

# OPEN THE



With The

**Business Achievement Awards Program**

**What is the B.A.A Program?**

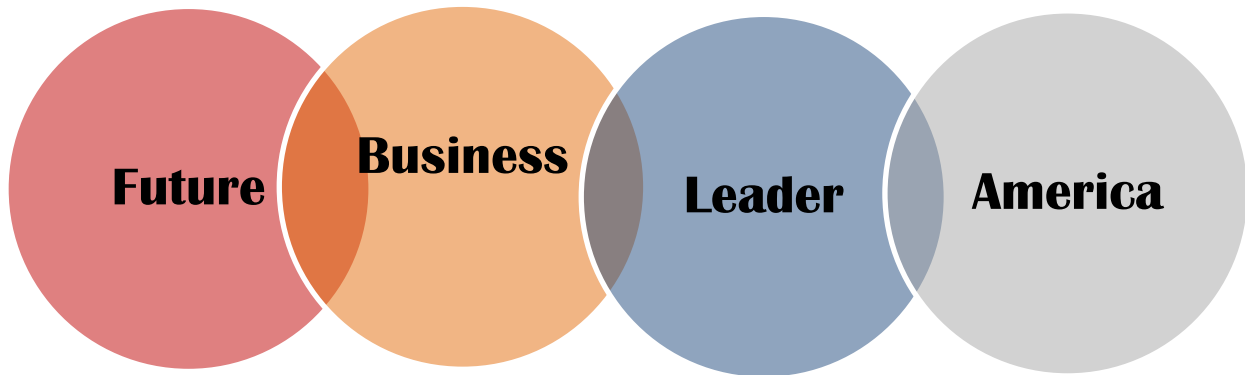
**The Business Achievement Awards Program is a program that specifically focuses on Service, Education, and Progress.**

**The B.A.A is divided into two sections:**

- 1) Individual Members**
- 2) Chapters**

# **INDIVIDUAL MEMBER B.A.A**

The individual **B.A.A** is divided into four levels:



Each of these levels has a required number of tasks to be completed.

Examples of these tasks to be completed may be:

- ❖ Donating 10 community service hours to an organization
- ❖ Participating at the National Fall Leadership Conference
- ❖ For a full list of requirements visit:

<http://fbla-pbl.org/web/page/662/sectionid/587/pagelevel/2/fbla.asp>

## **Quick Facts About Individual B.A.A.**

- The **B.A.A** due date is **March 1<sup>st</sup>**.
- You can complete all four levels in one year as long as you have your adviser's permission and you complete them in order.
- The **Future**, **Business**, and **Leader** level awards will be mailed to you. The **America** Award is presented at the National Leadership Conference.
- Awards will be presented at the State Leadership Conference (SLC) to the schools that have the highest number of individual member submissions, submitted by the deadline of **March 1<sup>st</sup>**, for each level. In order to be recognized at the SLC, advisers must complete the form found on page 4.
- In addition, members attending the SLC who have complete one or more levels of the **B.A.A** will receive recognition ribbons.

## **MEMBERS how you can start your B.A.A. TODAY!**

**1. Talk to your local chapter adviser so they can register you on the national website <http://fbia-pbl.org/BAA/login.asp>.**

**The exact steps for the adviser are listed below:**

- **Click on “Show” next to “Adviser Login”**
- **Login using your adviser credentials**
- **On the left side of the page that opens you will see the names of the four levels of the BAA (**Future**, **Business**, **Leader**, and **America**).**
- **Click on the level for which you wish to register your student.**
- **Click “Show” next to “Step 1: Register Student for (**Future**, **Business**, **Leader**, **America**) Award”.**
- **Click “Begin New Student Registration” beneath “To Do”.**
- **Complete the form on the following page. All fields are required.**
- **Advisers will receive an e-mail confirming the student registration. In that email, you will find the student key/password. Give the student the key/password to the member.**

**2. After receiving your student key/password, log in and begin your B.A.A. Upload any files and documents needed to complete your award. It’s that simple!**

**3. Once you complete a level, your adviser will need to submit the award and then you are done!**

# **B.A.A. Recognition Submission Form**

(Please print clearly)

School Name: \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Email: \_\_\_\_\_

To receive recognition at the PA FBLA State Leadership Conference, please clearly print the chapter members who complete any level of the B.A.A by the March 1<sup>st</sup> deadline.

Also check the level(s) completed for each student.

<u>Student Name</u>	<u>Future</u>	<u>Business</u>	<u>Leader</u>	<u>America</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Please continue on a separate sheet of paper if needed.

Forms **MUST** be submitted by **March 1<sup>st</sup>** to:

**MAIL:**  
Emily Wolfe  
PA FBLA First Vice President  
Central Columbia High School  
4777 Old Berwick Road  
Bloomsburg, PA 17815

**EMAIL:**  
Emily Wolfe  
PA FBLA First Vice President  
[firstvicepresident@pafbla.us](mailto:firstvicepresident@pafbla.us)

## **CHAPTER B.A.A.** **OUTSTANDING CHAPTER**

### **CHAPTER AWARD**

Consult the **Chapter/Member Recognition** section of the **Chapter Management Handbook (CMH)**

The Outstanding Chapter criteria that chapters need to complete can be found in the CMH and on the National FBLA website:

<http://www.fbla-pbl.org/data/files/fbla-pbl/outstandingchapteraward.pdf>

This award **MUST** be submitted to the National office by **April 1<sup>st</sup>**.

**For Questions or Assistance, use the following Resources:**

National FBLA Website

**Chapter Management Handbook**

<http://www.fbla-pbl.org/web/page/662/sectionid/587/pagelevel/fbla.asp>

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