



2025-2026  
Chapter of the 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 that meet these standards. The goal is to develop high-quality CTSO chapters within New Mexico. After you have completed the **CHAPTER OF DISTINCTION** document, you may submit documentation for **Chapter of the Year**; Chapter of the Year requires a different document. By completing **BOTH**, 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** guidelines are included with this packet. This document follows the ACTE Quality CTE Program of Study Framework.

## 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 a high-quality CTSO.
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**: establishes 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**: ensures continued chapter growth and recognizes 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 standards 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. Each standard must have evidence demonstrating fulfillment of the standard. All evidence must be **clearly** designated. For example, Organization Standard 1 requires a chapter constitution/by-laws; place your chapter constitution and/or by-laws in this section with the designation of CHAPTER CONSTITUTION.
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 submitted binder.

## Recognition:

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

# ACTE Quality CTE Program of Study Framework

<b>ACTE Quality of CTE Program of Study Framework</b>	<b>Chapter of Distinction Standards</b>
<b>10. Career and Technical Student Organizations (CTSOs)</b>	<b>Organization standards</b>
a. The organization is an integral, intra-curricular part of the program of study, available to every student at some point during the program of study.	7, 8, 9, 13, 15, 17, 20
b. The organization is aligned with relevant national, state and/or local standards.	1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 17, 20
c. Organization activities develop and reinforce relevant technical, academic and employability knowledge and skills.	4, 11, 12, 13, 14
d. The organization provides opportunities for students to interact with business professionals.	11, 12, 13, 19, 18
e. The organization provides opportunities for students to participate in relevant competitive events.	11, 12, 13
f. The organization provides opportunities for students to participate in relevant community and school service activities.	13
g. The organization provides opportunities for students to participate in leadership development activities.	2, 3, 4, 11, 12, 13, 16
h. The organization is supervised by CTE staff with clearly defined roles.	1, 2, 3, 4, 5, 10, 14

<b>ACTE Quality of CTE Program of Study Framework</b>	<b>Chapter of Distinction Standards</b>
<b>10. Career and Technical Student Organizations (CTSOs)</b>	<b>Governance standards</b>
a. The organization is an integral, intra-curricular part of the program of study, available to every student at some point during the program of study.	1, 2, 8, 9
b. The organization is aligned with relevant national, state and/or local standards.	1,2, 4, 8, 9
c. Organization activities develop and reinforce relevant technical, academic and employability knowledge and skills.	2, 4, 8
d. The organization provides opportunities for students to interact with business professionals.	5, 8
e. The organization provides opportunities for students to participate in relevant competitive events.	8
f. The organization provides opportunities for students to participate in relevant community and school service activities.	8
g. The organization provides opportunities for students to participate in leadership development activities.	2, 3, 4, 8
h. The organization is supervised by CTE staff with clearly defined roles.	1, 2, 3, 4, 6, 7, 8

ACTE Quality of CTE Program of Study Framework	Chapter of Distinction Standards
<b>10. Career and Technical Student Organizations (CTSOs)</b>	<b>Fiscal standards</b>
a. The organization is an integral, intra-curricular part of the program of study, available to every student at some point during the program of study.	
b. The organization is aligned with relevant national, state and/or local standards.	2, 3, 4, 5
c. Organization activities develop and reinforce relevant technical, academic and employability knowledge and skills.	1
d. The organization provides opportunities for students to interact with business professionals.	
e. The organization provides opportunities for students to participate in relevant competitive events.	
f. The organization provides opportunities for students to participate in relevant community and school service activities.	
g. The organization provides opportunities for students to participate in leadership development activities.	
h. The organization is supervised by CTE staff with clearly defined roles.	1, 2, 3, 4

