



2026-2027
Chapter of the Distinction
and
Chapter of the Year

Purpose:

The Chapter of Distinction program recognizes varying levels of quality among CTSO chapters across New Mexico by honoring those that achieve **Bronze, Silver, and Gold** status.

The program is designed to acknowledge all chapters that meet established standards while encouraging the continuous development of high-quality CTSO chapters statewide.

Chapters that complete the Chapter of Distinction application are also eligible to apply for Chapter of the Year through a separate submission. Those who complete both applications may be considered for the Chapter of the Year Award, with the selected chapter receiving the NMAA banner.

This program aligns with the **ACTE Quality CTE Program of Study Framework** and supports ongoing improvement while celebrating excellence in CTSO chapter development throughout New Mexico.

Objectives:

1. Ensure chapter sustainability and success in:
 - Organization
 - Governance
 - Fiscal Management
2. Provide baseline standards for high-quality CTSO chapters
3. Communicate best practices for effective chapter management
4. Identify areas for improvement
5. Support training and professional development needs
6. Define and demonstrate standards of quality
7. Encourage ongoing self-assessment, growth, and teamwork

Achievement Levels:

- **Bronze:** Establishes a baseline for a healthy chapter
- **Silver:** Ensures sustainability and recognizes chapters exceeding Bronze standards
- **Gold:** Promotes continued growth and recognizes chapters exceeding Silver standards

Process:

1. The Chapter of Distinction application is completed and submitted **annually**.
2. Submissions should reflect accomplishments from **February 1 (previous year) through January 31 (current year)**.
3. All standards must be marked as:
 - Yes
 - No
 - In Process
 - N/A
4. Submissions must be compiled in a **3-ring binder** with **tabbed dividers** for each section.
 - Each standard must include **clearly labeled supporting evidence**
 - Example: *Organization Standard 1* → Include chapter constitution/by-laws labeled “**CHAPTER CONSTITUTION.**”
5. Achievement requirements:
 - **Bronze:** All Bronze standards met
 - **Silver:** All Bronze + Silver standards met
 - **Gold:** All Bronze + Silver + Gold standards met
6. Final determination of distinction level is made through **committee review** of the submitted binder.
7. Mail to: NM DECA, 1500 S. Ave K, ENMU Station # 61, Portales, NM 88130.
8. Must be postmarked by February 1 and mailed to the State Office. **Emailed copies will not be accepted.**

Recognition:

1. All Chapter of Distinction recipients will be **recognized on the website**:
 - Bronze & Silver: Certificate
 - Gold: Additional recognition
2. Chapters submitting a Chapter of Distinction binder are eligible to apply for **Chapter of the Year**:
 - Requires a **separate binder**
 - Must be submitted **at the same time** as the Chapter of Distinction binder

ACTE Quality CTE Program of Study Framework

ACTE Quality of CTE Program of Study Framework	Chapter of Distinction Standards
10. Career and Technical Student Organizations (CTSOs)	Organization standards
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, 18, 21
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, 18, 21
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, 20
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, 17

ACTE Quality of CTE Program of Study Framework	Chapter of Distinction Standards
10. Career and Technical Student Organizations (CTSOs)	Governance standards
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
10. Career and Technical Student Organizations (CTSOs)	Fiscal standards
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 with samples of evidence to submit Chapter of Distinction

