

COLORADO FBLA

A Legacy of Leadership
Decades of Dedication!

PEAK AWARDS

2016-2017

The Colorado PEAK Awards were designed to further local chapter involvement in statewide activities, increase membership, and boost the morale and spirit of Colorado FBLA. The Peak awards closely follow the National FBLA Business Achievement Awards.

What are the **Business Achievement Awards**?

The Business Achievement Awards (BAA) is an aggressive, self-directed, results-based business and leadership program designed to complement academics while accelerating a student's leadership skills.



The awards focus on the words surrounding the FBLA Crest: Service, Education, and Progress. There is a heavy emphasis on education with integrated classroom projects.

The individual recognition is a four-tier program (Future, Business, Leader, and America) aligned with the FBLA-PBL Goals, NBEA Standards, and Career Clusters. The individual program has a March 1 deadline for the first three levels and an April 25 deadline for the America award.

In addition to receiving their America level pin at the National Leadership Conference, all recipients of this award who attend the NLC will receive America ribbons and certificates of recognition.

To participate in the Colorado PEAK Awards, members should fill out the form as they complete the activities, provide the appropriate documentation in report format, and submit with the State Leadership Conference registration.

Each chapter in Colorado FBLA is challenged to set a minimum goal to obtain Peak I recognition at the SLC!

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COLORDO FBLA Peak Award Checklist

- Use this checklist for your reference (DO NOT INCLUDE WITH THE REPORT) to ensure that your chapter earns a plaque for their Peak Award.
- A chapter may only apply for one level during a school year, defined as the previous year's State Leadership Conference registration due date to current year State Leadership Conference registration due date.
- If the chapter Peak Award portfolio does not follow the order of the entry form, **it will be disqualified.**
 - Front cover
 - Peak Award Entry form (with all signatures)
 - Table of Contents
 - Activity documentation in the same order as listed on the entry form
 - Submitted electronically
- A chapter that is missing a required activity from the Peak Award Entry form will earn a certificate.
- Any activity missing required documentation will earn a "No" strike, Three strikes will earn a chapter a certificate and will be ineligible for a plaque.

CRITERIA	YES	NO
Report Cover		
Front report cover must contain the following information: Name of School Peak Award you are applying for 20XX-20XX		
Report Contents (pages may exceed 30 if needed)	YES	NO
Report is in the following order: Front cover Completed Entry Form with all signatures Table of Contents with page numbers The checkbox next to each completed criteria is clearly marked off that the activity is included in this report Activities follow the order of the entry form		
Report contains correct forms as required and needed		
Event Verification form		
State Officer Visitation Verification form		
Business Sponsorship form		
Report may be single or double spaced		
All letters, press releases, etc. follow the format guide found in the Chapter Management Handbook		
Report is Submitted electronically and correctly formatted		

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK I AWARD ENTRY FORM

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover page must include the following information: chapter name, award name, and 20XX-20XX.

All required supporting documentation must follow the same order as this entry form. References to the CMH are the National Chapter Management Handbook. The time frame for completion of all activities is: registration for SLC of this past school year through registration for SLC for current school year.

CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY.

Each FBLA chapter must complete a total of 5 activities total from the lists below.

The first three activities are required.

- Required.** Membership. Maintain previous year's membership **OR** obtain one Professional Division member (adviser, teacher, school official or businessperson). Indicate which membership option chapter is completing here:
_____ (Include one copy each of the national membership dues form for the current year and previous year **OR** proof of professional membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check).
- Required.** Chapter represented at current year's District Leadership Conference. (Include a copy of your online registration).
- Required.** One chapter member represented at current year's Colorado State Leadership Conference. (Include a copy of your online registration).
- Obtain state [business sponsors](#) (form to complete linked) totaling \$75 payable to Colorado FBLA. (Include a copy of the Business Sponsorship confirmation(s) and a copy of the check(s). Be sure to black out the routing number at the bottom of the check).
- Participate in a community service project at the local level. (Include the completed Peak Event Verification form).
- [Host a state officer](#) (request form linked) at a chapter/classroom activity. (Include the signed State Officer Visitation Verification form).

