

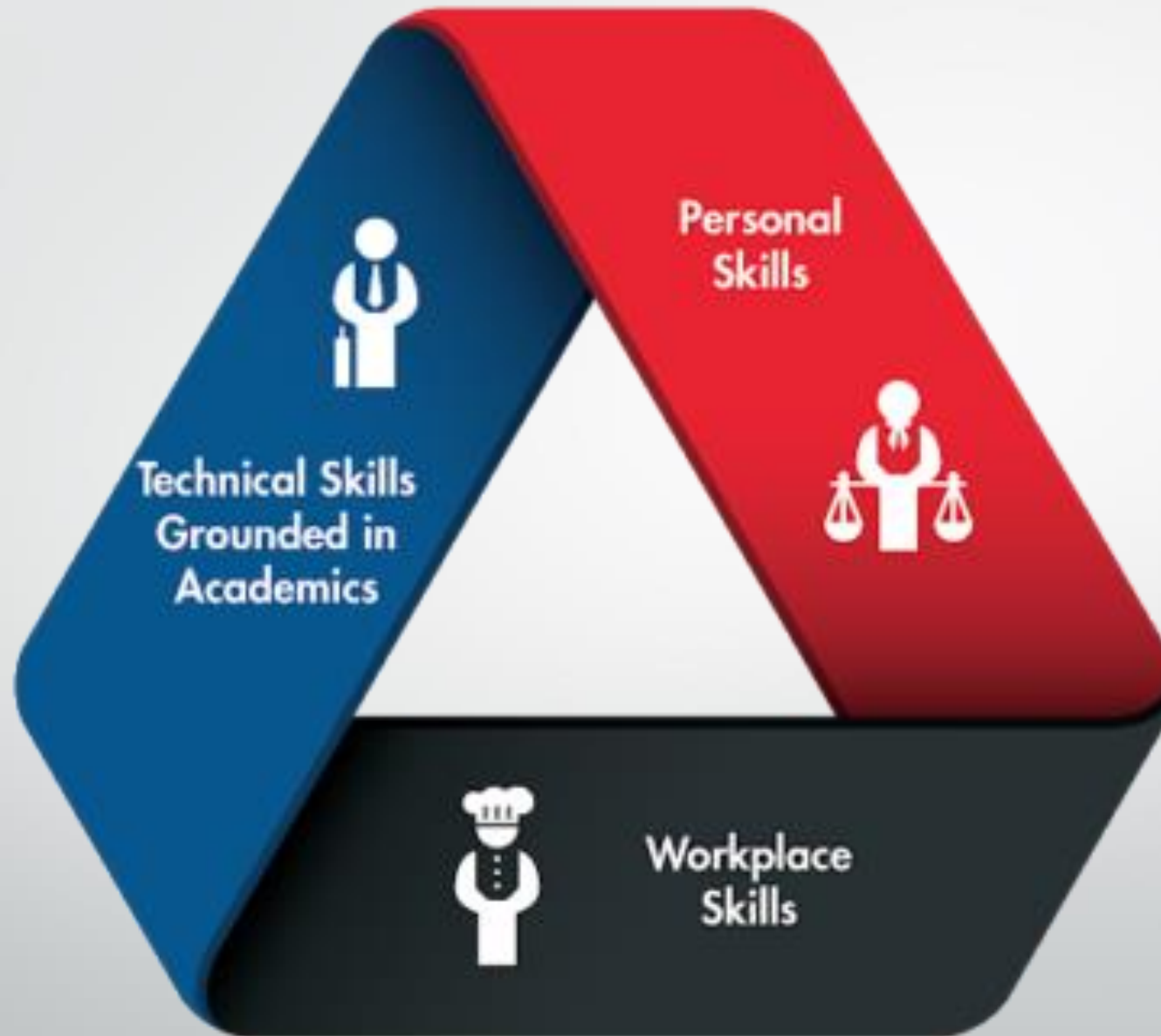
A hand is holding a gold medal with a red ribbon. The medal features a stylized number '1' in the center, surrounded by a laurel wreath. The background is a bright, clear sky with a soft light source in the upper left corner.

