

Item #		Points Per Activity	Maximum Points	Points Earned
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**Membership**

13  
purple

**The chapter sent letters between February 21, 2011, and February 20, 2012, to schools without FBLA chapters to encourage organizing or reactivating a chapter. Letter must be addressed to the \*\*\*school administrator\*\*\* by name and title. *Attach a copy of each letter sent and label them "Item 13-1, Item 13-2. Item 13-3. etc."***

1

10

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suggestion: (1) Create a folder for OCC Item #13 and store in a file cabinet. (2) Place a copy of this page in the folder. (3) Place a copy of each of the letters sent in this folder.

information: The copies of letters must be sent between the dates listed above. The chapter should conduct the necessary research to determine which schools do not have FBLA chapters and to whom the letter should be addressed (a full name must be included as part of the inside address). Letters are not limited to schools in your immediate area without FBLA chapters.

It is suggested that chapters send letter and include a copy of the PA FBLA Fact Sheet and a Competitive Events Program brochure along with the letter (they are found on the PA FBLA web site).

completion: (1) Label each letter starting with "Item 13-1" in the upper-right corner and attach to the back of this page. (2) Enter your points on the this spreadsheet. You may claim up to 10 points if letters are sent to 10 different schools.