



## LEAP LEGACY CHAPTER RECOGNITION PROGRAM GUIDELINES

### OVERVIEW

LEAP Legacy Chapter is a comprehensive leadership recognition program offered to middle and high school chapters as an optional national TSA activity that includes a competition component. Chapters (in a team of three to ten members) demonstrate – and are evaluated on – their involvement in LEAP activities related to *The Student Leadership Challenge-Five Practices for Becoming an Exemplary Leader* (SLC-five practices)\* modules. Chapter semifinalists compete as participants in the TSA Meet and Greet event at the annual national TSA conference.

TSA members are encouraged to use the free [Student Leadership Challenge \(SLC\) sample resources](#) found on the TSA website when participating in the LEAP Legacy Chapter recognition program. These free resources are applicable to all LEAP activities. Complete *Student Leadership Challenge* publications are available for purchase, but not required for participation in any aspect of LEAP.

### CHAPTER PARTICIPATION

- A. Chapters submit a LEAP Legacy Chapter portfolio (see portfolio) to national TSA by April 20<sup>th</sup>.
- B. Portfolios will be evaluated by judges assembled by national TSA. Judges will not evaluate portfolios submitted from their home state. Based on minimum qualifying scores, one middle school and one high school per state will be selected as semifinalists. Ten middle school chapters and ten high school chapters will be selected to advance as national semifinalists and will be notified of their standing by May 1<sup>st</sup>. Portfolios that do not meet the minimum qualifying score will not advance to the semifinalist round, even if there are no viable portfolios from an individual state.
- C. National semifinalists are expected to attend the national TSA conference at their own expense to participate in the TSA Meet and Greet event, where they will have the opportunity to showcase their leadership activities and achievements to conference attendees. LEAP Legacy Chapter semifinalists will be judged anonymously at the Meet and Greet and ten finalists and their rank will be determined. First through third place middle school and high school chapters will receive \$1,000, \$500, and \$250, respectively. They also will receive trophies on stage at the awards ceremony.

## PORTFOLIO

Chapters document their leadership activities in a portfolio consisting of a Cover Page, Activity Summary and Evidence, and supporting documents. The portfolio provides information about the leadership activities in which chapters have participated.

- A. Portfolios that are incomplete or submitted incorrectly will not be evaluated.
- B. All content/activities provided must have been completed during the past twelve months. For example, if a chapter has not yet competed in their state conference as of March 31<sup>st</sup>, they may cite activities related to the most recent state conference (within the last 12 months.)
- C. Portfolios will be submitted electronically by the TSA chapter advisor via [submittable.com](http://submittable.com) no later than March 31<sup>st</sup> each year. Portfolios should not be mailed to the national TSA office. Portfolio submissions received via US mail or express mail will not be evaluated.
- D. General portfolio formatting requirements (Cover Page, Activity Summary and Evidence)
  - a. Participants must use the official [Cover Page and Activity Summary and Evidence templates](#).
  - b. All portfolio content must be typed.
- E. Portfolio content
  - a. Cover Page

The Cover Page of the portfolio should include the following:  
Chapter name and level (middle school or high school)  
Number of participating students  
School name and address  
Chapter advisor name and email address  
Other general information
  - b. Activity Summary and Evidence

Referencing the LEAP Legacy Chapter [Activities Summary and Evidence Sample](#) and the [Evaluation Rubric](#), chapters will list their actions/roles/responsibilities on the Activity Summary and Evidence template using the five *Student Leadership Challenge* practices:

Model the Way  
Inspire a Shared Vision  
Challenge the Process  
Enable Others to Act  
Encourage the Heart
  - c. Supporting Documents

Supporting documents must accompany the completed Activity Summary and Evidence template and serve as evidence of the chapter's LEAP Legacy Chapter activities. A minimum of two (2) activities with two (2) corresponding evidence-supporting documents for each *Student Leadership Challenge* practice must be provided. Supporting document file names must reference the *Student Leadership Challenge* practice they support. For example, documents provided as evidence for activities that support the Model The Way practice, could be named MTW1, MTW2 and so forth. It must be clear what supporting documents apply to each of the Five Practices. Please

ensure that the file names of documents clearly indicate which *Student Leadership Challenge* practice are supported.

**TSA MEET and GREET (National Semifinalist Round)**

- A. National TSA will secure judges to evaluate the portfolios of LEAP Legacy Chapter submissions to TSA and determine the ten middle school and the ten high school national finalists. LEAP Legacy Chapter national semifinalists will be notified by national TSA by May 1<sup>st</sup>.
- B. A maximum of two student members may represent their LEAP Legacy Chapter during the Meet and Greet event. Chapters may rotate members throughout the Meet and Greet.
- C. Guidelines for table top displays and/or presentation materials for the Meet and Greet will be provided to LEAP Legacy Chapter national semifinalists.
- D. LEAP Legacy Chapter national semifinalists are judged anonymously at the Meet and Greet and the ten finalists and their rank will be determined.
- E. Chapters may participate in LEAP Legacy Chapter annually if they choose, even if they have won in a prior year.

**LEAP Legacy Chapter national participants and finalists will also receive the following:**

- A. First through third place national finalist LEAP Legacy Chapter middle schools and high schools (chapters) will receive cash awards of \$1,000, \$500, and 250, respectively. They also will receive finalist pins and trophies on stage at the national TSA conference Awards Ceremony.
- B. School names of semifinalists will be posted on the TSA website and listed in the national TSA conference program.
- C. A letter of congratulations and a LEAP Legacy Chapter certificate will be sent to each finalist chapter's school principal.
- D. All LEAP Legacy Chapter national finalists will be recognized on stage beginning with the 2017 national TSA conference.
- E. All national LEAP Legacy Chapter finalists will receive a LEAP pin.