# 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. Held local officer training.	X	X	X
4. Chapter conducted well-planned, regularly scheduled chapter meetings.	X	X	X
5. Chapter advisor follows the Adult Code of Conduct for the CTSO	X	X	X
6. All items with the CTSO brand/logo follow the requirements for the use of the CTSO logo/brand from the National Office.	X	X	X
7. All students enrolled in the program were informed about the CTSO	X	X	X
8. Conducted a membership recruitment activity by November 1	X	X	X
9. 25% (minimum) of students in the program are members by the initial deadline of November 1.	X	X	X
10. Chapter advisor attends the CTSO Advisor Academy.	X	X	X
11. Chapter attends and participates in regional/district competitive conference	X	X	X
12. Chapter attends (and participates) in the state leadership conference	X	X	X
13. Participated in a local community service project		X	X
14. There is an organizational chart in place that may include committees to ensure chapter success.		X	X
15. 50% (minimum) of students in the program are members by the initial deadline of November 1.		X	X
16. Chapter attends Fall Conference, chapter members participate in CTSO-specific training (Fall Conference or others)		X	X
17. There is an analysis of school demographic data compared to CTSO membership data. There is a written plan for closing any gaps identified by the examination of data.			X
18. Alumni are involved in ensuring chapter success			X
19. There is a written plan to utilize public relations to promote the chapter CTSO			X
20. 75% (minimum) of students in the program are members by the initial deadline of November 1.			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 monthly to review POW/POL	X	X	X
4. Agendas and minutes from all meetings are available for viewing.	X	X	X
5. Have local business/industry partners for the chapter		X	X
6. The chapter advisor has documented 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 event of an extended absence of the advisor. A master list including contact information, items, supplies, and passwords/logins for websites has been documented. A list of current contracts and financial obligations is included in the plan of action. The contingency plan is in place for the chapter.		X	X
8. There is an annual review of the POW/POL and how to implement the next POW/POL better			X
9. There is a policy in place as it relates to student accommodations/modifications			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 each meeting, 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. All financial books are kept according to accepted accounting standards as required by the local school/district.	X	X	X
4. 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
5. An annual audit is conducted to ensure that district/school and chapter financial records are in agreement.			X

	<b>BRONZE LEVEL</b>	<b>SILVER LEVEL</b>	<b>GOLD LEVEL</b>
Organizational Standards	Met standards 1-12	Met standards 1-16	Met standards 1-20
Governance Standards	Met standards 1-4	Met standards 1-7	Met standards 1-9
Fiscal Standards	Met standards 1-3	Met standards 1-4	Met standards 1-5
Total Standards	Total of 19 standards	Total of 27 standards	Total of 34 standards

# Chapter of Distinction

ORGANIZATION STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
<b>BRONZE LEVEL (includes standards 1-12)</b>					
1. Chapter has a constitution/bylaws.					
2. Chapter has elected chapter officers.					
3. Held local officer training.					
4. Chapter conducted well-planned, regularly scheduled chapter meetings.					
5. Chapter advisor follows the Adult Code of Conduct for the CTSO					
6. All items with the CTSO brand/logo follow the requirements for the use of the CTSO logo/brand from the National Office.					
7. All students enrolled in the program were informed about the CTSO					
8. Conducted a membership recruitment activity by November 1					
9. 25% (minimum) of students in the program are members by the initial deadline of November 1.					
10. Chapter advisor attends the CTSO Advisor Academy.					
11. Chapter attends and participates in regional/district competitive conference					
12. Chapter attends (and participates) in the state leadership conference					
<b>SILVER LEVEL (includes standards 1-16)</b>					
13. Participated in a local community service project					
14. There is an organizational chart in place that may include committees to ensure chapter success.					
15. 50% (minimum) of students in the program are members by the initial deadline of November 1.					
16. Chapter attends Fall Conference, chapter members participate in CTSO-specific training (Fall Conference or others)					
<b>GOLD LEVEL (includes standards 1-21)</b>					
17. There is an analysis of school demographic data compared to CTSO membership data. There is a written plan for closing any gaps identified by the examination of data.					
18. Alumni are involved in ensuring chapter success					
19. There is a written plan to utilize public relations to promote the chapter CTSO					
20. 75% (minimum) of students in the program are members by the initial deadline of November 1.					

<b>GOVERNANCE 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 1-4)</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. There is an approved Program of Work/Program of Leadership (POW/POL).					
3. The chapter officers meet at least monthly to review POW/POL					
4. Agendas and minutes from all meetings are available for viewing.					
<b>SILVER LEVEL (includes standards 1-7)</b>					
5. Have local business/industry partners for the chapter					
6. The chapter advisor has documented 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 event of an extended absence of the advisor. A master list including contact information, items, supplies, and passwords/logins for websites has been documented. A list of current contracts and financial obligations is included in the plan of action. The contingency plan is in place for the chapter.					
<b>GOLD LEVEL (includes standards 1-9)</b>					
8. There is an annual review of the POW/POL and how to implement the next POW/POL better					
9. There is a policy in place as it relates to student accommodations/modifications					

<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 1-3)</b>					
1. Chapter completed a projected budget.					
2. At each meeting, 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. All financial books are kept according to accepted accounting standards as required by the local school/district.					
<b>SILVER LEVEL (includes standards 1-4)</b>					
4. 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.					
<b>GOLD LEVEL (includes standards 1-5)</b>					
5. An annual audit is conducted to ensure that district/school and chapter financial records are in agreement.					



