



FBIA-Middle Level Chapter Management Handbook

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

Future Business Leaders of America-Middle Level



2016–17 FBLA-ML Calendar



A Legacy of Leadership

Dates are subject to change.

All deadlines are 5:00 p.m. Eastern Time (ET) unless otherwise indicated.

AUGUST

- 1 Online Membership Registration opens
- Super Sweeps begins

SEPTEMBER

- 7 Webinar: Welcome Back
- 12 Fall Stock Market Game begins
- 23 *Tomorrow's Business Leader*—Fall issue chapter news deadline

OCTOBER

- 5 Webinar: NFLCs
- 7 NFLC—Milwaukee, WI early bird registration deadline (11:59 p.m. ET)
- 14 NFLC—Daytona Beach, FL early bird registration deadline (11:59 p.m. ET)
- 20 Super Sweeps ends
- Dues deadline to receive fall publications (11:59 p.m. ET)
- 21 NFLC—Dallas, TX early bird registration deadline (11:59 p.m. ET)

NOVEMBER

- 1–30 Prematurity Awareness Month
- 1 Non-Stop November begins
- 4–5 NFLC—Milwaukee, WI
- 11–12 NFLC—Daytona Beach, FL
- 15 American Enterprise Day
- 17 March of Dimes World Prematurity Day
- 18–19 NFLC—Dallas, TX (FBLA-Middle Level track)
- 30–Dec. 3 ACTE Convention—Las Vegas, NV

DECEMBER

- 2 *Tomorrow's Business Leader*—Winter issue chapter news deadline
- 7 Webinar: Professional Division
- 10 Non-Stop November ends
- 15 Deadline for dues to receive winter publications (11:59 p.m. ET)
- 16 Fall Stock Market Game ends

JANUARY

- 1 Action Awareness begins
- 15 Application Deadline: March of Dimes Grant
- 23 Spring Stock Market Game begins

FEBRUARY

- 1–28 National Career and Technical Education Month
- 3 FBLA-PBL 75th Anniversary
- 5–11 FBLA-PBL Week
- 5 Share Your FBLA-PBL Story Day
- 6 Webinar: National Presidents' Forum
- 7 Each One Reach One Day
- 8 Adviser Appreciation Day/Professional Attire Day
- 9 Career Awareness Day
- 10 FBLA-PBL Spirit Day
- 11 Community Service Day
- 17 *Tomorrow's Business Leader*—Spring issue chapter news deadline

MARCH

- 1 Action Awareness ends
- Receipt Deadlines:
 - Dues deadline for chapter/state membership recognition awards
 - Dues deadline to receive spring publications
 - MAP Awards

APRIL

- 1 Big 10 Awards membership deadline
- Receipt Deadlines: (*online submissions*)
 - Night of the Body Snatchers I
 - Night of the Body Snatchers II
 - 100 Percent Class Participation
 - Connect Ten
 - Diamond Chapter
 - Good Neighbor
 - Membership Achievement Award
 - Outstanding Chapter
- 11–15 NBEA Convention—Chicago, IL
- 19 Webinar: 2017 NLC (Anaheim, CA)
- 30 Professional Division Membership Awards dues deadline
- April/May March for Babies: Check with your local March of Dimes Office for specific dates

MAY

- 1 Adviser Wall of Fame: Nomination deadline
- Receipt Deadline: Go Green Award
- 5 Spring Stock Market Game ends
- Receipt Deadline: NLC Intern application
- 15 March of Dimes Fundraising Report (*sent to state MoD office*)
- 20 FBLA NLC: Early bird registration deadline (11:59 p.m. ET)

JUNE/JULY

- 29–July 2 FBLA NLC—Anaheim, CA








Online Membership Renewal Instructions

1. Go to the FBLA-PBL home page at fbla-pbl.org
2. Click **LOGIN** in the menu bar at the top right of the page.
3. Under **Membership and National Conference Registration**, enter your chapter number.
 - *You do not have to enter hyphens or zeros.*
 - *For example, if your chapter number is 00XXXX-00, enter XXXX.*
4. Enter the password *Service* and click the **Log In** button.
 - *The password is not case sensitive.*
5. You will then be logged in as your school. To verify this, you should see your school at the top right of the text on the **Services** screen.
6. Under the Services list, click **Membership Registration**.
7. Read the directions.
8. At the bottom of the page click the **Continue To Step One** button.
9. Follow the directions for each step to add your members for the year.
 - **IMPORTANT:** To enroll a *returning member* for the current membership year, look for the member name from the list and select the student year from the drop down menu before you check the box to enroll. Then check the box next to the student name.
 - When enrolling new student members, do **not** type their names in ALL CAPS.
 - Try to include as many students as possible on **one invoice**.
 - **Send a copy of the invoice** if you are paying by check or money order.
 - To make a correction once you have posted your members, email membership@fbla.org.
 - A purchase order does **not** count as payment.
 - You can pay by check, money order, or credit card (American Express, Visa, Discover, or MasterCard).
10. Before exiting, click the **View & Print Statement** button at the bottom left-hand side of the page to preview your membership.
11. This page can also be printed to keep for your school's records. To print from your web browser, click **File**, then **Print**.

NOTE: Reporting online membership alone does not activate your chapter. Payment must be received at the FBLA-PBL National Center before your chapter is considered officially active for the 2016–17 membership year. Paid membership dues are non-refundable. Dues payment must be received by midnight Eastern Time on the due date for membership award and competitive event eligibility.

For additional questions, comments or concerns, please contact the membership department at 703.860.3334 or email us at membership@fbla.org.

2016–17 Membership Dues Reporting

-  membership dues are unified: members pay national and state dues
-  membership dues are non-refundable
-  dues are subject to change. Visit fbla-pbl.org for the most up-to-date information

National Dues Deadlines to compete at NLC: FBLA & FBLA-Middle Level (3/1/2017) PBL (4/15/2017)

FBLA (High School)—\$6.00 FBLA-Middle Level—\$4.00 PBL (Postsecondary)—\$10.00

State Dues	FBLA	FBLA-Middle Level	PBL
Alabama	\$4.00	\$4.00	\$7.00
Arizona	\$5.00	\$25 per chapter	\$10.00
Arkansas	\$3.00	\$2.00	\$5.00
California	\$5.00/\$25 per chapter	\$1.00/\$25 per chapter	\$10.00
Colorado	\$8.00	\$3.00	\$10.00
Connecticut	\$9.00	\$6.00	\$0.00
D.C.	\$2.00	\$2.00	\$0.00
DoDDS Europe	\$10.00	\$0.00	\$0.00
Florida	\$4.00	\$4.00	\$10.00
Georgia	\$5.00	\$5.00	\$8.00
Hawaii	\$0.00	\$0.00	\$0.00
Illinois	\$7.00	\$2.00	\$8.00
Indiana	\$3.00	\$4.00	\$4.00
Iowa	\$4.00	\$4.00	\$7.00
Kansas	\$3.00	\$3.00	\$10.00
Kentucky	\$3.00	\$0.00	\$7.00
Louisiana	\$5.00	\$5.00	\$6.00
Maine	\$9.00	\$0.00	\$0.00
Maryland	\$6.00	\$4.00	\$6.00
Massachusetts	\$6.00	\$3.00	\$10.00
Michigan			
Minnesota			
Mississippi	\$4.00	\$4.00	\$7.00
Missouri	\$4.00	\$2.00	\$10.00
Nebraska	\$4.00	\$4.00	\$6.00
Nevada	\$6.00	\$6.00	\$8.00
New Hampshire	\$14.00	\$14.00	\$10.00
New Jersey	\$4.00	\$2.00	\$6.00
New York	\$6.00	\$6.00	\$7.00
North Carolina	\$6.00	\$5.00	\$10.00
North Dakota	\$4.00	\$4.00	\$10.00
Ohio	\$7.00	\$5.00	\$10.00
Oklahoma	\$5.00	\$5.00	\$5.00
Ontario	\$0.00	\$0.00	\$0.00
Oregon	\$9.00 or *		\$9.00
Pennsylvania	\$6.00 ST	\$3.00 ST	\$15.00
Puerto Rico	\$3.00		
Rhode Island	\$3.00 ND	\$3.00 ND	\$0.00
South Carolina	\$7.00	\$7.00	\$10.00
South Dakota	\$5.00		
Tennessee	\$3.00	\$3.00	\$6.00
Texas	\$6.00	\$6.00	\$6.00
U.S. Virgin	\$6.00	\$4.00	
Utah	\$5.00	\$5.00	\$6.00
Vermont	\$6.00		
Virginia	\$4.00	\$1.50	\$8.00
Washington	\$10.00	\$10.00	\$5.00
West Virginia	\$4.00	\$2.00	\$4.00
Wisconsin	\$5.00	\$4.00	\$10.00
Wyoming	\$4.00	\$4.00	\$4.00

The charter fee for each division's new chapters is \$20.00 per chapter.

Re-Activation fee—\$20.00 per chapter

New FBLA Chapters
Charter with 5 members

New FBLA-ML Chapters
Charter with 3 members

New PBL Chapters
Charter with 3 members

Virtual PBL—Please register at virtual.fbla-pbl.org

Code	Definition
ND	Pay state dues to state office, pay national dues to national office
ST	Pay both state and national dues to state office
No Code	Pay state and national dues to national office
Blank	No state chapter active at this time, pay national dues to national office

* Oregon FBLA Affiliate pricing. Contact state adviser for more details.

National Membership Dues
FBLA-PBL
PO Box 79063
Baltimore, MD 21279
800.325.2946 option 3
Payable to: FBLA-PBL

fbla-pbl.org

Applicable from August 1, 2016–July 31, 2017
*Dues amounts are subject to change

FBLA-PBL 2016-2017

A LEGACY OF LEADERSHIP

2016 NATIONAL FALL LEADERSHIP CONFERENCE OFFICIAL CONFERENCE GUIDE



MILWAUKEE, WI
NOVEMBER 4-5, 2016



DAYTONA BEACH, FL
NOVEMBER 11-12, 2016



DALLAS, TX
NOVEMBER 18-19, 2016

Celebrate A Legacy of Leadership at FBLA-PBL's 2016 National Fall Leadership Conferences (NFLCs)! Hear from dynamic keynote speakers; attend exciting workshops; and network with members from across the country in Milwaukee (WI), Daytona Beach (FL), and Dallas (TX).



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Division Exclusive Programs

FBLA

Held in all three NFLC cities, FBLA Foundations offers FBLA freshmen and sophomores a chance to learn about FBLA-PBL and the leadership opportunities available. Members will also network with national officers.

FBLA-Middle Level (Daytona Beach, FL)

The FBLA-Middle Level Program will be held exclusively at the Daytona Beach NFLC. FBLA-Middle Level members attend NFLC sessions on Friday, then have specialized workshops on Saturday. Watch the FBLA-PBL website and your email for more information about unique workshops designed especially for FBLA-Middle Level members and advisers!

State Officer Track

Each NFLC will feature an exclusive workshop track for FBLA and PBL state officers. State teams will learn to use national programs & social media; recruit & retain members; and network with FBLA, PBL, & Professional Division national officers and other state officer teams.

Preliminary Conference Schedule

Schedule is tentative. Times & functions are subject to change without notice.

Friday

11:00 a.m.–6:00 p.m.	Registration
11:00 a.m.–9:00 p.m.	FBLA-PBL MarketPlace
1:00 p.m.–1:45 p.m.	Workshops
1:00 p.m.–4:30 p.m.	Optional business tours (if available)
2:00 p.m.–2:45 p.m.	Workshops
3:00 p.m.–3:45 p.m.	Workshops
5:00 p.m.–8:30 p.m.	Optional state meetings, dinner on your own, and/or free time
7:00 p.m.–9:00 p.m.	Registration
9:00 p.m.–10:15 p.m.	Opening Session
Midnight	Curfew

Saturday

8:00 a.m.–4:00 p.m.	FBLA-PBL MarketPlace
	Exhibits
9:00 a.m.–9:45 a.m.	Workshops
10:00 a.m.–10:45 a.m.	Workshops
11:00 a.m.–11:45 a.m.	Workshops
1:30 p.m.–2:15 p.m.	Workshops
2:30 p.m.–3:15 p.m.	Workshops
3:30 p.m.–4:15 p.m.	Workshops
5:00 p.m.–6:15 p.m.	Closing Session
6:15 p.m.–8:30 p.m.	Dinner on your own/free time
9:00 p.m.–11:00 p.m.	Blue Jeans for Babies Dance
Midnight	Curfew

Special Pre-conference Workshop: Build Your LinkedIn Profile

Workshop Fee: \$30 (sign up during online NFLC registration)

Workshops to be held on Friday mornings, November 4, 11, & 18 from 8:00–9:45 a.m. or 10:00–11:45 a.m.

Social media is a tool for life and will be tapped into by college admissions people, scholarship committees, potential employers, and internship opportunities. Your online life can and should be a digital portrait of your best self.

LinkedIn is the most important social media platform for students looking to make a strong case for college admission and career success. Social Assurity's hands-on workshop is designed for students to fully grasp the powers of LinkedIn while teaching the techniques needed to showcase your activities, accomplishments, and interests to targeted communities.

Bring a Wi-Fi-enabled device, as you will be building your LinkedIn profile in real-time.



CONFERENCE INFORMATION

Online Registration

Online registration for the NFLCs is available at go.fbla.org/NFLC. To preregister, registrations must be entered online by the end of the regular registration period. NFLC registration questions can be directed to conferencemgr@fbla.org. Make your school's accounting department aware of the deadline dates. Complete your registration early to take advantage of early bird savings.

Registration Rates

	Early Bird	Regular	Onsite
	\$65	\$75	\$85
Milwaukee, WI	Until Oct. 7	Oct. 8–Oct. 28	Oct. 29–Onsite
Daytona Beach, FL	Until Oct. 14	Oct. 15–Nov. 4	Nov. 5–Onsite
Dallas, TX	Until Oct. 21	Oct. 22–Nov. 11	Nov. 12–Onsite

Payment

Payment must be made by school, school district, or personal checks; credit card; or school purchase orders. Make checks payable to FBLA-PBL. Purchase orders must be numbered and signed. Do not send registration and housing payments together.

Send payment with your completed registration form to:
FBLA-PBL NFLC REGISTRATION
P.O. Box 79130
Baltimore, MD 21279-0130

Registration Changes

Changes or cancellations should be submitted as soon as they are known. A change/cancellation form is available at go.fbla.org/NFLC.

Refund Policy

Registration refund requests must be made in writing by the early bird registration deadline for each NFLC. Requests received by these dates will receive an 80% refund. No refunds will be given after the early bird deadlines. The refund request form is available at go.fbla.org/NFLC.

Registration Hours

Registration will be open Friday 11:00 a.m.–6:00 p.m. and 7:00 p.m.–9:00 p.m. One FBLA adviser must pick up the entire chapter's packet. Partial packets will not be distributed. PBL registrations may be picked up by an adviser or member.

FBLA-PBL MarketPlace

Whether you need educational or insignia items, you'll find them at the FBLA-PBL MarketPlace. See the latest and greatest products—you can't afford to miss them! Be sure to bring school purchase orders to ease processing. Cash, check, and all major credit cards are accepted.

Accident Insurance

Arrangements have been made with the Federal Insurance Company to provide accident insurance for purchase to all registered NFLC participants. Each person who purchases this insurance will be covered while in attendance at the NFLC, including traveling directly to and from the conference. Coverage begins at the actual start of the trip to the conference and continues on a 24-hour basis during the trip. Coverage ends when attendees return to their permanent residences. The benefits include up to \$25,000 for accidental death or dismemberment, and up to \$2,500 for accidental excess medical expenses. The maximum limit of insurance is \$500,000 per accident. Coverage is subject to the full terms and conditions in the master policy. To enroll, select the insurance option and make sure to include the \$2 fee per person with your conference registration payment. Insurance is not available for on-site registrants, and there are no refunds. Please note this is accident insurance and does not cover illnesses not related to an accident. For a claim against this policy, email finance@fbla.org for verification of coverage and claim information.

