

CHAPTER INCENTIVE APPLICATION - 2017

Chapter:	Kirtland Central High School	Advisor:	Lisa Lucero
School:	Kirtland Central High School	CTSO:	BPA

		For Review Board Use ONLY				
Chapter Practice (completed by all applicants)	Advisor Initials	1 (did not meet)	2 (met some, has room for improvement)	3 (met all)	4 (above average on some)	5 (exceeds)
CORE Training Attendance (Two students members and one advisor)						
Initial membership submitted by December 1st (five members, one advisor)						
Local Chapter Bylaws						
Local Chapter Officers with Contact Info. & Elected Positions						
Program of Work with Chapter Budget						
Agenda from Two Chapter Meetings						
Minutes from Two Chapter Meetings						
CTSO as Part of the Curricula						
Fundraising Activity						
Published News Article (local, school, web, other) prior to December 5th						
CTSO Info Included on School Calendar						
Membership Recruitment Activity prior to December 1						
Meeting or presentation to administrators and/or school board						
Benefit of Award statement						

Additional Requirements — (For those chapters who have participated in a CTSO for more than 3 years)						
Community Service/Service Learning Project						
Receipt of Two Chapter Sponsorships						
Detailed Plan on How your Chapter Intend to Grow						

Expansion Incentive	CTLP Business Manager	Initial Payout received
Membership growth was greater than 10% within the current academic year.		
Proven evidence of recruiting a new CTSO chapter (must be an active chapter)		

CHAPTER INCENTIVE PROGRAM

DESCRIPTION

In order to encourage strong foundational practices, the New Mexico Career Technical Leadership Project (NM CTLP) has established the Chapter Incentive Program. **The intent of the program is to strengthen and develop quality Career Technical Student Organizations (CTSOs) in the six organizations served by the project: BPA, DECA, FCCLA, HOSA, SkillsUSA, and TSA.** All middle schools, high schools, and post-secondary chapters affiliated with the CTLP project are eligible to participate in the incentive program (**limit of one application per organization within a school**).

In order to receive funding, chapters will submit a complete application packet with supporting documentation by **December 5th**. No late or incomplete applications will be accepted. Evidence needs to be a clear, complete example of the requirement in order to be counted as part of your application. If you have questions regarding your documentation, please contact your Mentor Advisor, State Advisor or refer to the training documentation that was distributed at Advisor Academy (also available on our website). In addition to your application, a **Benefit of Award statement** is required. This statement will explain, using a specific measurable, how the grant funds will help your chapter. (i.e. This Chapter Incentive money will help us reduce individual costs for Conferences which will allow us to expand the number of students who attend. Our hope is to reduce cost enough to bring 10 additional students to State Conference.)

FOR NEW CHAPTERS THAT HAVE BEEN ESTABLISHED WITHIN 0 TO 2 YEARS OF THE CHAPTER INCENTIVE PROGRAM, THE FOLLOWING SUPPORTING DOCUMENTATION MUST ACCOMPANY THE APPLICATION:

PARTICIPATION

- CORE Training in October (at least two student members and one advisor).
- Initial membership affiliated and submitted by **December 1st** with minimum membership of five members & one advisor or the minimum according to the national bylaws established by the CTSO. Submit a copy of your membership roster printed from the national affiliation site.

EVIDENCE OF PRACTICES

- Local Chapter Bylaws
- Local Chapter Officers with Contact Information & Elected Positions
- Program of Work with Chapter Budget
- Agenda from Two Chapter Meetings
- Minutes from Two Chapter Meetings
- CTSO as Part of Curricula (Show example of how you integrate your CTSO into your classroom curriculum...this should not just be an introduction to the CTSO. Show specific examples of your CTSO curriculum included within your lesson plans)
- Fundraising Activity
- Published News Article (local, school, web, other) prior to **December 5th**
- CTSO Information Included on School Calendar

- Membership Recruitment Activity prior to **December 1st**
- Meeting or presentation to Administrators and/or School Board prior to **December 5th**, include agenda or outline of meeting, PowerPoint, etc.
- Benefits of Award statement

FOR THOSE CHAPTERS WHO HAVE PARTICIPATED IN A CTSO FOR MORE THAN 3 YEARS WILL COMPLETE THE ABOVE REQUIREMENTS IN ADDITION TO THOSE LISTED BELOW:

ADDITIONAL REQUIREMENTS FOR ESTABLISHED CHAPTERS

- Community Service/Service Learning Project
- Receipt of Two Chapter Sponsorships
- Detailed Plan on How the Chapter Intends to Grow (i.e. increase State Conference attendance, student competition preparation, membership growth, possible State Officer campaign)

EXPANSION INCENTIVE

In an effort to incentivize chapter growth, we are rolling out a membership incentive portion to the Chapter Incentive Program. This portion will not be paid out until May in order to gather accurate membership data.

To be eligible for the membership incentive, you must have a completed and approved Chapter Incentive Application and submitted total membership by **December 5th**. However, members can be added throughout the year until your specific CTSO affiliation deadline, but those numbers will not count towards the membership growth if affiliated after the **December 5th** application deadline.

Additional incentive funds will be rewarded as follows:

- Chapters showing a growth in membership greater than 10% over last year will receive a minimum of \$250 in addition to their Chapter Incentive payout.
- Evidence showing the recruitment of a new CTSO Chapter (BPA, DECA, FCCLA, HOSA, TSA or SkillsUSA). The recruited chapter must pay dues for at least twelve affiliated members. The mentor chapter will receive an additional \$1,000 to their Chapter Incentive payout. Evidence must correlate with the current school year to be eligible for this incentive. One payout per mentor chapter.

PAYOUTS ARE BASED UPON THE NUMBER OF COMPLETE APPLICATIONS. CTLP HAS SET ASIDE A PORTION OF THEIR BUDGET FOR THE CHAPTER INCENTIVE PROGRAM AND WILL DISPERSE THE ENTIRE AMOUNT, EVENLY, AMONG THE CHAPTERS WHO QUALIFY. FOR THIS REASON, CTLP IS UNABLE TO GIVE A SPECIFIC AWARD AMOUNT UNTIL IT IS KNOWN HOW MANY CHAPTERS APPLY WITH COMPLETE APPLICATIONS.

MAIL COMPLETED APPLICATIONS TO:

CAREER TECHNICAL LEADERSHIP PROJECT
 1500 S. AVE K
 ENMU – STATION 61
 PORTALES, NM 88130
 ATTN: CHAPTER INCENTIVE PROGRAM



Updated August 2016