**Directions:**

1. In order to apply for Chapter of the Year, you must complete and submit the CHAPTER OF DISTINCTION APPLICATION.
2. Recognizing accomplishments from **February 1 of the previous school year through January 31** of the 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. Evidence should include: photos, explanation of event, program/agenda, % of members participating.
6. Credit will be given for labeled items only.
7. Chapter **must** determine and document on this form the points earned.

**Must be postmarked by February 1 and mailed to the State Office. Emailed copies will not be accepted.**

**Mail to: NM FCCLA, 1500 S. Ave K, ENMU Station # 61, Portales, NM 88130.**

Membership	Possible Points	Earned Points
<b>1. State Affiliated Alumni Members—Attain ALUMNI Membership Goal (attach roster)</b> <input type="checkbox"/> 5-9 members—5 points <input type="checkbox"/> 10-19 members—10 points <input type="checkbox"/> 20-29 members—15 points <input type="checkbox"/> 30+ members—20 points	5 10 15 20	
<b>2. Nationally Affiliated Alumni Members –Attain ALUMNI Membership Goal (choose 1, attach roster)</b> <input type="checkbox"/> 1-5 members—5 points <input type="checkbox"/> 6+ members—10 points	5 10	
<b>3. Number of chapter member growth (choose 1, attach previous year and current year membership rosters and proof of payment)</b> <input type="checkbox"/> 1-5% member growth over previous year —5 points <input type="checkbox"/> 6-10% member growth over previous year—10 points <input type="checkbox"/> 11-15% member growth over previous year—15 points <input type="checkbox"/> 16-20% member growth over previous year—20 points	5 10 15 20	
<b>4. Chapter affiliated 100% of students enrolled in your CTE Class (attach class roster(s)) *This means ALL of your students (in all of your CTE classes) are FCCLA members</b>	20	
Career Awareness	Possible Points	Earned Points
<b>1. Activity to expose FCCLA members to human services, hospitality and tourism, education and training and visual arts and design professions</b>	10	
<b>2. Program presented by an FCCLA Chapter that promotes FCS to school groups, community, or other</b>	10	
Leadership Development	Possible Points	Earned Points
<b>1. Participated in FCCLA Week Activities 2 pts per activity, 10 pts max (attach list of activities)</b>	Max 10	
<b>2. Participated in National Programs (check all that apply)</b> <input type="checkbox"/> Career Connection (attach evidence) 5 points <input type="checkbox"/> Community Service (attach evidence) 5 points <input type="checkbox"/> FACTS (attach evidence) 5 points <input type="checkbox"/> Families First (attach evidence) 5 points <input type="checkbox"/> Financial Fitness (attach evidence) 5 points <input type="checkbox"/> Power of One (attach evidence) 5 points <input type="checkbox"/> Stand Up (attach evidence) 5 points <input type="checkbox"/> Student Body (attach evidence) 5 points <input type="checkbox"/> National Program Award Winner or Runner Up (attach evidence)—10 points	5 5 5 5 5 5 5 5 5 10	