NFLC Workshop Topics

As the NFLCs approach, check the website for a listing of workshops and their descriptions. If you would like to suggest a topic or recommend a speaker, please email conferencemgr@fbla.org. Workshops are subject to change. FBLA-PBL workshop topics for the NFLCs will focus on the following business topics: Business Ethics, Careers of the Future, College Information (applications, funding, freshman 101, etc.), Communication, Community Service, Cyber Security, E-commerce, Entrepreneurship, Etiquette for the Job, Finance, Hospitality, International/Global Business, Job Skills, Management, Marketing, Social Media (Google apps, latest tools, etc.), Technology (web, gaming, networking, future, etc.), and FBLA-PBL Programs. Workshops will be geared specifically for FBLA members and advisers, PBL members and advisers, and FBLA-Middle Level members and advisers.

Exhibits

Come visit fundraising companies, colleges and universities, and technology vendors; check out new opportunities available to your chapter. Learn about additional educational programs through FBLA-PBL partnership organizations. This is your chance to network and gather new ideas for successful chapter activities.

Americans with Disabilities Act (ADA)

If a participant has a disability that meets the criteria specified in the ADA, complete the Special Needs form found at go.fbla.org/NFLC.

MILWAUKEE, WI (November 4–5)

Milwaukee is the largest city in Wisconsin and the 22nd-largest nationwide, nestled along a magnificent bluff overlooking one of Lake Michigan's most beautiful bays. Milwaukee is home to a number of successful and legendary sports teams, from the MLB's Milwaukee Brewers, to the NBA's Milwaukee Bucks, sports fans will feel an affinity for Milwaukee. Visit the BMO Harris Bradley Center for major sports and entertainment events including the Milwaukee Bucks and the cutting-edge ice hockey of the AHL's Milwaukee Admirals.

Milwaukee is home to noted museums including the Milwaukee Public Museum, Discovery World Museum, Betty Brinn Children's Museum, Humphrey IMAX Theater, and the very popular Milwaukee Art Museum. Dine on Wisconsin treats such as cooked "brats" (bratwurst sausages), cheese, and fresh-picked corn over lakefront views.

Reservations and Hotel Information

Hilton Milwaukee City Center
509 W. Wisconsin Avenue
Milwaukee, WI 53203
P 414.271.7250
F 414.271.1039 (Guest Fax)

Rate (24-hour refund cancellation)

\$150 Single/Double

\$160 Triple/Quad

Sales/Occupancy Tax Rate: 15.1% (subject to change)

Hotel Procedures

All housing reservations will be handled through the Hilton Milwaukee City Center. Hotel reservations will only be accepted online. The link can be found at go.fbla.org/NFLC.

Hotel reservations must be made no later than **October 7**. Reservations will be on a first-come-first-serve basis and may not be available after that date. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night's room rate, plus tax, for each room. Guarantees may be made with: Visa, MasterCard, American Express, or Diners Club; money order; school, school district, or personal check; and school purchase orders. Purchase orders must be received 30 days prior to arrival. Checks should be made payable to the Hilton Milwaukee City Center.

Credit cards will not be charged by the hotel until arrival or unless a room is not canceled within 24 hours of the scheduled arrival date.

All cancellations must be in writing and mailed or faxed to the hotel at least 24 hours prior to arrival date.

Check-in time for the Hilton Milwaukee City Center is 3:00 p.m. and check-out time is Noon. The hotel will provide a holding area where luggage may be stored while you attend meetings or workshops.

Overnight parking is \$5 per vehicle per day at the Hilton Milwaukee City Center. There is no valet parking.

Résumé Review

NFLC attendees can bring printed copies of their résumés to the Professional Division (PD) booth to be critiqued in one-on-one sessions with PD members.

Shuttle Information

GO Riteway offers discounted shuttle service to the Hilton Milwaukee City Center. To make your reservation, visit go.fbla.org/NFLC under Ground Transportation.

United Airlines Discount

United Airlines offers discounted airfare for NFLC attendees traveling to General Mitchell International Airport (MKE) airport. Use Offer Code **ZWB2155650** when searching for flights at united.com. Or call your travel professional or United Meetings at 800.426.1122 for reservations and refer to Z Code **ZWB2** and Agreement Code **155650**. United charges a \$25 service fee for phone reservations.



Opening Session Keynote Speaker Harriet Turk

Often described as "that cheerleader woman," Harriet believes affirmation and enthusiasm are fuel for living. Her ultimate goal is for everyone who hears her presentations to walk away with a confident sense of self, to embrace their unique abilities, and to move towards developing the skills that will help them to thrive.



Closing Session Keynote Speaker Randy Fox

20-year corporate leader and NCAA basketball official Randy Fox turns everyday people into superstar leaders! Randy is an expert on leadership and teamwork, and is known for bringing his ultra-high energy to the stage as he presents keynotes and workshops throughout the United States.

DAYTONA BEACH, FL (November 11–12)

An iconic beach destination, with a fascinating collection of historical sites, Daytona Beach offers 23 miles of scenic coastline, ideal for swimming, shelling, surfing, and plenty of sun-soaked fun. It also offers a wide array of family-friendly attractions, including thrilling roller coaster rides; the Daytona International Speedway; outdoor concerts; street performers; and a world-class, state-of-the-art planetarium. Discover adrenaline-fueled thrills along the Boardwalk and incredible oceanside dining along the Main Street Pier.

Reservations and Hotel Information

Hilton Daytona Beach Oceanfront Resort
100 North Atlantic Avenue
Daytona Beach, FL 32118
P 386.254.8200
F 386.253.0275 (Guest Fax)

Rate (72-hour refund cancellation)

\$160 Single/Double

\$165 Triple/Quad

Sales/Occupancy Tax Rate 12.5% (subject to change)

Hotel Procedures

All housing reservations will be handled through the Hilton Daytona Beach Oceanfront Resort. Hotel reservations will only be accepted online. The link can be found at go.fbla.org/NFLC.

Hotel reservations must be made no later than **October 14**. Reservations will be on a first-come-first-serve basis and may not be available after that date. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night's room rate plus tax for each room. Guarantees may be made with: VISA, MasterCard, American Express, or Diners Club; money order; school, school district, or personal check; and school purchase orders. Purchase orders must be received thirty days prior to arrival for the hotel of your choice. Checks should be made payable to the Hilton Daytona Beach Oceanfront Resort.

Credit cards will not be charged by the hotel until arrival or unless a room is not canceled within 72 hours of the scheduled arrival date.

All cancellations must be in writing and mailed or faxed to the hotel.

Check-in time for the Hilton Daytona Beach Oceanfront Resort is 4:00 p.m. and check-out time is 11:00 a.m. The hotel will provide a holding area where luggage may be stored while you attend meetings or workshops.

Self-parking is \$14 at the Hilton Daytona Beach Oceanfront Resort and valet is \$22 per car, per day.

Shuttle Information

Do Shuttle offers discounted shuttle service to the Hilton Daytona Beach Oceanfront Resort. To make your reservation, visit go.fbla.org/NFLC under Ground Transportation.

FBLA-Middle Level Program

The FBLA-Middle Level Program will be held exclusively at the Daytona Beach NFLC. FBLA-Middle Level members attend NFLC sessions on Friday, then have specialized workshops on Saturday. Watch the FBLA-PBL website and your email for more information about unique workshops designed especially for FBLA-Middle Level members and advisers!



Opening Session Keynote Speaker Felecia Hatcher

Felecia is a White House Award-winning entrepreneur, business rainmaker, best-selling author, globally-sought-after speaker, media darling, mother, and founder of Code Fever and BlackTechWeek. She is also the rather awesome former Chief Popsicle at Feverish Pops, a gourmet ice pop boutique and manufacturing brand with a Fortune 500 client roster that would make your head spin.



Closing Session Keynote Speaker Fred Grooms

Fred is a decorated veteran Army officer who has trained tens of thousands of soldiers in leadership and combat warfare skills. He has spoken to thousands of students throughout the country and internationally, helping them to take command of their lives and lead others.

Résumé Review

NFLC attendees can bring printed copies of their résumés to the Professional Division (PD) booth to be critiqued in one-on-one sessions with PD members.

DALLAS, TX (November 18–19)

The best way to discover Dallas starts at the 27th floor of the Hilton Anatole tower. This stunning panoramic view of Dallas can provide you with a game plan for tackling a city known for its “everything is bigger in Texas” attitude. Just a few steps from the Anatole’s door, Dallas attractions begin. Live music is minutes away in West End or Deep Ellum; and blocks away is Victory Park, home of the American Airlines Center, House of Blues, Cowboys’ Stadium, and Rangers’ Ballpark.

Reservations and Hotel Information

Hilton Anatole
2201 N. Stemmons Freeway
Dallas, TX 75207
P 214.748.1200
F 214.761.7520 (Guest Fax)

Rate (24-hour refund cancellation)

\$155 Single/Double

\$165 Triple/Quad

Sales/Occupancy Tax Rate: 15% (subject to change)

Hotel Procedures

All housing reservations will be handled through the Hilton Anatole. Hotel reservations will only be accepted online. The link can be found at go.fbla.org/NFLC.

Hotel reservations must be completed no later than **October 21**. Reservations will be on a first-come-first-serve basis and may not be available after that date. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night’s room rate, plus tax, for each room. Guarantees may be made with: Visa, MasterCard, American Express, or Diners Club; money order; school, school district, or personal check; and school purchase orders. Purchase orders must be received thirty days prior to arrival. Checks should be made payable to the Hilton Anatole.

Credit cards will not be charged by the hotel until arrival or unless a room is not canceled within 24 hours of the scheduled arrival date.

All cancellations must be in writing and mailed or faxed to the hotel.

Hotel check-in time for the Hilton Anatole is 3:00 p.m. and check-out time is Noon. The hotel will provide a holding area where luggage may be stored while you attend meetings or workshops.

Car and bus parking is free for all registered guests at the Hilton Anatole.

Shuttle Information

GO Yellow Checker Shuttle offers discounted shuttle service to the Hilton Anatole. To make your reservation, visit go.fbla.org/NFLC under Ground Transportation.

United Airlines Discount

United Airlines offers discounted airfare for NFLC attendees traveling to Dallas/Fort Worth International Airport (DFW) airport. Use Offer Code **ZWB2155650** when searching for flights at united.com. Or call your travel professional or United Meetings at 800.426.1122 for reservations and refer to Z Code **ZWB2** and Agreement Code **155650**. United charges a \$25 service fee for phone reservations.



Opening Session Keynote Speaker Michael McGill, Jr.

Michael is an accomplished empowerment speaker and lecturer; best-selling author; award-winning teen and family intervention counselor; and T.V. personality who has been featured on local and national networks, including FOX, ABC, CBS, and NBC. Michael has a robust passion for empowering teens and families to overcome obstacles and live healthy lives.



Closing Session Keynote Speaker Felecia Hatcher

Felecia is a White House Award-winning entrepreneur, business rainmaker, best-selling author, globally-sought-after speaker, media darling, mother, and founder of Code Fever and BlackTechWeek. She is also the rather awesome former Chief Popsicle at Feverish Pops, a gourmet ice pop boutique and manufacturing brand with a Fortune 500 client roster that would make your head spin.

Résumé Review

NFLC attendees can bring printed copies of their résumés to the Professional Division (PD) booth to be critiqued in one-on-one sessions with PD members.

CODE OF CONDUCT & DRESS CODE

Conference Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for FBLA-PBL conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with nonconference individuals, or activities that endanger self or others (running in the general sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.).
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages (for those under 21 years of age) and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave.
 - Do not throw anything out of windows or over balconies.
 - Do not run down hallways.
 - Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights, as well.
 - Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors.

Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement. Local and state advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

FBLA-PBL Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

FEMALES

Business suit with blouse

Business pantsuit with blouse

Skirt or dress slacks with blouse or sweater

Business dress

Capris or gauchos with coordinating jacket/suit, worn below the knee

Dress shoes



MALES

Business suit with collared dress shirt and necktie

Sport coat, dress slacks, collared shirt, and necktie

Dress slacks, collared shirt, and necktie

Banded collar shirt may be worn only if sport coat or business suit is worn

Dress shoes and socks



INAPPROPRIATE ATTIRE (BOTH MEN AND WOMEN)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



CLARIFICATION—Many women's two-piece suits currently are designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

FBLA-PBL 2016-2017

A LEGACY OF LEADERSHIP




2017 FBLA-PBL NATIONAL
LEADERSHIP CONFERENCE
ANAHEIM, CALIFORNIA


COMING THIS SUMMER!
PBL 6/24-27 FBLA 6/29-7/2

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general@fbla.org | fbla-pbl.org

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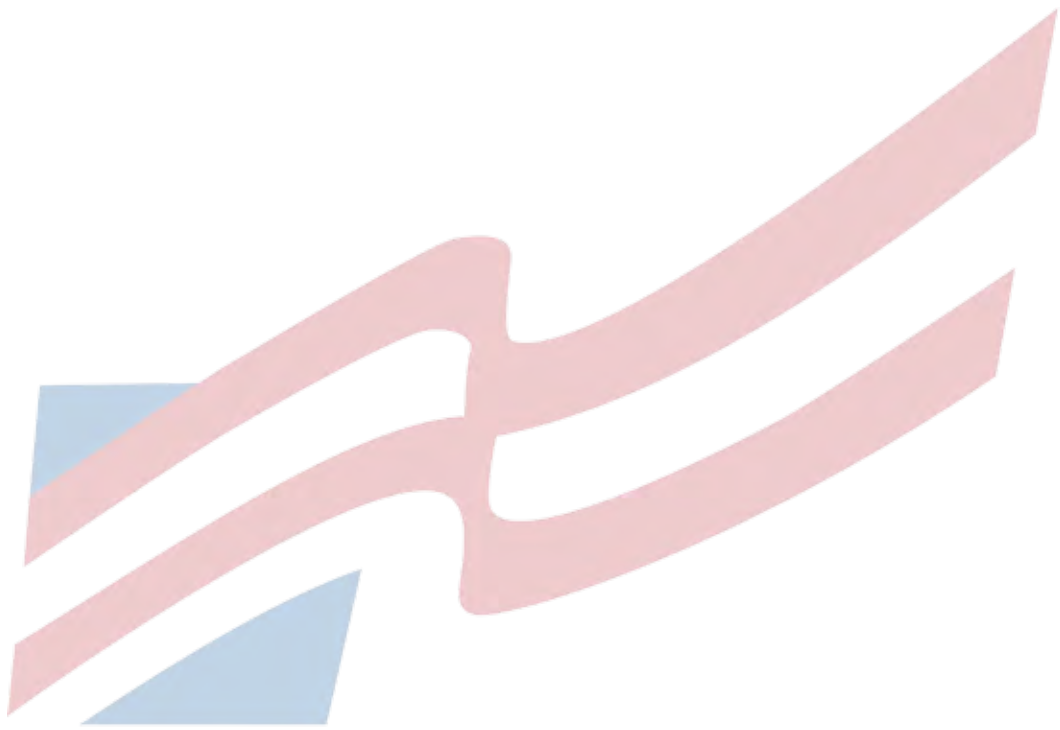
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1912 FUTURE BUSINESS LEADERS OF AMERICA PHI BETA LAMBDA, INC.