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak I Award:

Print Chapter Name: _____

Print Adviser's Name: _____

Adviser's School Phone #: _____

Adviser's Signature: _____

Chapter President's Signature: _____

**THIS ENTRY FORM IS DUE WITH THE STATE REGISTRATION PACKET
FOR CONSIDERATION.**

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK II AWARD ENTRY FORM

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover page must include the following information: chapter name, award name, and 20XX-20XX.

All required supporting documentation must follow the same order as this entry form. References to the CMH are the National Chapter Management Handbook. The time frame for completion of all activities is: registration for SLC of this past school year through registration for SLC for current school year.

CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY.

Each FBLA chapter must complete a total of 7 activities total from the lists below.

The first four activities are required.

- Required.** Membership. Recruit two new chapter members OR obtain two Professional Division members (adviser, teacher, school official or businessperson). Indicate which membership option chapter is completing here:
_____ (Include one copy each of the national membership dues form for the current year and previous year OR proof of professional membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check).
- Required.** Chapter represented at the current year's District Leadership Conference. (Include a copy of your online registration).
- Required.** Two chapter members represented at current year's Colorado State Leadership Conference. (Include a copy of your online registration).
- Required.** Complete a Program of Work. (See CMH for suggestions).
- Obtain state [business sponsors](#) (form to complete linked) totaling \$100 payable to Colorado FBLA. (Include a copy of the Business Sponsorship confirmation(s) and a copy of the check(s). Be sure to black out the routing number at the bottom of the check).
- Participate in a community service project at the local level. (Include the completed Peak Event Verification form).
- [Host a state officer](#) (request form linked) at a chapter/classroom activity. (Include the signed State Officer Visitation Verification form).
- Submit one article to *Colorado FBLA Today*. (Deadline options are: October 1, December 1 or March 1. Include a copy of the article submitted AND a copy of the confirmation form you will receive from the state reporter that the article was received. Article does not have to be published to be considered).
- Participate in an activity with another CTSO/school organization. (Include completed Event Verification form signed by the CTSO/school organization).

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak II Award:

Print Chapter Name: _____

Print Adviser's Name: _____

Adviser's School Phone #: _____

Adviser's Signature: _____

**THIS ENTRY FORM IS DUE WITH THE STATE REGISTRATION PACKET
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COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK III AWARD ENTRY FORM

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover page must include the following information: chapter name, award name, and 20XX-20XX.

All required supporting documentation must follow the same order as this entry form. References to the CMH are the National Chapter Management Handbook. The time frame for completion of all activities is: registration for SLC of this past school year through registration for SLC for current school year.

CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY.

Each FBLA chapter must complete a total of 11 activities total from the lists below.

The first five activities are required.

- Required.** Membership - Recruit three new chapter members OR obtain three Professional Division members (adviser, teacher, school official or businessperson). Indicate which membership option chapter is completing here:
_____ (Include one copy each of the national membership dues form for the current year and previous year OR proof of Professional Division membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check).
- Required.** Complete a Program of Work. (See CMH for suggestions).
- Required.** Conduct a planning session for newly-elected local chapter officers. (Include a copy of the schedule/agenda. The CMH contains ideas for planning this session).
- Required.** Chapter represented at the current year's District Leadership Conference. (Include a copy of your online registration).
- Required.** Two chapter members represented at current year's Colorado State Leadership Conference. (Include a copy of your online registration).
- Submit at least one member's nomination for the Future, or higher, level of the FBLA Individual Business Achievement Awards program. (Include a copy of the email confirmation from Nationals that the award application was received).
- Have one of your local chapter officers prepare a local chapter recruitment brochure that includes a list of ten benefits that students gain by joining FBLA. Distribute brochure at a chapter meeting. (Include a copy of the brochure with these materials).
- Have an experienced member help a new member study for a competitive event. (Have both members include a one-page summary of the benefits of this project with these materials).
 - Competitive Event: _____
 - Print members' names: _____ and _____
- Plan a service project for the school or community; e.g. a project to raise money for the March of Dimes, state service project, MOD Dash, Make a Difference Day or school service project (provide computer classes to senior citizens, etc). (Include a completed Peak Event Verification form for this event).
- [Host a state officer](#) (request form linked) at a chapter/classroom activity. (Include a copy of the completed State Officer Visitation Verification form).