Chapter Excellence Program

Tools to Help Your Chapter Achieve Gold

What is the Chapter Excellence Program?

- The Chapter Excellence Program (CEP) establishes a quality starting point that all chapters are encouraged to attain with extra incentive for excellent chapter performance.
- It is measured against a standard rubric.
- Provides us with a baseline for a healthy chapter/what is my chapter supposed to do to be a success?
- Achievement is based on student efforts in preparing for career success through the development of personal, workplace and technical skills (SkillsUSA Framework).



Personal Skills

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

Workplace Skills

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

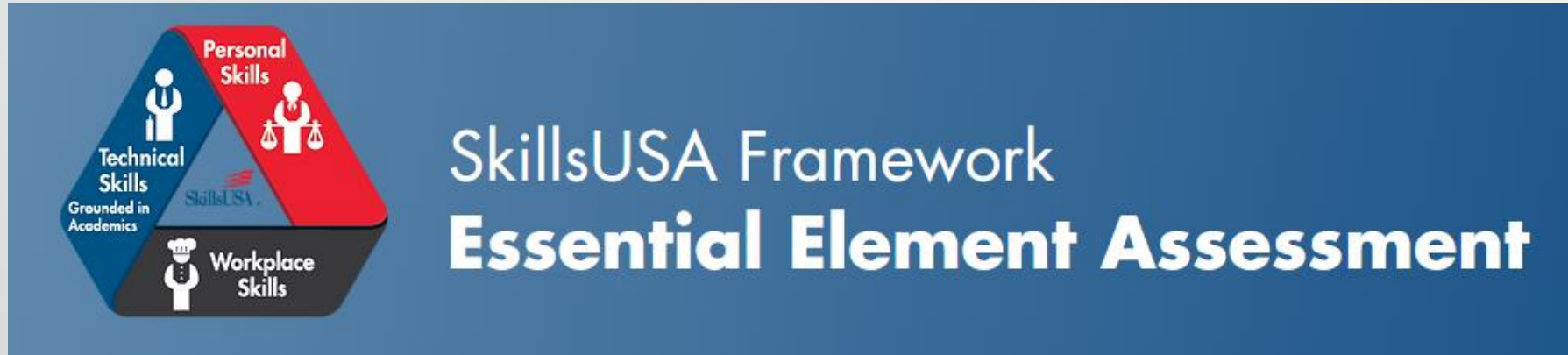
Technical Skills Grounded in Academics

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

Activity Planning

- **Minimum of Six Activities per Year**
 - 2 related to Personal Skills
 - 2 related to Workplace Skills
 - 2 related to Technical Skills Grounded in Academics





<https://www.skillsusagateway.org/essential-element-assessment>

Provide your students with your institutional ID, found at <https://www.skillsusa-register.org/schools>. After students complete the assessment, contact SkillsUSA Customer Care to get your results.

How To Select Activities

- **Begin with cyclical activities**
 - **TLTI**
 - **SkillsUSA Week**
 - **Tennessee Leadership and Skills Conference**
 - **National Leadership and Skills Conference**
- **Fundraising, community service, advisory committee meetings, etc.**

SkillsUSA Program of Work

Advocacy and Marketing

Community Engagement

Financial Management

Partner and Alumni Engagement

Workplace Experiences

Leadership Development

SkillsUSA 2024-2025 Program of Work

Month	Activity	Program of Work Category	Component	Essential Element
September	Officer Elections	Leadership Development	Workplace	Leadership
	Washington Leadership Training Institute	Leadership Development	Technical	PD
	Fall Festival	Financial Management	Workplace	POM
October	Breast Cancer Awareness	Financial Management	Personal	Responsibility
	TLTI (24-25)	Leadership Development	Technical	PD
	City of Harriman Trunk or Treat (29)	Community Engagement	Technical	Service
November	Roane County Tree Lighting (18)	Community Engagement	Workplace	POM
	Veteran's Day (11)	Community Engagement		
December	Wreaths Across America	Community Engagement		
	Free Medical Clinic Ice Skating	Community Engagement		
January	Boy Scout Merit Badge College	Workplace Experiences	Technical	Job-specific
February	SkillsUSA Week (2-8)	Advocacy and Marketing		
March	Local SkillsUSA Competitions	Partner and Alumni Engagement	Technical	Job-specific
April	State Leadership and Skills Conference (13-16)	Leadership Development		
	Remote Area Medical (25-26)	Workplace Experiences		
May	8 th Grade Career Exploration	Advocacy and Marketing	Workplace	Communication
	SkillsUSA National Signing Day (6)	Advocacy and Marketing		
June	National Leadership and Skills Conference (23-27)	Leadership Development	Technical	Job-specific