ABOUT FBLA-PBL

WHO WE ARE

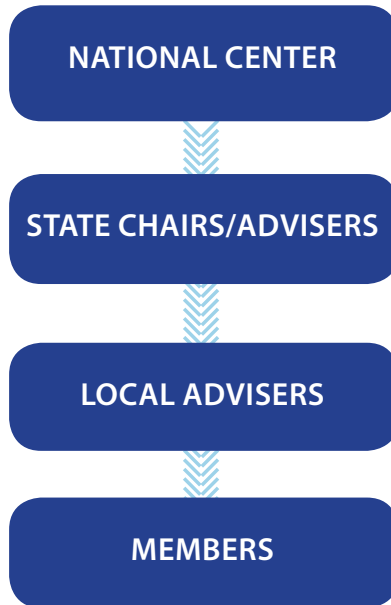
For nearly 80 years, FBLA-PBL has been dedicated to inspiring and developing the next generation of leaders by preparing members for careers in business and business-related fields.

FBLA-PBL's mission is to *bring business and education together in a positive working relationship through innovative leadership and career development programs.*

More than a quarter million strong, FBLA-PBL is the largest business career student organization in the world and spans four divisions:

- **Future Business Leaders of America (FBLA)** for high school students
- **FBLA-Middle Level (FBLA-ML)** for junior high, middle, and intermediate school students
- **Phi Beta Lambda (PBL)** for postsecondary students
- **Professional Division (PD)** for working professionals and FBLA-PBL alumni

HOW FBLA-PBL IS ORGANIZED



CONFERENCES

FBLA-PBL offers an array of activities that build personal and professional skills, including unique career-development programs and a variety of conferences and workshops:

- Open events
- National Leadership Conference (NLC)
- National Fall Leadership Conference (NFLC)

BENEFITS

- Scholarships
- Travel
- Discounts on hotel and travel
- Networking
- Co-curricular education programs
- Recognition programs
- Publications
- Friendship and fun



MISSION STATEMENT

To bring business and education together in a positive working relationship through innovative leadership and career development programs.

GOALS

- **DEVELOP** competent, aggressive business leadership.
- **STRENGTHEN** the confidence of students in themselves and their work.
- **CREATE** more interest in and understanding of American business enterprise.
- **ENCOURAGE** members in the development of individual projects that contribute to the improvement of home, business, and community.
- **DEVELOP** character, prepare for useful citizenship, and foster patriotism.
- **ENCOURAGE** and practice efficient money management.
- **ENCOURAGE** scholarship and promote school loyalty.
- **ASSIST** students in the establishment of occupational goals.
- **FACILITATE** the transition from school to work.

CODE OF ETHICS

- **I WILL** be honest and sincere.
- **I WILL** approach each task with confidence in my ability to perform my work at a high standard.
- **I WILL** willingly accept responsibilities and duties.
- **I WILL** seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- **I WILL** abide by the rules and regulations of my school.
- **I WILL** exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- **I WILL** dress and act in a manner that will bring respect to me and to my school.
- **I WILL** seek to improve my community by contributing my efforts and my resources to worthwhile projects.

CREED

- **I BELIEVE** education is the right of every person.
- **I BELIEVE** the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- **I BELIEVE** every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- **I BELIEVE** every person should actively work toward improving social, political, community, and family life.
- **I BELIEVE** every person has the right to earn a living at a useful occupation.
- **I BELIEVE** every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- **I BELIEVE** I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

PLEDGE

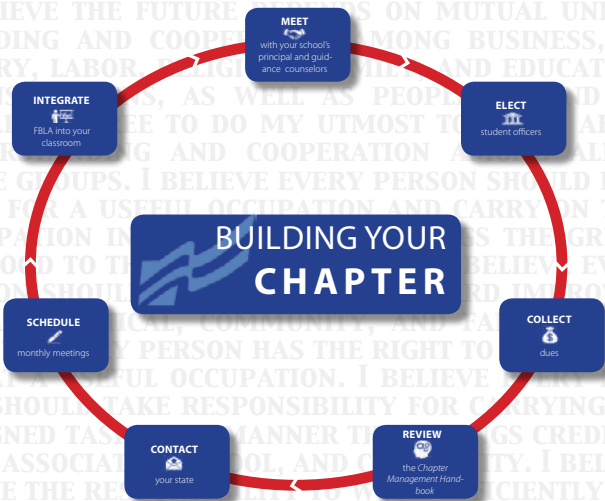
I SOLEMNLY PROMISE to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.



BUILDING A CHAPTER

A successful chapter starts with you, the local chapter adviser. Know your roles, then get started with the chapter-building basics.

I BELIEVE EDUCATION IS THE RIGHT OF EVERY PERSON. I BELIEVE THE FUTURE DEPENDS ON MUTUAL UNDERSTANDING AND COOPERATION AMONG BUSINESS, INDUSTRY, LABOR, AGRICULTURE, AND EDUCATIONAL INSTITUTIONS, AS WELL AS PEOPLE AND THE WORLD. I BELIEVE TO DO MY UTMOST ABOUT UNDERSTANDING AND COOPERATION AMONG ALL OF THESE GROUPS. I BELIEVE EVERY PERSON SHOULD PREPARE FOR A USEFUL OCCUPATION AND CARRY ON THAT OCCUPATION IN THE MOST EFFICIENT MANNER. I BELIEVE EVERY PERSON SHOULD TAKE RESPONSIBILITY FOR CARRYING OUT ASSIGNED TASKS IN THE MOST EFFICIENT MANNER. I BELIEVE I HAVE THE RESPONSIBILITY TO THINK CLEARLY. I PROMISE TO USE MY ABILITIES TO MAKE THE WORLD A BETTER PLACE FOR EVERYONE.



Meet with your school's principal and guidance counselors



Elect student officers



Collect dues



Review the *Chapter Management Handbook*



Contact your state adviser



Integrate FBLA-Middle Level into your classroom



Schedule monthly meetings



Recruit new members



CHAPTER-BUILDING BASICS

Use this checklist to ensure your chapter is ready for business.

● **READ YOUR CHAPTER MANAGEMENT HANDBOOK**

● **CONNECT WITH YOUR STATE ADVISER**

Contact the FBLA-Middle Level state adviser to learn about events and activities in your state. Make sure he/she has your key contact information so he/she can send you updates, information, and provide local technical support.

● **CONNECT WITH YOUR SCHOOL'S BUSINESS OFFICE**

You'll need to pay membership dues, so find out how your school processes membership dues, travel funds, and conference registration fees.

● **GET TO KNOW SCHOOL POLICIES AND PROCEDURES**

Many FBLA-Middle Level activities may require travel to off-campus events, both day and overnight. Learn about your school's excused absence policies, chaperone requirements, substitute teacher processes, and other procedures.

● **CHECK ON FUNDING SUPPORT FROM YOUR SCHOOL OR DISTRICT OFFICE**

Some districts allow funding to support transportation, lodging, educational resources, study materials, conference registration, and/or adviser professional development. Find out if there are restrictions on fundraising (e.g., nutritional issues with candy sales) or service activities.

● **GIVE YOUR CHAPTER VISIBILITY**

Many schools have a yearly activities calendar. Include your key FBLA-Middle Level events. This also is an effective recruitment tactic.

● **MEET WITH YOUR SCHOOL'S COUNSELORS**

Connecting with school counselors is a key way to ensure your business, marketing, management, and information technology courses are full of great students—and potential FBLA-Middle Level members. Help counselors understand the academic rigor and relevance of FBLA-Middle Level; show them the FBLA-Middle Level competitive events so they can see how FBLA fits into class curricula.

● **FIND CO-ADVISERS**

Ask your fellow teachers to join as co-advisers. Talk with your business department chair, fellow CTE/business class instructors, and other teachers. Co-advisers do not need to travel or sign up for after-school assignments. Their assistance will help you build an award-winning program and multiply your success.

● **INTEGRATE FBLA INTO YOUR CLASSROOM**

FBLA-Middle Level is a co-curricular educational tool. Provide time for meetings and projects in class. Introduce the competitive events, Middle Level Achievement Program, and High 5 as class projects. Treat each of your students as an FBLA-Middle Level member and ask them to join!



EMBLEM CEREMONY

Use this ceremony during a first meeting or open house. Or combine it with an officer installation, chapter installation, or new member induction ceremony (go.fbla.org/elearning). Download the FBLA crest from go.fbla.org/logos.

Suggested Officer Scripts

PRESIDENT

Welcome to the FBLA-PBL Emblem Ceremony. Our emblem or shield illustrates the importance of our mission to bring business and education together in a positive working relationship through innovative leadership and career development programs.

VICE PRESIDENT

Education symbolizes the right of every individual. (Place "Education" on display.)

SECRETARY

Progress represents the challenge of tomorrow, which depends on mutual understanding and cooperation of business, industry, labor, religious, family, and educational institutions and by people of our own and other lands. (Place "Progress" on display.)

TREASURER (or other officer)

Future reminds us the future of the world depends upon the quality of leadership we are able to produce, and with FBLA-PBL we will be the business leaders of the future. We must learn to recognize how and where our individual talents will be useful. (Place "Future" on display.)

REPORTER (or other officer)

Business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government. (Place "Business" on display.)

HISTORIAN (or other officer)

Leaders represent the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership ahead. (Place "Leaders" on display.)

PARLIAMENTARIAN (or other officer)

America. Finally, we think about America. The future of America depends on our generation. We should pledge ourselves to use our abilities to make America a better place for everyone. (Place "America" on display.)

PRESIDENT

All the words together stand for Future Business Leaders of America. The emblem stands for our organization, which provides opportunities for each member to become a leader of tomorrow.

OFFICER ROLES & ELECTIONS

Student officers are the backbone of chapter operations. The local chapter and adviser determine the number of elected officers for their chapter. Most chapters elect a president, vice president, secretary, and treasurer. Roles might extend to class representatives, who report upcoming activities to their respective classes.

Look for student leaders who will fulfill these responsibilities:

- facilitate an environment where all members can grow professionally;
- keep members informed about all organizational activities;
- include all members in a dynamic program of work and welcome their suggestions;
- conduct the chapter business in proper parliamentary procedure and maintain complete, current records and minutes; and
- encourage individual and chapter participation in district/ regional, state, and national conferences.

APPENDIX

A.1 Sample Point System

Officer Elections

When considering officer candidates, look for members who are enthusiastic and knowledgeable about the organization and motivated to get their hands dirty. At a minimum, you need two officers to run your chapter: president and secretary. However, five to seven officers are optimal. Elections may occur in the spring or the beginning of the school year.

You may opt to elect officers from the floor, however, FBLA-PBL recommends selecting officer candidates through an application screening process. Notify qualified candidates, then present them to members during a chapter meeting. Each candidate may give a one- to two-minute speech before members vote. A hand vote, voice vote, or ballot vote is acceptable. Refer to your local chapter bylaws for election procedures. Hold an installation ceremony for officers and members.

APPENDICES

[A.2 Officer Candidate Application](#)

[A.3 Chapter Installation Ceremony](#)

[A.4 Suggested Local Chapter Bylaws](#)

CHAPTER MEETINGS

Use this time to brainstorm, make decisions, and plan events. Regular, well-planned meetings help maintain member interest and participation, help you schedule events, plan activities, and promote the general welfare of the association. It is important to maintain a balance between business and social activities.

APPENDICES

[A.5 Sample Chapter Minutes](#)

[A.6 Sample Meeting Agenda](#)



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/MLfundraising

Recruitment/Membership

Plans recruitment and retention activities.

APPENDICES

B.1 *Local Chapter Monthly Report Form*

B.2 *Sample Monthly Financial Report*

COMMITTEE LEADERSHIP



Vice president



Committee chairman



Committee secretary



Members



ACTIVITIES AT-A-GLANCE

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

J
U
L
Y

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

A
U
G

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

S
E
P
T

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

O
C
T

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

N
O
V

- Hold chapter meeting
- Promote American Enterprise Day
- Promote Prematurity Awareness Day/Month
- Attend Middle Level track at select National Fall Leadership Conference (*refer to NFLC guide*)

D
E
C

- Hold chapter meeting
- Organize a community service project
- Plan a social for your chapter members
- Promote the Middle Level Achievement Program and High 5

J
A
N

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

F
E
B

- Hold chapter meeting
- Celebrate Career and Technical Education Month
- Celebrate FBLA-PBL Week

M
A
R
C
H

- **Membership deadline:** March 1
- **Middle Level Achievement Program deadline:** March 1
- Hold chapter meeting
- Plan chapter trip and business tours

A
P
R
I
L

- **Night of the Body Snatchers I & II deadline:** April 1
- Hold chapter meeting
- Attend State Leadership Conference

M
A
Y

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

J
U
N
E

- Attend FBLA National Leadership Conference

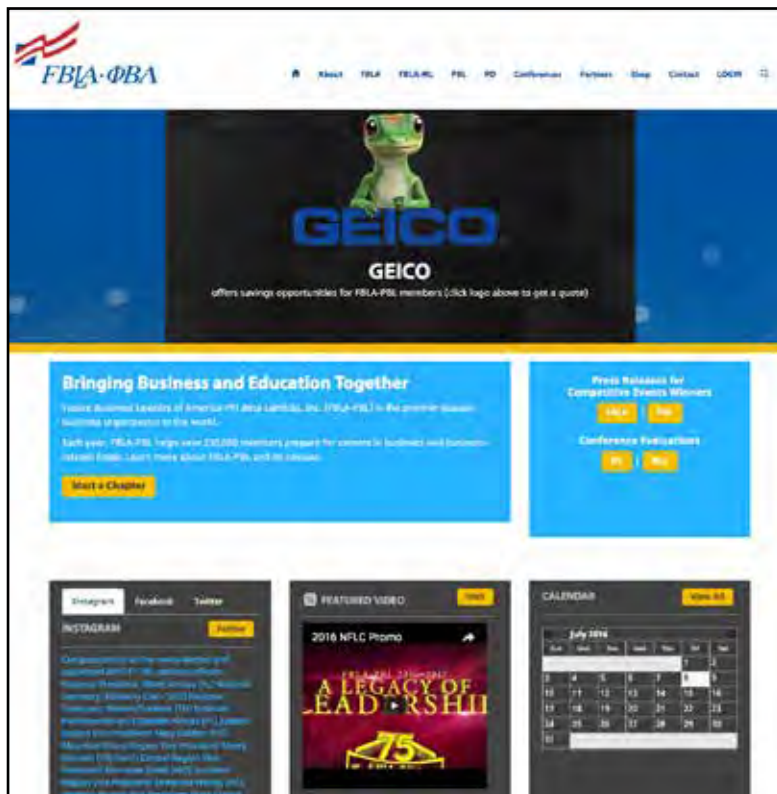


PROGRAM OF WORK PLANNING

6 | BUILDING A CHAPTER Review this sample chart to begin planning your chapter's program of work.

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

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



TOOLS & ACTIVITIES

ADVISER RESOURCES

Advisers have access to materials, events, and activities to supplement and integrate into coursework. Check out the following quick resources, and refer to the adviser area of fbla-pbl.org for additional information.

fbla-pbl.org

fbla-pbl.org is the most readily available resource for all things FBLA-PBL, including an exclusive section for advisers: renew your membership, register for national conferences, browse the adviser area, register members for the Middle Level Achievement Program, High 5, complete interactive Night of the Body Snatchers I & II forms, and access social media.

Resource Center

Visit the online Resource Center for resources, including curriculum integration materials, videos, presentations, and more!

