

2025-2026 Guidelines and Rules

The **Outstanding Chapter Award** recognizes FBLA Collegiate chapters that demonstrate excellence in leadership, professional development, membership engagement, community service, and chapter growth.

- Earn points by completing chapter activities.
- Track your progress and save documentation throughout the year.
- The top 10 chapters with at least 3,500 points will receive the Outstanding Chapter Award.

SUBMISSION DEADLINE: May 1, 2026

AWARD LEVELS



DISTINGUISHED Chapter

1,500+
Points Required

Chapter Banner &
NLC Ribbons
Recognition



EXCEPTIONAL Chapter

3,500+
Points Required

Chapter Banner &
NLC Ribbons
Recognition



OUTSTANDING Chapter

Top 10 with 3,500+
Points Required

Exclusive Recognition,
Banner, and NLC Ribbons
Recognition

***IMPORTANT:** The Outstanding Chapter Award is awarded to the top 10 chapters that achieve or surpass 3,500 points. Chapters earning this distinction will receive only the Outstanding Chapter Banner and will not be awarded lower-tier banners.

How to Participate



STEP 1:

Track Your Activities

- Throughout the year, chapters should **complete activities** that contribute to their leadership, engagement, and professional development.
- Each activity is assigned a point value based on its impact.



STEP 2:

Save Documentation

- **Keep records** of all completed activities in one location. This includes:
 - Photos/screenshots
 - Flyers, social media posts, promotional materials
 - Registration confirmations and attendance logs



CONNECT

STEP 3:

Submit Everything on FBLA Connect

- When ready to submit, **log into FBLA Connect** and use the Outstanding Chapter Award Submission Form to upload all required materials.
- **Deadline:** 1 May 2026. Late submissions will not be accepted.



Submission & Verification Rules

To ensure fairness and prevent loopholes, chapters must follow these rules:

1. No Double Counting Activities

A single event or activity cannot be used for multiple award criteria unless explicitly stated.

Example: A chapter hosting a networking event with alumni cannot submit it as both a networking event and a professional development workshop.

2. Unique Submissions for Each Chapter

Chapters must submit original activities that they have directly organized.

Example: If two chapters co-host an event, they must submit separate documentation detailing their unique contributions.

3. No Retroactive Credit for Activities

Activities must be planned and executed during the current award year (August 1, 2025 – May 1, 2026).

Example: A recruitment video created in a previous year cannot be submitted for this year's award.

4. Fundraising Submissions Must Include Verification

Fundraising efforts must include official receipts.

Example: A chapter claiming to raise \$500 for the NLC Scholarship Fund must provide a donation receipt.

5. Social Media Posts Must Be Public

Any activity requiring a social media post (e.g., recruitment videos, alumni highlights) must:

- Be publicly accessible (or verifiable via screenshot).
- Clearly show the date of posting to prevent reusing old content.

Additional Information

1. Staff Review and Discretion

- All submissions will be reviewed by FBLA National staff.
- Staff reserves the right to deduct points, deny submissions, or disqualify participants for any reason deemed necessary to uphold the rules and standards of the award.

2. Misrepresentation Will Result in Disqualification

Any falsified, exaggerated, or misrepresented submissions will result in disqualification from the Outstanding Chapter Award.

3. Code of Ethics Compliance

- Violations of the FBLA Code of Ethics will result in:
 - ✘ Immediate disqualification from the Outstanding Chapter Award.

Appeals Process

If a submission is denied or points are deducted, appeals must be submitted by a chapter adviser.

Appeal Submission Requirements:

- The participant's full name and FBLA Collegiate chapter.
 - A detailed explanation of the reason for the appeal.
 - Any supporting documentation or evidence (e.g., screenshots, emails, verification letters) that justify the appeal.
 - A statement from the adviser confirming that they have reviewed and support the appeal.
 - All appeals must be submitted to: aring@fbla.org
 - Appeals will be reviewed on a case-by-case basis, and decisions made by FBLA National Staff are final.
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