



TEXAS JUNIOR COLLEGE STUDENT GOVERNMENT ASSOCIATION CHAPTER OF EXCELLENCE PROGRAM APPLICATION Bronze Level - Quality Chapter

CONGRATULATIONS on starting your TJCSGA Chapter Excellence Program application. This program is the single best way to recognize a successful SGA chapter at the local, regional, and state without competing against other schools. Bronze Level honors chapters for achieving essential standards of excellence as a "Quality Chapter." Silver Level recognizes chapters that go beyond baseline requirements as a "Chapters of Distinction". And Gold level is honored as a "Model of Excellence."

Use this form to plan for the submission of your application with your local officers and members. This program empowers students to take the lead in the planning, implementation, evaluation and celebration of chapter activities. Members should also lead the development, review and completion of this application. The official TJCSGA Chapter Excellence Program application for ALL LEVELS must be completed using this form and turned into the state eboard by the deadline listed above.

Questions? We're here to help!

Chapter Excellence Program application assistance for advisors and chapter members is available. Our Executive Board is ready to assist you in integrating essential skills, articulating SMART goals, and selecting and evaluating entries within your CEP application. Contact a member of the eboard through TJCSGA.com

Chapters do not need to be present to apply for or receive the Base Level One "Quality Chapter Designation." If this award is earned, a certificate will be emailed to the advisor listed on the form.

Bronze Level Chapter Information

This application represents the work of :

Name of School (including campus): _____

Primary Contact First and Last Name: _____

Primary Contact email: _____

School phone number with area code: _____

Primary Contact Cell Phone number: _____

Total number of members in chapter (including eboard): _____

Total number of executive board members in chapter: _____

Certifications

We hereby certify that all claims and information reported in this document are true and accurate.

Electronic Signature: The parties below execute this application electronically - equaling to the same degree as a handwritten signature - by providing their individual names and email address and checking the "certification" boxes below.

Chapter President Name: _____

President Certification

Chapter President Email: _____

Secretary Certification

Chapter Secretary Name: _____

Parliamentarian Certification

Chapter Secretary Email: _____

Chapter Parliamentarian Name: _____

Chapter Parliamentarian email: _____

Chapter Advisor Name: _____

Advisor Certification

Chapter Advisor Email: _____



Bronze Level - Quality Chapter Indicators

All Six (6) of these Bronze Level Quality Chapter Indicators must be marked YES to qualify as a Bronze Level Quality Chapter.

Quality Chapter Essential Indicator	Indicator Met?
1. Chapter submitted membership and dues are paid	Yes/No
2. All advisors are submitted professional members to the TJCSG Advisors Association.	Yes/No
3. The chapter has elected chapter officers	Yes/No
4. The chapter conducted well-planned, regularly scheduled chapter meetings	Yes/No
5. The chapter developed a projected budget (list of planned income/expenses for the year)	Yes/No
6. The chapter developed a calendar of events (list of planned chapter activities for the year)	Yes/No

Bronze Level - Quality Chapter Hallmark Components

Exemplary Component 1 – Life 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 or event: _____

Date of Activity/Event: _____

Short description of the event/activity: _____

Select the one Life Skill the activity/event developed in students:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Self-Motivation | <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Time Management | <input type="checkbox"/> Creativity | <input type="checkbox"/> Respect |

Exemplary Component 2 – Officer Skills

The purpose of this component is to encourage students to develop essential attitudes and abilities for success in their role as an officer.

List one major activity or event: _____

Date of Activity/Event: _____

Short description of the event/activity: _____

Select the one Officer Skill the activity/event developed in students:

- | | | |
|--|--|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Decision Making | <input type="checkbox"/> Multicultural Sensitivity & Awareness |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Planning, Organizing, & Management |

Exemplary Component 3 – Future Success

The purpose of this component is to encourage students to develop essential knowledge and competencies for success after college.

List one major activity or event: _____

Date of Activity/Event: _____

Short description of the event/activity: _____

Select the one Future Success Skill the activity/event developed in students:

- | | | |
|---|---|--|
| <input type="checkbox"/> Computer/Technology Literacy | <input type="checkbox"/> Job Specific Skills | <input type="checkbox"/> Career Seeking Skills |
| <input type="checkbox"/> Civic Engagement | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Networking Skills |

Standards of a Silver Level Chapter of Distinction

In the TJCSGA Chapter of Excellence Program, the Silver and Bronze level awards distinguish chapters based on their achievements across the program's criteria, with Silver reflecting a higher level of accomplishment. Silver-level chapters are more comprehensive in their impact, while Bronze chapters demonstrate potential and progress in a few targeted areas.

The Silver level recognizes SGA chapters that meet all of the Bronze Level criteria and additional criteria on a Silver level. Chapters at this level have demonstrated strong performance in multiple areas, showing consistent commitment to leadership, service, advocacy, student engagement, or collaboration. These chapters exhibit a well-rounded approach, fulfilling nearly all of the program's expectations and making a significant impact within their campus or community.

