

***BLANK APPLICATION ***

Use to prepare information but **MUST** apply online ***



Application represents the work of (select one): Chapter or Section

Name of School: _____

Chapter E-mail address (required): _____

Primary Contact Advisor's Name: _____

School Address: _____

School City: _____ State: _____ Zip: _____

School Telephone number (including area code): _____

Cell Phone number (required): _____

Number of unduplicated student enrollment in courses eligible for SkillsUSA membership: ____

Total SkillsUSA membership as indicated above by chapter or section: (auto-fill from registration site)

Note: To qualify for Level 1, the Quality Chapter Award, a chapter or section must conduct at least one activity related to each of the three SkillsUSA framework components.

CERTIFICATION:

We hereby certify that all claims and information reported in this application are true and accurate.

Electronic Signature: The parties may execute this application electronically – equaling to the same degree as a handwritten signature – by using the following process to create an electronic symbol signifying intent. At the end of the line marked “Electronic Signature” (**Replace Empty Box with Blackened Box- simply copy and paste black box ■** or select font style windings and type lowercase letter “n” to insert black box).

Chapter President Name: (Print) _____

Chapter President Electronic Signature (**Replace Empty Box with Blackened Box Here**): ■

Chapter Secretary Name: (Print) _____

Chapter Secretary Electronic Signature (**Replace Empty Box with Blackened Box Here**): ■

Chapter Advisor Name: (Print) _____

Chapter Advisor Electronic Signature (**Replace Empty Box with Blackened Box Here**): ■

Superintendent or Principal Name: (Print) _____

Superintendent or Principal Electronic Signature (**Replace Empty Box with Blackened Box Here**): ■

Chapter Excellence Program (CEP) Instructions

Level 1

Each chapter/section must submit Level 1 applications for evaluation to compete for the Quality Chapter category.

Chapter Excellence Program Level 1 - Quality Chapter Award

Quality Chapter Indicators	
Chapter paid membership dues	YES/NO
All section/program advisors paid professional dues to SkillsUSA	YES/NO
The chapter elected chapter officers	YES/NO
The chapter conducted well-planned, regularly scheduled chapter meetings	YES/NO
The chapter completed a projected budget (list of planned income and expenses for the year)	YES/NO
The chapter completed a Program of Work (list of planned chapter activities for the year)	YES/NO

Framework Component 1 – Personal Skills

The purpose of this component is to encourage students to develop essential values, personality traits, and personal characteristics for success in life.

List One Major Activity:

Select the Personal Skills the activity developed in students (required field):

- Integrity
- Work Ethic
- Professionalism
- Responsibility
- Adaptability/Flexibility
- Self-Motivated

Framework Component 2 – Workplace Skills

The purpose of this component is to encourage students to develop essential attitudes and abilities for success in the workplace.

List One Major Activity:

Select the Workplace Skills the activity developed in students (required field):

- Communication
- Decision Making
- Teamwork
- Multi-Cultural Sensitivity and Awareness
- Planning, Organizing and Management
- Leadership

Framework Component 3 – Technical Skills

The purpose of this component is to encourage students to develop essential knowledge and competencies for success on the job.

List One Major Activity:

Select the Technical Skills the activity developed in students (required field):

- Computer and Technology Literacy
- Job Specific Skills
- Safety and Health
- Service Orientation
- Professional Development

Level 2

Taking it a step further, Level 2 requires the chapter/section to describe a major activity conducted under each Framework component – personal, workplace and technical - that best fits the development of that activity.

Major activities described in Level 2 **must be different** than those listed in Level 1. Chapters/sections may use activities or parts of activities **only one time** in Level 2. There must be a different and distinct activity that relates to essential elements under each of the framework components. If an activity or part of an activity is listed twice, the application will receive a 10-point deduction in the duplicated framework component areas. **There is a 25-point deduction for not selecting the essential elements in Level 2.**

Chapter Excellence Program Level 2 – Chapter of Distinction

Essential Requirements	
Conducted chapter officer training	YES/NO
Conducted a chapter recruitment activity (i.e. membership drive, middle school presentation)	YES/NO
Members are engaged in committee structure to implement chapter activities	YES/NO
Plan to participate in State Leadership and Skills Conference	YES/NO

Chapter of Distinction Indicators (Must answer YES to at least seven of the following 14 indicators)	
75% of eligible students are SkillsUSA members (auto-fill from registration site)	YES/NO
Held executive committee meetings with local chapter officers	YES/NO
Conducted an activity to engage business and industry partners	YES/NO
Students attended Fall Leadership Conference	YES/NO
Chapter members attended one activity above the chapter level excluding Fall Leadership Conference	YES/NO
A report of chapter activities/accomplishments is presented to the school board	YES/NO
Held SkillsUSA local technical area Championships	YES/NO

Held SkillsUSA local leadership/occupational area Championships	YES/NO
Celebrated SkillsUSA Week through chapter activities	YES/NO
One or more articles were published in local media	YES/NO
Local chapter has a social media or web presence	YES/NO
Has a candidate for state office	YES/NO
A chapter awards program or banquet is conducted on the local level in which all members may attend	YES/NO
Participates in Career Essentials: Experiences	YES/NO

Activity One (Personal Skills)

Name of Activity:

A. Which framework elements apply to the activity? (Check all that apply)

Personal Skills	<input type="checkbox"/> Integrity	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Adaptability/Flexibility
	<input type="checkbox"/> Work Ethic	<input type="checkbox"/> Responsibility	<input type="checkbox"/> Self-Motivated

A. What were the goals of the activity? (Need 3 SMART goals)

B. Plan of Action (who, what, when, where)

C. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

Activity One

Name of Activity:

Picture

Caption

Activity Two (Workplace Skills)

Name of Activity:

A. Which framework elements apply to the activity? (check all that apply)

Workplace Skills

Communication

Decision Making

Teamwork

Multi-Cultural Sensitivity
and Awareness

Planning, Organizing
and Management

Leadership

B. What were the goals of the activity? (Need 3 SMART goals)

C. Plan of Action (who, what, when, where)

D. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

Activity Two

Name of Activity:

Picture

Caption

Activity Three (Technical Skills)

Name of Activity:

A. Which framework elements apply to the activity? (check all that apply)

Technical Skills grounded in academics

- | | |
|-----------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Computer and Technology Literacy | <input type="checkbox"/> Service Orientation |
| <input type="checkbox"/> Job Specific Skills | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Safety and Health | |

B. What were the goals of the activity? (Need 3 SMART goals)

C. Plan of Action (who, what, when, where)

D. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

Activity Three

Name of Activity:

Photo
Caption