

## SCHEDULE OF EVENTS

- **September 6**—Tomorrow's Business Leader article receipt deadline for fall issue
- **September 9**—Form to update mailing list and Directory of Chapters postmark deadline
- **September 22**—Postmark deadline for full SLW lodging/registration refund
- **September 23**—State Leadership Workshop Registration and Lodging online deadline
- **September 27**—FBLA Advisers' Hotline article receipt deadline for fall issue
- **September 29**—State Leadership Workshop Permission Forms postmark deadline
- **September 30**—Big 33 Quarter 2 report postmark deadline due to Executive Director

### Suggested September Activities

- Conduct a local officer training meeting
- Develop a plan of work for the year
- Plan membership recruitment activities
- Plan an event/meeting with food and a guest speaker to kick off the new year
- Secure gift certificates from local businesses as awards for new members
- Send letters to schools in your area without FBLA chapters encouraging them to form an FBLA chapter
- Establish a dues "discount" deadline
- Encourage formation of a middle-level FBLA chapter in your school system
- Recruit professional members
- Hold a "Dress Professional" day
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities

# SEPTEMBER 2011

PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6 TBL article receipt deadline	7	8	9 Directory of Chapters form postmark deadline	10
11	12	13	14	15	16	17
18	19	20	21	22 Last day for full SLW lodging/registration refund	23 SLW registration/lodging online deadline	24
25	26	27 FBLA Advisers' Hotline copy receipt deadline	28	29 SLW permission forms/accompanying forms deadline	30 Big 33 Quarter 2 report postmark deadline	

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## SCHEDULE OF EVENTS

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- Hold a chapter car wash for the state project
- Sponsor National Grandparents Day activities
- Volunteer to work at the local public library
- Hold a “mum” sale to benefit the state project
- Sponsor a pizza party for new members
- Hold a “dutch treat” dinner meeting for members at a local restaurant
- Organize an “Adopt a Freshman” campaign
- Prepare a bulletin board promoting FBLA activities
- Invite parents to chapter member induction ceremony

# SEPTEMBER 2011

PA FBLA: GATEWAY TO GREATNESS

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## SCHEDULE OF EVENTS

- **October 2**—State Leadership Workshop T-shirt RECEIVED BY deadline
- **October 8**—NFLC early-bird registration registration/lodging payment /forms deadline for Philadelphia NFLC (register online at [www.fbla-pbl.org](http://www.fbla-pbl.org))
- **October 15**—PennPal articles deadline to state reporter ([reporter@pafbla.us](mailto:reporter@pafbla.us))
- **October 15**—National Business Honor Society postmark deadline
- **October 20**—Receipt deadline for initial FBLA and middle-level membership dues to receive national publications/points for Outstanding Chapter Criteria
- **October 22**—Executive Committee Meeting, Lancaster
- **October 23-24**—State Leadership Workshop, Lancaster
- **October 24**—Virtual Business Challenge (fall) begins

### Suggested October Activities

- Sponsor a community service project
- Conduct an officer and new member installation/induction ceremony
- Plan a fundraiser
- Sponsor a “Halloween Howl” social with food and prizes
- Decorate pumpkins for a hospital/nursing home
- Plan a tailgate party at the high school football game
- Attend the State Leadership Workshop
- Secure items for State Workshop Charity Basket Auction
- Attend the Regional Leadership Workshop in

# OCTOBER 2011

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 SLW T-shirts Order Deadline
2	3	4	5	6	7	8 NFLC early-bird registration/ lodging forms due--Philadelphia
9	10	11	12	13	14	15 PennPal Article Deadline to Reporter
16	17	18	19 Initial member- ship dues dead- line	20	21	22 Executive Com- mittee Meeting, State College
23/30 State Leader- ship Workshop, Lancaster	24/31 Virtual Business Challenge (fall) begins	25	26	27	28	29

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## SCHEDULE OF EVENTS

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your area

- Hold a “movie night” for elementary children
- Hold mock interviews for students
- Begin planning activities for American Enterprise Day
- Plan activities for “homecoming” week
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter’s activities
- Plan activities to support the local SPCA
- Schedule a speaker at a local chapter meeting
- Volunteer to rake leaves at senior citizen homes
- Sponsor a coloring contest for elementary children
- Hold a high school “outdoor clean-up” day
- Assist with the United Way drive in your local community
- Assist with or organize a “haunted house” for area youth
- Assist the local PTO with its membership campaign
- Create a public service announcement regarding American Enterprise Day and distribute to the local radio/TV stations
- Sponsor activities during National Fire Prevention Week

