |                      |
| € Attended State Leadership Conference (attach evidence) 10 points  | 10                     |                      |
| € Attended National Leadership Conference (previous year) (attach evidence) 10 points   | 10                     |                      |
| € Attended CTSO Day at the Round House or participated in an event with Legislature or local officials to promote BPA (attach evidence) 15 points | 15                     |                      |
| € Conducted a faculty/administration appreciation activity (attach evidence) 10 points  | 10                     |                      |
| € Promoted Lead4Change (attach evidence)—10 points  | 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                      |                      |
| <b>Civic Consciousness</b>  | <b>Possible Points</b> | <b>Earned Points</b> |
| 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)   |                        |                      |
| € School newspaper—5 points   | 5                      |                      |
| € Local Paper—5 points  | 5                      |                      |
| € Other (specify)—5 points  | 5                      |                      |
| <b>Vocational Understanding</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| 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  | Max 40                 |                      |
| A. Name, contact information, Industry/business represented   |                        |                      |
| B. How do they support your Chapter?  |                        |                      |
| ○ (serve on advisory board, class presentations, helped with event preparation, donations, etc.)  |                        |                      |

|  |                        |                      |
|--|------------------------|----------------------|
| 3. Made presentation(s) to local civic groups (attach evidence) 5 points each, 20 points max | Max 20                 |                      |
| <b>Social Intelligence</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| 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                     |                      |
| <b>Professional Development of Advisor</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| € CTSO Advisor Academy—10 points   | 10                     |                      |
| € NM ACTE Conference—10 points   | 10                     |                      |
| € Fall Leadership Rallies—10 points  | 10                     |                      |
| <b>Chapter Social Media Presence</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| € Instagram—10 points  | 10                     |                      |
| € Facebook—10 points   | 10                     |                      |
| € Twitter—10 points  | 10                     |                      |
| € Web page—10 points   | 10                     |                      |
| € LinkedIn—10 points   | 10                     |                      |

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