More: go.fbla.org/resources

Login

The fbla-pbl.org Advisers Area is a great resource, including information on:

- Stock Market Game
- Interactive Night of the Body Snatchers I & II forms
- *Adviser eBlasts*
- *Chapter Management Handbook*
- Curriculum integration ideas and lesson plans
- Local chapter ideas and project samples
- FBLA-PBL publications

PUBLICATIONS

FBLA-PBL publishes several digital and print publications, including:



Adviser eBlast

Monthly updates, including important reminders and upcoming events and deadlines. *Published digitally.*



Advisers' Hotline

Stay current with the association's programs, publications, policies, partnerships, and events. *Published digitally.*



Chapter Management Handbook (CMH)

From programs, to fundraising, to competitive events, the CMH is your comprehensive guide to chapter management. *Printed and published digitally.*



Tomorrow's Business Leader

A quarterly magazine for FBLA and FBLA-Middle Level members, which includes suggestions for chapter programs; career and business-related articles; and news of local, state, and national activities. *Printed and published digitally.*



Register for the Advisers Area

Step 1

Go to the Advisers Area login page at go.fbla.org/login

Step 2

Under Advisers Area, click [Need to register for this area?](#)

Step 3

Fill out the FBLA-PBL Adviser Registration. Select your own user name and password.

Step 4

Check your email; your credentials will be sent immediately.

Step 5

Log in to the Advisers Area using your selected username, password, and assigned chapter number.

Step 6

You now have access to membership awards, registrations forms, publications, and more!

CONNECT WITH US THROUGH SOCIAL NETWORKING



TRADEMARK POLICY

FBLA-PBL has a number of trademarks and service marks registered with the United States Patent and Trademark Office. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors. These marks are protected, and their use is restricted as follows:

Commercial vendors are not permitted to use FBLA-PBL trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, unless the vendor has been specifically granted a license by the FBLA-PBL National Center.

Trade names

- Future Business Leaders of America-Phi Beta Lambda, Inc.
- Future Business Leaders of America (FBLA)
- Phi Beta Lambda (PBL or $\Phi\beta\Lambda$)
- Future Business Leaders of America-Middle Level (FBLA-ML)
- Future Business Leaders of America-Phi Beta Lambda Professional Division (PD)

Logos & Shields



Primary FBLA-PBL logo
(preferred)



FBLA Crest



PBL Crest



FBLA-PBL Cross
(retired)

Additional Logos & Insignia



Flag



FBLA logo



PBL logo



FBLA-Middle Level logo



Professional Division logo



FBLA-PBL Crest



EDUCATIONAL PROGRAMS & CURRICULUM

Encourage your students to take part in FBLA-PBL's national educational programs and curriculum. These unique programs include chapter projects, leadership programs, fundraising initiatives, community service events, and skills-building curricula. Preview the programs at fbla-pbl.org under Membership Benefits.

Foundation for Economic Education (FEE)—New



FEE is a nonprofit that provides free educational resources for middle school students, teachers, and FBLA-ML advisers. FEE publishes daily economic content on FEE.org, hosts nationwide student seminars, and offers a free online course called *The Economics of Entrepreneurship: Serving Yourself by Serving Others Well*, which contains 40 lessons with videos, articles, discussion guides, and activities. Learn more at courses.fee.org or by contacting Jason Riddle at 404.554.9980 x227 or jriddle@FEE.org.

Junior Tours



Inspire your students by planning an exciting and educational trip to New York City, Chicago or Atlanta. Sponsoring a business-related tour to any of these cities is the best way to boost the enrollment and spirit in your FBLA-Middle Level chapter. Junior Tours will arrange an all-inclusive tour package at an affordable price. Chaperones travel free. For more information, contact us today at 1.800.631.2241, travel@junortours.com or junortours.com.

Lead2Feed



"Empowered to Lead. Inspired to Serve."

Lead2Feed is a FREE leadership program teaching middle and high school students a proven process to become passionate, service-minded leaders for life. Participate in the Lead2Feed Challenge to win up to \$25,000 for your nonprofit partner and technology products for your school. The March of Dimes qualifies as a non-profit partner. Call 704.905.3705, email dodge.debby@gmail.com, or visit lead2feed.org to register for the 2016–17 school year.

LifeSmarts and the National Consumers League



LifeSmarts is an educational competition about personal finance and other consumer topics. Students compete online and in-person to demonstrate their knowledge. LifeSmarts, a free program, complements the curriculum already in schools and can be used as an activity for classes and clubs. Call 202.835.3323, email lisah@nclnet.org, or visit lifesmarts.org.

MyPath



MyPath, powered by The Institutes, is a collaborative industry effort between risk management and insurance companies that exists to show students and young professionals the limitless career opportunities within the insurance industry. The MyPath website has a ton of great resources for learning about the industry and the various career roles available.

To learn more, visit InsureMyPath.org or email ContactUs@InsureMyPath.org—and follow us on social media through Facebook at [Facebook.com/insuremypath](https://www.facebook.com/insuremypath) and Twitter at [@InsureMyPath!](https://twitter.com/InsureMyPath)

Remind—New



Remind is a free text messaging app used by over 1,500 FBLA chapters to increase engagement, organize events, fundraise, and more. Get your chapter started at remind.com.

School Store Manual

Do you run a school store or would you like to start one? Through a partnership with the Raymond Geddes Company, FBLA-PBL has developed a school store manual complete with tips, do's and don'ts, and the necessary forms to make your business venture a success. To access this manual, go to go.fbla.org/eLearning > Curriculum Integration > School Store Manual.

Service Learning Curriculum

The March of Dimes and FBLA-PBL have teamed up to become involved in the service learning movement. This movement integrates classroom learning with community service, a process that career and technical education has traditionally developed and supported through its local and nationwide service programs. Student achievement is assessed on related projects as an integral part of the curriculum. Service Learning Curriculum, documents, and forms are located at go.fbla.org/eLearning > Curriculum Integration > March of Dimes Service Learning Curriculum. New curriculum materials are also available on the March of Dimes website at marchofdimes.com/youth.

Stock Market Game (SMG)



Register your students for our Fall 2016 SMG (9/12/16–12/16/16) and Spring 2017 SMG (1/23/17–5/5/17). Students will be ranked separately and winners will be publicized through FBLA-PBL. Go to the Advisers Area at fbla-pbl.org to learn more and complete your registration.

Visa Inc.—Practical Money Skills



Practical Money Skills for Life is an award-winning, free financial education program offering resources to help consumers manage their money through all stages of life. Launched in 1995, the program reaches millions per year with its financial literacy curriculum, educational games, apps, monthly e-newsletter, and free materials that cover a wide range of personal financial information. Visit practicalmoneyskills.com or email us at info@practicalmoneyskills.com.



CONFERENCES

From the local to the national level, FBLA-PBL conferences help members develop leadership, chapter management, and career skills, as well as build lasting networks and friendships.



Future conference dates: go.fbla.org/futureconferences

State Leadership Conferences (SLC)

SLCs feature competitive events and elections. Competitive event winners earn the opportunity to compete at the National Leadership Conference. Contact your state adviser for details. *Spring conference.*

National Fall Leadership Conferences (NFLC)

Held in several leading American cities, NFLCs provide advisers and students with an opportunity to share ideas, network with aspiring business leaders, and reaffirm common goals with peers from across the country. Members also participate in leadership and professional development workshops and participate in business tours. *Fall conference.*

National Leadership Conference (NLC)

The NLC concludes the membership year and sets the stage for the upcoming school year. Participants attend business-related and leadership development workshops; tour businesses; and network with FBLA, FBLA-Middle Level, and Professional Division members. *Summer conference.*

Conference Code of Conduct & Dress Code

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to your image and the image of FBLA-PBL.

APPENDICES

C.1 *Conference Checklist*

C.2 *Conference Medical Release Form*

C.3 *Conference Parental Consent Form*

C.4 *Conference Code of Conduct*

COMPETITIVE EVENTS

Competitive events play an integral role in the mission of FBLA-PBL. Competitive events help develop career-ready students by testing their skills and knowledge and applying classroom concepts in a workforce-simulated environment. For more information on events and guidelines, review the **Competitive Events** section of the *Chapter Management Handbook*.

Your Members Should Compete to . . .

- demonstrate career competencies, business knowledge, and job-related skills;
- expand leadership skills;
- demonstrate competitive spirit;
- earn recognition for achievements; and
- travel and network with other students.

Eligibility

Members must pay membership dues by March 1, and must pay the conference registration fee. Check with your state adviser for additional eligibility requirements.

Open Events

Online testing events are available to any FBLA-Middle Level member present at the NLC. Prerequisites or event registration are not required, and topics vary each year. Members must be registered and paid NLC attendees to compete in open events.





National Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

FEMALES

Business suit with blouse

Business pantsuit with blouse

Skirt or dress slacks with blouse or sweater

Business dress

Capris or gauchos with coordinating jacket/suit, worn below the knee

Dress shoes



MALES

Business suit with collared dress shirt and necktie

Sport coat, dress slacks, collared shirt, and necktie

Dress slacks, collared shirt, and necktie

Banded collar shirt may be worn only if sport coat or business suit is worn

Dress shoes and socks

Inappropriate Attire (for both men and women)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skirts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



CLARIFICATION—Many women's two-piece suits currently are designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.



COMMUNITY SERVICE

Community service activities help chapters get involved in their communities. While practicing responsible citizenship, members also form networks with business and community leaders, and gain experience with managing projects beyond the classroom. Many chapters sponsor activities to support the FBLA-PBL national service partner, the March of Dimes.



National Service Project

March of Dimes Foundation

FBLA-PBL has consistently ranked as the top March of Dimes fundraising partner during their over forty-year partnership, raising more than \$15 million dollars. Visit go.fbla.org/MarchforBabies to get started.

More: go.fbla.org/MODreportform

APPENDIX

C.5 March of Dimes Fundraising Report Form

Prematurity Awareness Day and Month

Prematurity Awareness Day, November 17, is the perfect opportunity to educate people in your school about premature birth. Visit the March of Dimes Team Youth website (marchofdimes.com/youth) for ideas on announcements, fundraisers, and awareness-raising activities.

More: go.fbla.org/MODawareness

March for Babies

March for Babies supports research and programs to help babies in your community and across the country get a healthy start. Join March for Babies and a million compassionate people in nearly 1,100 communities across the nation. Visit marchofdimes.com/youth to register your chapter for the March for Babies walk and find your local March of Dimes office.

More: go.fbla.org/MarchforBabies

Community service ideas: go.fbla.org/communityservice

NATIONAL CELEBRATIONS

Show your FBLA-PBL pride by participating in the following annual celebrations.

American Enterprise Day

November 15 is American Enterprise Day. Salute and publicize the American free enterprise system and teach others about it through a wide range of activities, projects, and festivities.

More: go.fbla.org/americanenterpriseday

FBLA-PBL Week

The second week of February is FBLA-PBL Week. Chapters are encouraged to publicize their activities, boost their membership, and gear up for spring events. FBLA-PBL Week also coincides with National Career and Technical Education (CTE) Month. This is an excellent opportunity to inform the public about the purpose of school-to-work activities and programs.

Here are popular ways to celebrate FBLA-PBL Week:

Sunday

- **Share Your Story Day:** Share your FBLA-PBL story on social media. Tell why you joined, your favorite FBLA-PBL memory, or what FBLA-PBL has done for you. Tag your story on Facebook, Twitter, or Instagram with #FBLAPBLWeek.

Monday

- **National Presidents' Forum:** All three division national presidents (FBLA, PBL, and Professional Division) host a live Internet broadcast to kick off FBLA-PBL Week.

Tuesday

- **Each One Reach One Day:** Talk to peers and community members about your FBLA-PBL experiences. And, of course, ask them to join!

Wednesday

- **Professional Attire Day/Adviser Appreciation Day:** Dress for success and share your appreciation for those that teach, lead, and mentor your chapter.

Thursday

- **Career Awareness Day:** Get involved with your Professional Division and connect with community leaders.

Friday

- **FBLA-PBL Spirit Day:** Show your FBLA-PBL pride by posting a group photo to [Facebook.com/FutureBusinessLeaders](https://www.facebook.com/FutureBusinessLeaders).

Saturday

- **Community Service Day:** Choose a community service project to support. Suggested activities include working with the March of Dimes, volunteering at a homeless shelter, or conducting a blood drive.

APPENDIX

C.6 Sample FBLA-PBL Week Proclamation

EXPLORE THE FINANCIAL CENTERS OF THE WORLD

BUSINESS TOURS

NEW YORK CITY

CHICAGO

ATLANTA



Planning memorable tours for teachers
and students for over 45 years

1-800-631-2241
www.juniortours.com



Plan a trip to New York City, Chicago or Atlanta that will educate and inspire your FBLA chapter! It will have a lasting impact on your students' future. Junior Tours makes the planning simple and you travel for free! Contact us today for an itinerary and free quote.



3 DAY BUSINESS TOURS

All inclusive package starts at

\$495

per person*

*With a group of 40+ participants. Prices vary based on departure location, group size and itinerary choices.

YOUR JUNIOR TOURS EXPERIENCE INCLUDES:

- Chaperones Travel Free
- \$500 Cash Travel Stipend
- Superior Hotel Accommodations
- Complete Breakfasts and Dinners
- Your Own Personal Tour Guide
- Day and Night Activities
- Professional Liability Insurance Coverage
- Free Promotional Materials
- No Hidden Costs
- Online Billing Option
- Free "Scratch & Travel Donation Cards"

travel@junortours.com
1-800-631-2241
 www.junortours.com

NEW YORK CITY BUSINESS TOUR



CHICAGO BUSINESS TOUR



ATLANTA BUSINESS TOUR

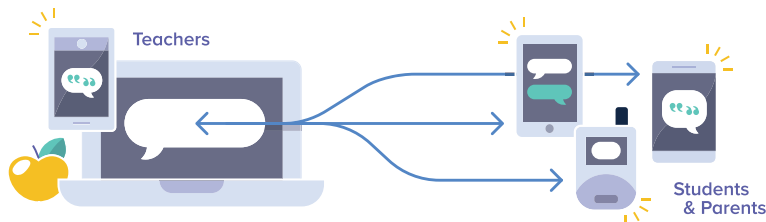


Is your FBLA-PBL chapter using Remind?

REMIN IS A FREE, SAFE, COMMUNICATION APP that helps FBLA members stay engaged and organized. Over **100,000 FBLA members** trust Remind to save time communicating.

Communicate Safely

- Remind helps schools comply with FERPA and COPPA.
- Personal phone numbers stay private.
- All messages are permanently archived, and a full message history can be exported at any time.



Engage Directly

- Group announcements, collaborative chats, and individual messaging improves communication with your chapter.
- Reach your whole community on any device and in 90+ languages—smartphones aren't necessary to receive messages.
- Control your availability with office hours and other tools for one- and two-way communication.

Organize and Fundraise

- Organize event sign-ups and make payments—all over your phone.
- Attach photos, links, and files to send now or schedule for later.
- Increase event attendance by reaching members directly.



Remind is actively used in
**MORE THAN HALF OF US
PUBLIC SCHOOLS**



OVER 90%
of text messages are read
within 3 minutes of delivery



In a field study, people
receiving informational prompts
about conferences were

**50% MORE LIKELY
TO ATTEND**

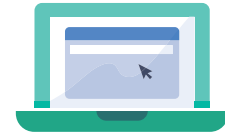
Turn this over for three easy steps to getting started.

3 Steps to Get Started

It takes just minutes to sign up for Remind on the web or on the mobile app. Once you do, you can send messages via text, email, and push notification—without revealing any personal contact information.

STEP 1
Create an account at Remind.com

All you need to create an account is your email address. When prompted, select a **teacher or parent account** if you are the group advisor (students can also be given access to administer the group).



STEP 2
Add club members

Upload a spreadsheet with names and contact information (phone numbers or emails) and your community will start receiving your messages right away.

If you're missing contact information, members can join classes at your first meeting or by sending them a link.



STEP 3
Start sending messages

You can send announcements to your chapter, an individual, or any group you choose.