# OCTOBER 2011

PA FBLA: GATEWAY TO GREATNESS

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## SCHEDULE OF EVENTS

- **November 4-5**—National Fall Leadership Conference, Philadelphia
- **November 7**—Online registration opens for all RLCs
- **November 8**—NFLC regular registration deadline
- **November 10**—PA FBLA Board of Directors Live Classroom meeting
- **November 15**—American Enterprise Day
- **November 16**—Tomorrow's Business Leader article receipt deadline for winter issue
- **November 18-19**—PBEA Conference, Lancaster
- **November 30**—SLC materials posted on web

### Suggested November Activities

- Conduct American Enterprise Day activities
- Sponsor a hunter safety program
- Sponsor a career fair
- Plan a social activity for dues-paying members
- Participate in a Thanksgiving food drive
- Attend the National Fall Leadership Conference
- Attend the Regional Leadership Workshop in your area
- Volunteer at the local food bank
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Schedule a speaker at a local chapter meeting
- Sponsor Veterans' Day activities
- Hold a stuffed animal collection for the local Toys4Tots campaign
- Collect used eyeglasses for the local Lions/Lioness Club
- Conduct an Internet safety program for parents in the district
- Speak about FBLA at a local service organization meeting
- Meet with local leaders and legislators to promote FBLA

# NOVEMBER 2011

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 National Fall Leadership Conference, Philadelphia	5 National Fall Leadership Conference, Philadelphia
6	7 Online Registration Opens for all RLCs	8 NFLC regular registration deadline	9	10 PA FBLA Board of Directors Live Classroom Meeting	11	12
13	14	15 American Enterprise Day	16 TBL article receipt deadline	17 PBEA Conference, Lancaster	18 PBEA Conference, Lancaster	19
20	21	22	23	24 Thanksgiving Day	25	26
27	28	29	30 SLC materials posted on web site			

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## SCHEDULE OF EVENTS

- **December 1**—Nominations for PA FBLA Businessperson of the Year postmark deadline
- **December 7**—Region Leadership Conferences may begin
- **December 7**—State Leadership Conference Online Registration and Lodging Opens
- **December 8**—FBLA Advisers' Hotline copy receipt deadline
- **December 9**—state-only prejudice events RECEIVED BY deadline for:
  - ▶ American Enterprise Project
  - ▶ Business Financial Plan
  - ▶ Business Plan
  - ▶ Business Presentation
  - ▶ Community Service Project
  - ▶ Computer Gaming and Simulation Programming
  - ▶ Desktop Application Programming
  - ▶ Digital Design and Production
  - ▶ Digital Video Production
  - ▶ E-business
  - ▶ Electronic Career Portfolio
  - ▶ Partnership with Business Project
  - ▶ Web Site Design
- **December 15**—PennPal articles copy deadline to state reporter (reporter@pafbla.us)
- **December 30**—Big 33 Quarter 3 report forms due to Executive Director
- **December 31**—Region Membership Incentive dues postmark deadline

### Suggested December Activities

- Create holiday cards for a local nursing home or hospital
- Plan a holiday party for chapter members
- Sponsor a canned food drive for community members
- Plan an interview skills workshop for mem-

# DECEMBER 2011

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 PA FBLA BPOY Nominations Deadline	2	3
4	5	6	7 Region Leader- ship Conferences may begin	8 FBLA Advisers' Hotline article deadline	9 State-only pre- judged events deadline	10
11	12	13	14	15 PennPal article deadline	16	17
18	19	20	21	22	23	24
25 Christmas Day	26	27	28	29	30 Big 33 Quarter 3 chapter forms postmark deadline	31 Region Member- ship Incentive dues postmark deadline

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## SCHEDULE OF EVENTS (CONTINUED)

