



Chapter of the Year

This event is designed to recognize chapters that have provided their members the opportunity to participate in a variety of activities that promote the goals of FBLA-PBL.

Eligibility

1. Each local chapter may enter this event, and each chapter must be on record in the FBLA-PBL National Center as paying dues by February 28 of the current school year.
2. Chapters that complete Chapter of the Year will be considered for the Gold Seal Chapter Award of Merit.
3. To be eligible for this award, a chapter must accumulate a minimum number of points on the Missouri FBLA-PBL Outstanding Chapter Recognition/Chapter of the Year form.

FBLA

- **Gold Chapter Awards:** Chapters will be recognized as a Gold Chapter if they obtain at least 450 points on the Missouri FBLA-PBL Chapter of the Year form.
- **Silver Chapter Awards:** Chapters will be recognized as a Silver Chapter if they obtain at least 376 points on the Missouri FBLA-PBL Chapter of the Year form.
- **Bronze Chapter Awards:** Chapters will be recognized as a Bronze Chapter if they obtain at least 301 points on the Missouri FBLA-PBL Chapter of the Year form.
- **Honor Roll:** Chapters will be recognized as a Honor Roll Chapter if they obtain at least 275 points on the Missouri FBLA-PBL Chapter of the Year form.

Middle Level & PBL

- **Gold Chapter Awards:** Chapters will be recognized as a Gold Chapter if they obtain at least 300 points on the Missouri FBLA-PBL Chapter of the Year form.
- **Silver Chapter Awards:** Chapters will be recognized as a Silver Chapter if they obtain at least 201 points on the Missouri FBLA-PBL Chapter of the Year form.
- **Bronze Chapter Awards:** Chapters will be recognized as a Bronze Chapter if they obtain at least 150 points on the Missouri FBLA-PBL Chapter of the Year form.
- **Honor Roll:** Chapters will be recognized as a Honor Roll Chapter if they obtain at least 100 points on the Missouri FBLA-PBL Chapter of the Year form.

Regulations

1. The online entry must be received via the digital submission system (Judgify) by 5:00pm on February 10, 2017.
2. All supporting documentation must be provided based on the information in this guide.
3. All documentation will be reviewed and scrutinized.
4. Chapters will not be awarded points if documentation is inaccurate, insufficient, or incomplete.

Awards

The number of awards presented at the State Leadership Conference will be determined by the number of entries received with validated ratings. There is no national competition for this event. Chapters recognized in the Chapter of the Year program who submitted the Local Chapter Annual Business Report will be considered for the national Hollis and Kitty Guy Gold Seal Chapter Award of Merit.

1) District, State, or National Officer and/or Lead Chapter Adviser

Chapters can obtain points for having state or district officers.

Documentation: Please submit a document stating officer name, level, and position and/or LCA name and position. Maximum: 75 points

- You will receive 50 points for having a current state officer for the 2016-17 school year.
- You will receive 30 points for having a current national officer for the 2016-17 school year.
- You will receive 10 points for having a state/national officer candidate at the 2017 State Leadership Conference.
- You will receive 10 points for having a current 2016-17 district officer who meets all required obligations. Max 20 points.
- You will receive 25 points for having a current year Lead Chapter Adviser.

2) Professional Chapter Meetings

Chapters can obtain points by holding professional chapter business meetings with either a guest speaker or a leadership training activity. These meetings must be professional in nature. Chapter meetings where the primary activity is a social event do not qualify as a professional business meeting. *Documentation: Chapters must submit a copy of the agenda AND minutes from the meeting to receive credit. Maximum: 30 points*

- You will receive 5 points for each professional business meeting your chapter holds.

3) Chapter Management and Organization

Chapters can obtain points by conducting various activities designed to strengthen the chapter during the school year. Maximum: 25 points

- You will receive 5 points for developing a local chapter Program of Work. *Documentation: You must submit a copy of the completed Program of Work Form/Template from the CMH.*
- You will receive 5 points for conducting an officer planning session for new officers during the summer or at the beginning of the school year. *Documentation: You must submit a copy of the schedule/agenda of your officer planning meeting. This may be completed at ELC for FBLA members.*
- You will receive 5 points for developing a chapter budget or an income statement. *Documentation: You must submit a copy of the FBLA-PBL Chapter Budget Form/Template from the Intranet.*
- You will receive 5 points for conducting a new officer installation or new member induction ceremony. *Documentation: You must submit a copy of the program from this ceremony.*
- You will receive 5 points for conducting a FBLA-PBL History Presentation or Emblem Ceremony. *Documentation: You must submit a copy of the agenda from the meeting or a program from the event.*

4) FBLA-PBL Week Activities

Chapters can obtain points for conducting activities during FBLA-PBL Week. Maximum: 25 points

- You will receive 5 points for each activity planned for FBLA-PBL Week. *Documentation: For each FBLA-PBL Week activity, you*

must submit a separate, completed Project Activity Report form/template from the CMH.

