Ultimate Chapter Award – Opportunities Checklist

This checklist is designed to help your chapter track and complete the various opportunities required to earn the FCCLA Ultimate Chapter Award. Each opportunity listed contributes points toward the award, and this resource provides a clear and organized way to monitor your chapter's progress throughout the year.

As you work through the checklist, be sure to review the detailed descriptions provided for each opportunity. These descriptions offer concise guidance on what your chapter needs to do to fulfill the requirements and earn credit in the FCCLA Portal. Once an opportunity is completed, simply check it off to keep your chapter on track to achieving this prestigious recognition.

Stay engaged, stay organized, and work together as a chapter to meet the milestones necessary for the Ultimate Chapter Award. This checklist is your roadmap to success!

How to Earn the Award

To earn the FCCLA Ultimate Chapter Award, your chapter must complete a specific number of opportunities based on the highest grade level of students within your chapter. The number of opportunities required reflects the level of involvement and leadership expected:

- **For chapters with members up to grade eight (8):** You must complete at least 55 opportunities.
- **For chapters with any members in grade nine (9) and above:** You must complete at least 70 opportunities.

Types of Opportunities

To earn the FCCLA Ultimate Chapter Award, your chapter can accumulate credit through three types of opportunities, all tracked within the FCCLA Portal.

- **Automatic Tracking Opportunities:** Credit is awarded automatically when your chapter completes specific actions in the FCCLA Portal, such as affiliating members or registering for events.
- **Application-Based Opportunities:** Earn credit by submitting applications for awards, grants, or recognition programs directly through the FCCLA Portal.
- **Reflection-Based Opportunities:** Share your chapter's experiences and achievements through surveys or reflections in the FCCLA Portal to earn credit.

Contact Information

If you have any questions or need additional information about the Ultimate Chapter Award, please reach out to FCCLA's support team. We are here to help you every step of the way:

- **Email:** membership@fcclainc.org
- **Phone:** 703-476-4900

Join - Opportunities Checklist

The *Join* section highlights your chapter's ability to build and sustain a thriving membership base, which is foundational to your chapter's success. A strong membership ensures a diverse and active community, fostering a sense of belonging and commitment among members. By excelling in the Join section, your chapter builds a solid foundation that supports all other activities and ensures ongoing growth and vitality.

✓	Opportunity	Opportunity Deadline	Opportunity Type	Detailed Description
	Affiliate by November 1	November 1	Automatic	Affiliate your chapter by November 1 in the FCCLA Portal to demonstrate your commitment to early organization and readiness for the year.
	Apply for Go For the Red Chapter Award	March 3	Application	Submit an application for the Go For the Red Chapter Award in the FCCLA Portal, recognizing your chapter's efforts in membership recruitment and retention.
	Apply for Go For the Red Individual Award	March 3	Application	Submit an application for the Go For the Red Individual Award in the FCCLA Portal, acknowledging the outstanding recruitment efforts of individual members.
	Chapter Advisers update member titles in the Portal	July 31	Automatic	Ensure that all member titles are up-to-date in the FCCLA Portal to maintain accurate records and reflect the current roles within your chapter.
	Chapter members add to the FCCLA Resume and/or Service Hours	July 31	Reflection	Members should log their achievements and service hours in the FCCLA Portal under the "Resume" or "Service Hours" sections to contribute to their personal growth and leadership development.
	Chapter members complete the Student Portal Scavenger Hunt	July 31	Reflection	Have members complete the Student Portal Scavenger Hunt in the FCCLA Portal to familiarize themselves with FCCLA resources and tools available online.
	Chapter members verify their email address in the Portal	July 31	Automatic	Ensure that all chapter members verify their email addresses in the FCCLA Portal under their profile settings to facilitate effective communication and engagement. Check that every chapter member is using a unique email address so that everyone receives their weekly Member Minute newsletter.

	Membership increased by 1 as compared to PY as of May 31	May 31	Automatic	Achieve a membership increase by at least one member compared to the previous year. This will be tracked automatically in the FCCLA Portal.
	Submit evidence of hosting a back-to-school night event	July 31	Reflection	Host a back-to-school night event and upload evidence (e.g., photos or a summary) in the FCCLA Portal under the "Reflection" section.
	Submit evidence of hosting a membership recruitment event	July 31	Reflection	Organize a membership recruitment event and submit evidence (e.g., event details, photos) in the FCCLA Portal under the "Reflection" section.
	Submit evidence of recognizing new or returning members on social media	July 31	Reflection	Highlight new or returning members on your chapter's social media platforms and submit evidence (e.g., screenshots) in the FCCLA Portal under the "Reflection" section.
	Chapter Advisers verify their email address in the Portal	July 31	Automatic	Ensure that all Chapter Adviser's verify their email addresses in the FCCLA Portal on their landing page to facilitate effective communication and engagement.
	Submit evidence of using resources to design a bulletin board	July 31	Reflection	Ensure that all chapter advisers verify their email addresses in the FCCLA Portal under their profile settings to facilitate communication and effective chapter management.

