

**WILLIAM SELDEN  
OUTSTANDING CHAPTER CRITERIA  
2011-2012**

These criteria have a four-fold purpose.

1. They will serve as a guide to preparing for local chapter activities.
2. They will be used to determine the outstanding chapters in each region.
3. They will be used to determine the outstanding chapters in the state. The top 10 chapters will receive a plaque at the Awards Program at the 2012 State Leadership Conference.
4. They will be used to recommend to the national office those chapters that should receive the Gold Seal Chapter Award of Merit. Pennsylvania FBLA is eligible to submit up to 15% of all active chapters for this recognition, or approximately 45 chapters.

All chapters submitted an Outstanding Chapter entry will receive a ribbon to be worn by all members/advisers at the 2012 State Leadership Conference in recognition of their designation as an "outstanding chapter."

To be considered for an award at the state level, the completed copy of this form must be mailed, postmarked by February 22, 2012, if being submitted by postal service or shipped by FedEx or UPS to: Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740. A copy should be received by the regional adviser prior to the RLC.

**New for 2011-2012**

If the chapter is able to create a single PDF file of the Outstanding Chapter Criteria with all attachments incorporated into the PDF, then the chapter may e-mail the file to Bruce Boncal, PA FBLA Executive Director, at [bboncal@pafbla.us](mailto:bboncal@pafbla.us), or the file may be dropped in a special ftp site **no later than Wednesday, February 23, 2012**. Contact Bruce Boncal, PA FBLA Executive Director, for instructions. Many school copies permit copies to be scanned to PDF files; check your school for details.

**Important: In order to receive credit for an item, ALL criteria (a, b, c, etc) must be completed for that item. It is expected that submissions will be keyed (not handwritten) on this document. All required labeling must be done at the top of the page.**

## DIFFICULTY INDEX

The 2011-2012 Outstanding Chapter Criteria contains a "**difficulty index**" to help guide chapters in the level of work that will be needed to complete a particular Outstanding Chapter Criteria item. The items will be coded into four levels and by color. The levels are:

1. **quick and easy** (green items)
2. **takes a minute** (blue items)
3. **needs a little more work** (purple items)
4. **takes some planning and can be a challenge** (red items)

Definitions:

1. **Quick and easy**: these items are the easiest to complete; all chapters should be able to accomplish these items and submit an Outstanding Chapter Criteria even if it only contains these items completed
2. **Takes a minute**: these items don't take too much effort on the part of the chapter to complete, but some information must be gathered in order to these items
3. **Needs a little more work**: these items do take some planning and some extra work to accomplish, but they are not overwhelming to complete
4. **Takes some planning and can be a challenge**: these items will probably involved some goal setting, timelines, and work on the part of multiple chapter members