Advocacy and Marketing
 Community Engagement
 Financial Management
 Leadership Development
 Partner and Alumni Engagement
 Workplace Experiences



S

SPECIFIC

Plan effectively
with specific
targets in mind.

M

MEASUREABLE

Track your
progress and
reevaluate
along the way.

A

ATTAINABLE

Set realistic
goals that are
challenging but
achievable.

R

RELEVANT

Ensure the goal
serves a
relevant
purpose.

T

TIME

Specify a
deadline,
monitor
progress and
reevaluate.

SPECIFIC

- What is your goal?

MEASUREABLE

- How will you measure success?

ATTAINABLE

- What actions will ensure that you will reach the goal?

RELEVANT

- Why is this goal important?

TIMEBOUND

- What is the timeline for your project?



Students will construct a lighted, metal ball to be used in a local New Year's Eve celebration.



The ball should be large enough to be dropped from at least 50 feet and be seen throughout the location of the event.



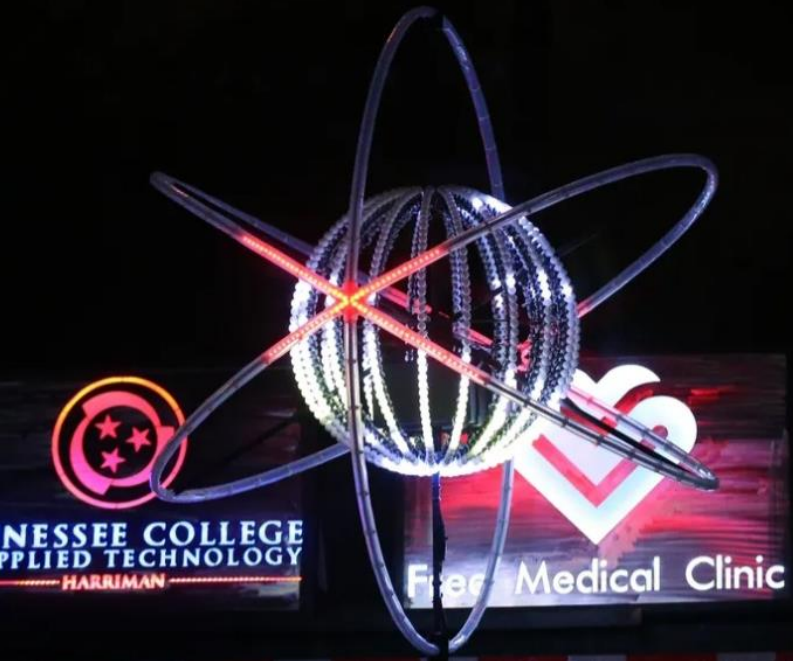
Students will use workplace skills to plan, organize, and manage each phase of the ball construction.



The ball was commissioned by local city and community officials to create an event allowing them to give back to their community.