ORGANIZATION STANDARDS		Bronze	Silver	Gold
1.	Chapter has a constitution/bylaws (submit evidence-copy of constitution).	X	X	X
2.	Chapter has elected chapter officers (submit evidence-list of chapter officers and their positions).	X	X	X
3.	Held local officer training (submit evidence-photos, training plan, agenda).	X	X	X
4.	Chapter conducted well-planned, regularly scheduled chapter meetings (submit evidence-calendar of meetings, agendas, minutes).	X	X	X
5.	Chapter advisor follows the Adult Code of Conduct for the CTSO (submit evidence-copy of the submitted form)	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 (submit evidence-copy of the branding statement in constitution/bylaws and photos of how your chapter used the logo).	X	X	X
7.	All students enrolled in the program were informed about the CTSO (submit evidence-lesson plan, photos, social media, etc.)	X	X	X
8.	Conducted a membership recruitment activity by November 1 (submit evidence-photos, detailed plan, social media screenshots, flyers, promotional materials used, etc.)	X	X	X
9.	25% (minimum) of students in the program are members by the initial deadline of November 1 (submit evidence-all class rosters and membership roster).	X	X	X
10.	Chapter advisor completes the PED-CCRB Advisor Canvas course (submit evidence-copy of the certificates).	X	X	X
11.	Chapter attends and participates in regional/district competitive conference (submit evidence-copy of the registration invoice, current year)	X	X	X
12.	Chapter attends (and participates) in the state leadership conference (submit evidence-copy of the registration invoice, current year)	X	X	X
13.	Participated in a local community service project (submit evidence-photos, detailed plan, documentation from the organization you partner with, number of students and hours).		X	X
14.	There is an organizational chart in place that may include committees to ensure chapter success (submit evidence-chapter organization chart).		X	X
15.	50% (minimum) of students in the program are members by the initial deadline of November 1 (submit evidence-all class rosters and membership roster).		X	X
16.	Chapter attends Fall Conference, chapter members participate in CTSO-specific training (Fall Conference or other CTSO-specific) (submit evidence-copy of the registration invoice, current year)		X	X
17.	Chapter advisor attends the CTSO Advisor Academy (submit evidence-copy of the certificates).		X	X
18.	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 (submit evidence-the analysis with a correction plan if gaps were identified)			X
19.	Alumni are involved in ensuring chapter success (submit evidence-membership roster and how the alumni help participate and/or ensure success of the chapter)			X
20.	There is a written plan to utilize public relations to promote the chapter CTSO (submit evidence-copy of the chapter PR plan)			X
21.	75% (minimum) of students in the program are members by the initial deadline of November 1 (submit evidence-all class rosters and chapter membership roster).			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. (submit evidence-letter of support, copy of school handbook/course offering document).	X	X	X
2.	There is an approved Program of Work/Program of Leadership (POW/POL). (submit evidence-copy of the chapter's POW/POL).	X	X	X
3.	The chapter officers meet at least monthly to review POW/POL (submit evidence-minutes from officer meeting).	X	X	X
4.	Agendas and minutes from all meetings are available for viewing (submit evidence-copies of agendas and minutes).	X	X	X
5.	Have local business/industry partners for the chapter (submit evidence-list of local business/industry partners and how they support your chapter).		X	X
6.	The chapter advisor has documented their time, outside of the duty day, involved with managing their CTSO chapter (submit evidence-list activities and your time outside of your regular duty day).		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		X	X

	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 (submit evidence-copy of the written plan).			
8.	There is an annual review of the POW/POL and how to implement the next POW/POL better (submit evidence-minutes from meetings where the POW/POL was reviewed)			X
9.	There is a policy in place as it relates to student accommodations/modifications (submit evidence-copy of school/district policy)			X

FISCAL STANDARDS		Bronze	Silver	Gold
1.	Chapter completed a projected budget (submit evidence-copy of chapter budget).	X	X	X
2.	At each meeting, financial reports are provided to chapter members (submit evidence-minutes of meetings where this information was disclosed).	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 (submit evidence-statement from bookkeeper/internal audit/financial official of district/school).	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 (submit evidence-statement from bookkeeper/internal audit/financial official of district/school and district/school policy).		X	X
5.	An annual audit is conducted to ensure that district/school and chapter financial records are in agreement (submit evidence-statement from bookkeeper/internal audit/financial official of district/school).			X

	BRONZE LEVEL	SILVER LEVEL	GOLD LEVEL
Organizational Standards	Met standards 1-12	Met standards 1-17	Met standards 1-21
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 28 standards	Total of 35 standards

