



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:

Program Award Application Terms and Conditions (page 3)

Frequently Asked Questions (page 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, 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 2 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 2** 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 earn recognition:

- 1.) Member completes all Five Units of Power of One.
- 2.) Member submits the Five Unit Recognition Application to their Chapter Adviser.
 - The application is available in the Power of One Program Guide.
- 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; simply check off names of students who completed an application and hit Submit). At that time, the Adviser should also upload all of their member’s applications. **This must be done by March 2.**
- 4.) Power of One Certificates for each applicant made available to Chapter Advisers **by early June.**

Looking for inspiration? Sign up as an Award Evaluator!

Have you ever wondered what other chapters are doing for their FCCLA national program projects? Well here is your chance to find out! Each spring, FCCLA seeks out chapter advisers and student members like you to help with the evaluation process. Starting in mid-March, volunteers participate by reading and scoring applications through FCCLA’s online Portal. Visit our website to learn how to sign up and take back new ideas for your chapter.

For more information about applying for or evaluating national program awards email us at ProgAwards@fclclainc.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 2.
2. The FCCLA affiliation Program Award tab will automatically close March 2, 5:00 p.m. EST.
3. Projects must be carried out between March 2 of the previous year and March 2 of the current school year (i.e. March 2, 2019 – March 2, 2020).
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 2. 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.



National Program Award Applications Frequently Asked Questions

GETTING STARTED

Where are the National Program Award Applications located?

Program Award Applications are located online on the FCCLA affiliation system:
<https://affiliation.registermychapter.com/fccla#>

How do I login in?

Your Chapter Adviser will log into the FCCLA [Portal](#) to submit your award application.

First Time Chapter Affiliation: If you are affiliating a new chapter - please click on the "First Time Chapter Affiliation" button and follow the on-screen instructions carefully.

Returning Users: Enter your Username and Password and click on the Login button.

FILLING OUT AN 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.

RECOGNITION

When and where will the winning projects be listed?

The winning projects will be posted on the national website under each program tab by mid-April.

When will I receive my letter and certificate?



The Program Award recipients will receive an email including information about the National Leadership Conference by mid-April. All other applicant emails will be sent by the first week of May. PLEASE CHECK SPAM FILTERS AND SCHOOL BLOCKS!

Who do I contact if I never receive my letter and/or certificate?

Please email progawards@fcclainc.org.

MISCELLANEOUS

What is the time period for project development and completion?

Projects must be carried out between March 2 of the previous academic year and March 2 of the current academic year.

Am I able to access my completed applications from last year once I sign on this year?

Yes. Any applications SUBMITTED in the previous year will be available in the Archive section of the affiliation system.

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).