

FBLA-PBL New Adviser Survival Guide

You have chartered your chapter and you have your officers, now what do you do? How do you get more members? How do you get your officers organized? How do you begin?

Local Chapter Organization Section of the CMH

The Local Chapter Organization section of the *Chapter Management Handbook (CMH)* is a perfect place to start. You will find information on your role as a local chapter adviser, the officer roles, agenda samples and minutes samples for your chapter meetings, information on how to run an effective meeting, suggestions for local chapter committees and documents such as a monthly chapter report form, a project activity report form, and an officer application form.

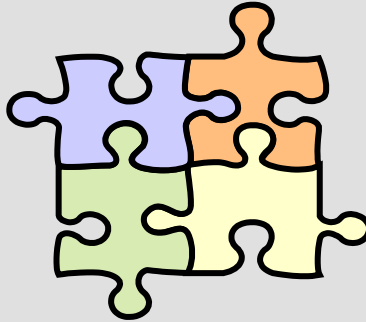
Local Officer Training Session

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

Icebreaker. 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.

Local Officer Duties. 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* LOCAL-3-5. It is crucial that all local chapter officers understand their duties and the adviser's expectations of them. The "fun" activity below helps emphasize the importance of a team – everyone pulling together.

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.

Local Chapter Program of Work. 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 informational 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 officers 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 social activity 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 a chapter scrapbook
- Elect new officers

June

- Attend the 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 display to encourage students to join FBLA-PBL	1			
October					
November					
December					
January					
February					
March					
April					
May					
June/July					

How can a local chapter adviser entice class members to sign up for FBLA-PBL?
Below are some tips:

- Design a bulletin board, such as the one below, for the business rooms. By having a bulletin board in the business room, it shows that there is a direct tie in from FBLA-PBL to the curriculum.

Fall Back on FBLA-PBL



to Lead You to Success

Description of items to be added to Bulletin Board: On the first pumpkin, put the FBLA-PBL emblem. On the second pumpkin, put the name of the chapter. On some of the leaves put the following words: Fun, Awards, Scholarships, Travel, Community Service, and Networking. Also include photos of some of the previous year's activities and include an invitation to FBLA-PBL meeting with the time and location.

- Offer extra credit class points to any student who joins FBLA-PBL. FBLA-PBL activities take students beyond the regular classroom and introduce students to the business world through activities such as business guest speakers at meetings and tours to local businesses.
- Have local chapter officers come in to the business classes to speak about the different things that they can do as FBLA-PBL members. These students could highlight some of the following benefits of membership:
 - *National Recognition for local members and chapters with a program called the Business Achievement Awards (BAA) which consists of four individual levels of recognition – the top level is awarded at the National Leadership Conference.*
 - *Leadership development and achievement through projects, activities, and programs.*
 - *Community Service experience with organizations such as the March of Dimes.*
 - *Friendship and fun through local, district/state, and national activities.*

- *Career exploration opportunities through local chapter projects such as business guest speakers, business tours, and job shadow experiences.*
- *A magazine published four times a year.*
- *A membership card.*
- *An online Web site (www.fbla-pbl.org) with message boards, interactive business games, business publications, and a homework help section.*

As part of their speech, have the officers plan an icebreaker such as the one below, which should be planned during a portion of the local chapter meetings.

Silent Castle Building – Divide students into five different groups (depending on the class sizes) by passing out cards with five different animal stickers (you will have multiple copies of the same sticker) on them. Group students by the stickers. Each group is given some straws, tinker toys, paper, and tape. Without speaking, each group has 20 minutes to build the highest, most creative, and most beautiful castles. Award a prize to the group that is chosen as the winner.

Following the activity, have the officers tell students that during FBLA-PBL meetings, they will have a chance to network and participate in team building activities at local chapter meetings. At that point, have officers pass out invitations for students to attend a local chapter meeting.


- Show the recruitment video on the FBLA-PBL National Web site in your business classes. Click on www.fbla-pbl.org; Once you get to the home page, click on Membership Recruitment Video. Click on Middle Level. This will take you directly to the video clip.

What are some of the things that you can do to help you achieve these awards?
Below is a Top 10 List of Recruitment ideas and activities.

1. **Candy Invitation.** Hand out candy bars such as a Payday with an invitation saying, “Come join FBLA-PBL and see how to increase your PAYDAY! Hand out invitations to all prospective members inviting them to the first meeting.
2. **Locker Signs.** Place signs on lockers with candy on them. Use a catchy phrase such as “Be a STAR in FBLA-PBL” and give away starburst candies.
3. **Fans.** Label some hand-held plastic or paper fans with “Cool Down with FBLA-PBL.”. Include some information about the next local chapter meeting.
4. **Plan icebreakers for local chapter meetings such as the one below.** Icebreakers not only allow members to interact at a meeting, but they make meetings fun! Having fun is important to recruiting and retaining members!

Blinded by Money. Pair everyone up and form a big circle. Give each pair two coins. One person in each pair tilts his head back and places a coin on each eyelid with eyes closed (no peeping!). Put a big container in the center of the room (i.e. garbage can). The object for each person is to dump their coins in the container, following the verbal direction of their partner. No physical guiding by the partner is allowed. If any coin is dropped, the person should pick it up and start all over again. The fun comes when all the pairs go at once, crowding around the container, blinded by money, trying to hear their partner's directions.

5. **Drawings.** Have a drawing for a prize. Oftentimes businesses are willing to donate items such as movie passes, CD players, etc. Registration is open to all members who have paid their dues.
6. **Food.** Have an informational meeting held after school. Promise members food such as a "Build Your Own Banana Split Party" but not until after you have given your presentation. Hand out invitations to all students in business classes and new middle school students. You could distribute these during homerooms or in the business classes.
7. **Happenings.** Give examples of what has happened in past years. Show prospective members actual pictures (via a slide show presentation) of where you have gone, what you have done, who you have met.
8. **Local Member Sign-Up form.** Photocopy and hand out the local chapter member sign-up form below to recruit members.



_____ Yes, I want to join FBLA-PBL

Name _____ Grade/Class _____

Email _____ Phone _____

Address _____

Birthday _____

9. **Use the Recruitment PowerPoint Template.** A recruitment presentation explaining the different opportunities that FBLA-ML offers students can be found on the recruitment section FBLA-PBL Web site under Membership.

10. **Photocopy the FBLA-PBL brochure template.** Put your own local chapter information inside – (state activities, dates of local meetings, projects, etc.)

Now that you have gone through advertising your meeting and setting up what are you going to do at your meetings? You may want to use the check list below as you plan for your meetings.

CHECK <input type="checkbox"/>	ITEMS
	We hold meetings at least three times a semester.
	We advertise our meeting times and locations.
	We have a written agenda for our meeting.
	We read and record minutes at our meetings.
	We have enough time for our meetings.
	We make assignments during our meetings.
	Our members/officers follow through with their assignments.
	All participants at our meetings are involved.
	We encourage new members of FBLA-PBL to participate in discussions and activities
	We evaluate and report on our projects and activities. We have set up committees for our local chapter for our member to participate on (Fundraising, Social, Community Service, American Enterprise, etc.)
	We compliment and reward our members for a job well done or for their accomplishments.
	We plan for our meetings have and have at least one “fun activity “ at each meeting for our members.
	We have at least one business guest speaker a semester at our meetings.
	We communicate our goals and activities to all of our members.
	We participate in district/state and national leadership conferences.
	We participate in state and national programs and projects.
	We start and end our meetings on time.
	We hold an officer meeting the week before every regular meeting.