Chapter of Distinction

ORGANIZATION STANDARDS	Yes	No	In Process	N/A	Documentation-Explanation or attachment and rationale
BRONZE LEVEL (includes standards 1-12)					
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 completes the PED-CCRB Advisor Canvas course					
11. Chapter attends and participates in regional/district competitive conference					
12. Chapter attends (and participates) in the state leadership conference					
SILVER LEVEL (includes standards 1-17)					
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)					
17. Chapter advisor attends the CTSO Advisor Academy					
GOLD LEVEL (includes standards 1-21)					
18. 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.					
19. Alumni are involved in ensuring chapter success					
20. There is a written plan to utilize public relations to promote the chapter CTSO					
21. 75% (minimum) of students in the program are members by the initial deadline of November 1.					

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 monthly to review POW/POL					
4. Agendas and minutes from all meetings are available for viewing.					
SILVER LEVEL (includes standards 1-7)					
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.					
GOLD LEVEL (includes standards 1-9)					
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					

FISCAL STANDARDS	Yes	No	In Process	N/A	Documentation- Explanation or attachment and rationale
BRONZE LEVEL (includes standards 1-3)					
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.					
SILVER LEVEL (includes standards 1-4)					
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.					
GOLD LEVEL (includes standards 1-5)					
5. An annual audit is conducted to ensure that district/school and chapter financial records are in agreement.					



NEW MEXICO
STATE ASSOCIATION

Chapter of the Year Award

Directions:

1. 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 it in numerical order. Evidence should include photos, explanation of events, program/agendas, % of members participating.
6. Credit will be given for labeled items only.
7. Chapter **must** determine and document in 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
1. State Affiliated Alumni Members—Attain ALUMNI Membership Goal (attach roster) ☐ 5-9 members—5 points ☐ 10-19 members—10 points ☐ 20-29 members—15 points ☐ 30+ members—20 points	5 10 15 20	
2. Nationally Affiliated Alumni Members –Attain ALUMNI Membership Goal (choose 1, attach roster) ☐ 1-5 members—5 points ☐ 6+ members—10 points	5 10	
3. Number of chapter member growth (choose 1, attach previous year and current year membership rosters) ☐ 1-5% member growth over previous year —5 points ☐ 6-10% member growth over previous year—10 points ☐ 11-15% member growth over previous year—15 points ☐ 16-20% member growth over previous year—20 points	5 10 15 20	
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	20	
Career Awareness	Possible Points	Earned Points
1. Activity to expose FCCLA members to human services, hospitality and tourism, education and training and visual arts and design professions	10	
2. Program presented by an FCCLA Chapter that promotes FCS to school groups, community, or other	10	
Leadership Development	Possible Points	Earned Points
1. Participated in FCCLA Week Activities 2 pts per activity, 10 pts max (attach list of activities)	Max 10	
2. Participated in National Programs (check all that apply) ☐ Career Connection (attach evidence) 5 points ☐ Community Service (attach evidence) 5 points ☐ FACTS (attach evidence) 5 points ☐ Families First (attach evidence) 5 points ☐ Financial Fitness (attach evidence) 5 points ☐ Power of One (attach evidence) 5 points ☐ Stand Up (attach evidence) 5 points ☐ Student Body (attach evidence) 5 points ☐ National Program Award Winner or Runner Up (attach evidence) 10 points	5 5 5 5 5 5 5 5 5 10	