- Send reminders or updates about upcoming meetings, events, and activities
- Communicate updates in urgent situations
- Share photos, links, or other files with parents and students to promote involvement at home



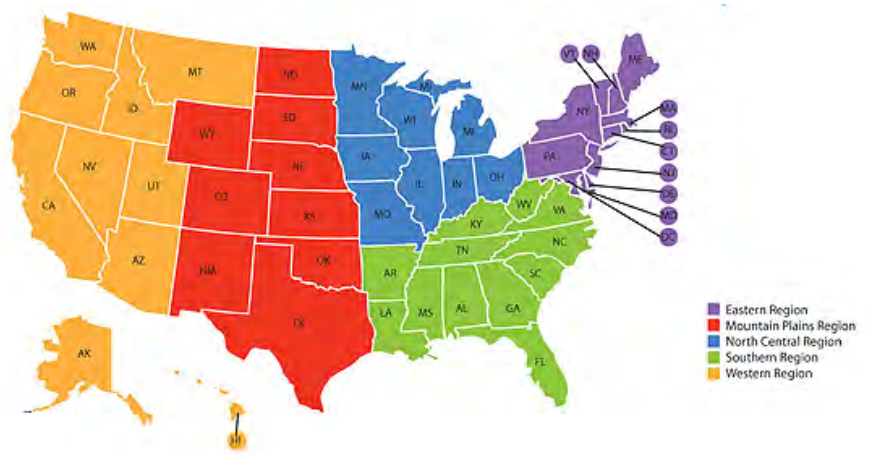


RECRUITMENT & RETENTION

RECRUITMENT

The most important resource of any organization is its members. A large and diverse membership makes for rich brainstorming sessions, unique projects, and lightened individual workloads. The more dependable and enthusiastic members are, the more you accomplish. Enrich your members and build a stronger chapter by using the resources on the following pages. Start by connecting with veteran members and advisers in your region.

FBLA-PBL REGIONS



- Cayman Islands
- China
- DoDDS Europe
- Haiti
- Korea
- Ontario
- Puerto Rico
- Virgin Islands

CONNECT
with members and advisers in your region!

Visit: go.fbla.org/FBLAregions



MEMBERSHIP BENEFITS

LOCAL

STATE

NATIONAL

	LOCAL	STATE	NATIONAL
PERSONALIZED MEMBERSHIP CARD			●
LEADERSHIP POSITIONS	●	Check with your state	
CONFERENCES		Check with your state	●
PUBLICATIONS		Check with your state	●
RECOGNITION	●	●	●
COMPETITION		●	●
INDIVIDUAL ONLINE MEMBERSHIP RECOGNITION PROGRAM			●
NETWORKING OPPORTUNITIES	●	●	●
TRAVEL	●	●	●
ADVISER CHAPTER MANAGEMENT HANDBOOK			●
INDIVIDUAL INCENTIVES	●	●	●
CHAPTER AWARDS & RECOGNITION		●	●



RECRUITMENT

5 Steps to Success

Recruiting members is easy! Follow these five steps and watch your chapter numbers rise.

1. Develop a Recruitment Plan

- **Discuss your chapter's goals and objectives.** Where do you see your chapter in six months? A year?
- **Assess your membership.** Has it increased or decreased?
- **Set a recruitment goal.**
- **Develop a membership profile.** What types of people will help your chapter succeed? What are their interests? Where do they hang out? What kind of publicity attracts their attention?
- **Determine a recruitment period.** Will you allow students to join at any time or only during a predesignated recruitment period? Will you hold a mass meeting or is membership by invitation only?
- **Sell FBLA and the membership benefits.** What are the membership incentives? How will you personalize your message to each potential member?
- **Remember why you joined.** This is one of your most valuable tools in designing a recruitment strategy. What attracted you? How did you hear about FBLA-PBL? Why did you stay involved?
- **Emulate success.** How have other successful chapters recruited members?
- **Evaluate your strategy.**

2. Design & Implement a Campaign

- **Ask members with artistic talents to design posters, flyers, banners, etc.**
- **Develop a time line.**
- **Advertise early.**
- **Post around campus.**
- **Promote in your class and to other groups.**

3. Orient New Members

- **Plan a welcome meeting or ceremony.**
- **Train new members.** Hold an orientation and periodic training sessions. Well-trained, well-educated members feel a sense of ownership over their chapter.
- **Elements of a successful orientation program include:**
 - members' rights and responsibilities;
 - organization governance and operation policies and procedures;
 - organization history, traditions, and programs;
 - assimilation of new members into the organization; and
 - an overview of planned annual activities.

4. Evaluate the Process

5. Repeat Steps 1–4

RETENTION

To maintain and expand membership, your chapter members must play an active role in recruiting and retaining members. The key to growth is planning and implementing a variety of chapter activities. Keep the following ideas in mind.

Incentives

Offer incentives for members to join for an additional year, including membership pins, FBLA-PBL T-shirts or other products, FBLA-PBL certificates, and awards for recruiting new members. Institute a rating system where each activity has a specific point value. Reward the member with the most points.

APPENDIX

A.1 Sample Point System

Mentoring

Implement a mentor program by teaming up new members with experienced members—make them feel important.

Recognition

Honor past members as part of the induction ceremony for new members or officer installation ceremony. Recognize members who won state or national competitive events the previous year.

QUICK TIPS

- **Schedule a brief FBLA-PBL intro** at each meeting.
- **Co-sponsor campus events** to gain campus-wide recognition. Supply FBLA information at each event.
- **Ask key people to give recommendations** of possible members and leaders.
- **Do not expect a person to come to a meeting in a room full of people they do not know.** Offer to meet the student somewhere and go to the meeting together. Help him/her network with others in the organization.
- **Attend activity or club fairs.** Set up a recruitment booth.
- **Feed potential members.** Students love free food.
- **Recruit by interest.** If there are people interested in an issue, recruit them to head up a program on that issue.
- **Go to classrooms,** talk to students about the organization, and invite them to attend an event.
- **Hold meetings and events** in comfortable, visible, hospitable places.
- **Prepare an elevator speech** about the advantages of joining FBLA.
- **Snap photos at meetings and events** and put together an online scrapbook for prospective members.
- **Print business cards for members.** Include an open invitation to meetings and space for members to write their own name and number.



RECRUITMENT IDEAS

Check out these ideas, then visit go.fbla.org/fblarecruitmenttools for more tools.

Recruitment Booth

Find a place at your school with a high density of foot traffic where you can set up a recruitment booth. Keep these tips in mind:

- *Attract with giveaways* (candy, food, brochures, etc.).
- *Stand out* (big signs, bright shirts, decorations).
- *Creatively convey activities* (recruitment video, chapter scrapbooks, display awards).
- *Be organized.* (Have a sign-up sheet to collect contact information, membership applications, and a receipt book to collect dues.

APPENDIX

D.1 Sample Membership Application

- *Promote upcoming events.*
- *Welcome booth browsers* with a smile and say “Let me tell you a little bit about FBLA.”

Recruitment Publicity

Get the word out! Keep your chapter visible using the following ideas:

- *Use promotional items* to identify members (T-shirts, bags, water bottles, etc.).
- *Develop a list of local news media.*
- *Share news and events* via social media.
- *Create and distribute literature* to local schools, businesses, and government.
- *Present FBLA business programs* to civic and service groups in the community.
- *Design promotional exhibits* around the school and community.
- *Display materials in your school* and community.
- *Write spot announcements,* interviews, and Q&A discussions for local radio and TV.
- *Provide photographs,* news releases, editorials, feature stories, and letters to the editor for the school and community newspapers.

APPENDIX

D.2 Sample Press Release

- *Announce chapter activities* and programs in your school’s daily announcements.
- *Invite community members* to participate in chapter meetings, banquets, business education classes, and advisory committees.
- *Distribute certificates of appreciation.*
- *Write to and visit elected public officials.*
- *Create a public awareness plan* that ties into a holiday or event.

Promotional items and emblematics are available at fblamarketplace.com.

Chapter Welcome Bash

Kick off your first meeting with a welcome bash! Begin with a brief and entertaining introduction, followed by a creative agenda full of icebreakers and networking opportunities—fostering friendships gives recruits a reason to join. No bash is complete without food!

Club/Activity Fairs

Club/activity fairs can greatly benefit your chapter by increasing your audience of potential recruits. Try one of the following ideas:

- *Co-sponsor an event,* such as a guest speaker or workshop, with another club or organization. Have both your chapter and the other club introduce yourselves at the beginning of the event. Make yourselves available after the event to answer questions about FBLA.
- *Ask chapter members to volunteer* at your school’s career center or guidance office in exchange for recruitment opportunities to their students.

Just Ask

The most successful recruitment method is very simple . . . just ask! Many prospective members need an extra push toward membership. Ask officers to speak to students in other classes using these tips:

- *Remember ABC*—Ask, Bring, Close.
- *Speak from the heart*—tell prospective members why you joined.
- *Invite prospective members* to a meeting.
- *Be direct*—“Will you join?”

APPENDIX

D.3 Sample FBLA Member Recruitment Letter

Incentives

- *Food.* Entice attendance to after-school informational meetings with food. Conduct business and end the meeting with a pizza party, “Build your Own Banana Split Party,” etc.
- *Candy Invitations.* Hand out candy bars with catchy invitations to potential recruits (i.e., attach “Join FBLA-PBL to increase your Payday!” to a Payday bar).
- *Drawings.* Hold prize drawings at meetings. Students can win only after they pay dues.
- *Wall of Names.* Erect a “Wall of Names,” recognizing each member.
- *Night/Day of the Body Snatcher.* Award a prize at the end of chapter meetings to the person who snatched and brought the most nonmembers.

Download one of the informational FBLA-PBL PowerPoint® presentations from slideshare.net/FBLA-PBL or go.fbla.org/elearning and show it at a chapter meeting.



FUNDRAISING

GETTING STARTED

Fundraising is crucial to supporting chapter activities and expanding opportunities for your members. Preview the chart at the bottom of the page to get started.

APPENDICES

[E.1 Sample Chapter Budget](#)

[E.2 Fundraiser Timeline & Planning Sheet](#)

OTHER SOURCES OF INCOME

There are a number of other funding sources available to help your chapter meet its goals.

School Funding

Request funding from your school or business department. *Note:* Some schools may not offer funding.

Donations

Ask local businesses for donations, including food, prizes, cash, or anything that can help with projects.

Sponsorships

Scout sponsors for events and trips.

APPENDIX

[E.3 Sample Donation/Sponsorship Letter](#)

Local Dues Member Contributions

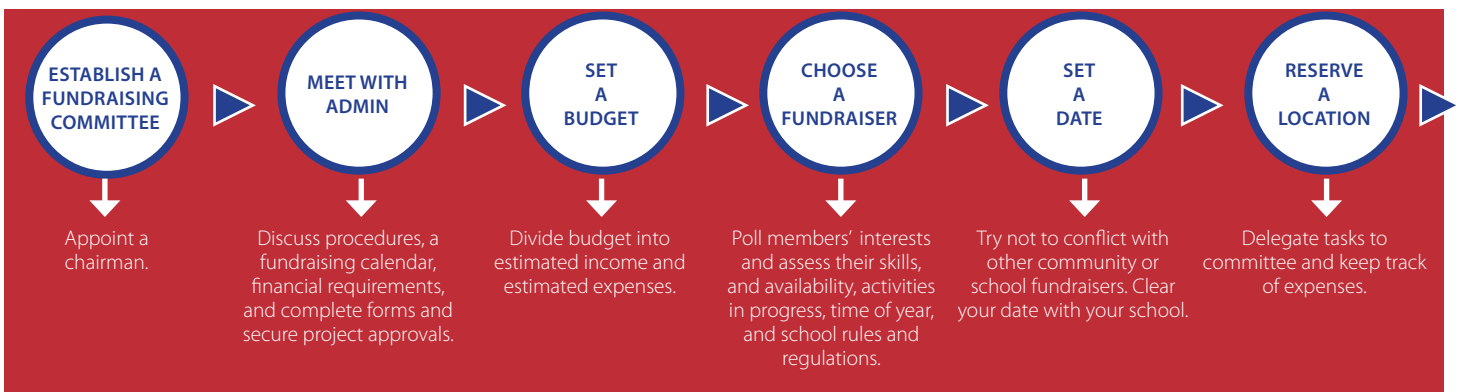
Consider charging local dues to offset chapter expenses. Members also may be asked to pay some or all of their conference costs.

Adviser Compensation

Many advisers are reimbursed for conference expenses. Reimbursements can offset the chapter's overall estimated expenditures.

Special Funding Pool

Some states provide special funding to new and existing chapters. Compensation also may be available from the FBLA-PBL state office to students attending the NLC.





FUNDRAISING PARTNERS

FBLA-PBL partners with a number of national sponsors to provide students with fun and hassle-free fundraising options. Choose from one of the following, then visit go.fbla.org/MLfundraising.

Association Motor Club Marketing (AMCM)



AMCM provides your FBLA-Middle Level chapter the opportunity to build a recurring revenue business. Your students will build their own business plan, incentives, and sales campaigns. The technology at AMCM is cutting edge and gives your students the experience of building a business using technology. Email fbla@amcm-online.com, call 605.254.8876, or visit amcm-online.com/FBLA.

Country Meats

A healthy fundraiser that features fresh smoked snack sticks that everyone loves! 45% profit! Sells for \$1! For FREE SAMPLES call 1.800.277.8989 or visit countrymeats.com/samplepack.



Custom Shades Sunglasses Fundraiser—New

Custom Shades is a school fundraiser utilizing the sale of customized sunglasses to expand your program. With our HIGH Profit Margin and 100% customized sunglasses personalized with your school name, colors, mascot and logo, we focus our product on high quality shades at a discounted price so that your school is able to make the most profit. Try something different. Try something cool. Try a Custom Shades fundraiser as a way to help pay for those FBLA trips! Contact us for free designed mockups. Call us at 888.751.8107 or visit moneymaker.com.



Ozark Delight Candy Company



Ozark Delight Lollipops are only available for fundraising. They do not sell to stores or other retail markets. Call 800.334.8991 or visit ozarkdelight.com.

Schermer Pecans

Schermer Pecans offers a delicious and healthy fundraising product. Call 800.841.3403, email schermerpecans@yahoo.com, or visit schermerpecans.com.



School Spirit Coffee Fundraising

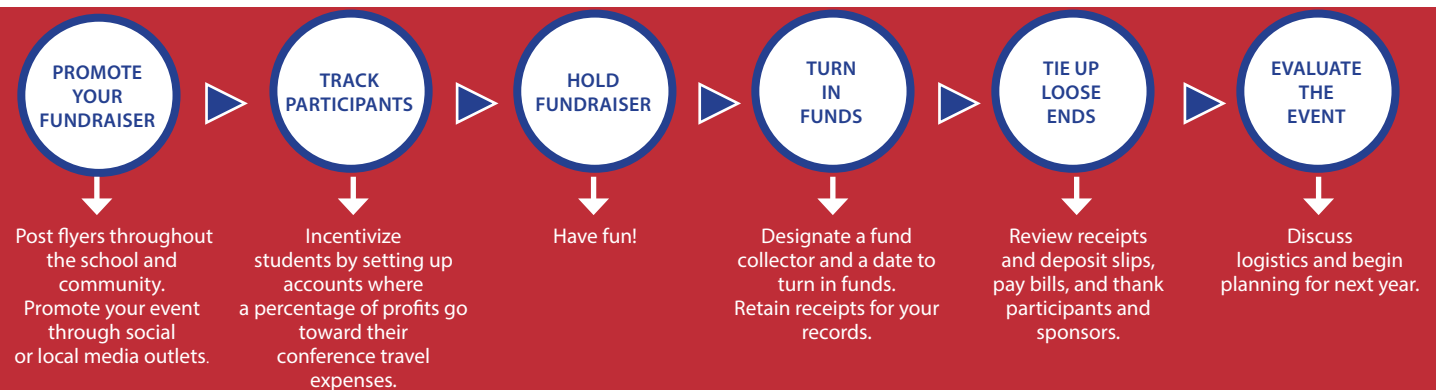
The fundraiser you love, the products you enjoy!