5) Social Activity

Chapters can obtain points for participating in a social activity organized by the state and local chapters. This may include one SMLC. *Documentation: You must submit a completed Project Activity Report form/template from the CMH. Maximum: 25 points*

- You will receive 5 points for conducting a social activity for your members.

6) Chapter Membership

Chapters obtain points from their membership totals OR their market share. If market share points are to be used, a letter from the principal, on school letterhead stating the total HS or MS enrollment must accompany the entry. All membership numbers will be verified against national records as of February 28.

Documentation: Submit a printed copy of your chapter roster available from the national website. Maximum: 30 points

- 5 Points for 10-50 members or 10% Market Share
- 10 Points for 51-75 members or 15% Market Share
- 15 Points for 76-100 members or 20% Market Share
- 20 Points for 101-150 members or 25% Market Share
- 25 Points for 151-200 members or 30% Market Share
- 30 Points for more than 200 members or 35% or higher Market Share

7) Membership Recruitment Committee

Chapters can obtain points for creating a committee for membership recruitment and by providing documentation of activities.

Maximum: 10 points

- 5 points: You must submit a roster of committee members, including their membership numbers and positions on the committee and a brief (100 words or less) description of committee activities on a Report Sheet.
- 5 points: Submit a membership brochure, poster, or link to a membership video created by the committee members that is on the school/chapter website or social media page. *Documentation: You must upload a brochure, poster, or 3 screenshots from the video (providing a link is also appreciated.)*

8) Membership Campaigns

Chapters can obtain points for achieving recognition in one of the state or national membership campaigns.

Maximum: 15 points

- You will receive 2 point for each member who submits a Membership Madness online application (recruits 5 new members) by the stated deadline. *Documentation: You must submit a completed online Membership Madness Form.*
- You will receive 5 points for each member who submits a Membership Mania online application (recruits 10 new members) by the stated deadline. *Documentation: You must submit a completed online Membership Mania Form.*

Note that if a member submits both a Membership Madness and a Membership Mania application, they will only receive points for Membership Mania. A member cannot get points for both

Membership Madness and Membership Mania. Note also for Membership Madness and Membership Mania, a recruited member may not be duplicated on any other Madness/Mania application. Additionally, a recruited member cannot include individuals who were members last year. A freshman moving up from Middle Level IS a new member.

9) New Chapter Charter or Reactivation

Chapters can obtain points for chartering new PBL, FBLA or FBLA-ML chapters or reactivating inactive PBL, FBLA or FBLA-ML chapters.

*Documentation: You must complete the form on the submission packet. If you have chartered or reactivated two or more chapters, you should complete the **Local Recruitment of Chapters** application form to receive state and national recognition. Maximum: 10 points*

- You will receive 10 points for chartering a PBL, FBLA or FBLA-ML chapter or reactivating a chapter by February 28. Only one chapter may claim credit for each chapter that is chartered or reactivated.

10) Professional Division Member Recruitment

Chapters can obtain points by recruitment members into the FBLA-PBL Professional Division. This information will be verified against National FBLA membership records. Current and new lifetime professional division members count as one member each. *Documentation: Submit a Report Sheet with the PD member's name and membership ID number.. Maximum: 10 points*

- You will receive 2 point for each Professional Division member affiliated with your chapter by February 28.

11) Publicity

Chapters can obtain points for obtaining publicity of chapter activities in local media. *The publicity items must be primarily about your FBLA chapter activity, and FBLA must be clearly stated in the article. A mere mention about FBLA in the article or a general article about an FBLA member that does not focus on FBLA will not receive any points. Maximum: 30 points*

- You will receive **2 points** for each article appearing in the school or school system newspaper/newsletter or school website. *Documentation: You must submit the actual (copies not accepted) newspaper/newsletter/website article (labeled with the name of the newspaper/newsletter AND the date published). Maximum: 10 points.*
- You will receive **5 points** for each article appearing in a local/community newspaper (must not be published by school system). *Documentation: You must submit the actual (copies not accepted) newspaper/newsletter article (labeled with the name of the newspaper/newsletter AND the date published; pictures without articles do not count).*
- You will receive **5 points** for each television appearance or radio program (does not include school television). *Documentation: You must submit a screenshot of the video or script in the Report Sheet..*
- You will receive **5 points** for developing and publishing a chapter website about your chapter's current year activities. *Documentation: You must submit a link to the website. Note: The website you enter for the Web Site Design event does not count.*

