

Training Local Chapter Officers

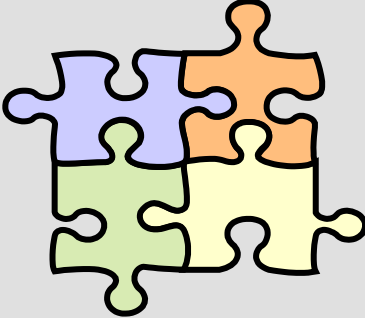
You have your officers, now what do you do? How do you get your officers organized? How do you begin?

The Local Chapter Organization section of the Chapter Management Handbook is a perfect place to start. You will find information on your role as a local chapter adviser, the officer roles,

The first thing that you need to do to have a successful year is to conduct a Planning Session for your officers so that everyone is on the same page.

Usually, this training is a one-day event, often held on a weekend such as a Saturday. Following a welcome, start out with an icebreaker, emphasizing teamwork, such as the one below. By doing this, you are teaching your officers not only how to bond, but they to succeed, they need to all work together.

PIECE OF THE PUZZLE



The adviser should cut a puzzle out of poster board (before activity). There should be one piece for each member of the group. Have officers decorate their piece to represent who they are and what they feel they can contribute to the group. Once officers are done, have them share what they have on their piece. Officers should then assemble the puzzle. Facilitator should initiate a discussion on the power of everyone coming together, how much more of an impact a completed puzzle can have, than separate pieces, and how a FBLA-PBL year will not be successful without a contribution from every piece of the puzzle.

The next thing that the adviser should do is to discuss the different duties of the officers. These duties may be found in the Local Chapter Organization section of The Chapter Management Handbook I-7 – I-10. It is crucial that all local chapter officers understand their duties and the adviser's expectations of them.

TOO MANY COOKS

Your local chapter officer team has just inherited a successful restaurant from, Chef Carrie, a long lost relative. The only problem is, Carrie was very disorganized. The only recipes you have found are on torn strips of paper. You have to make sense of it all and quickly! The restaurant is opening tonight and you have to have the food ready.

Each officer will be given part of recipe on the strip of paper (an ingredient, instruction, etc.). The team's job is to put themselves in order as quickly as possible. The recipe must make sense. When the team is done, they loudly announce "bon appetite" to signal the end of the game.

Materials Needed

Several Small Prizes for the Winning Team

Cut Recipes (Separate the Title, Ingredients, Instructions, Etc.)

Time

Allow 10-12 minutes for the game. Once the team calls, "bon appetite," have them introduce themselves read their recipe in order.

The next item of business should be the preparation of the Local Chapter Program of Work. This will be how you will plan your chapter activities for the year. Before you do this; however, you will need to train student officers as to how to go about creating a program of work.

Prepare a Program of Work which addresses each of these areas. Chapters should plan at least one activity for each month. A sample of activities would be as follows:

August/September

- Have Officers prepare a FBLA-PBL Recruitment Bulletin Board Advertising the first meeting
- Have Officers make an information presentation about FBLA-PBL to business classes
- Recruitment Activity – Pizza Party/Chapter Meeting
- Hold installation ceremony for officers and induction ceremony for members
- Write an article for a national publication

October

- Submit dues by the October 20 deadline
- Plan a Community Service Project – October is Community Service Month
- Plan a Fall Field trip for all members who have paid dues
- Hold a local chapter meeting with a business guest speaker
- Have your officer prepare an icebreaker to present at this month's local chapter meeting

November

- Plan a fundraising project such as a Turkey Raffle in which a local merchant donates several frozen turkeys that your chapter raffles off
- Attend one of the National Fall Leadership Conferences
- Plan a project to celebrate American Enterprise Day
- Have at least five members begin working on one of the BAA levels (FBLA) or CMAP levels (PBL)

December

- Plan a holiday party for members
- Plan a toy drive
- Hold a chapter meeting
- Sign up students for competitive events and begin preparing for district/regional or state competition

January

- Plan a second semester recruitment drive
- Participate in the Stock Market Game
- Sponsor a ski trip
- Sponsor a project to either educate members or raise money for the March of Dimes or a state charity

February

- Celebrate FBLA-PBL Week

- Plan job shadowing experiences for local chapter members
- Sell balloons or carnations for Valentine's Day to raise money for the chapter

March

- Sponsor a Spring dance to raise money for the chapter
- Plan a Spring Field trip
- Attend District/State competition

April

- Hold a chapter meeting
- Sponsor an Easter Egg Hunt for elementary children

May

- Hold an end of the year banquet
- Complete chapter scrapbook
- Elect new officers

June

- Attend National Leadership Conference

FBLA-PBL PROGRAM OF WORK

School/Chapter Name _____

Address _____

Proposed Programs for the Year:

National Theme _____

Major Project (briefly describe) _____

Meetings

How often will you meet? _____

At what time will you meet? _____

Where will you meet? _____

What is the average length of your meetings? _____

What will you do to encourage students to attend your meetings? _____

How are you going to promote your meetings? _____

FBLA-PBL Goals

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interest in and understanding of American business enterprise.
4. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.
9. Facilitate the transition from school to work.

Program of Work

Activities Complete yearly activities on reverse side. Include Conferences that you plan to attend and the dates you will attend them in your Program of Work.

Signed _____
President

Secretary

Adviser

Month	Activities	FBLA-PBL Goal	Officer Assigned	Date Due	Comments
August/Sept	Create a bulletin board to encourage students to join FBLA-PBL	1			
October					
November					
December					
January					
February					
March					
April					
May					
June/July					

These quick tips and ideas will help you and your officers have a great start to a successful year!