Engage - Opportunities Checklist

The *Engage* section recognizes your chapter's commitment to involving members in meaningful activities that promote personal growth, leadership development, and community service. Active engagement is essential for cultivating well-rounded members who are prepared to lead and make a positive impact in their communities.

✔	Opportunity	Opportunity Deadline	Opportunity Type	Detailed Description
	Submit evidence of participating in the Explore.Act.Tell. Challenge	May 16	Reflection	Submit evidence that your chapter submitted at least one (1) Explore. Act. Tell. Challenge entry by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award). Visit https://fcclainc.org/engage/national-outreach-program to learn more.
	Have one chapter member apply to participate in the Japanese Exchange Program	January 31	Reflection	Encourage a chapter member to apply for the Japanese Exchange Program and submit proof of the application by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award). Visit https://fcclainc.org/engage/japanese-exchange to learn more.
	National Programs Award Winner	March 3	Automatic	If your chapter or members win a National Programs Award, the achievement will be automatically tracked in the FCCLA Portal. No further action is required to receive credit.
	Submit evidence of a chapter member participating in a job shadowing activity	July 31	Reflection	Upload proof of a chapter member's participation in a job shadowing activity (e.g., a photo or summary) by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award)
	Submit evidence of hosting or attending a community job fair	July 31	Reflection	Provide evidence of your chapter hosting or attending a community job fair by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award)
	Submit evidence of participating in a national partner contest	March 3	Reflection	Document your chapter's involvement in a national partner contest by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award). Visit https://fcclainc.org/engage/contests to view the contest opportunities.

	Submit evidence of promoting career pathways	July 31	Reflection	Submit proof of your chapter's activities in promoting career pathways by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of utilizing the FCCLA Step 1 WebQuest in your classroom	July 31	Reflection	Upload documentation showing how your chapter or classroom used the FCCLA Step 1 WebQuest by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of utilizing the Say Yes to FCS Signing Ceremony toolkit	July 31	Reflection	Provide evidence of using the "Say Yes to FCS" Signing Ceremony toolkit by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	At least one chapter member applies for a youth scholarship	March 3	Reflection	Encourage your chapter members to apply for one of FCCLA's youth scholarships. Credit will be automatically earned when at least one (1) chapter member submits an application for at least one (1) scholarship. Visit https://fcclainc.org/engage/youth-scholarships to view the youth scholarship opportunities.
	Youth Scholarship Award Winner	July 31	Automatic	If a chapter member is selected as a Youth Scholarship winner, credit will be automatically awarded. No additional steps are required.
	Submit evidence of hosting a We Help Two fundraiser between August 1 - December 31	July 31	Reflection	Submit proof of hosting a We Help Two fundraiser between August 1 and December 31 by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of hosting a We Help Two fundraiser between January 1 - June 1	July 31	Reflection	Provide evidence of hosting a We Help Two fundraiser between January 1 and June 1 by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit a Career Connection National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.

	Submit a Career Connection National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Community Service National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Community Service National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a FACTS National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a FACTS National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Families First National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Families First National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Financial Fitness National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.

	Submit a Financial Fitness National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Power of One Application	March 3	Application	A minimum of one (1) chapter member must submit an FCCLA Power of One Award application. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Stand Up National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Stand Up National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Student Body National Program Award Application	March 3	Application	Develop a project and submit the National Program Award Application through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit a Student Body National Program Project Summary Form	March 3	Application	Develop a project and submit the National Program Project Summary Form through the FCCLA Portal to earn credit for this opportunity. Credit will be earned once the application form is submitted, no further action required to receive credit.
	Submit evidence of integrating a National Program into the classroom	July 31	Application	Provide evidence of integrating any FCCLA National Program into your classroom activities by submitting relevant materials in the FCCLA Portal's Reflection section.

Compete - Opportunities Checklist

The *Compete* section emphasizes your chapter's participation in FCCLA's Competitive Events, showcasing members' skills and achievements. Success in this area reflects your chapter's commitment to excellence and its ability to inspire members to reach their full potential.