- You will receive **5 points** for developing and maintaining a chapter social media page (Facebook, Twitter, YouTube, etc.). *Documentation: You must submit a link. The URL will be verified and must be active). Note: The page must clearly list school name and FBLA-PBL chapter. Maximum: 5 points.*

12) FBLA Publication Submission

Chapters can obtain points for obtaining publicity of chapter activities in the *Tomorrow's Business Leader* or on the Missouri FBLA website. *Documentation: You must include a copy or screenshot of the article that was published in the Tomorrow's Business Leader. Maximum: 15 points*

- You will receive 5 points for each article that is published in the *Tomorrow's Business Leader* or on the Missouri FBLA-PBL website by the FIRST MONDAY after National FBLA week.

13) Submission of Chapter Pictures

Chapters can obtain points for submitting **digital** pictures to pictures@Missourifbla.org no later than the February 28. Pictures should represent a variety of chapter activities throughout the year, and please include a brief description for each photo in the email. Two (2) points per photo. *Documentation: You must upload the pictures sent in the email(s) the above account.. Maximum: 10 points*

1. Pictures of chapter performing service projects
2. Pictures of members at conferences (one (1) picture per conference attended)
3. Pictures of chapter members interacting with business partners, community leaders, elected officials
4. Pictures of chapter members in leadership activities.

14) Participation in the Missouri FBLA-PBL

Governmental Awareness Project

Chapters can obtain points by involving members of the U.S. Congress or Missouri General Assembly with their chapter meetings and activities. You can also obtain points by having a chapter member serve as a legislative page provided that such paging experience was arranged by FBLA chapter. Points will NOT be given for activities that are simply attending a meeting of the legislator. The legislator must participate in an activity sponsored by the local chapter. Maximum: 25 points

- You will receive 10 points for a state or US legislator participating in a chapter activity. Note: The legislator must actually participate in the chapter activity. No credit will be given for simply inviting a legislator. *Documentation: Letter from legislator verifying attendance OR Photograph and description of activity and a copy of the letter sent to the government official inviting them to the activity.*
- You will receive 5 points for a school board member or system superintendent participating in a chapter activity. Note: The board member or superintendent must actually participate in the chapter activity. No credit will be given for simply inviting an individual. *Documentation: Letter from official verifying attendance OR Photograph and description of activity and a copy of the letter sent to the government official inviting them to the activity.*

- You will receive 1 point for each member who participates in the Missouri FBLA-PBL/MoACTE Day at the Capitol in February. *Documentation: List of members who attended as well as a picture of these members at the Capitol.*

15) Community Service Projects

Chapters will obtain points for each service project benefiting your community that is not a fundraising project. *Documentation: For each community service project activity, you must submit a separate, completed Report Sheet. Maximum: 25 points*

- You will receive 5 points for each service project benefiting your community.

16) School Service Projects

Chapters will obtain points for each service project benefiting your school, another school organization, or school's faculty or staff that is not a fundraising project, unless funds are being raised for your school. *Documentation: For each community service project activity, you must submit a separate, completed Report Sheet. Maximum: 25 points.*

- You will receive 5 points for each service project benefiting your school (not fundraising)
- You will receive 5 points for partnering with another CTSO (SKILLS, DECA, FCCLA, FFA, HOSA, and TSA) on a school service project. Other organizations such as Student Council, National Honor Society, BETA, FEA, etc. do not qualify as a CTSO.

17) Participation in Missouri FBLA-PBL State Service Project

Chapters can obtain points for raising money and developing educational programs about the March of Dimes, our Missouri FBLA State Service Project. *Maximum: 15 points*

- You will receive **2 points** for each \$25 your chapter raised and contributed to the March of Dimes between May 1 and February 28, according to your March of Dimes fundraising form. *Documentation: Attach a copy of your fundraising forms, state entry and/or a copy of the check used for payment.*
- You will receive **2 points** for each \$25 your chapter raised and contributed to Camp Quality of your local children's hospital between May 1 and February 28, according to fundraising forms. *Documentation: Attach a copy of your fundraising forms, state entry and/or a copy of the check used for payment.*
- You will receive **5 points** for conducting a March of Dimes educational activity at your school. You will receive credit for only one educational activity. *Documentation: Submit a completed Report Sheet.*
- You will receive **5 points** for submitting a Main Street Missouri report form to the State Office by February 28. *Documentation: Submit a completed Report Sheet.*
- You will receive **5 points** for submitting an Honor the Legacy, Support the Troops report form to the State Office by February 28. *Documentation: Submit a completed Report Sheet.*

