NEW MEXICO
BUSINESS
PROFESSIONALS
of AMERICA

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

Updated 4/20/2026

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 BPA, 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 passwords/logins for websites has been documented. A list of current contracts and		X	X

	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 standards1-12	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 standards1-3	Met standards 1-4	Met standards1-5
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 BUSINESS PROFESSIONALS of AMERICA

Chapter of the Year Application

Directions

1. **To apply for Chapter of the Year, you must complete and submit the CHAPTER OF DISTINCTION DOCUMENT** and earn a minimum of BRONZE LEVEL for Chapter of Distinction.
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.

Chapter of Distinction	Possible Points	Earned Points
1. Chapter submitted and earned what level of Chapter of Distinction (choose the level earned)		
☐ Bronze Level Chapter of Distinction	10	
☐ Silver Level Chapter of Distinction	20	
☐ Gold Level Chapter of Distinction	30	

Membership	Possible Points	Earned Points
1. New Mexico Alumni Members – Attain ALUMNI Membership Goal (attach current year membership roster, and proof of payment)		
☐ 5-9 members—5 points	5	
☐ 10-19 members—10 points	10	
☐ 20-29 members—15 points	15	
☐ 30+ members—20 points	20	
2. New Mexico Professional Members – Attain PROFESSIONAL Membership Goal (attach current year membership roster, and proof of payment)		
☐ 1-5 members—5 points	5	
☐ 6+ members—10 points	10	
3. Percentage of chapter growth (attach previous year and current year membership rosters, and proof of payment)		
☐ 1-25% of growth—5 points	5	
☐ 26-50% of growth—10 points	10	
☐ 51-75% of growth—15 points	15	
☐ 76-100% of growth—20 points	20	
4. Chapter affiliated 100% of students enrolled in your CTE Class (attach all current year class rosters, current year membership roster and proof of payment) *This means ALL of the students in the advisor's classes are BPA members	20	

Career Awareness	Possible Points	Earned Points
1. Activity to expose BPA members to finance, business administration, management information systems, digital communication & design, management, marketing & communication, and administration professionals (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	10	
2. 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 (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	10	

Leadership Development	Possible Points	Earned Points
1. Participated in BPA Week Activities, 2 points per activity, 10 points max (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	Max 10	
2. Participated in the Torch Awards Program (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	15	
3. Participated in the BPA CARES program (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	15	
4. The chapter presents a flag/banner at the State Conference. (attach documentation, photo of the flag/banner from the previous year)	5	
5. Participated in state officer community service project (5 points for each), maximum 10 points (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	10	
6. Local Chapter Program of Work provided for leadership development (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	10	
7. Students participated and completed the Student Certification Series offered by National BPA. (2 pts per student max of 40 pts) (attach documentation, photos, copies of certification)	Max 40	
8. The chapter has a State Officer	10	
9. The chapter has a National Officer Candidate or State Officer Candidate	10	
10. The chapter participated in the NLC Volunteer Program (attach documentation, photos, explanation of event, program/agenda, and % of membership participation)	10	
Advocacy	**Possible Points**	**Earned Points**
1. Sent letters to state elected officials (State senator, state representative, municipal officials, county officials, US Senator, US Representative) (attach evidence, including photos, explanation of event, program/agenda, % of membership participation)	10	
2. Attended CTSO Day at the Round House or participated in an event with the Legislature or local officials to advocate for BPA (attach evidence, including photos, explanation of event, program/agenda, % of membership participation)	15	
CTE and CTSO Understanding	**Possible Points**	**Earned Points**
1. Made presentation(s) about BPA to local civic group (Kiwanis, Rotary, Toastmaster, Chamber of Commerce, Business/Industry groups) (attach evidence, including photos, explanation of event, program/agenda, % of membership participation) 5 points each, 20 points max	Max 20	
2. Recruited a corporate sponsor for a state competitive event (attach evidence, including sponsorship agreement and proof of payment)	15	
Social Intelligence	**Possible Points**	**Earned Points**
1. Donated to "Ribbons for a Cause" (attach evidence, including photos, explanation of event, program/agenda, % of membership participation)	15	
2. Nominated student for member of the year (attach evidence, including photos, copy of nomination)	10	
3. Nominated person for Honorary Member (attach evidence, including photos, copy of nomination)	10	
4. Promoted our community service project in: (attach evidence) (attach evidence, including photos, explanation of event, program/agenda, % of membership participation)		
☐ School website or digital platform—5 points	5	
☐ Other (specify)—5 points	5	
5. Conducted a member/officer installation event (attach evidence, including photos, explanation of event, program/agenda, % of membership participation)	10	
6. Conducted an awards event for members (attach evidence, including photos, explanation of event, program/agenda, % of membership participation)	10	
Professional Development of Advisor	**Possible Points**	**Earned Points**
☐ BPA Advisor Certification Series—10 points	10	
☐ CTSO Advisor Academy—10 points	10	
☐ NM ACTE Conference—10 points	10	
☐ Fall Leadership Rallies—10 points	10	
☐ NLC Advisor Workshops—10 points	10	
☐ CTSO PED-CCRB Canvas Course—10 points	10	
☐ ACTE Vision Conference—10 points	10	
☐ Other—10 points	10	

