

# Deadline Dates

## INDIVIDUAL MEMBER REPORTS

**Member Reports**                      **Due Date to Adviser**

March 2011                      April 20, 2011  
 April 2011                      May 20, 2011  
 May 2011                      June 20, 2011

**March-May Quarter 1 Report – Due June 30, 2011**

June 2011                      September 20, 2011  
 July 2011                      September 20, 2011  
 August 2011                      September 20, 2011

**June-August Quarter 2 Report – Due September 30, 2011**

September 2011                      October 20, 2011  
 October 2011                      November 20, 2011  
 November 2011                      December 20, 2011

**September-November Quarter 3 Report – Due November 30, 2011**

December 2011                      January 20, 2012  
 January 2012                      February 20, 2012  
 February 2012                      March 5, 2012  
 (early date)

**December-February Quarter 4 Report – Due March 8, 2012**

## ADVISER QUARTERLY REPORTS

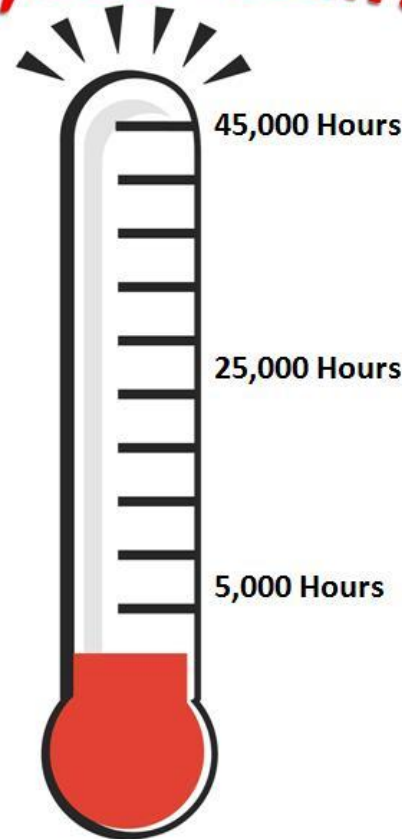
**Quarterly Reports**                      **Postmark Due Date  
to State Office**

March-May 2011                      June 30, 2011  
 June-Aug. 2011                      September 30, 2011  
 Sept.-Nov. 2011                      December 30, 2011  
 Dec. 2011-Feb. 2012                      March 8, 2012

**\*\*\* If you have missed any of the above  
deadline dates, you can still  
submit your forms to the state office**

# 2011-2012 GOAL

## 50,000 Hours



**\*\*CHANGES:**

**PA FBLA reserves the right to change the  
Excel-based forms at any time to online forms.**

**PA FBLA reserves the right to change  
recognition for chapters and advisers at  
anytime.**

# BIG 33



# Community Service

Community service is one of the core goals of FBLA, and it should be a focus of all chapters and all members.

PA FBLA's Big 33 program is designed to recognize chapters and members for the volunteer hours they have committed in school and in the community.

# Guidelines

- 1) You can claim hours completed between March 1, 2011, and February 28, 2012.
- 2) You may only claim volunteer hours that are unpaid.
- 3) You may claim hours for service performed in the schools and in the community.
- 4) You must record All hours daily on the specially designed forms found in the Recognition/Awards—Big 33 Section of [www.pafbla.org](http://www.pafbla.org). There you will find a form for each month. The forms are spreadsheets, and all hours to be considered must be submitted on the forms. Members may enter data only in the yellow colored areas of the spreadsheet.
- 5) You must submit your forms to your chapter adviser monthly. The due date for when the forms should be submitted to the adviser can be found on each month's spreadsheet.
- 6) You MAY NOT claim more than 24 hours in one day! You also may no longer list generic items such as "Summer of 2011".
- 7) Advisers should make quarterly submissions of service forms to the state office, and they are to use the appropriate quarterly submission form.

# Examples

Hours may be claimed for both FBLA and non-FBLA related activities. Examples: community service hours performed while members of organizations such as Girl Scouts, Boy Scouts, Student Council, Key Club, church youth groups, etc. *Below are just a few examples of community service.*

## Church-related Activities

1. Serving as a Sunday School teacher/assistant
2. Easter Egg hunts
3. Altar server/acolyte
4. Church lector
5. Mission trips

## Community-based Activities

1. Working as a blood drive volunteer
2. Becoming Red Cross safety certified
3. Christmas caroling at the senior citizen home
4. Serving as an EMT/volunteer fireman
5. Any activity that ultimately benefits outside groups such as Special Olympics, Habitat for Humanity

## School Activities

1. Gathering and sorting items for a food drive
2. Serving as a math, science, English, etc., tutor
3. Assisting/participating in the school play/musical
4. Lab assistant
5. Pit orchestra

## Miscellaneous Activities

1. Stuffing envelopes for a school-based or community organization
2. Assisting senior citizens with painting house, cleaning yards, clearing snow
3. Collected coins at local banks for a charitable organization
4. Collected Toys for Tots
5. Summer camp counselor (unpaid)

# Recognition

## Member Recognition

Recognition will be given to all members who complete at least three hours of community service between March 1, 2011 and February 28, 2012.

All participating members will receive a certificate of recognition and a letter of commendation. Members participating & attending the State Leadership Conference will receive a recognition ribbon.

The Top 10 members with the most community service hours will be awarded medallions during the Business Session at the State Leadership Conference.

## Chapter Recognition

PA FBLA will present certificate awards to chapters based on the collective number of hours submitted by members of the local chapter:

**Bronze Award:** 1,000 to 2,300 hours of service

**Silver Award:** 2,301 to 3,550 hours of service

**Gold Award:** 3,551 to 4,750 hours of service

**Platinum Award:** 4,751 or more hours

In addition, plaques will be presented, during the State Leadership Conference Business Session, to the Top 10 chapters with the most community service hours.

All chapters achieving bronze, silver, gold, or platinum level certificates, and Top 10 plaques, as well as individual members receiving Top 10 status, will be posted on the PA FBLA website. Congratulation letters will also be mailed to the superintendents & principals & of each chapter receiving an award.