



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 www.fcclainc.org, then click on “Programs.” From there, select the individual program your chapter is interested in doing a project for (i.e. Career Connections, Student Body, FACTS, etc.). Each program webpage has an “Awards” section, detailing the types of awards available and the instructions and deadlines for applications.
- 2.) **Read these important documents:**
Frequently Asked Questions - <http://fcclainc.org/programs/faqs.php>
Program Award Application Terms and Conditions
- 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, ask your adviser to 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: Your Chapter Adviser logs on to the FCCLA affiliation system found here:
<https://affiliation.registermychapter.com/fccla#>

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.

Sign Up as an Award Evaluator!

Have you ever wondered what other chapters do for the FCCLA National Programs? Well here is your chance to gain some project ideas to incorporate into your classroom! Each spring, FCCLA is seeking nationally affiliated advisers and student members to help with the electronic Program Award evaluation process, which will take place mid-March. Evaluations are done online. Sign up here:

https://www.surveymonkey.com/r/18_19_Program_Award_Eval

For more information about applying for National Program Awards check out the Frequently Asked Questions here: <http://fcclainc.org/programs/faqs.php> or email ProgAwards@fcclainc.org.

Thank you for participating in FCCLA's National Programs and good luck with your projects!

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, here are the steps:

- FCCLA Member completes all Five Units of Power of One
- FCCLA Member submits the Five Unit Recognition Application to their Chapter Adviser
- 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; simply check off names of students who completed it and hit Submit.)
This must be done by March 1.
- Power of One Certificates emailed to Chapter Advisers from FCCLA National **by early June.**



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, 2018 and March 1, 2019.
4. All entries must be submitted through the [FCCLA affiliation system](#); 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, 2019. 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.