✔	Opportunity	Opportunity Deadline	Opportunity Type	Detailed Description
	At a minimum one (1) team from your chapter competes in the LifeSmarts Knowledge Bowl at a National Conference	July 9	Automatic	Credit will be automatically earned when at least one (1) team from your chapter competes in the Knowledge Bowl at the National Leadership Conference. Credit will be automatically earned. No further action is required.
	At a minimum, one (1) individual from your chapter competes in a Skill Demonstration Event at National Leadership Conference	July 9	Automatic	Have at least one (1) individual from your chapter compete in a Skill Demonstration Event at the National Leadership Conference. Credit will be automatically earned. No further action is required.
	At a minimum, one (1) individual from your chapter competes in an FCCLA Challenge Test, presented by G-W Publisher	July 9	Automatic	Have at least one (1) individual from your chapter take an FCCLA Challenge Test at the National Leadership Conference. Credit will be automatically earned. Credit will be automatically earned. No further action is required.
	At a minimum, one (1) individual or team from your chapter places in the Top 10 at the National Leadership Conference	July 9	Automatic	Place in the Top 10 at the National Leadership Conference with at least one (1) individual or team from your chapter. Credit will be automatically awarded. No further action is required.
	At a minimum, one (1) individual or team from your chapter places in the Top 3 at the National Leadership Conference	July 9	Automatic	Place in the Top 3 at the National Leadership Conference with at least one (1) individual or team from your chapter. Credit will be automatically awarded. No further action is required.
	At a minimum, one (1) individual or team from your chapter qualifies to compete at the National Leadership Conference	July 9	Automatic	Qualify at least one (1) individual or team from your chapter to compete at the National Leadership Conference. Credit will be automatically awarded. No further action is required.

	At minimum one chapter member completes the "Which STAR Event is For You Survey"	July 31	Reflection	Have at least one (1) chapter member complete the "Which STAR Event is For You?" survey (Surveys/Applications > Ultimate Chapter Award) to earn credit.
	Submit evidence of integrating a minimum of one Competitive Event into the classroom	July 31	Reflection	Submit evidence that your chapter has integrated at least one (1) FCCLA Competitive Event into classroom activities by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Compete in Round 1 or Round 2 of the Knowledge Matters Virtual Business Challenge	February 28	Automatic	Credit will be automatically awarded when your chapter competes in Round 1 or Round 2 of the Knowledge Matters Virtual Business Challenge. No further action is required.
	At a minimum one adult from the chapter volunteers at a National Conference	May 21	Automatic	Credit will be automatically earned when at least one (1) adult from your chapter registers to serve as a STAR Events Evaluator Volunteer at a National FCCLA Conference. Chapter advisers will register adults to serve as evaluators during the NLC registration process. No further action is required.

Attend - Opportunities Checklist

The *Attend* section underscores the importance of your chapter's active participation in FCCLA's national events. Attending these events connects your chapter to the broader FCCLA community, providing valuable experiences that enhance leadership, networking, and engagement.

✓	Opportunity	Opportunity Deadline	Opportunity Type	Detailed Description
	At a minimum, one attendee registered for the Chapter Adviser Summit	January 15	Automatic	Register at least one (1) attendee from your chapter for the Chapter Adviser Summit. Credit will be automatically earned once registration is confirmed. No further action is required.
	At a minimum, one attendee registered for the Fall Leadership Institute	October 27	Automatic	Ensure at least one (1) attendee from your chapter registers for the Fall Leadership Institute. Credit will be automatically earned upon registration. No further action is required.
	At a minimum, one attendee registered for the National Leadership Conference	July 9	Automatic	Have at least one (1) attendee from your chapter register for the FCCLA National Leadership Conference. Credit will be automatically awarded upon registration. No further action is required.
	At a minimum, one chapter adviser applies to host an adviser roundtable at the National Leadership Conference	June 4	Application	Encourage at least one (1) chapter adviser to apply to host an adviser roundtable at the National Leadership Conference. Submit an application in the FCCLA Portal to earn credit. (Surveys/Applications > Ultimate Chapter Award)
	At a minimum, one chapter member applies to host a youth workshop at the National Leadership Conference	March 3	Application	Have at least one (1) chapter member apply to host a youth workshop at the National Leadership Conference. Submit an application in the FCCLA Portal to earn credit. (Surveys/Applications > Ultimate Chapter Award)
	At a minimum, one chapter member applies to participate in the Content Creator Program at the National Leadership Conference	May 2	Application	Encourage at least one (1) chapter member to apply for the Content Creator Program at the National Leadership Conference. Submit an application in the FCCLA Portal to earn credit. (Surveys/Applications > Ultimate Chapter Award)