Criteria Summary for Silver Level:

- Meets or exceeds in all five silver essential indicators.
- Meets or exceeds seven or more of the eleven possible Notable Standard Indicators for the Silver level.
- Has conducted three activities or events that each fall into one of the five Hallmark areas.
- Demonstrates well-rounded success and active engagement in most program areas.

Silver Level - Quality Chapter Essential Indicators

All FIVE (5) of these Silver Level Quality Chapter Indicators must be marked YES (in addition to completing the Bronze requirements to qualify as a Silver Level, Quality Chapter.

Chapter of Distinction Essential indicator	Indicator Met?
<input type="checkbox"/> 1. The chapter conducted a dedicated officer training	Yes/No
<input type="checkbox"/> 2. The Chapter conducted a dedicated membership recruitment activity/event.	Yes/No
<input type="checkbox"/> 3. Members are engaged in a committee structure to implement chapter activities.	Yes/No
<input type="checkbox"/> 4. The chapter uses Robert's Rules in all meetings.	Yes/No
<input type="checkbox"/> 5. The chapter plans to participate in the Regional Conference and State Convention	Yes/No

Chapter of Distinction Notable Standard indicators	Indicator Met?
<input type="checkbox"/> 1. The chapter holds executive board meetings with local chapter committee chairs.	Yes/No
<input type="checkbox"/> 2. The Chapter conducted an activity to engage student on campus.	Yes/No
<input type="checkbox"/> 3. Chapter officers have attended some kind of leadership training.	Yes/No
<input type="checkbox"/> 4. Chapter officers have attended one activity above the local level.	Yes/No
<input type="checkbox"/> 5. A report of chapter activities/accomplishments is presented to the Board of Trustees.	Yes/No
<input type="checkbox"/> 6. Hosted a leadership training for on campus organizations to assist them in their mission.	Yes/No
<input type="checkbox"/> 7. Hosted a leadership training for other campus or college SGAs.	Yes/No
<input type="checkbox"/> 8. One or more articles were published in student media.	Yes/No
<input type="checkbox"/> 9. Local chapter has a social media or web presence.	Yes/No
<input type="checkbox"/> 10. A chapter celebrate its accomplishments on the local level, all members may attend.	Yes/No
<input type="checkbox"/> 11. Has a candidate for state or regional office.	Yes/No

Silver Level - Hallmark Components



Silver Level - Chapter of Distinction Hallmark Components

Hallmark Component 1 (must be different that activity used in Bronze Level)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with one of the five Hallmark Areas.

List one major activity or event:

Date of Activity/Event:

Which Hallmark Area applies to this activity or event:

Recruitment

Community

Engagement

Organizational Operations

Web Presence/Communication

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Silver Level - Hallmark Components



Silver Level - Chapter of Distinction Hallmark Components

Hallmark Component 2 (must be different that activity used in Bronze Level and Hallmark Event #1)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with one of the five Hallmark Areas.

List one major activity or event:

Date of Activity/Event:

Which Hallmark Area applies to this activity or event:

Recruitment

Community

Engagement

Organizational Operations

Web Presence/Communication

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Silver Level - Hallmark Components



Silver Level - Chapter of Distinction Hallmark Components

Hallmark Component 3 (must be different that activity used in Bronze Level and Hallmark Event #1 & #2)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with one of the five Hallmark Areas.

List one major activity or event:

Date of Activity/Event:

Which Hallmark Area applies to this activity or event:

Recruitment

Community

Engagement

Organizational Operations

Web Presence/Communication

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Standards of a Gold Level Chapter Model of Excellence

In the TJCSGA Chapter of Excellence Program, the Bronze, Silver, and Gold levels awards distinguish chapters based on their achievements across the program's criteria, with each level reflecting a higher level of accomplishment than the previous. Gold-level chapters are the most comprehensive in their impact, while Bronze chapters demonstrate potential and Silver demonstrate proficiency.

The Gold level recognizes SGA chapters that meet all of the Bronze and Silver Level criteria and additional criteria on a Gold level. Chapters at this level have demonstrated strong performance in multiple areas, showing consistent commitment to leadership, service, advocacy, student engagement, or collaboration. These chapters exhibit a well-rounded approach, fulfilling all of the program's expectations and making a significant impact within their campus or community.

Criteria Summary for Gold Level:

- Meets or exceeds in all silver and bronze essential indicators.
- Meets or exceeds seven or more of the eleven possible Notable Standard Indicators for the Silver level.
- Has conducted five activities or events that each fall into one of the five Hallmark areas.
- Demonstrates well-rounded success and active engagement in program areas.
- Demonstrate a solid foundation as the "voice of the students".