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- bers at a chapter meeting
- Conduct a “letters to Santa” campaign for elementary children
- Hold “secret Santa” activities
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter’s activities
- Encourage students to apply for an FBLA scholarship
- Solicit competitive event sponsors for the FBLA state conference
- Solicit monetary scholarships for the FBLA state conference
- Serve as a “bell ringer” for the Salvation Army
- Register members for the local regional leadership conference
- Hold a Christmas caroling session at the local hospital/nursing home
- Hold a “movie afternoon” for elementary children and a visit with Santa
- Volunteer to wrap gifts at local stores/mall

# DECEMBER 2011

PA FBLA: GATEWAY TO GREATNESS

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## SCHEDULE OF EVENTS

- **January 17**—PennPal articles deadline
- **January 18**—Final announcement date for Top 10 finalists in state-only pre-judged events
- **January 19**—Membership Incentive Program application due to state adviser
- **January 20**—Final date for RLCs to be held
- **January 20**—Final e-mail date for region advisers to submit list of winners
- **January 20**—SLC online registration and registration payment postmark deadline
- **January 20**—Last day for a full SLC registration refund
- **January 20-21**—PA FBLA Board of Directors meeting in Hershey
- **January 27**—SLC lodging payment RECEIVED BY deadline
- **January 31**—PA FBLA Board of Directors application postmark deadline
- **January 31 or prior to your RLC**—Deadline for dues of members who wish to participate in competitive events

### Suggested January Activities

- Have students take a free Brainbench exam
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Attend your local school board meeting and recognize board members during January's School Board Recognition month
- Plan special activities with the social studies department for Martin Luther King Day on January 15
- Sponsor Super Bowl Week activities through-

# JANUARY 2012

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Day	17 PennPal article deadline	18 Final date for state-only events finalists notification	19 Membership Incentive Program application due	20 See Schedule of Events (multiple items)	21 PA FBLA Board of Directors meeting, Hershey
22	23	24	25	26	27 See Schedule of Events (multiple items)	28
29	30	31 PA FBLA BOD application postmark deadline				

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## SCHEDULE OF EVENTS (CONTINUED)

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- out the school
- Collect soda can tabs for a Ronald McDonald house
- Organize “coin drops” throughout the community to support the state project
- Participate in your local regional leadership conference
- Schedule a speaker at a local chapter meeting
- Conduct an activity for the National March of Dimes project
- Hold “casual for a cause” activities
- Enter teams in the Virtual Business Challenge
- Sponsor Career Day activities
- Organize a high school variety show
- Assist with a local American Red Cross blood drive
- Research a local business from your area that operates internationally and present your findings at a local chapter meeting; invite a member of the business to speak at the meeting
- Design an FBLA public service announcement and submit to the local radio/TV stations
- Invite a former FBLA member to speak at a local chapter meeting

January is National Blood Donors' Month.

# JANUARY 2012

PA FBLA: GATEWAY TO GREATNESS

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## SCHEDULE OF EVENTS

- **February 1-15**—School-site events testing window
  - ▶ Accounting II
  - ▶ Computer Applications
  - ▶ Database Design and Applications
  - ▶ Desktop Publishing
  - ▶ Spreadsheet Applications
  - ▶ Word Processing I
  - ▶ Word Processing I
- **February 1-29**—National Career and Technical Education Month
- **February 1**—2012-13 State Officer Application postmark deadline
- **February 2**—Last day to make SLC competitive events changes
- **February 2**—National Job Shadow Day
- **February 4**—RECEIVED BY deadline for the following competitive events:
  - ▶ Job Interview
  - ▶ Mr. Future Business Leader
  - ▶ Ms. Future Business Leader
- **February 4**—Postmark deadline for PA FBLA Market Share Award entry form
- **February 5-11**—National FBLA Week
- **February 7**—Virtual Business Challenge (spring) begins
- **February 8**—National Adviser Appreciation Day
- **February 10**—FBLA Professional Dress Day
- **February 11**—FBLA Community Service Day
- **February 15**—PennPal articles copy deadline to state reporter (reporter@pafbla.us)
- **February 17**—National Business Honor Society postmark deadline

(over)