- Submit one article to *Colorado FBLA Today*. (Deadline options are: October 1, December 1 or March 1. Include a copy of the article submitted AND a copy of the confirmation form you will receive from the state reporter that the article was received. Article does not have to be published to be considered).
- Obtain state [business sponsors](#) (form to complete linked) totaling \$125 payable to Colorado FBLA. (Include a copy of the Business Sponsorship confirmation(s) and a copy of the check(s). Be sure to black out the routing number at the bottom of the check).
- Submit a press release to your local or school newspaper about a chapter activity or event. (Include a copy of the press release or newspaper clipping, noting the name of the newspaper and date of submission. It does not have to be published).
- Have at least one chapter member shadow a businessperson.
Member's Name: _____ Business Person's Name: _____
Business: _____ Business Person's Signature: _____
Date: _____ Advisor's Initials: _____
- Have your local officers plan and present an icebreaker at a local chapter meeting. (Include an outline copy or description of the icebreaker).
Meeting date: _____ Adviser initials: _____
- Invite a businessperson, alumni, Professional Division member, or community leader to speak at a chapter meeting. (Include a copy of the letter inviting the speaker to the meeting).
Meeting date: _____ Adviser initials: _____
- Participate in at least one FBLA national program (Virtual Business Challenge, Stock Market Game, Junior Tours, Join Hands Day, Community Service Day, etc.). Descriptions of these activities can be found in the CMH. (Have one of your members include a 100-word summary about what he/she learned from the program).
- Chapter represented at CFLC. (Include a copy of your online registration).

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak III Award:

Print Chapter Name: _____

Print Adviser's Name: _____

Adviser's School Phone #: _____

Adviser's Signature: _____

Chapter President's Signature: _____

**THIS ENTRY FORM IS DUE WITH THE STATE REGISTRATION PACKET
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COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK IV AWARD ENTRY FORM

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover page must include the following information: chapter name, award name, and 20XX-20XX.

All required supporting documentation must follow the same order as this entry form. References to the CMH are the National Chapter Management Handbook. The time frame for completion of all activities is: registration for SLC of this past school year through registration for SLC for current school year.

CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY.

Each FBLA chapter must complete a total of 15 activities total from the lists below.

The first eight activities are required.

- Required.** Membership. Recruit four new chapter members OR obtain four Professional Division members (adviser, teacher, school official or businessperson). Indicate which membership option chapter is completing here:
_____ (Include one copy each of the national membership dues form for the current year and previous year OR proof of professional membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check).
- Required.** Complete a Program of Work. (See CMH for suggestions).
- Required.** Conduct at least two chapter meetings. (Include a copy of the agenda and minutes from each meeting. For samples, refer to the CMH).
- Required.** Conduct a planning session for newly-elected local chapter officers. (Include a copy of the schedule/agenda. The CMH contains ideas for planning this session).
- Required.** Chapter represented at the current year's District Leadership Conference. (Include a copy of your online registration).
- Required.** Two chapter members represented at current year's Colorado State Leadership Conference. (Include a copy of your online registration).
- Required.** Compete in two events at the current year's Colorado State Leadership Conference. (Include a copy of your online registration page that shows the events).
- Required.** Submit one article to *Colorado FBLA Today*. (Deadline options are: October 1, December 1 or March 1. Include a copy of the article submitted AND a copy of the confirmation form you will receive from the state reporter that the article was received. Article does not have to be published to be considered).
- Submit at least one member's nomination for the Business, or higher, level of the FBLA Individual Business Achievement Awards program. (Include a copy of the email confirmation from Nationals that the award application was received).
- Create a chapter recruitment committee. (Include these three items: a list of committee members, five recruitment ideas that this committee will use and an agenda from one meeting).
- [Host a state officer](#) (request form linked) at a chapter/classroom activity. (Include the completed State Officer Visitation Verification form).
- Obtain state business sponsorships totaling \$125 payable to Colorado FBLA. (Include a copy of the Business Sponsorship confirmations(s) and include a copy the check(s). Be sure to black out the routing numbers on the check).
- Participate in a community service project at the local level. (Include the completed Peak Event Verification form).
- Promote FBLA to one civic organization. (Include the completed Peak Event Verification form).

