



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 **CHAPTERS 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** document, you may apply for **Chapter of the Year**; **Chapter of the Year** requires a different 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 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 for determining areas of improvement.
5. To provide a structure for determining areas for training and development.
6. To assist chapters by defining standards of quality and demonstrating 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:** ensures the sustainability of a healthy chapter and recognizes chapters that exceed Bronze level standards.
3. **Gold:** Ensure continued chapter growth and recognize chapters that exceed Silver-level standards.

Process:

1. The Chapter of Distinction is completed and submitted on an annual basis.
2. Recognizes accomplishments from **February 1 of the previous school year through January 31** of the current school year.
3. Complete all questions in the Chapter of Distinction (for the selected level) with a yes, no, in process, or N/A.
4. Submission in a 3-ring binder with tabbed dividers to identify each section. Add relevant documents after its' sections tab. For example, Organization Standard 1 requires a chapter constitution/by-laws; place your chapter constitution and/or by-laws in this section.
5. Success at the Bronze level is accomplished when ALL standards for Bronze are met. Success at the Silver level is accomplished when ALL standards for Bronze and Silver are met. Success at the Gold level is accomplished when all standards for Bronze, Silver, and Gold are met.
6. A chapter's level of distinction is determined by a committee review of the chapter's documentation binder.

Recognition:

1. All Chapter of Distinction Award recipients will be listed on the website. Bronze and Silver receive a certificate and the Gold level receives additional recognition.
2. Chapters that receive Chapter of Distinction recognition are eligible to apply for Chapter of the Year. The application for Chapter of the Year is to be submitted at the same time as the Chapter of Distinction documentation. This is a separate application and must be submitted with the Chapter of Distinction documents.

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 the 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 the 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 the CTSO Advisor Academy.	X	X	X
8. There is an organizational chart in place that may include 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 (Fall Rallies or other)		X	X
11. Chapter advisor attends and participates in Fall Rallies		X	X
12. There is an 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 in ensuring chapter success			X
14. There is a written plan to utilize public relations to promote the chapter CTSO			X
15. Advisor attends training that ensures the CTSO is understood and fully integrated into the classroom curriculum			X
16. Chapter members participate 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. There is an approved Program of Work/Program of Leadership (POW/POL).	X	X	X
3. The chapter officers meet at least quarterly to review POW/POL	X	X	X
4. Minutes from all meetings are available for viewing.	X	X	X
5. Chapter advisor has documented 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 are included in the plan of action in the occurrence of the absence of the advisor.		X	X
9. Contingency plan is in place for the chapter in the occurrence of the absence of the advisor.		X	X
10. There is an annual review of the POW/POL and how to better implement the next POW/POL			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. At least quarterly financial reports are provided to chapter members.	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 the 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 has a direct interest in the program.	X	X	X
7. Establishment of written policies and procedures for collecting fees, membership dues, and 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

	BRONZE LEVEL	SILVER LEVEL	GOLD LEVEL
Organizational Standards	7	11	16
Governance Standards	4	9	11
Fiscal Standards	6	7	8
Total Standards	17	27	35

Chapter of Distinction

ORGANIZATION STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
BRONZE LEVEL (includes standards 1-7)					
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 the Adult Code of Conduct for the CTSO					
5. All items with the CTSO brand/logo follow the requirement for the use of the 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 the CTSO Advisor Academy.					
SILVER LEVEL (includes standards 1-11)					
8. There is an organizational chart in place that may include 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 (Fall Rallies or other)					
11. Chapter advisor attends and participates in Fall Rallies					
GOLD LEVEL (includes standards 1-16)					
12. There is an 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 in ensuring chapter success					
14. There is a written plan to utilize public relations to promote the chapter CTSO					
15. Advisor attends training that ensures the CTSO is understood and fully integrated into the classroom curriculum					
16. Chapter members participate in CTSO-specific training					
GOVERNANCE STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
BRONZE LEVEL (includes standards 1-4)					
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. There is an approved Program of Work/Program of Leadership (POW/POL).					
3. The chapter officers meet at least quarterly to review POW/POL					
4. Minutes from all meetings are available for viewing.					

SILVER LEVEL (includes standards 1-9)					
5. Chapter advisor has documented 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. Contingency plan in place for the chapter in the occurrence of the absence of the advisor.					
GOLD LEVEL (includes standards 1-11)					
10. There is an annual review of the POW/POL and how to better implement the next POW/POL					
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
BRONZE LEVEL (includes standards 1-6)					
1. Chapter completed a projected budget.					
2. At least quarterly financial reports are provided to chapter members.					
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 the 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 has direct interest in the program.					
SILVER LEVEL (includes standards 1-7)					
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.					
GOLD LEVEL (includes standards 1-8)					
8. An annual audit is performed by the school/district internal audit personnel.					



Directions

1. In order to apply for Business Cup, you must complete and submit the **CHAPTER OF DISTINCTION DOCUMENT**.
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"/> Conducted a faculty/administration appreciation activity (attach evidence) 10 points <input type="checkbox"/> Promoted Lead4Change (attach evidence)—10 points	5 10 10 10 10 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. Organized and hosted a legislative activity at your school (attach evidence)	15	
2. Sent letters to state elected officials (attach evidence)	10	
3. Attended CTSO Day at the Round House <u>or</u> participated in an event with Legislature or local officials to promote BPA (attach evidence)	15	
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? ○ (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. Participated in local community service project (attach evidence)	15	
2. Participated in state community service project (attach evidence)	10	
3. Promoted our community service project in: (attach evidence) <input type="checkbox"/> School newspaper—5 points <input type="checkbox"/> Local paper—5 points <input type="checkbox"/> Other (specify)—5 points	5 5 5	
4. Conducted a member/officer installation banquet-event (attach evidence)	10	
5. Conducted an awards banquet-event for members (attach evidence)	10	
Professional Development of Advisor	Possible Points	Earned Points
<input type="checkbox"/> CTSO Advisor Academy—10 points	10	
<input type="checkbox"/> NM ACTE Conference—10 points	10	
<input type="checkbox"/> Fall Leadership Rallies—10 points	10	
Chapter Social Media Presence	Possible Points	Earned Points
<input type="checkbox"/> Instagram—10 points	10	
<input type="checkbox"/> Facebook—10 points	10	
<input type="checkbox"/> Twitter—10 points	10	
<input type="checkbox"/> Web page—10 points	10	
<input type="checkbox"/> LinkedIn—10 points	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			