Since 2005 School Spirit Coffee has been providing FBLA-PBL chapters private label gourmet coffee, luxury tea, and specialty instants at 50% profit potential. Now offering Single Serve Pods and Online Fundraising Campaign Options. Call 1.800.570.1443, email debbie@schoolspiritcoffee.com, or visit schoolspiritcoffee.com for information or to schedule a fundraiser.



Tom-Wat Fundraising

Tom-Wat Fundraising is offering a **special promotion to all FBLA-PBL chapters**—55% profit on their Magazine Subscription Fundraising program. In addition to the Magazine program, they offer a wide variety of fundraisers that are easy and profitable including Gift Catalogs, Candles, Lollipops, Chocolate Bars, Cookie Dough, Flower Bulbs, Popcorn, Pretzel Rods, and much more. Call 1.800.243.9250, email sales@tomwat.com, or visit TomWat.com.





Smoked Snacks For Fundraising Order Form

5 Simple Ways To Place Your Order !

Case(s) cost *\$89.00 which includes S&H and you get 144 Smoked Snack Sticks. When sold for \$1.00 each, you make 45¢ per stick profit. We add 10 FREE sticks to each case to cover your S&H.

*Prices Subject to change. (Quality Never)

- 1 Order Online: www.CountryMeats.com
- 2 Toll Free: 1-800-277-8989
- 3 Fax: 1 (352) 237-5620
- 4 E-mail: Jeremy@CountryMeats.com
- 5 Mail to: Country Meats
5750 SW 1st Lane, Ocala, FL 34474

16 Great Flavors!

All of our flavors are packaged 24 to a bag! With each case you get 6 bags, so feel free to mix things up!

	# of BAGS	# of CASES
Sweet BBQ		
Sweet Annie Brown		
Bold Teriyaki		
Ghost Fire		
Hot Cajun		
Sweet Maple Bacon		
Country Delight		
Old #9		
Original Smoked Hickory		
Bacon Swiss		
Pepperoni		
Hot BBQ		
Volcano		
Robust BBQ		
Chipotle		
Smokehouse Grill		

School Name / Group Name / Troop # _____

Print Name of Adult Responsible for Payment _____

Address _____

City _____ State _____ Zip Code _____

Phone Number to Contact You _____

E-mail Address _____

How did you hear about Country Meats? _____

Signature of Adult Responsible for Payment _____

P.O. # _____ Date to Receive Order _____

Total Cases

*Free Display Boxes & Free Posters by request!



**2
NEW
FLAVORS!**



Ozark D'Lites



Earn GREAT Profits

What are D'Lites?

D'Lites are a healthier alternative to our Original Lollipop. We developed the D'Lites to meet all nutrient standards of the new federal nutritional guidelines. Your group now has the potential to sell our NEW great tasting lollipops during the school day and without restrictions as defined by the "Smart Snacks" criteria. Our delicious D'lites contain, Vitamin C (100% DV) are Fat Free, and High in Fiber (26% DV). **NO ARTIFICIAL SWEETENERS and TASTE GREAT!**

COMPLIANT

**Meets
"Smart Snacks"
Criteria**

D'Lites 30 Flavors

- | | |
|--------------------------|------------------------|
| Cotton Candy | Tropical Splash |
| <i>New</i> Slushie | Berries & Cream |
| Sour Pink Lemonade | Sour Cherry |
| Sour Orange | Peach |
| Sour Green Apple | Strawberry Banana |
| Wild Cherry | <i>New</i> Marshmallow |
| Blue Raspberry | Island Punch |
| Watermelon | Cherry Cheesecake |
| Root Beer | Red Hot Cinnamon |
| <i>New</i> Cinnamon Roll | Lime |
| Mango | Cherry Limeade |
| Strawberry | Sweet Freedom |
| Orange Vanilla | Cherry Vanilla |
| Strawberry Cheesecake | Raspberry Lemonade |
| Pina Colada | Grape |

D'Lite Lollipops				
NUTRITION FACTS	Amount/Serving	% DV*	Amount/Serving	% DV*
Serving size .9 oz (24g)	Total Fat 0g	0%	Total Carb. 23g	8%
1 Lollipop	Sat. Fat 0g	0%	Sugars 7g	
Calories 63	Trans. Fat 0g		Dietary Fiber 6g	26%
Fat Calories 0	Cholest. 0mg	0%	Protein 0g	
* Percent Daily Value (DV) are based on a 2,000 calorie diet	Sodium 39 mg	1%		
	Vitamin A 0% - Vitamin C 100% - Calcium 0% - Iron 0%			

INGREDIENTS: dextrin, maltitol, sugar, natural & artificial flavors and colors, ascorbic acid, may contain: citric acid, sodium citrate, FD&C yellow #5



Smart Snacks in School

for
TEACHERS

D'Lites Smart Snacks Product Calculator Guide

My product is a

a) Snack

Is the first ingredient of your product a...

f) None of the above

Is your product a combination food with at least 1/4 c. fruit and/or vegetable?

b) No

Does your product contain 10% DV of one or more of the following nutrients?

a) Dietary Fiber

Nutrition Facts

Serving Size oz (about g)

Amount per serving

Calories Calories from Fat

Total Fat (g)

Saturated Fat (g)

Trans Fat (g)

Sodium (mg)

Carbohydrates

Sugars (g)

Dietary Fiber (%)

Smart Snacks in School

From: USDA's "All Foods Sold in Schools" Standards

Nutrition Standards for Foods

Any food sold in schools must:

Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010

Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).

Foods must also meet several nutrient requirements:

Calorie limits:

Snack items: ≤ 200 Calories

Sodium limits:

Snack items: ≤ 230 mg

Fat limits:

Total fat: ≤ 35% of calories

Saturated fat: < 10% of calories

Trans fat: zero grams

Sugar limit:

≤ 35% of weight from total sugars in food

D'Lites

63 calories

39 mg

0 fats

*less than
30%*

Other Requirements

Fundraisers

The sale of food items that meet nutrition requirements at fundraisers are *not limited in any way* under the standards.

The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.

The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. (*please see your administration for frequency*)

Information obtained from the official USDA rule "Nutrition Standards for All Foods Sold in School"
<http://www.regulations.gov>

✔ Your product is compliant!

Brand

Ozark Delight

Serving Size

24 g

Product

D'Lite Lollipop

First Ingredient

Dextrin

SCHERMER PECANS

A Healthy and Delicious FUNDRAISER!



Call for free samples to taste at your next club meeting and discuss Schermer Pecans as your newest fundraising success story!

Free Shipping
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Location!

Min. Order is
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(24 Bags)

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Guaranteed!

#1 Tree Nut in
Antioxidants



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PECANS

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www.pecantreats.com



SCHERMER PECAN COMPANY'S goal is to provide you with a product that you will be proud to sell as a fundraising project, give as a gift, or just enjoy yourself as a healthy snack.

Pecans are not a gimmick item that some people might buy from your group one time just to "help the cause." Once customers buy from you, they will buy over and over again. It's because they know that Schermer's Pecans are of outstanding quality, versatile year round, and nutritious.

After a simple credit application and approval with us, your shipment will be processed right away and we'll give you 30 days from the time you received your pecans to pay for them.

So why wait? Call your committee, gather your group, determine your goals and let's get going!

Call us toll free at **800-841-3403** and let our friendly customer service agents get you started. You can also contact us and order through our website 24 hours a day at www.pecantreats.com.

Looking forward to a successful business relationship!

SCHERMER PECAN COMPANY

**A Handful
A Day!**



PECAN HEALTH AND NUTRITION INFORMATION

- Pecans are now known as the number one "Antioxinut" because of the study by Loma Linda University that shows pecans as the nut containing the highest levels of antioxidants.
- Adding just a handful of pecans to your diet each day may help inhibit unwanted oxidation of blood lipids, helping to prevent coronary heart disease.
- Pecans also play a role in lowering Cholesterol. A pecan enriched diet can lower total cholesterol by 11.3 percent and LDL "bad" cholesterol levels by 16.5 percent, without any added weight gain.
- The USDA approved the following statement: "Scientific evidence suggests, but does not prove, that eating 1.5 ounces per day of most nuts, such as pecans, as part of a diet low in saturated fat and cholesterol, may reduce the risk of heart disease."
- A one-ounce serving of pecans (approximately 20 halves) contains 196 calories, 20.4 grams total fat (1.8 saturated fat), 0 mg cholesterol, 0 sodium, 2.7 grams dietary fiber and over 19 vitamins and minerals.



FUNDRAISING GUIDE

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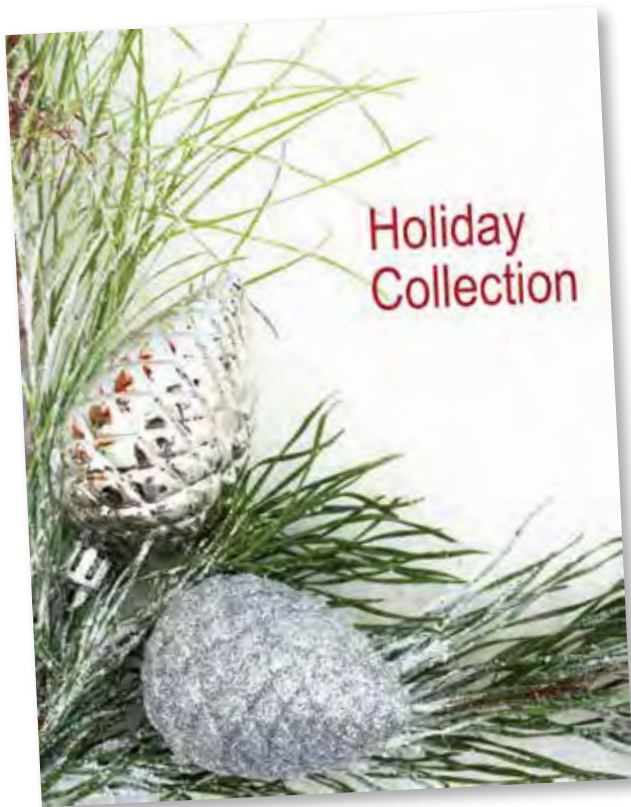


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Perfect school fundraiser!

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- **Prize program available**

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& MORE!**

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Huge selection of your favorite magazines. Easy gift idea for everyone on your list.

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- **Available year-round**
- **No minimum order**



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FBLA-MIDDLE LEVEL DIVISION NATIONAL BYLAWS

ARTICLE I Name

The name of this division of FBLA-PBL, Inc. shall be "Future Business Leaders of America-Middle Level Division" and may be referred to as "FBLA-Middle Level Division."

ARTICLE II Purpose

Section 1. The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

Section 2. The specific goals of FBLA-Middle Level Division are to:

- develop competent, aggressive business leadership;
- strengthen the confidence of students in themselves and their work;
- create more interest in and understanding of American business enterprise;
- encourage members in the development of individual projects which contribute to the improvement of home, business, and community;
- develop character, prepare for useful citizenship, and foster patriotism;
- encourage and practice efficient money management;
- encourage scholarship and promote school loyalty;
- assist students in the establishment of occupational goals; and
- facilitate the transition from school to work.

ARTICLE III Membership

Section 1. The grade levels encompassed in this program are determined by the state, county, or local education agency. The maximum range of grades that may be included in this division is grades 5 through 9.

Section 2. FBLA-Middle Level Division membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA-Middle Level Division except that, in the case where there is no state chapter, the member shall be recognized by the national center.

Section 3. National FBLA-Middle Level Division, as well as the state and local chapters, shall be open for membership to these classes of members:

Active Members shall be middle level students who become members, who accept the purpose of FBLA, subscribe to its creed, and demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by the national board of directors and may represent their state and local chapters as approved by their respective state and local advisers.

Honorary Life Members may be elected to a state or local chapter by a majority vote. They shall be persons who are rendering outstanding service to FBLA-PBL, Inc. Honorary life members shall not vote or hold office and shall not be required to pay dues.

National Honorary Life Members may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of education and/or to the growth and development of FBLA-PBL, Inc. National Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

ARTICLE IV Dues and Finance

Section 1. National dues shall be determined by a majority vote of the national board of directors based on fiscal reports by the national center. National dues of members shall be forwarded directly to the FBLA-PBL, Inc. national office.

Section 2. Any person eligible for membership, who has paid the annual membership fee of \$4.00, shall be an FBLA-Middle Level Division member for a period corresponding with the membership year.

Section 3. The affairs and property of FBLA-Middle Level Division shall be managed by the board of directors, according to the current D.C. Code.

Section 4. The association president and chief executive officer shall administer all FBLA-Middle Level Division finances, include the Middle Level Division finances in the annual budget to the board of directors for approval, and provide the board of directors and members with an annual audit.

Section 5. The fiscal year of the FBLA-Middle Level Division shall be July 1 through June 30.



ARTICLE V Organization

Section 1. FBLA-Middle Level Division shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters which have received a charter and number issued by FBLA-PBL, Inc. and which are currently in good standing, shall be referred to as “Future Business Leaders of America-Middle Level Division” or “FBLA-Middle Level Division.”

Section 2. The board of directors of FBLA-PBL, Inc. shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of FBLA-PBL, Inc. and the laws of the District of Columbia. It may be referred to as the board of directors. Members of the board of directors shall be nominated by state chairpersons and elected by the local FBLA-PBL chapters of their respective regions for three-year terms in accordance with the nominating and voting procedures determined by the board of directors.

Section 3. The administration of FBLA-Middle Level Division shall be vested in the association president and chief executive officer of FBLA-PBL, Inc.

Section 4. State chapter charters shall be issued upon approval of the board of directors.

Section 5. Each local chapter shall have an adviser who shall be a member of the faculty or administration.

ARTICLE VI Committees

Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.

ARTICLE VII Emblems and Colors

Section 1. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors.

Section 2. Emblems and insignia shall be uniform in all local and state chapters. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of the FBLA-Middle Level Division shall be blue and gold.

ARTICLE VIII Parliamentary Procedure

The rules contained in *Robert’s Rules of Order Newly Revised* shall govern the FBLA-Middle Level Division in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these bylaws, or any special rules of order the FBLA-Middle Level Division may adopt.

ARTICLE IX Amendment

Section 1. The board of directors of FBLA-PBL, Inc., may amend these bylaws by a two-thirds vote of the directors in office.

Section 2. No amendment shall be in conflict with the ethics or rules of FBLA-PBL, Inc. Amendments required to qualify or retain qualification as an educational and charitable organization as defined in the Internal Revenue Code of 1954, or any successor thereto, shall automatically become part of these bylaws.

*Adopted July 3, 1994
Amended June 29, 1997*



RECOGNITION

FBLA offers many opportunities for members and chapters to earn recognition at the national level. Through participation in recruitment activities and leadership programs, FBLA-Middle Level members enhance their skills and help your local chapter grow.

This section provides information on the recognition and awards available to members and chapters at the national level. Contact your state adviser for additional recognition available at the state level.