- Participated in or contributed to charity of chapter's choice. *(Include the completed Peak Event Verification form and a copy of check if applicable. Black out the routing number on the copy of the check).*
- Plan a school service project (e.g. teacher appreciation activity, babysitting service for parent-teacher conferences, guide at freshman orientation, etc.). *(Include a completed Peak Event Verification form).*
- Host a multi-club/organization activity for your school or a multi-chapter activity for your area FBLA, FBLA-Middle level and/or PBL chapters, e.g. an event, picnic, conference, rally at a meeting, etc. *(Include a copy of a completed Event Verification form).*
- Plan or participate in a community service activity such as a project to benefit or raise money for the March of Dimes, a state service project, etc. *(Include a completed Peak Event Verification form).*
- Obtain state [business sponsors](#) (form to complete linked) totaling \$150 payable to Colorado FBLA. *(Include a copy of the Business Sponsorship confirmation(s) and a copy of the check(s). Be sure to black out the routing number at the bottom of the check.*
- Participate in an FBLA-PBL Week activity. *(Include the completed Event Verification form).*
- Have the chapter represented at either the National Fall Leadership Conference (NFLC) or National Leadership Conference (NLC). *(Include a copy of the Form One registration form for either conference).*
- Create a 30-second public service announcement (PSA) or press release about American Enterprise Day or FBLA-PBL Week. *(Include a completed Peak Event Verification form and a copy of the script, press release or newspaper clipping).*
- Design local chapter FBLA t-shirts for members to wear and promote your chapter at meetings, events, and conferences. *(Include a copy of t-shirt design).*
- Publish a local chapter newsletter for distribution to members. *(Include a copy of the newsletter).*
- Organize a tour of a business for chapter members who have paid dues by October 20. *(Include a one-page summary of the tour and a list of participating members).*
- Participate in at least one FBLA national program (Virtual Business Challenge, Stock Market Game, Junior Tours, Join Hands Day, Community Service Day, etc). Descriptions of these activities can be found in the CMH in the National Programs section. *(Have one of your members include a 100-word summary about what he/she learned from the program).*
- Plan and conduct activities for FBLA-PBL Week/National Career & Technical Education week. See the Recruitment and National Programs sections of the CMH for ideas. *(The CMH has suggestions and ideas).*
- Chapter represented at CFLC. *(Include a copy of your online registration).*

By signing this form, we, the undersigned, to declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak IV Award:

Print Chapter Name: _____

Print Adviser's Name: _____

Adviser's School Phone: _____

Adviser's Signature: _____

Chapter President's Signature: _____

**THIS ENTRY FORM IS DUE WITH THE STATE REGISTRATION PACKET
FOR CONSIDERATION.**

COLORADO FUTURE BUSINESS LEADERS OF AMERICA PEAK V AWARD ENTRY FORM & Gold Seal Chapter Nomination

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover page must include the following information: chapter name, award name, and 20XX-20XX.

All required supporting documentation must follow the same order as this entry form. References to the CMH are the National Chapter Management Handbook. The time frame for completion of all activities is: registration for SLC of this past school year through registration for SLC for current school year.

CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY.

Each FBLA chapter must complete a total of 22 activities total from the lists below.