3. Participated in National Partner Contest (attach submission of application) ☐ Safe Rides, Save Lives PSA Contest – 15 points ☐ Taking Down Tobacco—15 points	15	
	15	
4. Local Chapter Program of Work provided for leadership development (check all that apply) ☐ Conducted a faculty/administration appreciation activity (evidence should include photos, explanation of event, program/agenda, % of members participating.) 10 points ☐ Promoted Lead4Change (evidence should include photos, explanation of event, program/agenda, % of members participating)—10 points	10	
	10	
5. The chapter has a State Officer	5	
6. The chapter has a National Officer Candidate or State Officer Candidate	5	
Advocacy	Possible Points	Earned Points
1. Sent letters to state elected officials (state senators, state representatives, municipal officials, county officials, US Senators, US Representatives) (evidence should include photos, explanation of events, program/agenda, % of members participating) advocating for your CTSO organization.	10	
2. 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	
CTE and CTSO Understanding	Possible Points	Earned Points
1. 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	
2. 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	
Social Intelligence	Possible Points	Earned Points
1. 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	
2. Participated in state community service project (evidence should include photos, explanation of event, program/agenda, % of members participating.)	15	
3. National Chapter Public Relations Award (evidence should include photos, explanation of event, program/agenda, % of members participating.)	15	
4. Promoted our community service project in: (evidence should include screenshot of post, copy of newspaper, etc.) ☐ Social media—5 points ☐ School website or digital platform—5 points ☐ Other (specify) 5 points	5 5 5	
5. Conducted a member/officer installation (evidence should include photos, explanation of event, program/agenda, % of members participating)	10	
6. Conducted an awards ceremony for members (evidence should include photos, explanation of event, program/agenda, % of members participating)	10	
Chapter Campaigns	Possible Points	Earned Points
1. Ultimate Leadership Fund Campaign	15	
2. Membership Campaign—Go for Red ☐ Individual member recruited three new members (attach submission of application and membership roster) 10 points ☐ Chapter increase membership (choose 1, attach membership roster and submission of application) ○ Bronze—10 additional members—10 points ○ Silver—15 additional members—15 points ○ Gold—20 additional members—20 points	10 10 15 20	

Professional Development - Advisor (completed or awarded during the time frame of this application)	Possible Points	Earned Points
☐ CTSO Advisor Academy—10 points ☐ NM ACTE Conference—10 points ☐ Fall Leadership Rallies—10 points ☐ Master Adviser (submit copy of award certificate—10 points) ☐ Adviser Mentor (submit copy of award certificate—10 points) ☐ National Adviser Academy (submit copy of graduation certificate, current year)—10 points ☐ ACTE Vision Conference ☐ Adviser Summit ☐ CTSO PED Canvas Course ☐ Other	10 10 10 10 10 10 10 10 10 10	
Chapter Social Media Presence	Possible Points	Earned Points
☐ Instagram—10 points ☐ Facebook—10 points ☐ Twitter—10 points ☐ Web page—10 points	10 10 10 10	
FCCLA Competition	Possible Points	Earned Points
1. Chapter competed at the Regional Level (attach registration invoice) ☐ 1-20% of chapter, competing at the regional event, 5 points ☐ 21-40% of chapter, competing at the regional event, 10 points ☐ 41-60% of chapter, competing at the regional event, 15 points ☐ 61-80% of chapter, competing at the regional event, 20 points ☐ 81-100% of chapter, competing at the regional event, 25 points	5 10 15 20 25	
2. Chapter competed at the State Level (attach registration invoice) ☐ 1-20% of chapter, competing at the state event, 5 points ☐ 21-40% of chapter, competing at the state event, 10 points ☐ 41-60% of chapter, competing at the state event, 15 points ☐ 61-80% of chapter, competing at the state event, 20 points ☐ 81-100% of chapter, competing at the state event, 25 points	5 10 15 20 25	
3. Chapter competed at the previous NLC Level (attach registration invoice) ☐ 1-20% of chapter, competing at the regional event, 5 points ☐ 21-40% of chapter, competing at the regional event, 10 points ☐ 41-60% of chapter, competing at the regional event, 15 points ☐ 61-80% of chapter, competing at the regional event, 20 points ☐ 81-100% of chapter, competing at the regional event, 25 points	5 10 15 20 25	
4. Members who placed Gold in their event 5 points for each member, a maximum of 50 points	50	
5. Members who place in the top 10 in their event 5 points for each member, maximum of 50 points	50	
TOTAL POINTS EARNED	770	