



HONOR CHAPTER REPORT FORM

Deadline: February 19

A Honor Chapter Plaque will be given at State Conference to chapters that earn 250 to 349 points (200 points will be utilized for 21-22)

A Gold Honor Chapter Plaque will be given to chapters that earn 350+ points (250 points will be utilized for 21-22).

This is the highest honor presented to Indiana Chapters.

This can be completed **DIGITALLY** and uploaded or you can send a hard copy by February 19th.

HONOR CHAPTER RECOGNITION FORM

The Honor Chapter Award is the highest chapter award that can be earned in Indiana Family, Career and Community Leaders of America. The Honor Chapter Award represents a great deal of work and involvement on the part of chapter members, chapter officers and advisers(s). This distinctive honor is awarded only to those who actively participate in the promotion of the mission and purposes of Family, Career, and Community Leaders of America.

Chapter: _____ District _____

School: _____ Chapter President _____

City: _____ Chapter Adviser(s) _____

DIRECTIONS: The Honor Chapter Award Application on every page to be evaluated. There are four sections to this form. Every item within each section requires short explanations, form copies, or pictures to verify points to be awarded. These are called attachments. When an attachment is needed, label the attachment with the corresponding attachment number from this form (Attachment 1, 2, 3, etc.). A separate page is not needed for each explanation or attachment. Items marked with an asterisk (*) are from the prior school year. Please keep the attachments in numerical order.

Submit the application, report form and attachments in a pdf document to indianafccla@gmail.com

Part 1: Chapter Organization

Insert the Self Score

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
A. Affiliated state and nationally Attach affiliation form. (Attachment 1)			
On or before November 1	15	_____	_____
or			
After November 1, before February 1.	5	_____	_____
Maintained or increased previous year's membership.	5	_____	_____
Attach a copy of last year's affiliation form. (Attachment 2)*			
Sponsored and helped to affiliate new chapter. Describe chapter's involvement and assistance on a separate sheet of paper. (Attachment 3)	15	_____	_____

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
B. List of Chapter's Officers/ Leadership (Attachment 4)	10	_____	_____
Involved every member during year with some responsibility. Explain and attach a copy of the chapter program of work or committee assignment sheet. (Attachment 5)	10	_____	_____
C. Chapter Bylaws are current and are in agreement with state bylaws. Attach copy. (Attachment 6)	5	_____	_____
D. Submitted print or electronic media (ie.Web page, e-news, news articles/ releases, School and Community newsletters) at the local level, up to 4 articles, 10 points for each article. (Attachment 7)			
Article 1	10	_____	_____
Article 2	10	_____	_____
Article 3	10	_____	_____
Article 4	10	_____	_____
E. Submitted posts to the Indiana Social Media Sites. (submit screen shots) (Attachment 8)			
Fall - 1	5	_____	_____
Winter - 1	5	_____	_____
Spring - 1*	5	_____	_____
F. Submitted article to Teen Times. Attach copy. (Attachment 9)			
Fall - 1	5	_____	_____
Spring - 1	5	_____	_____

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
G. Utilized association's official rituals (opening, closing, installation of officers and new members, etc.) Include rituals that have been used by your chapter. (Attachment 10)	5	_____	_____
H. Had member representation on local FACS Advisory Committee. Attach list of Committee members. (Attachment 11)	5	_____	_____
I. Had member representation at the following meetings: List members attending each meeting.			
(Attachment 12) - District Meetings			
Fall District Meeting	10	_____	_____
Spring District Meeting	10	_____	_____
(Attachment 13) - State Activities			
Summer Leadership Camp- Did not have	0	_____	_____
Fall Rally	10	_____	_____
Be A Teacher Day-Put members Who plan to attend on 2/25	10	_____	_____
State Leadership Conference*	10	_____	_____
(Attachment 14) - National Activities			
National Leadership Conference	10	_____	_____
Fall National Conference	10	_____	_____
J. Member or chapter involvement in one of these meetings. Show proof <u>beyond</u> total group organized activities such as STAR Events, assisting registration, courtesy corp, programs, workshops, roundtables, etc.			
(Attachment 15) - District Meetings			
Fall District Meeting	10	_____	_____
Spring Meeting*	10	_____	_____
(Attachment 16) - State Meetings			
Summer Leadership Camp-Did Not have	0	_____	_____

Fall Rally	10	_____	_____
Be A Teacher Day	10	_____	_____
State Leadership Conference*	10	_____	_____

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
(Attachment 17) - National Meetings			
National Leadership Conference*	10	_____	_____
Fall National Conference Leadership	10	_____	_____
K. Submitted a candidate application for district office prior to the deadline. District officer applications are submitted to the District Coordinator - postmarked by February 1. (Attachment 18)	10	_____	_____
L. Submitted a candidate application for state office prior to the deadline. State Officer applications are to be submitted to the State Adviser - postmarked by February 1. (Attachment 19)	10	_____	_____
M. Member(s) participated in STAR Events at the State Leadership Conference. Attach list of students participating* (Attachment 20)	10	_____	_____
<u>SUBTOTAL: PART 1</u>	<u>305</u>	_____	_____