	At a minimum, one chapter member applies to participate in the Fashion Show at the National Leadership Conference	May 2	Application	Ensure that at least one (1) chapter member applies to participate in the Fashion Show at the National Leadership Conference. Submit an application in the FCCLA Portal to earn credit. (Surveys/Applications > Ultimate Chapter Award)
	At a minimum, one chapter member applies to participate in the FCCLA Showcase at the National Leadership Conference	Beth?	Application	Have at least one (1) chapter member apply to participate in the FCCLA Showcase at the National Leadership Conference. Submit an application in the FCCLA Portal to earn credit. (Surveys/Applications > Ultimate Chapter Award)
	At a minimum, one chapter member applies to participate in the Say Yes to FCS Signing Ceremony at the National Leadership Conference	May 2	Automatic	Ensure that at least one (1) chapter member applies to participate in the Say Yes to FCS Signing Ceremony at the National Leadership Conference. Submit an application in the FCCLA Portal to earn credit. (Surveys/Applications > Ultimate Chapter Award)

Lead - Opportunities Checklist

The *Lead* section focuses on developing and demonstrating leadership within your chapter. Strong leadership is essential for guiding your chapter's vision, executing plans effectively, and inspiring members to take on active roles in FCCLA and beyond.

✔	Opportunity	Opportunity Deadline	Opportunity Type	Detailed Description
	At a minimum, one Chapter Adviser graduated from Adviser Academy within the past five years	July 31	Automatic	At least one (1) affiliated Chapter Adviser listed in your chapter's Portal has graduated from Adviser Academy within the last five (5) years. Credit will be automatically earned once this achievement is verified. No further action is required.
	At a minimum, one Chapter Adviser was a winner of an Adviser Award within the past five years	July 31	Reflection	Submit evidence that at least one (1) Chapter Adviser has won an Adviser Award within the last five years. Upload proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	At a minimum, submit one adviser or adult award application	March 3	Application	Submit a minimum of one (1) adviser or adult award application in the FCCLA Portal. (Surveys/Applications > National Awards) or (Surveys/Applications > Adviser Awards)
	Submit an original lesson plan on how you integrate FCCLA into your classroom	July 31	Reflection	**(Adviser)** Develop and submit an original lesson plan that demonstrates how you integrate FCCLA into your classroom. Submit through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence that you are a current member of AAFCS or ACTE	July 31	Reflection	**(Adviser)** Submit proof of your current membership in either AAFCS or ACTE by uploading the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	(Adviser) Submit evidence that you have either mentored a new adviser or sought mentorship within this school year	July 31	Reflection	**(Adviser)** Provide evidence that you have mentored a new adviser or sought mentorship during the school year by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).

	(Chapter Officers) Develop and submit your chapter budget	July 31	Reflection	**(Chapter Officers)** Develop and submit your chapter budget for the school year. Upload the budget through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	(Chapter Officers) Submit evidence of developing a Program of Work for the school year	July 31	Reflection	**(Chapter Officers)** Submit evidence that you have developed a Program of Work for the school year. Upload the plan through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	(Chapter Officers) Submit evidence of hosting a Chapter Officer Training	July 31	Reflection	**(Chapter Officers)** Submit proof that you have hosted a Chapter Officer Training. Upload evidence through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	At a minimum, one chapter member runs as a National Officer Candidate	May 1	Automatic	Have at least one (1) chapter member run as a National Officer Candidate. Credit will be automatically earned once this achievement is verified. No further action is required.
	Submit a request for a National Officer or Leadership Training Member to attend (virtually or in person) a chapter meeting	May 1	Reflection	Submit a request for a National Officer or Leadership Training Team member to attend your chapter meeting (virtually or in person). Upload proof of the request through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of attending a Member Webinar hosted by National FCCLA	July 31	Reflection	Provide evidence that your chapter attended a Member Webinar hosted by National FCCLA by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of attending an Adviser Webinar hosted by National FCCLA	July 31	Reflection	Submit proof that your Chapter Adviser attended an Adviser Webinar hosted by National FCCLA by uploading the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).