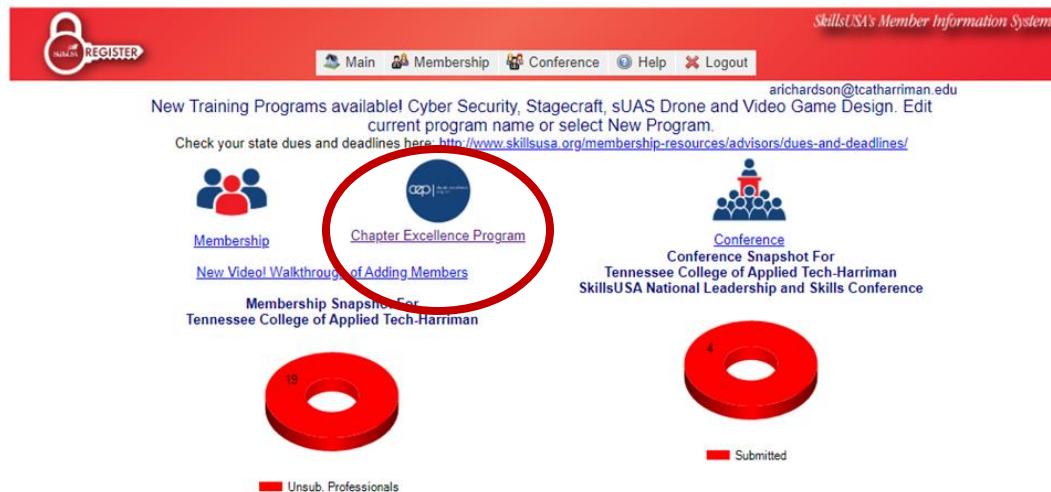


The ball will need to be completed, tested, and transported no later than December 31.



Remember

- Tie every activity to Framework component and an essential element.
- Set SMART goals for every activity.
- Take 3-5 quality photos of each activity.
- Be sure to share photos of each activity on your social media page(s).



Application Process: Where to begin?

<https://www.skillsusa-register.org/HomeAdvisor.aspx>





State: _____
Chapter #: _____
Section: _____

<https://www.skillsusa-register.org/schools>

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 wingdings 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*): ☐

State signature only required on applications forwarded for national selection.

State Director Signature of Approval: _____

Note: SkillsUSA will not return this application. Please make a copy for your records.

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 calendar (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



Answer “Yes” to at least **7 of the following **13** criteria:**

**Chapter Excellence Program
Level 2 – Chapter of Distinction**

Essential Activities	
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 13 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



Write Your Story!

For each component activity (Personal, Workplace, and Technical) answer these five questions:

- 1. What was the Essential Element goal of the activity (Provide ONE Intentional Essential Element SMART goal) (1,500 characters max)**
- 2. What were the other goals of the activity (Provide 3 Activity SMART goals) (1,500 characters max)**
- 3. Plan of Action (who, what, when, where) (2,000 characters max)**
- 4. Framework/Essential Element & Activity Outcome (What was accomplished? Impact to community, school, members, etc.) (2,000 characters max)**
- 5. Framework/Essential Element & Activity Goals/Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and circumstances detailing results. (2,000 characters max)**

Activity One

Name of Activity: _____

Insert a photo (4" x 6" maximum size) over this area.

The font type and size for photo caption must be Helvetica 14. Photo caption length is 550 characters maximum including spaces.





chapter excellence program

MODELS OF EXCELLENCE

- Chapters are selected via committee to attend NLSC as a Model of Excellence
- Receive Travel Stipend*
- Students participate in sponsor interviews
- Invited to Models of Excellence Dinner*

States may send gold applications up to ten percent of the total number of chapters in the state

- Recognized in NLSC Session
- Receive School Banner
- Receive School Plaque*
- Recognized in Promotional Materials Highlighting Models of Excellence

CHAPTER OF DISTINCTION

Gold Recognition

- Complete Level 1 & 2 of Application
- Achieve Essential Activities and Distinction Indicators
- Receive Banner

- Receive Advisor Lapel Pin
- Invited to attend NLSC
- Invited to Chapter of Distinction Gold Reception
- Recognize Students and Advisors at NLSC

CHAPTER OF DISTINCTION

Bronze and Silver
Recognition

- Complete Level 1 & 2 of Application
- Achieve Essential Activities and Distinction Indicators
- Receive Certificate



QUALITY CHAPTER

- Complete Level 1 of Application
- Achieve Quality Indicators
- Receive Certificate

*Based on securing sponsorship

Tennessee College of Applied Technology- Harriman



Model of Excellence, Finalist

2015
2023



Gold Chapter of Distinction

2015
2016
2017
2018
2019
2021
2023



So...

Do you have

any questions?