**IMPORTANT REMINDER**

The applications for national program awards are connected to the chapter affiliation site.

To apply for a National Program Award please follow the steps below:

1. Log on to the FCCLA affiliation system - [https://affiliation.registermychapter.com/fccla](https://affiliation.registermychapter.com/fccla)
2. Once logged in, select the “Program Awards” tab
3. Select whichever award section you wish to apply for
4. Select “Apply Now” for either Middle or High School

**IN ORDER TO RECEIVE RECOGNITION AT THE STATE CONFERENCE**
(certificates, plaques, trophies, and program ribbons for the name badge):

CONFERENCE REGISTRATION MUST BE COMPLETED NO LATER THAN MARCH 5.
Ribbons and other awards will be ordered by that date and supplies will not be available for chapters registering after the order date.

*Early registration fees apply to all registrations completed before February 16.*

All state conference recognition is based on the following procedures:

1. **Award applications for all FCCLA programs** (Career Connection, Community Service, Families First, FACTS, Financial Fitness, Public Relations, STOP the Violence, Student Body, and Power of One*) must be completed and submitted online to national FCCLA through your chapter affiliation site by March 1. (On the national website click Programs; then click Awards; then choose Program Award Applications for detailed instructions.)

2. Email Connie Rhoton ([crhoton@mecc.edu](mailto:crhoton@mecc.edu)) by March 1 with the following information:
   - Name of national program (example: Student Body)
   - Chapter Name
   - Date and time the award application was submitted online to national FCCLA

3. A photo from the project, in digital format, must be emailed to Connie Rhoton by March 5.

   Important instructions on project photos:
   - Digital photos, emailed or mailed on a CD, are of better quality than printed photos and do not have to be scanned into the state conference slide show.
   - Email photos to: [crhoton@mecc.edu](mailto:crhoton@mecc.edu)

4. The award checklist for *Outstanding Chapter* must be completed online through the Virginia FCCLA website by March 5. Contact Debbie Will if you are not able to access the Google Doc: [debbiewillFCCLA@comcast.net](mailto:debbiewillFCCLA@comcast.net)

5. The chapter’s initial conference registration must be entered by March 5 so that ribbons and awards can be ordered. **NOTE: Early registration fees apply to all registrations completed before February 16.**

* Power of One completer form is due to Debbie Will, postmarked by March 1. Adviser must also check the student as a completer in the online affiliation system. Debbie will do the final approval after she receives the completer form.

Membership recognition information is found on the website under “Membership – Membership Recognition.” Chapters must meet the March 1 affiliation postmark deadline and be in attendance at the conference to qualify for membership recognition.