18) Participation/Recognition at 2016 State Leadership Conference

Chapters can obtain points for receiving recognition at the 2016 State Leadership Conference. All entries will be verified against official state records. *An ENTRY is defined as an individual/team /chapter submission in a competitive event. For example, a team of two students entering Desktop Publishing counts as only one entry. A chapter submission of a chapter report counts as only one entry. If two different students compete in an online objective test event, each student will count as a separate entry. Maximum: 50 points.*

- You will receive 5 points for placing First – Tenth place in a competitive event at the 2016 State Leadership Conference.
- You will receive 1 points for each competitive event entry that competes but does not place at the 2016 State Leadership Conference.
- You will receive 5 points if your adviser served as an event administrator or assistant at the 2016 State Leadership Conference. *Documentation: To receive these points, you should include a statement from adviser listing name of adviser and event administered. Maximum: 5 points.*

19) Participation/Recognition at 2016 National Leadership Conference

Chapters can obtain points for receiving recognition at the 2016 National Leadership Conference. *An ENTRY is defined as an individual/team /chapter submission in a competitive event. For example, a team of two students entering Desktop Publishing counts as only one entry. A chapter submission of a chapter report counts as only one entry. If two different students compete in an online objective test event, each student will count as a separate entry. Maximum 50 points*

- You will receive 15 points for placing First – Tenth Place in each National FBLA Competitive Event.
- You will receive 10 points for receiving a Gold Seal Award of Merit, an Outstanding Chapter Award recognition, achieving Who's Who in FBLA or BAA-America, CMAP President, or MAP Enterprise recognition, for winning a Distinguished Business Leader Scholarship, receiving the Achievement level of the CSA, or for being a top 12/15 event finalist.
- You will receive 5 points for each entry competing in but not placing in that event (does NOT include open testing events).
- You will receive 2 points per member (advisers and chaperones do not qualify) attending the 2016 NLC but not competing in an individual or team event.
- You will receive 5 points for your chapter's participation in the 2016 NLC Bootcamp hosted by the state (student(s) must participate; adviser attendance only does not count).

20) Participation at 2016 Executive Leadership Conference

FBLA Chapters can obtain points by participating in the 2016 Executive Leadership Conference. *Maximum: 30 points*

- You will receive 5 points for each officer attending Missouri FBLA ELC.

21) Participation at the 2016 Show-Me Leadership Conference.

All entries will be verified against official state records. *Maximum: 50 points*

- You will receive 2 points for each member registered (advisers and chaperones do not qualify).

22) Participation at 2016 National Fall Leadership Conference

Chapters can obtain points for each member that attends a 2016 FBLA-PBL National Fall Leadership Conference. This information will be verified against official state records. Maximum: 50 points

- You will receive 10 points for each member registered (advisers and chaperones do not qualify).

23) Participation/Recognition at 2017 District Leadership Conference

Chapters can obtain points for receiving recognition at the 2017 District Leadership Conference. This information will be verified against official state records. *An ENTRY is defined as an individual/team /chapter submission in a competitive event. For example, a team of two students entering Desktop Publishing counts as only one entry. A chapter submission of a chapter report counts as only one entry. If two different students compete in an online objective test event, each student will count as a separate entry.* Maximum: 50 points

- You will receive 5 points for every competitive event entry that places First-Fifth place. You will also receive 5 points for any at-large SLC qualifying entry that places outside the top five.
- You will receive 2 points for entry competing but not placing at the District Leadership Conference.

24) Participation in BAA/CSA/MAP/CMAP

Chapters can obtain points for members participating in the Membership Achievement Program (MAP), Business Achievement Awards (BAA), Community Service Awards (CSA), or Career and Membership Achievement Program (CMAP) by February 28. Maximum 100 points

FBLA

- You will receive 15 points for each member who achieves the America level of the BAA Member Recognition Program for 2016-17 or who is current member and past recipient of the award.
- You will receive 10 points for each member who achieves the Leader level of the BAA Program for 2016-17.
- You will receive 5 points for each member who achieves the Business level of the BAA Program for 2016-17.
- You will receive 1 point for each member who achieves the Future level of the BAA Program for 2016-17.

