National Program Award Application Tips

Would your chapter like to be nationally recognized for your accomplishments in FCCLA? By submitting a National Program Award Application, you give your chapter the chance to be recognized on stage at the National Leadership Conference and receive a cash award.

WHAT TO DO AT THE BEGINNING OF YOUR PROJECT

1.) **Learn about the National Program Awards**. You can learn about our national program awards by visiting https://fcclainc.org/engage/national-programs.

2.) **Read these important documents**:

Program Award Application Terms and Conditions (page 3)

Frequently Asked Questions (pages 4-5)

3.) **Preview the award application** and share it with your chapter and adviser, so you understand what you'll be evaluated on. To preview the application, log onto the FCCLA affiliation system (see directions below) and print out a blank copy of the application. You can also save it as a Word document and update it throughout the project.

WHAT TO DO DURING YOUR PROJECT

- Remember to take plenty of pictures while your chapter is participating in the program. We want to see what your chapter did, not just hear about it.
- Make sure to keep up with the amount of people participating, your media efforts, and what kind of impact was made in your community after the program completion. (Refer to the application for specific requirements). Understanding the impact your project made in your community will help us better recognize your chapter for their accomplishments.
- Be mindful of the **March 1st deadline** and be sure to schedule time before that date with your adviser to allow plenty of time for them to submit the application. Have all photos and attachments ready to go and in the proper file format.

WHAT TO DO ONCE YOUR PROJECT IS COMPLETE

Your chapter is just **three steps** away from recognition.

Step One: Log on to the FCCLA affiliation system found here:

Chapter Login: https://affiliation.registermychapter.com/fccla#

Members Login: https://affiliation.registermychapter.com/fccla/members#

Step Two: Select the "Programs Awards" tab and choose the award you wish to apply for.

Step Three: Fill out the required fields and hit submit (no later than **March 1st** deadline).

Helpful Tips

- Print the preview application save it in a Microsoft Word document to ensure your work is saved, then copy and paste directly into the online award system.
- Be specific in your application, it is important to provide as much information about your project as possible in the application. This will help us gain a better understanding on your chapter's goals and initiatives.
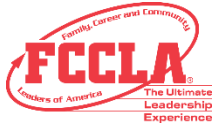
INDIVIDUAL AWARDS AND RECOGNITION

Power of One

FCCLA offers national recognition to individual chapter members who complete all five FCCLA Power of One units. This honor includes special recognition on the FCCLA website and at the National Leadership Conference. To gain recognition, follow these steps:

1. Member completes all Five Units for Power of One
2. Members submits the Five Unit Recognition Application to their Chapter Adviser
   a. The application is available in the Power of One Program Guide. The guide is available for free here: https://fcclainc.org/engage/national-programs
3. Chapter Adviser logs onto the FCCLA Portal and checks off the names of members who have completed Power of One. (Go to Program Awards tab, click on Power of One, Apply Now, then view list of all members). At that time, the Adviser should also include a link to view their member's applications on a document sharing site such as Google or Dropbox.
4. Power of One Certificates for each recipient are made available to Chapter Advisers by **early June.**

For more information about applying for National Program Awards check out the Frequently Asked Questions or email us at programs@fcclainc.org. Thank you for participating in FCCLA's National Programs and good luck with your projects!

Family, Career and Community Leaders of America
Program Award Application Terms and Conditions

Projects will be disqualified for award consideration for failing to follow the guidelines listed below.

1. For award consideration, applications must be submitted by March 1.
2. The FCCLA affiliation Program Award tab will automatically close March 1, 5:00 p.m. EST.
3. Projects must be carried out between March 1 of the preview academic year and March 1 of the current academic year (i.e. March 1, 2020 – March 1, 2021)
4. All entries must be submitted through the FCCLA Portal; they will not be accepted in any other format.
5. A project may not be submitted for more than one FCCLA national award.
6. A chapter may only submit one application for each national award.
7. A chapter project that is similar in concept may not be submitted consecutively for award consideration, nor submitted by two chapters with the same adviser.
8. PROJECTS COMPLETED BY BOTH MIDDLE AND HIGH SCHOOL STUDENTS MUST BE SUBMITTED AS A HIGH SCHOOL PROJECT.
9. Applications must reflect the work of FCCLA members. All applicants must be nationally affiliated with FCCLA by March 1. National FCCLA will verify affiliation at national headquarters.
10. Attaching photos are required, additional attachments will not be considered as part of the application.
11. Winners will be selected based on their written presentation. Evaluator's decisions are final.
12. All projects become the property of FCCLA which reserves the right to publish names, pictures, and quotes in national materials to the public.

Frequently Asked Questions

Getting Started

Where are the National Program Award Applications located?

Applications are located on the FCCLA Portal:

      Chapter Login: https://affiliation.registermychapter.com/fccla#

      Member Login: https://affiliation.registermychapter.com/fccla/members#

What is the time period for project development and completion?

Projects must be carried out between March 1 of the previous academic year and March 1 of the current academic year.

Filling Out an Application

Is there a rubric?

Yes. There is a rubric available for each program award application. To view the rubric, open an application and click the link given at the top of the application.

Will I be able to save my work? How?

Yes. You will be able to save your work at any point during the application process, and return to work on your application later. When you are ready to save work, simply hit the "Save" button on the bottom of each award application page. It is a good idea to periodically save your work should you encounter internet problems.

Will the application perform spell check?

Yes. Although there is spell check on the applications, we still suggest you use a word processing program with spell check, such as Microsoft Word.

I have filled out the application, but need to print a copy for my records. How do I do so?

When you are finished filling out the program award application. Simply print the web page that you are currently on.

My state would like a copy of my completed application, how should I send it?

Your state adviser will have their own log-in information that allows them to view and/or print your award application(s).

<u>Recognition</u>

When and where will the winning projects be listed?

All applicants will be notified of their results by email by April 15. The winning projects will be posted on the national website by the first week of May.

Still have questions? Email us at programs@fcclainc.org.