



2023-2024

## Competitive Events Handbook



# Outstanding Chapter

### Event Summary

The purpose of the NCA Outstanding Chapter recognition is to encourage local chapters to achieve the NCA goals by implementing a plan of work with a focus on the development of leadership skills, career opportunities, and service learning among chapter members, and to document achievements in the form of an annual Chapter Book.

This event is designed as a recognition opportunity.

### Event Code

OC

### Event Type

Chapter Event

### Dress Code

Competitors must be in official NCA uniform or in proper business attire for the drop off and project display time. Bonus points will be awarded for proper dress.

### General Rules

1. Competitors in this event must be active members of NCA and be in good standing.
2. Eligible divisions to compete in the Outstanding Chapter (OC) event:
  - Middle School
  - Secondary
  - Out-of-School/Collegiate Divisions
3. Competitors must be familiar with and adhere to the “General Rules and Regulations of the NCA Competitive Events Program (GRR).”
4. All competitors shall report to the site of the event at the time designated for each round of competition. At the National CDC, competitor’s photo ID must be presented prior to ALL competition rounds.

## Event Guidelines

NCA Outstanding Chapter is a chapter event in which all members of the chapter participate. For this event, chapter members create a Chapter Book to record and preserve the chapter's achievements during a single school year. Chapters earn points for properly documenting chapter activities as described in the event rating sheet. Chapters who earn the required number of points are recognized with the NCA Outstanding Chapter Award.

### Outstanding Chapter recognition overview:

- This event is not designed to require your chapter to submit an activity in each category. Instead, focus on planning meaningful activities, then, successfully provide proof of your achievements in the Chapter Book. The focus should be on the quality of the chapter activities.
- The book should focus on those elements that earn points (content) and not fancy additions or embellishments that take up time and expense but do not add meaning to the chapter activity. The focus is on accomplishments and not the appearance of the Chapter Book.
- **All entries must be submitted in an official NCA Outstanding Chapter Book and pages from Awards Unlimited** (<http://www.raustore.com/ncascrapbook.aspx>), which may include sheet-protected pages.
  - ◇ Sheet protectors must not obscure the materials to be judged.
  - ◇ Lamination may NOT be used.
  - ◇ This book is limited to 100 pages or less, with only one side of the page used.
  - ◇ Each page must be numbered sequentially.
  - ◇ One bonus point will be added when the scrapbook is correctly picked up at the designated time.
- An activity or program may be claimed and judged in only one (1) category. (Many activities could accurately work for one or more categories. Competitors who are creating the Chapter Book must determine the best fit for each activity. Similar programs will only be judged once—for example: a fall blood drive and spring blood drive would not be considered two activities.) Exceptions: Activities in the Publicity and State CDC categories.
- Chapter members should create a Chapter Book that is clear, concise, and easy to evaluate. Layers on pages are permitted but discouraged. They should be used for multiple page membership rosters, pamphlets, or programs but not to circumvent the 100-page rule. If layers are used, sheet protectors should not be used.

- The creation of the Chapter Book must be the work of a chapter member or members.
- All content must be typed or clearly handwritten. Photocopies may be used.
- The Chapter Book will contain materials from July 1 through the National CDC of the school year.
- The NCA Outstanding Chapter Book is the property of the local NCA chapter. Regardless of how many members participate in the creation of the book, the book is to remain with the local NCA chapter as record of the chapter's achievements.

## **Chapter Book Layout**

- Each book will have a cover page (page 1) with the following information:
  - ◊ Name of NCA Chapter
  - ◊ Division (Middle School, Secondary or Out-of-School/Collegiate)
  - ◊ Name of School
  - ◊ City, State, and Zip Code
- Page 3 is a Chapter Summary page. This should be a one-page summary of the NCA year: highlights, accomplishments, and anything special the chapter wants to emphasize. Someone reading this page should gain a good understanding of the chapter and what members focused on throughout the membership year.
- Each of the remaining 97 pages (or less) will be used to document chapter activities.
- There is no limit to the number of pages for a specific category, however, the total Chapter Book is limited to 100 pages.
- To help the judges evaluate each category, each page must have two important items – a page heading (at the top of the page) and a page number (bottom right corner). This will facilitate the judges quickly finding the items to be evaluated on the rating sheet.