Chapter Social Media Presence	Possible Points	Earned Points
(attach evidence of social media accounts and current year posts, screenshots with dates)		
☐ Instagram—10 points	10	
☐ Facebook—10 points	10	
☐ Twitter—10 points	10	
☐ Web page—10 points	10	
☐ LinkedIn—10 points	10	
☐ Other—10 points	10	

BPA Competition	Possible Points	Earned Points
1. Chapter competed at the Regional Level (attach registration invoice for the regional event, and proof of payment)		
☐ 1-20% of chapter, competing at the regional event, 5 points	5	
☐ 21-40% of chapter, competing at the regional event, 10 points	10	
☐ 41-60% of chapter, competing at the regional event, 15 points	15	
☐ 61-80% of chapter, competing at the regional event, 20 points	20	
☐ 81-100% of chapter, competing at the regional event, 25 points	25	
2. Chapter competed at the State Level (attach registration invoice for the state event, and proof of payment)		
☐ 1-20% of chapter, competing at the state event, 5 points	5	
☐ 21-40% of chapter, competing at the state event, 10 points	10	
☐ 41-60% of chapter, competing at the state event, 15 points	15	
☐ 61-80% of chapter, competing at the state event, 20 points	20	
☐ 81-100% of chapter, competing at the state event, 25 points	25	
3. Chapter competed at the previous NLC Level—choose 1, attach registration for the competition (attach registration invoice for the national event, and proof of payment)		
☐ 1-20% of chapter, competing at the national event, 5 points	5	
☐ 21-40% of chapter, competing at the national event, 10 points	10	
☐ 41-60% of chapter, competing at the national event, 15 points	15	
☐ 61-80% of chapter, competing at the national event, 20 points	20	
☐ 81-100% of chapter, competing at the national event, 25 points	25	
4. Chapter organized and/or participated in an event to prepare for the NLC (attach photos and describe the event and a list of who participated)	10	
5. Members who place as a finalist in their event at NLC (attach list of finalists, registration invoice for the National event)		
☐ 1-20% of chapter, competing at the national event, 5 points	5	
☐ 21-40% of chapter, competing at the national event, 10 points	10	
☐ 41-60% of chapter, competing at the national event, 15 points	15	
☐ 61-80% of chapter, competing at the national event, 20 points	20	
☐ 81-100% of chapter, competing at the national event, 25 points	25	
6. Members who place in the top 10 in their event at NLC (attach a list of the top 10, registration invoice for the National event)		
☐ 1-20% of chapter, 5 points	5	
☐ 21-40% of chapter,10 points	10	
☐ 41-60% of chapter, 15 points	15	
☐ 61-80% of chapter, 20 points	20	
☐ 81-100% of chapter, 25 points	25	
7. Members who received Statesman Torch Award (attach a list who applied for stateman and the list of the stateman)		
☐ 1-20% of chapter, 5 points	5	
☐ 21-40% of chapter, 10 points	10	
☐ 41-60% of chapter, 15 points	15	
☐ 61-80% of chapter, 20 points	20	
☐ 81-100% of chapter, 25 points	25	

8. Members who received Ambassador Torch Award (attach list who applied for Ambassador torch award, and the list of Ambassadors) ☐ 1-20% of chapter, 5 points ☐ 21-40% of chapter, 10 points ☐ 41-60% of chapter, 15 points ☐ 61-80% of chapter, 20 points ☐ 81-100% of chapter, 25 points	5 10 15 20 25	
TOTAL POINTS EARNED	**705**	