# FEBRUARY 2012

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 State Officer Application post- mark deadline	2 See Schedule of Events (multiple items)	3	4 See Schedule of Events (multiple items)
5 National FBLA Week	6 National FBLA Week   Virtual Business Challenge (spring) begins	7 National FBLA Week	8 National FBLA Week   FBLA Adviser Apprecia- tion Day	9 National FBLA Week	10 National FBLA Week   FBLA Professional Dress Day	11 National FBLA Week   FBLA Community Service Day
12	13	14	15 PennPal articles deadline	16	17 See Schedule of Events (multiple items)	18 Receipt deadline for school-site events (see sched- ule of events)
19	20 President's Day	21 TBL article re- ceipt deadline	22 Receipt deadline for Out. Chapter, Out. Adviser, Who's Who	23 State officer candidates man- datory confer- ence call	24	25
26	27	28	29			

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## SCHEDULE OF EVENTS (CONTINUED)

- **February 17**—Postmark deadline for the following:
  - ▶ SLC plaques/trophies sponsorships
  - ▶ SLC monetary scholarships
  - ▶ William Selden Scholarship Fund contributions
- **February 18**—School-site competitive events RECEIVED BY deadline
  - ▶ Accounting II
  - ▶ Computer Applications (more on next page)
  - ▶ Database Design and Applications
  - ▶ Desktop Publishing
  - ▶ Spreadsheet Applications
  - ▶ Word Processing I
  - ▶ Word Processing II
- **February 21**—Tomorrow's Business Leader article deadline
- **February 22**—RECEIVED BY deadline for the following competitive events:
  - ▶ Outstanding Adviser Criteria
  - ▶ Who's Who Criteria
  - ▶ Outstanding Adviser Criteria
  - ▶ Local Chapter Annual Business Report
- **February 23**—State officer candidate mandatory conference call/live classroom meeting

### Suggested February Activities

- Celebrate National FBLA Week by planning a different activity for each day
- Plan a job shadowing activity for FBLA members
- Sponsor a Valentine's Day activity
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities

# FEBRUARY 2012

## PA FBLA: GATEWAY TO GREATNESS

- Create personalized tote bags for wheelchairs at local hospital/nursing home
- Schedule a speaker at a local chapter meeting
- Hold a Businesspersons Breakfast
- Collect used books for the local public library book sale
- Collect used ink cartridges for recycling

February is national Red Cross month.

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## SCHEDULE OF EVENTS

- **March 1**—Postmark deadline for 2012-2013 state project proposals
- **March 1**—RECEIVED BY deadline for National FBLA Business Achievement Awards
- **March 1**—Keystone Leadership Award postmark deadline
- **March 1**—Initial state project checks due to state treasurer
- **March 2**—Spring Virtual Business Challenge ends
- **March 7**—Big 33 Quarter 4 report postmark deadline to executive director
- **March 9**—postmark deadline for:
  - ▶ SLC student emergency form
  - ▶ SLC adviser/guest/chaperone emergency form
  - ▶ SLC accompanying form
  - ▶ SLC intern application
- **March 10**—State officer candidates mandatory interviews, Hershey
- **March 15**—PennPal articles copy deadline to state reporter (reporter@pafbla.us)
- **March 15**—SLC T-shirt order deadline
- **March 15**—PA FBLA Membership Madness/Mania postmark deadline
- **March 17**—State officer candidates mandatory interviews, Hershey
- **March 23**—SLC personal ad coupon postmark deadline
- **March 31**—Last day for SLC 50% State Leadership Conference registration refund

# MARCH 2012

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 See Schedule of Events (multiple items)	2 Spring Virtual Business Challenge ends	3
4	5	6	7 Big 33 Quarter 4 reports due	8	9 SLC permission forms/ accompanying form due	10 State Officer Candidate Interviews, Hershey
11	12	13	14	15 See Schedule of Events (multiple items)	16	17 State Officer Candidate Interviews, Hershey
18	19	20	21	22	23 SLC personal ad coupon deadline	24
25	26	27	29	29	30	31 Last day to request SLC 50% refund

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## SCHEDULE OF EVENTS (CONTINUED)

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# MARCH 2012

PA FBLA: GATEWAY TO GREATNESS

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### Suggested March Activities