The first fourteen activities are required.

- Required.** Recruit five new chapter members (complete Membership Madness form) OR obtain five Professional Division members (adviser, teachers, school officials or businesspersons). Indicate which membership option chapter is completing here: _____ (Include a copy of the completed Membership Madness or Membership Mania form for one member. If the chapter obtained five Professional Division members then provide the following: proof of Professional Division membership, i.e. a copy of the Professional Division registration form and a copy of payment. Be sure to black out the routing number on the photocopy of the check).
- Required.** Complete a Program of Work. (Complete and submit your program of work).
- Required.** Conduct at least four chapter meetings. (Include a copy of the agenda and minutes from each meeting. For samples, refer to the CMH).
- Required.** Maintain or increase national membership. (Include a copy of the previous year and current year member rosters submitted to the National office).
 - Last year's membership total: _____ This year's membership total: _____
- OR**
- Sign up all students in any business class (100% class participation). (Include a copy of the completed 100% Class Participation form from the Chapter/Member Recognition section of the CMH and a copy of the class roster).
- Required.** Present the Emblem Ceremony at a local chapter meeting. The ceremony is in the CMH. (Upload an agenda from the meeting or a program from the event, copy of a press release, and at least one scanned or digital photo).
- Required.** Conduct a chapter service project at the local level. (Include the completed Peak Event Verification form).
- Required.** Conduct a planning session for newly-elected local chapter officers. (Include a copy of the schedule/agenda. The CMH contains ideas for planning this session).
- Required.** Chapter represented at the current year's District Leadership Conference. (Include a copy of your online registration).
- Required.** Two chapter members represented at current year's Colorado State Leadership Conference. (Include a copy of your online registration).
- Required.** Compete in two events at the current year's Colorado State Leadership Conference. (Include a copy of your online registration).
- Required.** Submit one article to *Colorado FBLA Today*. (Deadline options are: October 1, December 1 or March 1. Include a copy of the article submitted AND a copy of the confirmation form you will receive from the state reporter that the article was received. Article does not have to be published to be considered).
- Required.** [Host a state officer](#) (request form linked) at a chapter/classroom activity. (Include copy of the completed State Officer Visitation Verification form).

- Required.** Prepare a chapter budget (*include a copy of the budget signed by the chapter treasurer and adviser*).
- Required.** Sponsor a Job Shadow Day for FBLA members where at least one member shadows a person in a career that they are interested in. Or, the chapter can sponsor a “Work World Success Day” where professionals in various fields are invited to present workshops to chapter members or to the student body. (Upload a copy of a press release and at least one scanned or digital photo).
- Document at least 25 community service hours of activities (*Include a list of activities, date(s), time(s) involved*).
- Submit at least one member’s nomination for the Leader, or higher, level of the FBLA Individual Business Achievement Awards program. (*Include a copy of the email confirmation from Nationals that the award application was received*).
- Recruit a school official/administrator to participate in a chapter activity (*include the completed Peak Event Verification form*).
- Submit a press release to an FBLA national/state publication with at least one scanned or digital picture included in the press release. (*Use the Format Guide in the Competitive Events information from the CMH to properly format the document. Include a copy of the press release, indicating the date and publication of submission. Press release does not have to be published. If the press release is submitted to the state reporter, please include the email confirmation from the state reporter that the press release was received*).
- Submit a contribution to the National Scholarship Fund by March 1. (*Include a copy of the form from the National Programs section of the CMH, and a copy of the check. Black out routing number on the check copy. If you cannot submit a copy of the check, include a copy of the purchase order or disbursement form indicating that the funds were requested*).
- Conduct a “Reach Out and Read” Campaign by collecting used and new children’s books for an area hospital and have at least five members volunteer to read to elementary students. (Complete the interactive project report form and include at least one scanned or digital photo).
- Sponsor a “Color the Earth Green Day” where FBLA members wear green and prepare posters with “green tips” to display in the school and/or the community. (*Include a copy of a poster and a group photo of FBLA members wearing green*).
- Charter/reactivate at least one new FBLA, FBLA-Middle Level, or PBL chapter by March 1. (*Include a copy of the program from the Induction Ceremony*).
- Conduct a project to educate, promote or raise money for the March of Dimes. (*Include the Peak Award Event verification form*).
- Present the Member/Officer Induction Ceremony at a local chapter meeting. The ceremony is in the CMH. (*Upload an agenda from the meeting or a program from the event, copy of a press release, and at least one scanned or digital photo*).
- Have your local chapter officers prepare a presentation highlighting the “Benefits of FBLA” to present to students in business classes. (*Include a copy of the outline of the presentation*).
- Plan a project to benefit your school. (*Include a completed Peak Event Verification form*).
- Sponsor a school-wide toy and game recycle project. Donate old toys and games to a homeless shelter or to younger children who can use them. (*Complete the Peak Event Verification form and upload a press release and at least one scanned or digital photo*).
- Prepare a point system for your chapter members. (*Include a copy of your chapter’s point system. A sample point system can be found in the CMH*).
- Plan and conduct a free enterprise project for American Enterprise Day, November 15. (*See the CMH for American Enterprise Project ideas. Include a completed Peak Event Verification form for this activity*).

