

CHAPTER MANUAL OF THE YEAR

DESCRIPTION

Jobs for Montana's Graduates (JMG) students belong to 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 2-3 business days to score one or more manuals. Scored manuals will be retrieved by JMG staff. Subsequently, one or more manuals will be delivered for scoring. Drop off/pick up of manuals will take approximately 7-10 business days.

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:

- **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.