## **Outstanding Chapter event details:**

- If the NCA Outstanding Chapter event is conducted at the state level, all chapters recognized at the State CDC are eligible to participate in the Outstanding Chapter event at the National CDC.
- At the Career Development Conference, each chapter should only register ONE member for the NCA Outstanding Chapter event. Only the CHAPTER name will be announced at the Awards Session, if the book qualifies for recognition.

- The competitor(s) will also complete and submit the “Chapter Assessment” page that reflects the anticipated score for each category, based on the evidence provided in the Chapter Book, and the corresponding page numbers. The Chapter Assessment page should be paper clipped to the Cover Page of the Chapter Book.
- At the National CDC competition, the Chapter Book is submitted by one chapter member and the contents are evaluated by two judges.
- The Chapter Book (limited to one entry per chapter) must be turned in at the designated time. The chapter member who turns in the Chapter Book at the NCDC can be any eligible member from the chapter at the conference.
- Chapter Books will be judged using the judge rating sheet (rubric).
- Judges will rate the Chapter Book independently, and the judge scores will be averaged to calculate the chapter’s final score. If the two judge scores are more than 5 points apart, the judges may discuss their ratings and adjust their scores if deemed appropriate.
- Competitors are not present during the judging but are required to pick up the Chapter Book at the end of judging. A time will be shared with the competitors at drop-off.
- Competitors have the choice of sitting with their Chapter Book during the project display time where the Chapter Book is on display for viewing by NCDC delegates. Competitors must take Chapter Books with them at the conclusion of the project display time. Members are strongly encouraged to display their Chapter Book.

## **Final Scoring**

All Chapter Books that earn a minimum of 43 points at the National CDC will be recognized with a chapter plaque.



# Judge Rating Sheet

## Chapter Assessment

Chapter ID#: \_\_\_\_\_

This page is to be completed by the chapter member(s) submitting the book for judging. It must include the corresponding page numbers for each category to assist the judges in evaluating the chapter's activities. It must also include a projected score by the competitor(s), based on how successfully evidence of each activity was creatively and accurately documented in the Chapter Book.

This assessment provides a form of communication with the judges. Paperclip the Chapter Assessment to the Cover Page of the NCA Outstanding Chapter Book. Complete the Chapter Assessment form as honestly as possible. This will help you evaluate your work and anticipate the score you should expect from the judges.

Category		Page Numbers	Score
1.	Cover Page		
2.	Membership List		
3.	Chapter Summary		
4.	Chapter Description		
5.	Chapter Officers		
6.	Program of Work		
7.	Membership Events		
8.	Career Awareness		
9.	Community Service		
10.	School Service		
11.	Publicity		
12.	NCA Newsletter		
13.	National Service Project		
14.	NCA Week		
15.	Industry Partnerships		
16.	Leadership Development		
17.	Presentations		
18.	Other Chapter Activities		
19.	State Career Development Conference		
20.	Quality of Work (overall quality of book)	N/A	
		<b>Anticipated Judge Score</b>	



# Judge Rating Sheet

## Outstanding Chapter

Team: \_\_\_\_\_

Section: \_\_\_\_\_

Division: \_\_\_\_\_

Judge: \_\_\_\_\_

Judge Signature: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

	4 points	3 points	2 points	1 point	Judge Score
<b>Cover Page</b> Required Information: Name of Chapter, Type of Program (Middle, Secondary or Out-of-School), Name of School, City, State, Zip	The project overview does not share relevant information to explain why the project launched.				
<b>Chapter Summary Reflection</b> A one-page summary of the NCA year: highlights, accomplishments, and anything special the chapter wants to emphasize. Someone reading this page should get a good sense of the chapter and what they focused on throughout the year.	A one-page summary of the NCA year exists				
<b>Chapter Description</b> Include a short description of the NCA chapter (setting, advisor(s), type of school, demographics, etc.) and documents that prove the chapter's achievements.	Describe the location of the school and chapter; school and chapter demographics; selection process; and overall list of classroom, chapter, conference, and community achievements.				
<b>Chapter Officers</b>	Photos, names, and duties of officers.				
<b>Program of Work</b> The Program of Work runs from July 1 to June 30 of the membership year and serves as a calendar or written plan of chapter activities for the year.	Program of work that includes month and activities.				