- Organize a tour of a business for chapter members who have paid dues by October 20. *(Include a one-page summary of the tour and a list of participating members).*
- Have chapter representation at one of the National or National Fall Leadership Conferences (NLC or NFLC). Include a copy of the chapter's registration form for either conference.
- With some of your chapter officers, contact local, county, state or federal legislators and share the benefits of FBLA membership. *(Have one of your members include a brief description about this activity and a copy of the letter sent to contact or set up an appointment with this official).*
- Participate in at least one fundraiser. *(Attach a brief paragraph about the fundraiser and the amount raised).*
- Plan and conduct activities for FBLA-PBL Week/National Career & Technical Education Week. *(Include a list of the activities conducted and a 100 word summary of the week. Include a scanned or digital photo).*
- Prepare a local chapter website. *(Include a copy of the website home page).* Website URL:

- Obtain state [business sponsors](#) (form to complete linked) totaling \$150 payable to Colorado FBLA. *(Include a copy of the Business Sponsorship confirmation(s) and a copy of the check(s). Be sure to black out the routing number at the bottom of the check).*
- Submit a list of chapter competitors (include names of students, events entered, and events won) at the regional/district conference or from the last year's state or national conference.
- Have chapter represented at CFLC (Colorado Fall Leadership Conference). Include a copy of the chapter registration form.

By signing this form, we, the undersigned, declare that our Future Business Leaders of America chapter has ethically fulfilled the requirements for the Peak V Award:

Print Chapter Name: _____

Print Adviser's Name: _____

Adviser's School Phone #: _____

Adviser's Signature: _____

Chapter President's Signature: _____

**THIS ENTRY FORM IS DUE WITH THE STATE REGISTRATION PACKET
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FBLA PEAK AWARD OFFICER VISITATION VERIFICATION FORM

Chapter visited: _____
Officer Attending: _____
Date of Visit: _____
Chapter Adviser's Signature: _____
Chapter President's Signature: _____
Officer's Signature: _____

INCLUDE THIS FORM IN THE PEAK AWARD DOCUMENTATION



FBLA PEAK AWARD EVENT VERIFICATION FORM

Check the type of project (one per form):

- _____ Community Service
- _____ Civic Organization Presentation
- _____ Activity with another CTSO
- _____ Charitable Organization – Name:
- _____ Other – Specify

Date of project/activity: _____

Name of Cooperating organization: _____

Phone # of cooperating organization: _____

Contact Person's Name: _____

Contact Person's Signature: _____

Chapter Adviser's Signature: _____

Chapter Officer/Chairperson's signature: _____

Chapter Name: _____

Project Description (50 words or less): _____

INCLUDE THIS FORM IN THE PEAK AWARD DOCUMENTATION