

COMPETITIVE EVENT GUIDELINES

for **CHAPTER MANUAL OF THE YEAR**

DESCRIPTION

Jobs for Montana's Graduates (JMG) students belong to an association, the Montana Career Association (MCA). Each JMG class represents a unique MCA chapter. Each JMG MCA chapter is required to develop a Program of Work, outlining activities the students plan to accomplish during the school year. Each MCA chapter will develop their Chapter Manual of the Year exhibiting information collected while completing the Program of Work activities in the areas of: **Leadership Development, Career Preparation, Civic Responsibility, and Social Awareness.**

PURPOSE

Encourage JMG MCA students to plan and conduct activities related to the Program of Work goals and objectives and document these activities in a manual that exemplifies the success of and commitment to their MCA chapter.

ELIGIBILITY

JMG chapters, with an established MCA, and up-to-date Jobs for America's Graduates eNDMS roster as verified by JMG state staff.

ENTRIES

One entry per chapter may be submitted for scoring.

OBSERVERS

Chapter Manuals will be on display at the IGNITE Montana Conference for all in attendance to view.

COMPETITIVE EVENT TIMELINE

Chapter Manual of the Year submissions will be post marked on or before the JMG registration deadline, which will be within the last couple of weeks of March. Date will be set and communicated to Career Specialists each year. Chapter Manual of the Year will be distributed to judges approximately one week after being received in the JMG state office. Chapter Manual of the Year judges will have 3 business days to score notebooks.

EVENT RULES

1. Any and all inspirational, copyrighted, or otherwise contributing material will be cited on the Chapter Manual registration form. **Failure to do so will result in immediate disqualification.**
2. The Chapter Manual will be designed by current members of the JMG MCA chapter and will be presented as the work of the JMG Chapter.
3. The Chapter Manual will encompass activities **only from the current school year**, up to the date of submission.
4. The Chapter Manual will include the following five sections:

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- **Chapter Introduction / Overview of MCA**
 - Picture with name of high school
 - Text copy or picture image of the JMG chapter's Program of Work
 - Picture(s) with name(s) of JMG MCA chapter members, officers, and Career Specialist(s)
 - **Leadership Development**
 - Text summary of a minimum of two activities related to leadership development
 - Pictures and names of participating students in described activities
 - **Career Preparation**
 - Text summary of a minimum of two activities related to career preparation
 - Pictures and names of participating students in described activities
 - **Civic Responsibility**
 - Text summary of a minimum of two activities related to civic responsibility
 - Pictures and names of participating students in described activities
 - **Social Awareness**
 - Text summary of a minimum of two activities related to social awareness
 - Pictures and names of participating students in described activities
5. All Chapter Manuals will be judged based on the criteria in the scoring sheet.
 6. The "Points Possible" column on the score sheet indicates the maximum number of points available for each section. It is appropriate to record "Points Achieved" in a range from 0 to the maximum number.
 7. Judges' decisions are final.

Judge # _____

HIGH SCHOOL NAME	
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"POINTS ACHIEVED" CAN BE AWARDED IN A RANGE FROM 0 TO MAXIMUM "POINTS POSSIBLE"	POINTS POSSIBLE	POINTS ACHIEVED	COMMENTS (Comments are very helpful for students' learning and are highly encouraged)
INTRODUCTION/OVERVIEW			
• Includes Picture with name of High School	5		
• Includes Chapter Program of Work	15		
• Includes Picture(s) with name(s) of Chapter Member(s), Officer(s), and Career Specialist(s)	5		
LEADERSHIP DEVELOPMENT			
• Includes text summary of at least 2 activities related to Leadership Development	10		
• Includes pictures and names of participating students in described activities	5		
CAREER PREPARATION			
• Includes text summary of at least 2 activities related to Career Preparation	10		
• Includes pictures and names of participating students in described activities	5		
CIVIC RESPONSIBILITY			
• Includes text summary of at least 2 activities related to Civic Responsibility	10		
• Includes pictures and names of participating students in described activities	5		
SOCIAL AWARENESS			
• Includes text summary of at least 2 activities related to Social Awareness	10		
• Includes pictures and names of participating students in described activities	5		
CONTENT LAYOUT / PRESENTATION			
• Manual is neat, orderly, and cohesive	10		
• Attention to detail and consistency is obvious	5		
• Discretionary/Bonus Points: additional materials, event evaluations, event PR materials, media/press write-ups, etc.	20 (Bonus)		

To provide additional comments, please use the back of this page.



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CHAPTER MANUAL OF THE YEAR REGISTRATION FORM

SCHOOL NAME	
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PLEASE LIST ALL STUDENT CONTRIBUTORS

STUDENT NAME(S)*	GRADE LEVEL

*Please include any additional names on the back of the page, including their grade levels.

Please list and cite all sources used in the process to create the Manual (websites, books, photos, etc.). Additionally, include hardware (markers, stencils, etc.) and software (Microsoft Publisher, Adobe In-Design, etc.) used. **Failure to cite sources will result in disqualification.**

I, the undersigned, attest that the design and creation is my work. Any and all sources used are listed above. Furthermore, I attest that the production is in accordance with state and federal copyright laws.

I consent to its reproduction, use, and/or modification in any way for use by the Jobs for Montana's Graduates Program.

MCA President Signature: _____ Date: _____

Career Specialist Signature: _____ Date: _____