- Plan a spring field trip
- Organize practice/study sessions for SLC competitors
- Schedule a spring fundraiser
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Schedule activities for Dr. Seuss' birthday on March 2
- Schedule a speaker at a local chapter meeting
- Hold prep session for SLC competitors
- Encourage members to apply for PA Free Enterprise Week
- Assist with "Daffodil Day" activities

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## SCHEDULE OF EVENTS

- **April 1**—receipt deadline for the following national application forms:
  - ▶ Membership Madness Award
  - ▶ Membership Mania Award
  - ▶ FBLA Membership Achievement Award
  - ▶ FBLA 100% Class Participation Award
  - ▶ FBLA Outstanding Chapter Award
  - ▶ FBLA Distinguished Business Leader Scholarship application
- **April 1**—No SLC refunds issued this date or later
- **April 14-15**—PA FBLA Executive Committee Meeting, Hershey
- **April 16-18**—State Leadership Conference, Hershey
- **April 30**—RECEIVED BY deadline for National Leadership Conference travel forms:
  - ▶ Form A: Travel Deposit Form
  - ▶ Form B: Travel Package Reservation Form
  - ▶ Form C: Airline Passenger List
  - ▶ Form D: Rooming List
  - ▶ Form E: Traveler Information Form
  - ▶ Form F: Shirt Order Form
  - ▶ NLC Objective Test Entry form due (top 3 finishers)
  - ▶ NLC Performance Events entry form due (top 2 finishers)
  - ▶ NLC School-site Events entry form due (top 2 finishers)
  - ▶ NLC Technology-related Events entry form due (top 2 finishers)
  - ▶ NLC Written Reports event entry form due (top 2 finishers)
  - ▶ NLC Teams event entry form due (top 2 finishers)

# APRIL 2012

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 See Schedule of Events (multiple items)	2	3	4	5	6	7
8 Easter	9	10	11	12	13	14 PA FBLA Executive Committee Meeting
15 PA FBLA Executive Committee Meeting	16 PA FBLA State Leadership Conference	17 PA FBLA State Leadership Conference	18 PA FBLA State Leadership Conference	19	20	21
22	23	24	25	26	27	28
29	30 See Schedule of Events (multiple items)					

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## SCHEDULE OF EVENTS

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- ▶ NLC Speaking Events entry form due (top 2 finishers)
- ▶ NLC Interview Events entry form due (top 2 finishers)

### Suggested April Activities

- Attend the State Leadership Conference
- Organize an Easter Egg hunt
- Begin planning the end of the year awards banquet
- Recognize secretaries/administrative assistants on April 27
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Conduct Earth Day activities on April 22
- Hold "prep" sessions for SLC competitors
- Distribute smoke detector batteries on Day-light Savings Time

# APRIL 2012

PA FBLA: GATEWAY TO GREATNESS

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## SCHEDULE OF EVENTS

- **May 1**—National FBLA Adviser of Wall Fame application deadline
- **May 1**—National NCCPAP/AICPA scholarship application deadline
- **May 1**—National FBLA NLC intern application deadline
- **May 9**—National Local Recruitment of Chapters application deadline
- **May 11**—NLC final payment RECEIVED BY deadline
- **May 15**—National officer candidate application deadline
- **May 16**—NLC emergency forms postmark deadline
- **May 18-19**—PA FBLA Board of Directors meeting, Hershey
- **May 20**—FBLA NLC Early-bird registration deadline

### Suggested May Activities

- Elect new officers for 2011-12
- Hold an end-of-the-year field trip
- Conduct an end-of-the-year awards banquet
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Conduct activities during National Teacher Appreciation Week/Day
- Assist with the Special Olympics in your area
- Organize a team for the local Relay for Life
- Sponsor Mother's Day activities
- Assist with Memorial Day activities
- Assist with prom activities

# MAY 2012

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 See Schedule of Events (multiple items)	2	3	4	5
6	7	8	9	10	11 NLC Travel Package Final Payment Due	12
13 Mother's Day	14	15 National Candidate Application deadline   Go Green Deadline	16 NLC emergency forms postmark deadline	17	18 PA FBLA Board of Directors meeting, Hershey	19 PA FBLA Board of Directors meeting, Hershey
20 FBLA NLC Early-bird Reg. Deadline	21	22	23	24	25	26
27	28 Memorial Day	29	30			