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Membership Awards	3
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Outstanding Middle Level Member	3
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Adviser Service Recognition	4
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Chapter Recognitions	
Connect Ten	9
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100 Percent Class Participation	9
Membership Achievement Award	9
Chapter Challenge	9
Good Neighbor	9
Chapter Excellence Award	9
Outstanding Chapter Award of Merit	9
Go Green Project	9



AWARD RECOGNITION

NATIONAL DEADLINE
check with your state
for state deadlines

PIN

LETTER

WEBSITE
RECOGNITION

NFLC RIBBONS
RECOGNITION

NLC
RECOGNITION

NLC RIBBONS

ONLINE
CERTIFICATE

CERTIFICATE

GIFT OR AWARD

APPLICATION/INFORMATION

MEMBERSHIP AWARDS

Award	Deadline	PIN	LETTER	WEBSITE RECOGNITION	NFLC RIBBONS RECOGNITION	NLC RECOGNITION	NLC RIBBONS	ONLINE CERTIFICATE	CERTIFICATE	GIFT OR AWARD	Application/Information
Largest Local Chapter	March 1									x	Calculated based on membership records
Largest State Chapter	March 1									x	Calculated based on membership records
Largest Increase in State Chapter Membership	March 1									x	Calculated based on membership records
State Recruitment of Chapters	March 1									x	Calculated based on membership records

INDIVIDUAL RECOGNITIONS

Award	Deadline	PIN	LETTER	WEBSITE RECOGNITION	NFLC RIBBONS RECOGNITION	NLC RECOGNITION	NLC RIBBONS	ONLINE CERTIFICATE	CERTIFICATE	GIFT OR AWARD	Application/Information
Night of the Body Snatchers I	April 1							x			go.fblla.org/nbs1
Night of the Body Snatchers II	April 1							x			go.fblla.org/nbs2
MAP Entrepreneur	March 1	x		x				x			go.fblla.org/MAPEntrepreneur
MAP Business	March 1	x		x				x			go.fblla.org/MAPbusiness
MAP Enterprise	March 1	x		x				x			go.fblla.org/MAPenterprise
High 5	March 1							x			Log in to Adviser Area at go.fblla.org/login
Outstanding Middle Level Member	2nd Friday in May				x						Contact your state
Outstanding Middle Level Supporter	2nd Friday in May				x						Contact your state
Adviser Service Recognition	NLC					x	x				Contact your state
Adviser Wall of Fame	May 1		x	x		x					go.fblla.org/walloffame
Outstanding Middle Level Adviser	2nd Friday in May				x						Contact your state

CHAPTER RECOGNITIONS

Award	Deadline	PIN	LETTER	WEBSITE RECOGNITION	NFLC RIBBONS RECOGNITION	NLC RECOGNITION	NLC RIBBONS	ONLINE CERTIFICATE	CERTIFICATE	GIFT OR AWARD	Application/Information
Connect Ten	April 1				x		x	x			Calculated based on membership records
Big Ten	Sept. 1–April 1				x		x			x	go.fblla.org/big10
100 Percent Class Participation	April 1				x				x		go.fblla.org/100percent
Membership Achievement Award	April 1				x				x		go.fblla.org/membershipachievement
Chapter Challenge	Oct. 20–March 1	x					x			x	go.fblla.org/challenge
Super Sweeps	Oct. 20						x	x	x		go.fblla.org/sweeps
Non-Stop November	Dec. 10						x	x			go.fblla.org/nonstop
Action Awareness	March 1						x	x			go.fblla.org/action
Good Neighbor	April 1						x	x			go.fblla.org/goodneighbor
Chapter Excellence Award	April 1						x	x			go.fblla.org/ChapterExcellence
Outstanding Chapter Award of Merit	April 1				x					x	Contact your state
Go Green Project	May 1								x		go.fblla.org/GoGreen



MEMBERSHIP AWARDS

calculated based on membership records as of March 1 of current membership year

Local Chapter

- Largest Local Chapter

State Chapter

- Largest State Chapter
- Largest Increase in State Chapter Membership
- State Recruitment of Chapters

INDIVIDUAL RECOGNITIONS

Night of the Body Snatchers I

Recruit two new members.

Night of the Body Snatchers II

Recruit four new members.

Middle Level Achievement Program (MAP)

Rewards FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members submit the online entry form and upload any supporting documentation by **March 1 @ 5:00 p.m. Eastern Time**.

Entries are certified by the local chapter adviser. Pins are sent to the local chapter adviser.

NOTE: Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.

ENTREPRENEUR LEVEL *(preview activities on page 5)*

Focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level.

BUSINESS LEVEL *(preview activities on page 6)*

Focuses on chapter activities, intermediate business skills, and leadership in the community.

ENTERPRISE LEVEL *(preview activities on page 7)*

Focuses on chapter and leadership activities, advanced business skills, and community and school leadership.

High 5

Leadership achievement program that takes members on an adventure through five core leadership areas: FBLA Chapter, School, Business, Community, and Career.

Log in to the Adviser & State Key Contact Area at fbla-pbl.org to download the guides, materials, and resources. Find more information on page 8.

Outstanding Middle Level Member

This award honors FBLA-Middle Level members who have contributed to the success of FBLA-Middle Level on the local, district/regional, state, and/or national levels.

Eligibility & National Recognition

Each state may submit one (1) student who is a member of an active local FBLA-Middle Level chapter and who is on record in the FBLA-PBL National Center as having paid dues by 5:00 p.m. Eastern Time on March 1 of the current school year. Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Member award on the FBLA-PBL website.

Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for state and national Middle Level Outstanding Member must be selected in accordance with the regulations of the state chapter and national association.

Guidelines

Criteria for selection of nominees at the state level should include, but are not limited to:

1. Number of years in FBLA-Middle Level.
2. Indicate the extent of participation in district/regional, state, and/or national programs and conferences.
3. Indicate the offices, chairmanships, and/or committee memberships held in FBLA-Middle Level.
4. Indicate your involvement in local activities and the outcome of at least one of the projects.
5. Answer the question, "What has FBLA done for me?"
6. Complete at least the Business Level in the Middle Level Achievement Program.
7. Include a recommendation letter from the local chapter adviser.



INDIVIDUAL RECOGNITIONS *(continued)*

Outstanding Middle Level Supporter

This award honors outstanding leaders from within the school and/or the business sector who have contributed to the success of FBLA-Middle Level on the local, state, and/or national levels.

Eligibility & National Recognition

Each state may submit one (1) person for Outstanding Middle Level Supporter. Nominations are to be completed by the state chairman or designee and will be recognized as a recipient of the national Outstanding Middle Level Supporter award on the FBLA-PBL website.

Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chair or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for Outstanding Middle Level Supporter must be selected in accordance with the regulations of the state chapter and the national association.
3. Nominees may be members of an educational institute (nonteaching staff) or the business community.

Guidelines

Criteria for selection of nominees at the state level should include, but are not limited to:

1. Years of participation in FBLA-Middle Level activities.
2. Promotion of FBLA-Middle Level through presentations, seminars, and school-related activities.
3. Contributions to local, district/regional, state activities, and/or national activities.
4. Financial assistance to and sponsorship of activities for local chapters.

Adviser Service Recognition

Recognizes local and state advisers for years of service (5, 10, 15, etc.).

Adviser Wall of Fame

Recognizes advisers and state chairs with 20 or more years of service to FBLA-PBL.

Outstanding Middle Level Adviser

This award honors FBLA-Middle Level advisers who have contributed to the success of FBLA-Middle Level on the local, district/regional, state, and/or national levels.

Eligibility & National Recognition

Each state may submit one (1) nominee who is an adviser of an active local FBLA-Middle Level chapter. The nominee must have taught at least three years at the middle level and have been an active FBLA-Middle Level adviser for three years. Nominations are to be completed by the state chair or designee and will be recognized as a recipient of the national Middle Level Outstanding Adviser on the FBLA-PBL website.

Overview

1. The nominee must submit a biographical sketch of no more than two pages and include the information listed below in the guidelines section. This information is submitted to the state chairman or designee who will complete the official event entry form and submit to the FBLA-PBL National Center.
2. Nominees for state and national Middle Level Outstanding Adviser must be selected in accordance with the regulations of the state chapter and national association.
3. Nominees must have been an FBLA-Middle Level adviser and middle level teacher for at least three years.

Guidelines

Criteria for selection of nominees at the state level should include, but are not limited to:

1. Number of years taught (indicate years at each level).
2. Indicate the number of district/regional, state, and national conferences attended (minimum of three required).
3. Indicate two unique activities that your local chapter has successfully completed.
4. Indicate any workshops led or other responsibilities at the above conferences attended.
5. Indicate how you integrate FBLA-Middle Level activities into your classes.
6. Include a recommendation letter from a fellow colleague or administrator.



MAP—ENTREPRENEUR LEVEL *(preview of activities)*



Entries are certified by the local chapter adviser. This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An online entry form and supporting documentation are required for this award.

Submission form: go.fbla.org/MAEntrepreneur

FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

The following items must be completed and uploaded as part of this level's entry:

- Parliamentary Procedure Crossword Puzzle
- Family Member Interview Questions

SCHOOL/COMMUNITY SERVICE—Complete two (2) activities.

- Donate at least five (5) hours of service to one of your teachers. *Provide teacher name and description of service.*
- Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. *Provide a 50-word summary of the project.*
- Participate in your chapter's community service project committee. *Provide a 50-word summary of the project.*
- Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join your local chapter. *Upload a sample of the flyer or poster, or a picture of the bulletin board.*

EDUCATION—Complete two (2) activities. The first one is required.

- **REQUIRED:** Complete the Parliamentary Procedure crossword puzzle. *Upload completed puzzle.*
- Key the FBLA-PBL Mission Statement, insert a clipart, and center it on a sheet of paper. *Upload completed file.*
- Read an article or story from *Tomorrow's Business Leader*. *Provide a 100-word summary of the article or story.*
- Identify five (5) characteristics of an effective leader. *List characteristics and explain how FBLA-Middle Level can help you acquire them.*

LEADERSHIP—Complete two (2) activities. The first one is required.

- **REQUIRED:** Attend two (2) local chapter meetings. *List date of meeting #1. List date of meeting #2.*
- Participate in an individual FBLA-Middle Level competitive event. *Event Name:*
- Bring a friend to a chapter meeting. *Friend's Name:*
- Sign up for a local chapter committee. *Committee Name:*

CAREER EXPLORATION—Complete two (2) activities. The first one is required.

- **REQUIRED:** Interview a family member about his/her career. *Upload completed Family Member Interview Question form.*
- List five (5) positive characteristics about yourself.
- Explain the importance of a dress code in the workplace. *Provide a 50-word summary.*
- List five (5) personal goals.



MAP—BUSINESS LEVEL *(preview of activities)*



Entries are certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An online entry form and supporting documentation are required for this award.

Submission form: go.fbla.org/MAPbusiness

FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

The following items must be completed and uploaded as part of this level's entry:

- Spelling Test (ask chapter adviser for actual test to be taken, graded, and uploaded)
- Spelling Test Study Sheet
- Creed Worksheet

SCHOOL/COMMUNITY SERVICE—Complete two (2) activities.

- Design an FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. *Upload photo of exhibit.*
- Participate in a literacy project (i.e., a tutoring program for elementary students, a book drive, or reading to elementary students). *Provide a 50-word summary of the project.*
- Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. *Upload a copy of the flyer or poster.*
- Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. *Provide a 50-word summary of the project.*

EDUCATION—Complete two (2) activities. The first one is required.

- **REQUIRED:** Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. *Upload graded test.*
- Help present the FBLA-PBL Emblem Ceremony at a local chapter meeting. *Upload photo of you presenting.*
- Describe why a free enterprise system is important. *50 words or less.*
- Obtain at least two (2) business cards from business people in your community. *Upload copy of business card #1. Upload copy of business card #2.*

LEADERSHIP—Complete three (3) activities. The first two are required.

- **REQUIRED:** Participate in the Night of the Body Snatchers I membership recruitment program. *Upload copy of online submission confirmation.*
- **REQUIRED:** Complete the FBLA-PBL Creed worksheet. *Upload completed worksheet.*
- Make a presentation about the “Benefits of Joining FBLA-Middle Level” to one of your classes. *Upload outline of presentation.*
- Submit an article about a chapter activity to your school or local newspaper or *Tomorrow's Business Leader*. *Upload copy of article.*

CAREER EXPLORATION—Complete two (2) activities.

- Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. *Upload design.*
- Research a career in business. *Upload 1-page report.*
- Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. *Provide a 50-word summary.*
- List 10 questions that you may be asked in a job interview.



MAP—ENTERPRISE LEVEL *(preview of activities)*



Entries are certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. An online entry form and supporting documentation are required for this award. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event.

Submission form: go.fbla.org/MAEnterprise

FBLA-Middle Level members must complete ten (10) activities from four (4) sections. Enterprise Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

The following items must be completed and uploaded as part of this level's entry:

- Business Plan Project
- FBLA-Middle Level Business Math Test
- Project Planning Form

SCHOOL/COMMUNITY SERVICE—Complete two (2) activities.

- Participate in a project to benefit senior citizens (i.e., yard work, spend time with nursing home residents, decorate pumpkins for a nursing home, organize an Internet class for senior citizens). *Provide a 100-word summary describing how you benefited from the project.*
- Mentor a new FBLA-Middle Level member or shadow a high school FBLA member. *Provide a 100-word summary describing the experience.*
- Design a card to present to your local adviser during Adviser Appreciation Day. *Upload card.*
- List ten (10) fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. *Upload list/description of fun activities/icebreakers.*

EDUCATION—All four (4) activities are required.

- **REQUIRED:** Complete the Business Plan Project by yourself or with a partner. *Upload completed project.*
- **REQUIRED:** List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.
- **REQUIRED:** Complete the FBLA-Middle Level Business Math test with a score of 90 percent or better. *Upload graded test with adviser's signature.*
- **REQUIRED:** Research a person from history that you admire for his/her leadership skills. Give an oral presentation in one of your classes or at a chapter meeting. *Upload copy of presentation with adviser's signature.*

LEADERSHIP—Complete two (2) activities. The first one is required.

- **REQUIRED:** Participate in the Night of the Body Snatchers II membership recruitment program. *Upload copy of online submission confirmation.*
- Serve as a local chapter officer or chair of a local chapter committee. *Position:*
- With your local adviser, plan a social activity for the chapter. *Upload completed Project Planning Form.*
- Write a letter inviting a businessperson to speak at a chapter meeting or activity. *Upload copy of letter.*

CAREER EXPLORATION—Complete two (2) activities.

- Write down one personal achievement from each age period (2–5) (6–9) (10–13). *In 100 words or less, reflect on the significance of each.*
- Shadow a businessperson in a career that interests you. *Upload a 100-word summary of the experience including person shadowed, job title, business name, and date of shadow.*
- Write a letter to an area business requesting information about desirable employee characteristics. *Upload copy of letter.*
- Explore a business career and use the Internet to research what this career is like in three different countries. *Upload summary of research.*



High 5 is a leadership achievement program that takes your students on an adventure through five core leadership areas: FBLA Chapter, School, Business, Community, and Career.

Students complete five challenging activities in each area. Recognition is progressive and instant! Each time a student successfully completes the five activities in a leadership area, they qualify for recognition.

Features:

Free! All active chapters and members can participate.

Easy to implement! Just login to the Adviser's Resource Center, register your participating students, and download all the High 5 documents.

Comprehensive! Leadership development in five core areas: FBLA, School, Business, Community, and Career.

Action Packed! 25 leadership activities are cross-referenced to 20 essential skills including math, writing, technology, entrepreneurship, computer skills, and 15 more.

Solo & Group Challenges! Individual and team-based leadership activities that teach your students a range of skills.

Flexible! Integrate into your classroom or enhance extracurricular activities.

Easily customizable! Tailor the activities to your needs.

Progressive! Students earn recognition every time they complete 5 activities in a Leadership Area.

No Waiting! Adopt the program and provide recognition on the spot.

Year-Round! Implement activities based on your schedule and chapter development goals.

User Friendly! Easy to use for advisers and members.

Spirit! Designed to generate positive promotion, chapter pride, and awareness about FBLA-Middle Level at your school.

