



**2025-2026**  
**Chapter of Distinction**  
**and**  
**Business Cup**  
**Application**

Updated 6/9/2025

## 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

| ACTE Quality of CTE Program of Study Framework   | Chapter of Distinction Standards                      |
|--|---|
| <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                                 |

| ACTE Quality of CTE Program of Study Framework   | Chapter of Distinction Standards |
|--|----------------------------------|
| <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

| <b>ORGANIZATION STANDARDS</b>   | <b>Bronze</b> | <b>Silver</b> | <b>Gold</b> |
|---|---------------|---------------|-------------|
| 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/Canvas 101 course.   | 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           |
| <b>GOVERNANCE STANDARDS</b>   | <b>Bronze</b> | <b>Silver</b> | <b>Gold</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.   | 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           |

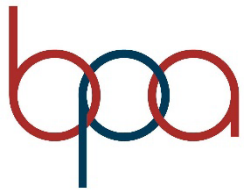
|                          | <b>BRONZE LEVEL</b>   | <b>SILVER LEVEL</b>   | <b>GOLD LEVEL</b>     |
|--------------------------|-----------------------|-----------------------|-----------------------|
| Organizational Standards | Met standards 1-12    | Met standards 1-16    | Met standards 1-20    |
| 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-<br>Explanation or<br>attachment and<br>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 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. Evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.
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 BPA, 1500 S. Ave K, ENMU Station # 61, Portales, NM 88130.**

| Membership   | Possible Points | Earned Points |
|--|-----------------|---------------|
| <b>1.</b> New Mexico Alumni Members – Attain ALUMNI Membership Goal (choose 1, attach membership roster and proof of payment)  |                 |               |
| <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              |               |
| <b>2.</b> New Mexico Professional Members – Attain PROFESSIONAL Membership Goal (choose 1, attach membership roster and proof of payment)  |                 |               |
| <input type="checkbox"/> 1-5 members—5 points  | 5               |               |
| <input type="checkbox"/> 6+ members—10 points  | 10              |               |
| <b>3.</b> 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              |               |
| <b>4.</b> Chapter affiliated 100% of students enrolled in your CTE Class (attach class rosters) *This means ALL of your students (in all of your CTE classes) are BPA members  | 20              |               |
| Career Awareness   | Possible Points | Earned Points |
| <b>1.</b> Activity to expose BPA members to finance, business administration, management information systems, digital communication & design, management, marketing & communication, and administration professionals                                      | 10              |               |
| <b>2.</b> Program presented by a BPA Chapter that promotes finance, business administration, management information systems, digital communication & design, management, marketing & communication, administration – to school groups, community, or other | 10              |               |

| <b>Leadership Development</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
|---|------------------------|----------------------|
| 1. Participated in BPA Week Activities, 2 points per activity, 10 points max (attach list of activities)  | Max 10                 |                      |
| 2. Participated in the Torch Awards Program (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.)   | 15                     |                      |
| 3. Participated in the BPA CARES program (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.)  | 15                     |                      |
| 4. The chapter presents a flag/banner at the State Conference. (photo evidence)   | 5                      |                      |
| 5. Participated in state officer community service project (5 points for each), maximum 10 points   | 10                     |                      |
| 6. Local Chapter Program of Work provided for leadership development (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.).   | 10                     |                      |
| 7. Students participated and completed the Student Certification Series offered by National BPA. (2 pts per student max of 40 pts)  | Max 40                 |                      |
| 8. The chapter has a State Officer  | 10                     |                      |
| 9. The chapter has a National Officer Candidate or State Officer Candidate  | 10                     |                      |
| <b>Advocacy</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| 1. Sent letters to state elected officials (State senator, state representative, municipal officials, county officials, US Senator, US Representative)(evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.)             | 10                     |                      |
| 2. Attended CTSO Day at the Round House <u>or</u> participated in an event with the Legislature or local officials to advocate for BPA (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.)                            | 15                     |                      |
| <b>CTE and CTSO Understanding</b>   | <b>Possible Points</b> | <b>Earned Points</b> |
| 1. Made presentation(s) about BPA to local civic group (Kiwanis, Rotary, Toastmaster, Chamber of Commerce, Business/Industry groups) (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.) 5 points each, 20 points max | Max 20                 |                      |
| 2. Recruited a corporate sponsor for a state competitive event  | 15                     |                      |
| <b>Social Intelligence</b>  | <b>Possible Points</b> | <b>Earned Points</b> |
| 1. Donated to "Ribbons for a Cause"   | 15                     |                      |
| 2. Nominated student for member of the year   | 10                     |                      |
| 3. Nominated person for Honorary Member   | 10                     |                      |
| 4. Promoted our community service project in: (attach evidence)<br><input type="checkbox"/> School website or digital platform—5 points<br><input type="checkbox"/> Other (specify)—5 points  | 5<br>5                 |                      |
| 5. Conducted a member/officer installation event (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.)  | 10                     |                      |
| 6. Conducted an awards event for members (evidence should include: photos, explanation of the event, program/agenda, % of student members participating, etc.)  | 10                     |                      |
| <b>Professional Development of Advisor</b>  | <b>Possible Points</b> | <b>Earned Points</b> |
| <input type="checkbox"/> BPA Advisor Certification Series—10 points   | 10                     |                      |
| <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"/> NLC Advisor Workshops—10 points  | 10                     |                      |
| <input type="checkbox"/> CTSO PED Canvas Course—10 points   | 10                     |                      |
| <input type="checkbox"/> ACTE Vision Conference—10 points   | 10                     |                      |
| <input type="checkbox"/> Other—10 points  | 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                     |                      |
| <input type="checkbox"/> LinkedIn—10 points   | 10                     |                      |
| <input type="checkbox"/> Other—10 points  | 10                     |                      |
| <b>BPA Competition</b>  | <b>Possible Points</b> | <b>Earned Points</b> |
| 1. Chapter competed at the Regional Level— attach registration for the competition<br>1 point per member – Max 50 points            | Max<br>50              |                      |
| 2. Chapter competed at the State Level—attach registration for the competition<br>1 point per member—Max 50 points                  | Max<br>50              |                      |
| 3. Chapter competed at the previous NLC Level—choose 1, attach registration for the competition<br>1 point per member—Max 50 points | Max<br>50              |                      |
| 4. Members who place as a finalist in their event at NLC<br>5 points for each member, maximum of 50 points                          | Max<br>50              |                      |
| 5. Members who place in the top 10 in their event at NLC<br>5 points for each member, maximum of 50 points                          | Max<br>50              |                      |
| 6. Members who received Statesman Torch Award<br>2 points for each member, maximum of 50 points                                     | Max<br>50              |                      |
| 7. Members who received Ambassador Torch Award<br>2 points for each member, maximum of 50 points                                    | Max<br>50              |                      |
| <b>TOTAL POINTS EARNED</b>  | <b>830</b>             |                      |