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## SCHEDULE OF EVENTS

- **June 8-10**—PA FBLA Executive Committee Meeting, Hershey
- **June 30**—Big 33 Quarter 1 reporting forms due to Executive Director

### Suggested June Activities

- Elect new officers for 2012-2013
- Hold an end-of-the-year field trip
- Conduct an end-of-the-year awards banquet
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Sponsor Father's Day activities
- Assist with graduation activities

# JUNE 2012

## PA FBLA: GATEWAY TO GREATNESS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 PA FBLA Executive Committee meeting, Hershey	9 PA FBLA Executive Committee meeting, Hershey
10 PA FBLA Executive Committee meeting, Hershey	11	12	13	14	15	16
17 Father's Day	18	19	20	21	22	23
24	25	26	27 PA FBLA travel day to Orlando, FL	28 FBLA NLC, San Antonio, TX	29 FBLA NLC, San Antonio, TX (return July 3)	30 Big 33 Quarter 1 forms deadline

## PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

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# **SUGGESTED CALENDAR OF ACTIVITIES**

This list is not all inclusive. A good tool to use to plan activities is the [William Selden Outstanding Chapter Criteria](#). The OCC also provides suggestions of activities that can be conducted during the year.

## **Suggested August Activities**

- Hold a local chapter officer meeting and establish a plan of work for the current school year
- Volunteer to lead school tours during orientation days for new students at your school
- Staff FBLA information booths during new student orientations
- Establish and add content to the local chapter's web site, including membership recruitment materials
- Make contact with American Red Cross and plan state project related activities
- Develop membership recruitment posters and display around school
- Plan FBLA membership recruitment announcements to be used when students return to school
- Sponsor a "welcome back" snack day for teachers and other school staff
- Volunteer to assist with "open house" activities at your school
- Hold a "bowl-a-thon" fundraiser for the state project
- Submit an article to the local newspaper about the chapter's activities

## **Suggested September Activities**

- Conduct a local officer training meeting
- Develop a plan of work for the year
- Plan membership recruitment activities
- Plan an event/meeting with food and a guest speaker to kick off the new year
- Secure gift certificates from local businesses as awards for new members
- Send letters to schools in your area without FBLA chapters encouraging them to form an FBLA chapter
- Establish a dues "discount" deadline
- Encourage formation of a middle-level FBLA chapter in your school system
- Recruit professional members
- Hold a "Dress Professional" day
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Hold a chapter car wash for the state project
- Sponsor National Grandparents Day activities
- Volunteer to work at the local public library
- Hold a "mum" sale to benefit the state project
- Sponsor a pizza party for new members
- Hold a "dutch treat" dinner meeting for members at a local restaurant
- Organize an "Adopt a Freshman" campaign
- Prepare a bulletin board promoting FBLA activities
- Invite parents to chapter member induction ceremony

## **Suggested October Activities**

- Sponsor a community service project
- Conduct an officer and new member installation/induction ceremony

- Plan a fundraiser
- Sponsor a “Halloween Howl” social with food and prizes
- Decorate pumpkins for a hospital/nursing home
- Plan a tailgate party at the high school football game
- Attend the State Leadership Workshop
- Secure items for State Workshop Charity Basket Auction
- Attend the Regional Leadership Workshop in your area
- Hold a “movie night” for elementary children
- Hold mock interviews for students
- Begin planning activities for American Enterprise Day
- Plan activities for “homecoming” week
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter’s activities
- Plan activities to support the local SPCA
- Schedule a speaker at a local chapter meeting
- Volunteer to rake leaves at senior citizen homes
- Sponsor a coloring contest for elementary children
- Hold a high school “outdoor clean-up” day
- Assist with the United Way drive in your local community
- Assist with or organize a “haunted house” for area youth
- Assist the local PTO with its membership campaign
- Create a public service announcement regarding American Enterprise Day and distribute to the local radio/TV stations
- Sponsor activities during National Fire Prevention Week

