

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