Middle Level

- You will receive 15 points for each member who achieves the Enterprise level of the MAP Member Recognition Program for 2016-17 or who is a current member and past recipient of the award.
- You will receive 10 points for each member who achieves the Business level of the MAP Member Recognition Program for 2016-17.
- You will receive 5 point for each member who achieves the Entrepreneur level of the MAP Member Recognition Program for 2016-17.

PBL

- You will receive 15 points for each member who achieves the President level of the CMAP Member Recognition Program for 2016-17 or who is a current member and past recipient of the award.
- You will receive 10 points for each member who achieves the Executive level of the CMAP Member Recognition Program for 2016-17.
- You will receive 5 points for each member who achieves the Director level of the CMAP Member Recognition Program for 2016-17.

CSA

- You will receive 15 points for each member who achieves the Achievement level of the 2016-17 CSA program.
- You will receive 10 points for each member who achieves the Service level of the 2016-17 CSA program
- You will receive 5 points for each member who achieves the Community level of the 2016-17 CSA program

25) Participation in 2016-17 State Projects

Chapters can obtain points for participating in the Missouri FBLA-PBL State Projects. You will receive 5 points for each program or project in which your chapter participates. *Documentation: You must submit a completed Missouri FBLA State Project Form.* Maximum: 15 points

26) Participation in National Program or Project

Chapters can obtain points for participating in National Programs or Projects. *Documentation: Submit a copy of the national project form and/or copy of registration/results from the games/challenges.* Maximum: 15 points

- You will receive 5 points for each program or project in which your chapter participates.

The following projects qualify for consideration:

- Adviser Wall of Fame
- Applying for March of Dimes Mission LIFT Grants
- Knowledge Matters Virtual Business Challenge
- Brainbench Certification
- FBLA-PBL Stock Market Game (from www.fbla-pbl.org)
- Go Green Project
- FBLA National Scholarship Fund
- American Enterprise Day
- ACTE Student Awards

27) Contribution to Missouri FBLA-PBL Conference Sponsorship Project

Chapters can obtain points by making contributions to the Missouri FBLA or PBL Sponsorship Project. All conference sponsorship contributions must be made payable to Missouri FBLA or Missouri PBL and mailed so they are received no later than February 28 to Missouri FBLA-PBL, PO Box 480, Jefferson City MO, 65102.

Documentation: Submit a copy of the submission form from the Missouri FBLA website. Maximum: 50 points

- You will receive 10 points for every \$50 in sponsorship dollars secured or donated by the local chapter.

28) Contribution to Missouri FBLA-PBL Scholarship Fund

Chapters can obtain points by making contributions to Missouri FBLA scholarships, specifically the Joanne Newcomer scholarship fund. All scholarship fund contributions must be made payable to Missouri FBLA and mailed so they are received no later than February 28 to Missouri FBLA-PBL, PO Box 480, Jefferson City MO, 65102.

Documentation: Submit a copy of the submission form from the Missouri FBLA-PBL website. Maximum: 50 points

- You will receive 10 points for each \$50 contribution secured or donated by chapter to the Missouri FBLA Scholarship Fund.

29) Contribution to Missouri FBLA-PBL Conference Assistance Program

Chapters can obtain points by obtaining donations or contributing \$50 or more to the Missouri FBLA-PBL Conference Assistance Program. Contributions may come from corporate sponsors/royalties or local chapters. All Conference Assistance Program donations must be made payable to Missouri FBLA and mailed so they are received no later than February 28 to Missouri FBLA-PBL, PO Box 480, Jefferson City MO, 65102. *Documentation: Submit a copy of the submission form from the Missouri FBLA website. Maximum: 30 points for \$50+ donation.*

30) Participation in the Missouri FBLA-PBL Connecting Chapters Project

Chapters can obtain points by participating in a project with a chapter from another level with FBLA-PBL. You must conduct a joint project with an FBLA – Middle Level chapter within its local attendance zone or with a neighboring Phi Beta Lambda (PBL) chapter if there is not an FBLA – Middle Level chapter. Chartering or reactivating a chapter at another level will satisfy this requirement.

Note: Simply traveling with a FBLA – Middle Level chapter to a conference does not qualify as a Connecting Chapters project.

Documentation: You must submit a completed Project Activity Report form/template from the Intranet. Please note that joint chapter activities with another high school FBLA/ML/PBL chapter does not qualify. Maximum: 30 points

- You will receive 10 points for each joint project you conduct with another FBLA-Middle Level (ML) chapter or a Phi Beta Lambda (PBL) chapter. *Documentation: Please submit a Report Sheet.*

<p>All documentation submitted for Chapter of the Year consideration MUST be submitted as written in this guide by the approved deadline.</p>
--