



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, and their achievements in the core philosophy of **Be. Know. Do.** (Click [here](#) for the **Be. Know. Do.** definition.) 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. **Access to the SLC sample resources is limited and available on a first come, first served basis. Members are advised to log in only once and save and/or print the SLC resources. When the maximum number of TSA users has been reached, access to the SLC resources will be terminated.**

CHAPTER PARTICIPATION

- A. Chapters submit a LEAP Legacy Chapter portfolio (see portfolio) to national TSA by March 30th.
- 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 1st. 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. 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 materials. The portfolio provides information about the leadership activities in which chapters have participated, and their achievements in the Be. Know. Do. core philosophy.

- A. Portfolios that are incomplete or submitted incorrectly will not be evaluated.
- B. The portfolio (and all content/activities provided within) must have been completed during the current school year.
- C. Portfolios will be submitted by the TSA chapter advisor to national TSA via email at general@tsaweb.org no later than March 30th 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, using 11pt Arial or Calibri font.
- E. Portfolio content
 - a. The Cover Page of the portfolio should include the following:
 - Chapter name and level (middle school or high school)
 - Participant names
 - School name and address
 - Chapter advisor name, address, email, and cell phone number
 - Other general information – click here to see [Cover Page](#) form
 - b. 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 (Be)
 - Inspire a Shared Vision (Know)
 - Challenge the Process (Do)
 - Enable Others to Act (Do)
 - Encourage the Heart (Do)

- c. 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.

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 1st.
- 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 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.
- F. All national finalist chapters will receive a LEAP Legacy Chapter plaque for their school.