PART 2: CHAPTER RESOURCES

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
A. Conducted at least one meeting/ activity to inform new members of FCCLA. Describe the activity and attach a program or an agenda (Attachment 21)	10	_____	_____
B. Utilized FCCLA resources in the FACS curriculum. Attach description. (Attachment 22)	10	_____	_____
C. Have a special place or file system for organization of FCCLA materials. Describe management for these materials. (Attachment 23)	10	_____	_____

	Point Value	Self Score	Evaluator's Score
D. Utilized community service agencies for chapter projects and activities. Attach list and description. (Attachment 24)	10	_____	_____
E. Involved chapter member's parents with chapter activities. Describe briefly how parents are involved. (Attachment 25)	10	_____	_____
F. New members participated in Step One and received national recognition. Attach copy of national letter of recognition. 1-9 members = 5 points, 10+ members = 10 points. (Attachment 26)	10	_____	_____
G. Members participated in Power of One & received state recognition at State Conference*. Attach copy of letter of recognition or State Conference program recognition from prior year. (Attachment 27)	10	_____	_____
H. Utilized Teen Times in classroom. Attach handout/class assignment (Attachment 28)	10	_____	_____
I. Members participated in Skill events/ tests Or Knowledge Bowl At the National Fall Meeting. Attach a list of students with projects. (Attachment 29)	10	_____	_____
J. FCCLA/FCS Dept. participated in FCS Dine In Day. (Attach a picture or flyer, etc) as proof (Attachment 30)	10	_____	_____
Demonstrate chapter promotion (ie. Picture of Chapter t-shirt, Facebook page, chapter website, Chapter brochure/flyer) (Attachment 31)	10	_____	_____
K. Presentation about FCCLA at School Board or Community Organization. Attach meeting agenda and /or picture. (Attachment 32)	10	_____	_____
<u>SUBTOTAL: PART 2</u>	<u>120</u>	_____	_____

PART 3: CHAPTER PROJECTS

Points awarded in this section are for chapter projects promoting the purposes of FCCLA and National, and State Projects. Select three chapter projects, and complete each of the projects listed below. Any of your chapter projects can be used here, even if they have been submitted separately for state and national recognition.

Explain each project using the Planning Process format and specify which FCCLA purpose each project addresses. Describe each project in detail using a separate page for each project. Include verification of project completion.

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
A. Project 1: (Attachment 33)	20	_____	_____
B. Project 2: (Attachment 34)	20	_____	_____
C. Project 3: (Attachment 35)	20	_____	_____
D. STAND UP Project (Attachment 36)	20	_____	_____
E. FCCLA in the Classroom Project - This project must be planned - and carried out by a FACS class. (Attachment 37)	20	_____	_____
F. Student Body Project (Attachment 38)	20	_____	_____
G. Financial Fitness Project (Attachment 39)	20	_____	_____
H. Families First Project (Attachment 40)	20	_____	_____
I. Community Service Project (Attachment 41)	20	_____	_____
J. FACTS (Families Acting for Community Traffic Safety) (Attachment 42)	20	_____	_____
K. Career Connection (Attachment 43)	20	_____	_____
L. FCCLA Week Project (Attachment 44)	20	_____	_____
M. National Outreach Project (Attachment 45)	20	_____	_____
<u>SUBTOTAL: PART 3</u>	<u>260</u>	_____	_____

PART 4: MICELLANEOUS

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
A. Financial contribution made to the organization for special project(s), ie., state contribution. Attach receipt. Chapters can sponsor a STAR Event. The chapter may assist with developing a partnership or find an exhibitor for state conference, who actually pays and attends the state conference. Donation amounts: \$10 to \$25	10	_____	_____
\$26 to \$50	20	_____	_____
\$51 to \$100+ (Attachment 46)	30	_____	_____
B. Financial contribution made to the Jeremy K. Jackson Memorial Scholarship Fund. (Attachment 47)	10	_____	_____
C. Financial contribution made to the Hurst Scholarship Fund. (Attachment 48)	10	_____	_____
D. Financial contribution to other worthy causes, ie., the March of Dimes, local school funds, etc. Attach receipt (Attachment 49)	10	_____	_____
E. Donation to the 75 th Anniversary Banquet Attach a copy of receipt or picture (Attachment 50)	10	_____	_____
F. Bonus: Project 1 - (Attachment 51) Use Guidelines from other Chapter Projects to provide proof.	20	_____	_____