### **Suggested November Activities**

- Conduct American Enterprise Day activities
- Sponsor a hunter safety program
- Sponsor a career fair
- Plan a social activity for dues-paying members
- Participate in a Thanksgiving food drive
- Attend the National Fall Leadership Conference
- Attend the Regional Leadership Workshop in your area
- Volunteer at the local food bank
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter’s activities
- Schedule a speaker at a local chapter meeting
- Sponsor Veterans’ Day activities
- Hold a stuffed animal collection for the local Toys4Tots campaign
- Collect used eyeglasses for the local Lions/Lioness Club
- Conduct an Internet safety program for parents in the district
- Speak about FBLA at a local service organization meeting
- Meet with local leaders and legislators to promote FBLA

## **Suggested December Activities**

- Create holiday cards for a local nursing home or hospital
- Plan a holiday party for chapter members
- Sponsor a canned food drive for community members
- Plan an interview skills workshop for members at a chapter meeting
- Conduct a “letters to Santa” campaign for elementary children
- Hold “secret Santa” activities
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter’s activities
- Encourage students to apply for an FBLA scholarship
- Solicit competitive event sponsors for the FBLA State Conference
- Solicit monetary scholarships for the FBLA state conference
- Serve as a “bell ringer” for the Salvation Army
- Register members for the local regional leadership conference
- Hold a Christmas caroling session at the local hospital/nursing home
- Hold a “movie afternoon” for elementary children and a visit with Santa
- Volunteer to wrap gifts at local stores/mall

## **Suggested January Activities**

- Have students take a free Brainbench exam
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter’s activities
- Attend your local school board meeting and recognize board members during January’s School Board Recognition month
- Sponsor Super Bowl Week activities throughout the school
- Collect soda can tabs for a Ronald McDonald house
- Organize “coin drops” throughout the community to support the state project
- Participate in your local regional leadership conference
- Schedule a speaker at a local chapter meeting
- Conduct an activity for the National March of Dimes project
- Hold “casual for a cause” activities
- Enter teams in the Virtual Business Challenge
- Sponsor Career Day activities
- Organize a high school variety show
- Assist with a local American Red Cross blood drive
- Research a local business from your area that operates internationally and present your findings at a local chapter meeting; invite a member of the business to speak at the meeting
- Design an FBLA public service announcement and submit to the local radio/TV stations
- Invite a former FBLA member to speak at a local chapter meeting
- Plan activities for Martin Luther King Day on January 15

## **Suggested February Activities**

- Celebrate National FBLA Week by planning a different activity for each day
- Plan a job shadowing activity for FBLA members
- Sponsor a Valentine's Day activity
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Participate in National Job Shadow Day activities
- Create personalized tote bags for wheelchairs at local hospital/nursing home
- Schedule a speaker at a local chapter meeting
- Hold a Businesspersons Breakfast
- Collect used books for the local public library book sale
- Collect used ink cartridges for recycling

## **Suggested March Activities**

- Plan a spring field trip
- Organize practice/study sessions for SLC competitors
- Schedule a spring fundraiser
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Schedule activities for Dr. Seuss' birthday on March 2
- Schedule a speaker at a local chapter meeting
- Hold prep session for SLC competitors
- Encourage members to apply for PA Free Enterprise Week
- Assist with "Daffodil Day" activities

## **Suggested April Activities**

- Attend the State Leadership Conference
- Organize an Easter Egg hunt
- Begin planning the end of the year awards banquet
- Recognize secretaries/administrative assistants on April 25
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Conduct Earth Day activities on April 22
- Hold "prep" sessions for SLC competitors
- Distribute smoke detector batteries on Daylight Savings Time

## **Suggested May Activities**

- Elect new officers for next school year
- Hold an end-of-the-year field trip

- Conduct an end-of-the-year awards banquet
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Conduct activities during National Teacher Appreciation Week/Day
- Assist with the Special Olympics in your area
- Organize a team for the local Relay for Life
- Sponsor Mother's Day activities
- Assist with Memorial Day activities
- Assist with prom activities

### **Suggested June Activities**

- Elect new officers for next school year
- Hold an end-of-the-year field trip
- Conduct an end-of-the-year awards banquet
- Post an article in the chapter news section of the PA FBLA web site
- Submit an article to the local newspaper about the chapter's activities
- Sponsor Father's Day activities
- Assist with graduation activities
- Attend the National Leadership Conference

### **Suggested July Activities**

- Publicize attendance at National Leadership Conference