# Judge Rating Sheet

## Outstanding Chapter

	4 points	3 points	2 points	1 point	Judge Score
<b>Membership</b> Activities that encourage membership in the NCA chapter.	Four or more activities that promoted membership in the NCA chapter.	Three activities that promoted membership in the NCA chapter.	Two activities that promoted membership in the NCA chapter.	One activity that promoted membership in the NCA chapter.	
<b>Career Awareness</b> Career awareness activities are specifically designed to promote learning about a variety of professions. Examples may include but are not limited to, a guest speaker, attending a career fair, touring business, etc.	Four or more activities that expose NCA members to one or more different professions.	Three activities that expose NCA members to one or more different professions.	Two activities that expose NCA members to one or more different professions.	One activity that exposes NCA members to one or more different professions.	
<b>Community Service</b> Community service is a donated service or activity by NCA chapter members that benefits the public in the local community. Service learning integrates meaningful community service with instruction to enrich the experience.	Four or more activities that provide a service to members of the community	Three activities that provide a service to members of the community.	Two activities that provide a service to members of the community.	One activity that provides a service to members of the community.	
<b>School Service</b> School service provides a benefit or service to the students or faculty at a school.	Four or more activities that provide a service to members of the school.	Three activities that provide a service to members of the school.	Two activities that provide a service to members of the school.	One activity that provides a service to members of the school.	
<b>Publicity</b> Publicity by the NCA chapter through a website, newsletter, local newspaper, TV, or other form of media, which is not part of their school, to the general public.	Four or more examples of publicity that communicates the NCA chapter's goals, purpose and/or activities.	Three examples of publicity that communicates the NCA chapter's goals, purpose and/or activities.	Two examples of publicity that communicates the NCA chapter's goals, purpose and/or activities.	One example of publicity that communicates the NCA chapter's goals, purpose and/or activities.	
<b>NCA Newsletter</b>	Chapter produces a newsletter. Sample provided.				
<b>Service Project</b> Guidelines found in NCA Competitive Events Guide	Chapter participates in National Service Project. Documentation provided.				



# Judge Rating Sheet

## Outstanding Chapter

	4 points	3 points	2 points	1 point	Judge Score
<b>NCA Week</b> The NCA Week proclamation and suggestions are on the NCA website. Chapters can select any week to be NCA Week for their school.	Chapter participates in NCA Week. Documentation provided.				
<b>Industry Partnerships</b> Partnerships with community professionals or organizations. These may include but are not limited to involvement with the local business, job shadowing or internships.	Evidence of four or more partnerships that supports the goals of NCA and/or the partnering organization.	Evidence of three partnerships that supports the goals of NCA and/or the partnering organization.	Evidence of two partnerships that supports the goals of NCA and/or the partnering organization.	Evidence of one partnership that supports the goals of NCA and/or the partnering organization.	
<b>Leadership Development</b> An organized leadership training event for chapter members. This may include a NCA CDC, fall conference, leadership training with another CTSO, or a local leadership development experience for members.	Chapter members participated in four or more Fall Leadership Workshops, and/or other leadership development opportunities.	Chapter members participated in three NCA Fall Leadership Workshops, and/or other leadership development opportunities.	Chapter members participated in two NA Fall Leadership Workshops, and/or other leadership development opportunities.	Chapter members participated in one NCA Fall Leadership Workshop, and/or other leadership development opportunity.	
<b>Presentations</b> Program presented by the chapter that promotes business education, professional, or skilled careers – to school groups, community groups, or other stakeholders.	Provides four or more presentations that promote business education, professional, or skilled careers.	Provides three presentations that promote business education, professional, or skilled careers.	Provides two presentations that promote business education, professional, or skilled careers.	Provides one presentation that promotes business education, professional, or skilled careers.	
<b>Other Chapter Activities</b> Any chapter activity that does not fit in another category or is an additional activity from another category.	Four or more activities that clearly support the goals of NCA.	Three activities that clearly support the goals of NCA.	Two activities that clearly support the goals of NCA.	One activity that clearly supports the goals of NCA.	
<b>State Career Development Conference</b> To be added AFTER the state CDC.	Evidence of chapter participation in the state CDC.				
<b>Quality of Work</b> Evidence of high quality of work and creativity throughout the book.	Exemplary quality of work.			Meets requirements as listed within the guidelines.	
<b>Total Score:</b>					