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 - http://fcclainc.org/programs/documents/ProgramAwardTermsConditions.pdf

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.

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!