Gold Level - Model of Excellence Essential Indicators

All SIX (6) of these Silver Level Quality Chapter Indicators must be marked YES (in addition to completing the Bronze requirements to qualify as a Silver Level, Quality Chapter.

Model of Excellence Essential indicator	Indicator Met?
1. The chapter has regularly scheduled meetings with campus administration.	Yes/No
2. The chapter continuously dedicates time to recruitment and succession planning.	Yes/No
3. Committees meet regularly and consistently report back to the eboard.	Yes/No
4. The chapter includes lessons of Roberts Rules in their meetings.	Yes/No
5. The chapter actively participates in the Regional & State Conference continuously.	Yes/No
6. The chapter has a dedicated means of communication with/from the students.	Yes/No

Model of Excellence Notable Standard indicators	Indicator Met?
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A MINIMUM OF 8 of these Gold Level Model of Excellent Notable Standard Indicators must be marked YES to submit a Gold Level Application.

<input type="checkbox"/> 1. The chapter holds regularly scheduled meetings that are publicized and open to anyone.	Yes/No
<input type="checkbox"/> 2. The chapter collaborates with other organizations to engage student on campus.	Yes/No
<input type="checkbox"/> 3. All officers have attended at least 3 leadership trainings within the academic year.	Yes/No
<input type="checkbox"/> 4. Chapter hosts multiple training opportunities for other organizations on campus.	Yes/No
<input type="checkbox"/> 5. The chapter has a documented history of their accomplishments.	Yes/No
<input type="checkbox"/> 6. Hosted multiple events that emphasize civic engagement for the college population.	Yes/No
<input type="checkbox"/> 7. Hosted an event that emphasize civic engagement for the surrounding community.	Yes/No
<input type="checkbox"/> 8. One or more articles were published in local legacy media including online.	Yes/No
<input type="checkbox"/> 9. Local chapter has a robust social media and can demonstrate growth.	Yes/No
<input type="checkbox"/> 10. Chapter keeps a running budget that includes each event they host.	Yes/No
<input type="checkbox"/> 11. Chapter plans and creates a calendar of events that includes a marketing plan.	Yes/No
<input type="checkbox"/> 12. The chapter can demonstrate an annual increase in voter turno	Yes/No

Gold Level - Hallmark Components



Gold Level - Model of Excellence Hallmark Components

Hallmark Recruitment Component (must be different that activity used in Bronze Level and any previous Hallmark Events.)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with Recruitment Component of the five Hallmarks. (Recruitment Hallmark should explain an event that was intentionally planned to enhance recruitment in the organization.)

List one major activity or event:

Date of Activity/Event:

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Gold Level - Hallmark Components



Gold Level - Model of Excellence Hallmark Components

Hallmark Community Component (must be different that activity used in Bronze Level and any previous Hallmark Events.)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with Community Component of the five Hallmarks. (Community Hallmark should explain an event that engaged and intentionally impacted the neighboring community surrounding the campus or college.)

List one major activity or event:

Date of Activity/Event:

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Gold Level - Hallmark Components



Gold Level - Model of Excellence Hallmark Components

Hallmark Engagement Component (must be different that activity used in Bronze Level and any previous Hallmark Events.)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with Engagement Component of the five Hallmarks. (Engagement Hallmark should explain an event that engaged and intentionally impacted the student population.)

List one major activity or event:

Date of Activity/Event:

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Gold Level - Hallmark Components



Gold Level - Model of Excellence Hallmark Components

Hallmark Organizational Operations Component (must be different that activity used in Bronze Level and any previous Hallmark Events.)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with Organizational Operations Component of the five Hallmarks. (Organizational Operations Hallmark should explain an event that was planned intentionally to impact and improve the operations of the organization.)

List one major activity or event:

Date of Activity/Event:

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.

Gold Level - Hallmark Components



Gold Level - Model of Excellence Hallmark Components

Hallmark Web Presence/Communication Component (must be different that activity used in Bronze Level and any previous Hallmark Events.)

The purpose of this component is to allow students the opportunity to fully explain a major activity/event and how it fits with Web Presence/Communication Component of the five Hallmarks. (Web Presence/Communication Hallmark should explain an activity that was planned intentionally to impact and improve the web presence or the communication of the organization.)

List one major activity or event:

Date of Activity/Event:

Short description of the event/activity:

What was the overall goal of the activity/event (Use one intentional SMART Goals). **1,500 characters max**

List 3 goals of the activity/event (Three Activity SMART Goals). **1,500 characters max**

Explain your plan of Action. **2,000 characters max**

Activity/event Outcome (What was accomplished? Impact to community, school, members, etc.) **2,000 characters max**

Activity Evaluations/Results (Explain in detail if goals were exceeded, met or unmet and why or how) **2,000 characters max**

Activity Photo Provide a Caption for your image (550 characters max) – Collages not allowed, must be single photo. Prepare to send a photo with online application. Name photo to correspond with this activity.