	<u>Point Value</u>	<u>Self Score</u>	<u>Evaluator's Score</u>
G. Bonus: Project 2 - (Attachment 52)	20	_____	_____
H. Bonus: Project 3- (Attachment 53)	20	_____	_____
I. Bonus: Submitted print or electronic media (ie., Web page, e-news, news articles/ releases, School and community newsletters Attach copies of the media and give date of publication, and subject of the article (Attachment 54) (attach 3 additional articles labeled with dates and newspaper)	20	_____	_____
Article 1	10	_____	_____
Article 2	10	_____	_____
Article 3	10	_____	_____
J. Neatness and Organization	20	_____	_____
<u>TOTAL: PART 4</u>	200pts	_____	_____

POINTS TOTAL: POINT VALUE SELF SCORE: EVALUATOR SCORE:

Part 1:	_____ 305 _____	_____	_____
Part 2:	_____ 120 _____	_____	_____
Part 3:	_____ 260 _____	_____	_____
Part 4:	_____ 200 _____	_____	_____
TOTAL:	_____ 885 _____	_____	_____

To qualify for the Indiana Honor Chapter Award, chapters must score **200 points**.
Those chapters scoring **250 points** or more will earn the highest award presented to Indiana FCCLA chapters - The Gold Honor Chapter Award.

HONOR CHAPTER CHECKLIST

ATTACHMENTS	SCORE
<input type="checkbox"/> 1. Affiliation state and national	5/10
<input type="checkbox"/> 2. Maintained or increased membership	5
<input type="checkbox"/> 3. Sponsored/affiliated new chapter	5
<input type="checkbox"/> 4. Chapter Officers/Leadership	10
<input type="checkbox"/> 5. Involved total members w/responsibility	10
<input type="checkbox"/> 6. Chapter Bylaws	5
<input type="checkbox"/> 7. Media - up to 4 @ 10 pts. each	10/40
<input type="checkbox"/> 8. News articles - Exchange - Fall, Winter & Spring	10/30
<input type="checkbox"/> 9. Article to Teen Times - Fall	5
Spring	5
<input type="checkbox"/> 10. Utilized rituals, opening, closing, installation, etc.	5
<input type="checkbox"/> 11. Representation on FACS Advisory Committee	5
<input type="checkbox"/> 12. Members represented at Fall District Meeting	10
Spring District Meeting	10
<input type="checkbox"/> 13. Members represented at Summer Leadership Camp	0
Fall Rally	10
Be A Teacher Day	10
State Leadership Conference	10
<input type="checkbox"/> 14. Members represented at National Meeting	10
Fall National Conference	10
<input type="checkbox"/> 15. Chapter involvement at Fall District Meeting	10
Spring District Meeting	10
<input type="checkbox"/> 16. Chapter involvement in Summer Leadership Camp	0
Fall Rally	10
Be A Teacher Day	10
State Leadership Conference	10
<input type="checkbox"/> 17. Chapter involvement in National Leadership Conference	10
Fall National Conference	10
<input type="checkbox"/> 18. Candidate for District Officer	10
<input type="checkbox"/> 19. Candidate for State Officer	10
<input type="checkbox"/> 20. STAR Events at State Conference	10
<input type="checkbox"/> 21. Inform new members/describe activity	10
<input type="checkbox"/> 22. Utilized FCCLA resources in curriculum	10
<input type="checkbox"/> 23. FCCLA file system of materials	10
<input type="checkbox"/> 24. Used Community Service Agencies for project(s)	10
<input type="checkbox"/> 25. Involve chapter members' parents, describe	10
<input type="checkbox"/> 26. Step One recognition	10
<input type="checkbox"/> 27. Power of One recognition	10
<input type="checkbox"/> 28. Teen Times, Exchange, Adviser, Step One, National Programs	10
<input type="checkbox"/> 29. Participation Skill Events/Knowledge Bowl Cluster	10
<input type="checkbox"/> 30. FCS Dine In Day	10
<input type="checkbox"/> 31. Chapter promotion	10
<input type="checkbox"/> 32. School Board/Community Presentation	10
<input type="checkbox"/> 33. Project promoting goal or purpose	20
<input type="checkbox"/> 34. Project promoting goal or purpose	20
<input type="checkbox"/> 35. Project promoting goal or purpose	20

_____ 36. STAND UP	20
_____ 37. FCCLA in the Classroom Project	20
_____ 38. Student Body Project	20
_____ 39. Financial Fitness Project	20
_____ 40. Families First Project	20
_____ 41. Community Service Project	20
_____ 42. FACTS Project	20
_____ 43. Career Connection Project	20
_____ 44. FCCLA Week Project	20
_____ 45. 75 th Anniversary Project	20
_____ 46. Contribution: Fundraising	10/30
_____ 47. Contribution: Jackson Scholarship	10
_____ 48. Contribution: Rose / Hurst Scholarship	10
_____ 49. Financial: Other worthy causes	10
_____ 50. National Outreach Project Donation	10
_____ 51. Bonus Project - 1	20
_____ 52. Bonus Project - 2	20
_____ 53. Bonus Project- 3	20
_____ 54. Bonus Media Releases - up to 3 @ 10 pts each	10/30
_____ 55. Neatness and Organization	20

TOTAL _____