<b>3.</b> Participated in National Partner Contest (attach submission of application) <ul style="list-style-type: none"> <li><input type="checkbox"/> Safe Rides, Save Lives PSA Contest – 15 points</li> <li><input type="checkbox"/> Taking Down Tobacco—15 points</li> </ul>	15 15	
<b>4.</b> Local Chapter Program of Work provided for leadership development (check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Conducted a faculty/administration appreciation activity (evidence should include: photos, explanation of event, program/agenda, % of members participating.) 10 points</li> <li><input type="checkbox"/> Promoted Lead4Change (evidence should include: photos, explanation of event, program/agenda, % of members participating)—10 points</li> </ul>	10 10	
<b>5.</b> The chapter has a State Officer	5	
<b>6.</b> The chapter has a National Officer Candidate or State Officer Candidate	5	
<b>Advocacy</b>	<b>Possible Points</b>	<b>Earned Points</b>
<b>1.</b> Sent letters to state elected officials (state senators, state representatives, municipal officials, county officials, US Senators, US Representatives) (evidence should include: photos, explanation of event, program/agenda, % of members participating) advocating for your CTSO organization.	10	
<b>2.</b> Attended CTSO Day at the Round House <u>or</u> participated in an event with the Legislature or local officials to promote FCCLA (evidence should include: photos, explanation of event, program/agenda, % of members participating.)	15	
<b>CTE and CTSO Understanding</b>	<b>Possible Points</b>	<b>Earned Points</b>
<b>1.</b> Have local business/industry partners for my chapter 10 points for each partner A. Name, Contact information, Company, and Industry/Business represented B. How do they support your Chapter? (serve on advisory board, class presentations, helped with event preparation, donations, etc.)	Max 40	
<b>2.</b> Made presentation(s) to local civic groups (Kiwanis, Rotary, Toastmaster, Lion’s etc.) and/or business and industry groups, about FCCLA (evidence should include: photos, explanation of event, program/agenda, % of members participating.) 5 points each presentation	Max 25	
<b>Social Intelligence</b>	<b>Possible Points</b>	<b>Earned Points</b>
<b>1.</b> Participated in local community service project (evidence should include: photos, explanation of event, program/agenda, % of members participating.) 5 points each, maximum 20 points	20	
<b>2.</b> Participated in state community service project (evidence should include: photos, explanation of event, program/agenda, % of members participating.)	15	
<b>3.</b> National Chapter Public Relations Award (evidence should include: photos, explanation of event, program/agenda, % of members participating.)	15	
<b>4.</b> Promoted our community service project in: (evidence should include: screenshot of post, copy of newspaper, etc.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Media—5 points</li> <li><input type="checkbox"/> School website or digital platform—5 points</li> <li><input type="checkbox"/> Other (specify)—5 points</li> </ul>	5 5 5	
<b>5.</b> Conducted a member/officer installation (evidence should include: photos, explanation of event, program/agenda, % of members participating)	10	
<b>6.</b> Conducted an awards ceremony for members (evidence should include: photos, explanation of event, program/agenda, % of members participating)	10	
<b>Chapter Campaigns</b>	<b>Possible Points</b>	<b>Earned Points</b>
<b>1.</b> Ultimate Leadership Fund Campaign	15	
<b>2.</b> Membership Campaign—Go for Red <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual member recruited three new members (attach submission of application and membership roster)—10 points</li> <li><input type="checkbox"/> Chapter increase membership (choose 1, attach membership roster and submission of application) <ul style="list-style-type: none"> <li>o Bronze—10 additional members—10 points</li> <li>o Silver—15 additional members—15 points</li> <li>o Gold—20 additional members—20 points</li> </ul> </li> </ul>	10 10 15 20	

<b>Professional Development of Advisor</b>	<b>Possible Points</b>	<b>Earned Points</b>
<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	
<input type="checkbox"/> Master Adviser (submit copy of award certificate—10 points	10	
<input type="checkbox"/> Adviser Mentor (submit copy of award certificate—10 points	10	
<input type="checkbox"/> National Adviser Academy (submit copy of graduation certificate, current year)—10 points	10	
<input type="checkbox"/> ACTE Vision Conference	10	
<input type="checkbox"/> Advisor Summit	10	
<input type="checkbox"/> CTSO PED Canvas Course	10	
<input type="checkbox"/> Other	10	
<b>Chapter Social Media Presence</b>	<b>Possible Points</b>	<b>Earned Points</b>
<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	
<b>FCCLA Competition</b>	<b>Possible Points</b>	<b>Earned Points</b>
<b>1.</b> Chapter competed at the Regional Level—attach registration for the competition 1 point per member, a maximum of 50 points	50	
<b>2.</b> Chapter competed at the State Level—attach registration for the competition 1 point per member, a maximum of 50 points	50	
<b>3.</b> Chapter competed at the previous NLC Level—attach registration for the competition 1 point per member, a maximum of 50 points	50	
<b>4.</b> Members who placed Gold in their event 5 points for each member, a maximum of 50 points	50	
<b>5.</b> Members who place in the top 10 in their event points for each member, maximum of 50 points	50	
<b>TOTAL POINTS EARNED</b>	<b>845</b>	