

PROGRAM OF WORK

The next steps in building a chapter are to develop a program of work and set up committees to help complete chapter projects.

The program of work is a written action plan consisting of goals, strategies, and chapter activities as determined by chapter officers. Chapter committees plan all activities; and since members support what they help create, each chapter member should serve on at least one standing committee.

SUGGESTED COMMITTEES

Appointed committee chairs prepare brief project reports for every completed project. Many chapters have the following ongoing committees to build chapter involvement:

Professional Development

Plans icebreakers and finds guest speakers for meetings; coordinates business tours and social activities.

Community Service

Facilitates chapter's community involvement by coordinating service activities.

Fundraising

Plans chapter fundraisers in support of chapter activities, including conferences, seminars, travel, etc.

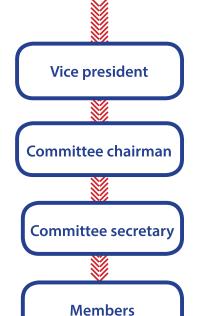
More: go.fbla.org/fblafundraising

Recruitment/Membership

Plans recruitment and retention activities.

APPENDICES: B.1 Local Chapter Monthly Report; **B.2** Sample Monthly Financial Report

COMMITTEE LEADERSHIP





ACTIVITIES AT-A-GLANCE

Use the following calendar as a guide as you develop your program of work.

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- Plan officer training
- Prepare program of work
- Plan pool party/cookout for officers

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- Place membership recruitment posters and flyers around school; post and share about FBLA on social media
- Meet with local officers to prepare a recruitment drive

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- Hold chapter meeting and committee sign ups
- Plan membership recruitment drive
- Participate in Super Sweeps
- Develop member committees
- Submit dues to national office

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- Membership deadline: October 20
- Hold chapter meeting
- Plan Emblem and Induction Ceremonies for new members
- Promote competitive events and have students begin preparing/studying

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- Hold chapter meeting
- Promote American Enterprise Day
- Promote Prematurity Awareness Day/Month
- Participate in a local competition
- Attend a National Fall Leadership Conference

- Hold chapter meeting
- Organize a community service project
- Plan a social for your chapter members
- Promote the Business Achievement Awards

Hold chapter meeting

- Sponsor second semester recruitment drive
- Participate in district/regional competition

Hold chapter meeting Celebrate Career and Technical F

Celebrate FBLA-PBL Week

Education Month

Plan a job shadowing experience for members

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- Membership deadline: March 1
- Hold chapter meeting
- Plan chapter trip and business tours
- Attend state spring conference

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- Membership Madness and Mania deadlines: April 1
- Hold chapter meeting
 - Attend State Leadership Conference

M A

- Plan end-of-the-year banquet
- Complete electronic scrapbook
- Elect new officers
- Sponsor pizza/bowling night

U N Attend FBLA National Leadership Conference

BRIEFLY DESCRIBE YOUR PROJECT: Raise funds and awareness for FBLA-PBL national service partner March of Dimes.

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MONTH	GOALS Create long- and short- term chapter goals. Hint : Goals are specific and realistic.	TACTIC Brainstorm, share, define, and refine strategies to meet your goals. Hint: Think project activities.	RESOURCES What resources are available to help you with your project? Hint: Think people, money, time, materials, and facilities.	Plan for project expenses to help meet chapter goals and attend conferences. Hint: Use the sample budget forms in the appendix.	ASSIGNED Break goals into manageable components and assign to committees or individuals.	FOLLOW UP/ EVALUATION Check in regularly to determine progress and identify potential problems.
Aug./ Sept.	Raise \$2,000 for March of Dimes		March for Babies team youth website marchofdimes.com/ teamyouth		All members	
Oct.		Host advocacy booth at football games; sell \$1 raffle tickets		\$200 allocated for rafile tickets/prize	Officers	Secured booth and volunteers
Nov.		Host advocacy booth at football games; sell \$1 raffle tickets		\$200 allocated for raffle tickets/prize	Officers	Secured booth and volunteers
Dec.						Submit T-shirt design to printer
Jan.				\$500 allocated for T-shirts		Mini march T-shirts printed
Feb.		Host mini march during FBLA-PBL Week; sell T-shirts, \$10 ea.			All members	
Mar.		Recruit March for Babies sponsors via social media	March for Babies team youth website		All members	
Apr.		Recruit March for Babies sponsors via social media	March for Babies team youth website		All members	
May		Participate in March for Babies	community		All members	REACHED GOAL!!!
June/July						Funds submitted to MOD.