Communications - Opportunities Checklist

The *Communications* section recognizes your chapter's ability to effectively share its goals, activities, and accomplishments with members, the school, and the broader community. Strong communication is key to building awareness, fostering engagement, and promoting the value of FCCLA.

✔	Opportunity	Opportunity Deadline	Opportunity Type	Detailed Description
	Apply for FCCLA's Chapter Public Relations Award	March 3	Application	Submit an application for FCCLA's Chapter Public Relations Award in the FCCLA Portal (Surveys/Applications > National Awards) to earn credit.
	Submit evidence of advocating for FCCLA and/or Family and Consumer Sciences	July 31	Reflection	Submit evidence of your chapter advocating for FCCLA or Family and Consumer Sciences by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of celebrating CTE Month	July 31	Reflection	Provide evidence of your chapter's activities in celebrating CTE Month by uploading the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of celebrating FCCLA Week using Provided Resources	July 31	Reflection	Submit evidence of your chapter's participation in celebrating FCCLA Week using the provided resources on the FCCLA Website. Upload proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of collaborating with other FCCLA chapters or organizations to expand outreach and impact	July 31	Reflection	Submit proof of your chapter collaborating with other FCCLA Chapters or organizations by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of creating and distributing newsletters or emails to members about upcoming events and opportunities	July 31	Reflection	Provide evidence that your chapter has created and distributed newsletters or emails to members about upcoming events by submitting the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).

	Submit evidence of creating promotional materials, such as flyers or posters, to raise awareness about FCCLA	July 31	Reflection	Submit evidence of creating promotional materials like flyers or posters to raise awareness about FCCLA. Upload proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of developing a chapter promotion and marketing plan for the year	July 31	Reflection	Submit your chapter's promotion and marketing plan for the year by submitting a copy through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of developing a chapter website to showcase chapter activities and resources	July 31	Reflection	Provide evidence that you have developed a chapter website that showcases chapter activities and resources by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of familiarizing chapter members with the FCCLA branding guide	July 31	Reflection	Submit evidence that your chapter members are familiar with the FCCLA branding guide. Upload proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of hosting a webinar or workshop to share knowledge and skills with other chapters or the community	July 31	Reflection	Submit evidence of your chapter hosting a webinar or workshop to share knowledge and skills gained through FCCLA with other chapters or the community. Upload proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of promoting and incorporating the annual FCCLA theme in your chapter's activities	July 31	Reflection	Submit proof of how your chapter promoted and incorporated the annual FCCLA theme in activities by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of using the Quarter 1 Communications Resources to Recruit Chapter Members	July 31	Reflection	Submit evidence that your chapter utilized the Quarter 1 Communications Resources to recruit new chapter members by completing the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of using the Quarter 2 Communications Resources to Develop a Community Service Project	July 31	Reflection	Submit evidence that your chapter used the Quarter 2 Communications Resources to develop a community service project by uploading the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).

	Submit evidence of using the Quarter 3 Communications Resources to Promote Real-World Skills Gained Through FCCLA	July 31	Reflection	Submit proof that your chapter used the Quarter 3 Communications Resources to promote the real-world skills members gain through FCCLA. Upload evidence through the Reflection survey in the FCCLA Portal.
	Submit evidence of using the Quarter 4 Communications Resources to Promote Leadership Development	July 31	Reflection	Submit evidence that your chapter used the Quarter 4 Communications Resources to promote leadership development. Upload proof through the Reflection survey in the FCCLA Portal.
	Submit evidence of utilizing social media platforms to promote the FCCLA and engage with members	July 31	Reflection	Provide evidence of your chapter utilizing social media platforms to promote FCCLA and engage with members. Upload the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence of utilizing the Quarterly Communications Plan to engage members and promote FCCLA	July 31	Reflection	Submit proof that your chapter followed the Quarterly Communications Plan to engage members and promote FCCLA. Upload evidence through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence that your chapter adviser is a member of the FCCLA Adviser Facebook page.	July 31	Reflection	Submit proof that your Chapter Adviser is a member of the FCCLA Adviser Facebook page by uploading proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit evidence that your chapter follows @NationalFCCLA on Instagram and Facebook	July 31	Reflection	Provide evidence that your chapter follows @NationalFCCLA on Instagram and Facebook. Upload proof through the Reflection survey in the FCCLA Portal (Surveys/Applications > Ultimate Chapter Award).
	Submit the FCCLA Membership Satisfaction survey.	July 31	Reflection	Submit the FCCLA Membership Satisfaction survey in the FCCLA Portal to earn credit for this opportunity.