Download and Go:

- leadership activity journal for students
- adviser's guide includes tips, PowerPoint presentation, FAQ, skills cross-reference, and more
- leadership certificates
- student progress tracking worksheet
- support resources

Extras:

- Students who successfully complete all leadership activities will receive an online certificate.
- recognition on the FBLA-PBL national website for students who complete the High 5 program

Get started today:

Login to the Adviser & State Key Contact Area at fbla-pbl.org to download the guides, materials, and resources.



CHAPTER RECOGNITIONS

Connect Ten

Local chapters increase membership by ten or more members over last year's number.

Big Ten (September 1–April 1)

Largest 10 chapters in the nation are listed on fbla-pbl.org.

100 Percent Class Participation

Local chapters recruit 100 percent of a single class. *meets one requirement for Chapter Excellence Award*

Membership Achievement Award

Local chapters maintain or increase membership over last year's total. *meets one requirement for Chapter Excellence Award*

Chapter Challenge

Encourages recruitment, retention, and member involvement. NLC delegates from chapters that complete Super Sweeps, Non-Stop November, and Action Awareness receive a pin in their NLC registration packets.



Super Sweeps (August 1–October 20)

Complete 10 tasks focused on recruitment and retention.

Non-Stop November (November 1–December 10)

Complete five tasks focused on membership involvement. The tasks will be specifically related to March of Dimes Prematurity Awareness Day/Month and American Enterprise Day.

Action Awareness (January 1–March 1)

Complete four tasks focused on FBLA awareness. The tasks are specifically related to FBLA-PBL Week, CTSSO Month, and national programs.

Good Neighbor

Local chapters charter or reactivate any chapter (FBLA, PBL, FBLA-Middle Level).

Chapter Excellence Award *(preview activities on page 10)*

Recognizes an FBLA-Middle Level chapter's participation in projects and activities from the areas of service, education, and leadership. Encourages local chapters to plan projects and participate in activities to enrich the experiences of chapter members and increase local chapter membership.

Outstanding Chapter Award of Merit

The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL.

Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the FBLA-PBL National Center.

Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in Middle Level Achievement Program (MAP).
- Participated in school and community service activities.
- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

Go Green Project *(preview activities on page 11)*

Encourages chapters to help preserve the environment while discovering the tremendous influence energy and conservation can have on the business world.



CHAPTER EXCELLENCE AWARD *(preview of activities)*

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year. Chapters completing the necessary requirements receive:

- certificate of recognition
- inclusion on the Chapter Excellence Honor Roll, which appears in national publications and on fbla-pbl.org

Submission form: go.fbla.org/ChapterExcellence

10 activities must be completed.

The following items must be completed and uploaded as part of this entry:

- Project Planning Form
- Minutes Worksheet
- Leadership/Chapter Checklist

SCHOOL/COMMUNITY SERVICE—Complete three (3) activities.

- Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). *Upload completed Project Planning Form.*
- Donate at least one (1) of your member's services to a local business or a faculty member. *Have a member write a 100-word summary describing what he/she learned from this experience and provide summary with entry.*
- Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. *Upload a copy of press release.*
- Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community March of Dimes March for Babies, participate in Join Hands Day). *Provide a 100-word description of activity.*

EDUCATION—Complete three (3) activities. The first two are required.

- **REQUIRED:** At least one member completed the Business or Enterprise Level of the Middle Level Achievement Program (MAP). *List member, level completed, & date submitted.*
- **REQUIRED:** Have one of your officers prepare minutes from a local chapter meeting. *Upload completed minutes worksheet.*
- Prepare a local chapter Treasurer's Report for one of your chapter meetings. *Upload Treasurer's Report.*
- Sponsor a **Dress for Success Day** where members dress in professional business attire. *Upload a news release & photo describing this project.*

LEADERSHIP—All four (4) activities are required.

- **REQUIRED:** Complete the Leadership/Chapter Checklist. *Upload completed form.*
- **REQUIRED:** A. Increase or maintain your chapter membership. *Provide 2015–16 & 2016–17 totals and upload 2016–17 membership roster.*
OR
B. Sign up all students in a business class. *Upload copy of 100 Percent Class Participation Award online submission.*
- **REQUIRED:** Conduct the M&M® icebreaker at one of your chapter meetings. *Have a member write a 50-word summary describing this activity and the effect that it had on the local chapter meeting.*
- **REQUIRED:** Invite your school principal to attend a local chapter meeting or a local event. *Upload letter/invitation.*



GO GREEN PROJECT



Submission form: go.fbla.org/gogreen

Deadline: May 1 @ 5:00 p.m. Eastern Time

FBLA-Middle Level's national **Go Green Project** is a great way for our members to help preserve the environment while simultaneously discovering the tremendous influence energy and conservation can have on the business world. Chapters choose four activities ranging from visiting a zoo or botanical garden to helping teachers clear the clutter and clean up their classrooms to celebrating Earth Day.

Once the activities have been completed, chapters create and upload a digital scrapbook. Chapters should include documentation of the completed activities such as photos, promotional materials, posters, press releases, and letters in the scrapbook.

A list of suggested activities and a digital scrapbook template are available at go.fbla.org/gogreen.

Preview of activities

Complete at least four activities. The first one is required.

1. **Required.** Celebrate Earth Day on April 22 by sponsoring a different activity for each day of the week in which Earth Day falls.
2. Have members create posters to display in the school encouraging students and teachers to save energy.
3. Plant a tree.
4. Have members volunteer to help teachers "clear the clutter" and clean up their classrooms.
5. Invite an environmental guest speaker to a chapter meeting.
6. Have members wear green and brown (environmental colors) during a school day to promote environmental awareness.
7. Have chapter members find recyclable objects such as movie stubs, food wrappers, clothing, etc. and recycle these into artwork.
8. Have chapter officers research the history of Earth Day and present it to members, with sample activities, during a chapter meeting.
9. Visit a zoo or botanical garden.





COMPETITIVE EVENTS

INTRODUCTION TO COMPETITIVE EVENTS

Competitive events play an integral role in the mission of FBLA-PBL. They prepare students for successful careers in business by providing opportunities to apply classroom concepts in a workforce-simulated competitive environment. The competitive event guidelines and competencies that follow were created for competitors, advisers, and event judges.

New, Modified, & Retired Events

To propose a new event, recommend an event modification, or suggest retiring an event, complete and submit the Recommendation for New/Modified Competitive Events form at go.fbla.org/CEmodifications.

Questions? Contact the FBLA-PBL National Center or email education@fbla.org.

MEMBERS COMPETE TO ...

- Demonstrate career competencies, business knowledge, and job skills
- Expand leadership skills
- Display competitive spirit
- Receive recognition for achievements
- Travel
- Network



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AMERICAN ENTERPRISE PROJECT

This event recognizes FBLA-Middle Level chapters that successfully implement an education program to promote free enterprise.

Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA-Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. Chapters will be recognized on the national FBLA-PBL website.

Overview

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Format questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

Report Guidelines

1. Report must be keyed in the order of the questions listed in the following Report Format section.
2. The report must describe an activity on American enterprise/free enterprise that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments and be on standard 8.5" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20).

Report Format

The report will consist of questions and answers. Key the following questions followed by your comments and description.

1. Describe the chapter's American Enterprise Project.
2. State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as an American enterprise activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the school or community.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

NBEA Standards: Communication; Entrepreneurship



American Enterprise Project

Rating Sheet

FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1–7	8–14	15–20	
Statement of project goals	0	1–3	4–7	8–10	
Description of project choice	0	1–3	4–7	8–10	
Description of project planning and development	0	1–3	4–7	8–10	
Description of implementation	0	1–3	4–7	8–10	
Uniqueness of project	0	1–2	3–4	5	
Service to the community	0	1–2	3–4	5	
Evidence of publicity	0	1–2	3–4	5	
Format of Project					
Followed project criteria	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1–5	6–10	11–15	
Total Points					/100 max.

Name(s): _____

School: _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

CAREER EXPLORATION

This event recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. Winners will be recognized on the national FBLA-PBL website.

Overview

The objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, résumés, interviews, *Occupational Outlook Handbook*, and basic career education.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

NBEA Standard: Career Development



COMMUNITY SERVICE PROJECT

This event recognizes FBLA-Middle Level chapters that successfully implement a community service project to serve the citizens of the community.

Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA-Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. Chapters will be recognized on the national FBLA-PBL website.

Overview

Reports must describe a chapter project that serves the community and conforms to the guidelines and format stated. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.

Report Guidelines

1. Report must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe a community service activity that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments and be on standard 8.5" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
6. Pages may not be laminated or bound in sheet protectors.
7. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20).

Report Format

The report will consist of questions and answers. Key the following questions followed with your comments and description.

1. Describe the chapter's Community Service Project.
2. State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the community and its citizens.
8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9. You may incorporate pictures into the report.

NBEA Standards: Communication; Marketing



Community Service Project

Rating Sheet

FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1–7	8–14	15–20	
Statement of project goals	0	1–3	4–7	8–10	
Description of project choice	0	1–3	4–7	8–10	
Description of project planning and development	0	1–3	4–7	8–10	
Description of implementation	0	1–3	4–7	8–10	
Uniqueness of project	0	1–2	3–4	5	
Service to the community	0	1–2	3–4	5	
Evidence of publicity	0	1–2	3–4	5	
Format of Project					
Followed project criteria	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1–5	6–10	11–15	
Total Points	/100 max.				

Name(s): _____

School: _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMPUTER SLIDE SHOW PRESENTATION

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.

Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

The topic to be developed for this slide show and submitted for competition is:

Create a computer slide show presentation on the responsible use of social media.

Guidelines

1. The slide show must address the topic in the description section. Entries will be judged according to the rating sheet.
2. Presentations should be at least one (1) minute and no more than three (3) minutes in length.
3. Contact your state adviser for submission guidelines.
4. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
5. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

NBEA Standards: Business, Management & Administration; Information Technology



Computer Slide Show Presentation

Rating Sheet

FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation content clearly relates to assigned topic	0	1–3	4–7	8–10	
Copyright laws have been followed and are cited	0	1–3	4–7	8–10	
Presentation is clear and concise	0	1–3	4–7	8–10	
Elements included in presentation are suitable and appropriate	0	1–3	4–7	8–10	
Presentation					
Presentation includes identifiable opening, body, and conclusion	0	1–3	4–7	8–10	
Audio and visual elements are coordinated and complementary	0	1–3	4–7	8–10	
Transitions are effective and appealing	0	1–3	4–7	8–10	
Graphics enhance overall quality of presentation	0	1–3	4–7	8–10	
Presentation is effective at motivating audience to action	0	1–3	4–7	8–10	
Sound, transitions, timings, and/or other special effects enhance the presentation	0	1–3	4–7	8–10	
Total Points					/100 max.
Penalty Points: Deduct five (5) points if presentation is under 1 minute or over 3 minutes. Time:					
Final Score					/100 max.

Name(s): _____

School: _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DESKTOP PUBLISHING APPLICATION

This event provides recognition for FBLA-Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.

Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation that include graphics, text, layout creativity, and appropriate fonts and type sizes.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Students may use only one computer for the event.
4. Participants may bring clip art or use the Internet to access graphics.
5. The finished product will be submitted in black and white or color on plain paper.
6. Word-division manuals and dictionaries may be used as reference materials.

NBEA Standards: Communication; Information Technology



Desktop Publishing Application

Rating Sheet

FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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Overall Appeal

Presentation immediately grabs audience	0	1–3	4–7	8–10	
Content effectively covers topic with all the vital information (who, what, when, where, why, and how)	0	1–3	4–7	8–10	
Presentation appeals to intended audience	0	1–3	4–7	8–10	

Layout

Layout is creative and original	0	1–3	4–7	8–10	
Text and graphics are well balanced with no overlapping items that reduce readability	0	1–3	4–7	8–10	
Graphics are appropriate to subject and are effectively utilized	0	1–3	4–7	8–10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1–3	4–7	8–10	

Technical Features

Effective application of a special effects may include but are not limited to drop caps, shadowing, reverse type, screens, and mirror images	0	1–3	4–7	8–10	
Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping)	0	1–3	4–7	8–10	
Proper use of grammar, spelling, punctuation, etc.	0	1–3	4–7	8–10	

Total Points

/100 max.

Name(s): _____

School: _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



INTRODUCTION TO BUSINESS COMMUNICATION

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

The objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. A 45-minute objective test will be administered based on the competencies listed in the description.
3. Participants must furnish their own number two (2) pencils and erasers.

NBEA Standard: Communication

KEYBOARDING APPLICATIONS I

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate basic keyboarding applications skills.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.

NBEA Standard: Information Technology

STANDARDS OF MAILABILITY

Materials submitted are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of documents in Keyboarding Applications I & II. See the Format Guide.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence
6. Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (e.g., date, inside address)
5. Format Guide not followed



KEYBOARDING APPLICATIONS II

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize FBLA-Middle Level members who can demonstrate advanced keyboarding applications skills.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Results will be based on mailable copy based on the Standards of Mailability.
3. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
4. Word-division manuals and dictionaries may be used as reference materials.
5. Participants must recognize the necessity for accurate proofreading.

NBEA Standard: *Information Technology*

STANDARDS OF MAILABILITY

Materials submitted are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of documents in Keyboarding Applications I & II. See the Format Guide.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points per error.

1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence
6. Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (e.g., date, inside address)
5. Format Guide not followed



LOCAL CHAPTER ACTIVITIES REPORT

This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.

Eligibility & National Recognition

Each state may submit the top two (2) winning reports from its active local FBLA-Middle Level chapters who are on record in the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. Winners will be recognized by the national center on the FBLA-PBL website.

Overview

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

Guidelines

The report should follow the Rating Sheet.

1. Reports must not exceed a total of five (5) pages, including cover sheet and other documentation.
2. Pages must be on standard 8.5" x 11" paper and may not be laminated or bound in sheet protectors.
3. Each side of the paper providing information is counted as a page.
4. Copies should be sent rather than important original documents.
5. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20).
6. Reports must describe activities of the chapter that were conducted during the current school year.

NBEA Standard: Communication



Local Chapter Activities Report

Rating Sheet

FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Service to school and community	0	1–5	6–10	11–15	
Recruitment of members	0	1–5	6–10	11–15	
Leadership development for officers and members	0	1–5	6–10	11–15	
Support of FBLA-PBL national and state projects	0	1–5	6–10	11–15	
Public relations—evidence of publicity	0	1–5	6–10	11–15	
Format of Report					
Clear and concise presentation with logical arrangements of information	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1–5	6–10	11–15	
Total Points	/100 max.				

Name(s): _____

School: _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SPREADSHEET

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. FBLA-Middle Level students must be able to apply various spreadsheet applications in a business environment, utilizing critical-thinking and decision-making skills.

Eligibility & National Recognition

Each state may submit the top two (2) participants (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

Guidelines

1. The state chapter will administer this event either by school-site testing or at a conference.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Calculators are not allowed.
4. Participants must recognize the necessity for accurate proofreading.

NBEA Standards: Computation; Information Technology



WEB PAGE CREATION

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to develop a Web page using HTML or Web design software and deliver a message.

Eligibility & National Recognition

Each state may submit the top two (2) entries. Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 5 through 9) who are on record as members of active local FBLA-Middle Level chapters at the FBLA-PBL National Center as having paid dues by 5:00 P.M. Eastern Time on March 1 of the current school year. The winners will be recognized on the national FBLA-PBL website.

Overview

The topic to be developed for this Web page and submitted for competition is:

Create a Web page that keeps members informed of your FBLA-Middle Level chapter's activities. Information to be included might be meeting dates, upcoming activities, competitive events information, etc. Your web page should include photos and at least one external link.

Guidelines

1. The web page may be one or two pages with at least one link.
2. The web page must address the topic in the overview section. Entries will be judged according to the rating sheet.
3. Contact your state adviser for submission guidelines.
4. Web pages must be viewable with a variety of browsers (Chrome, Microsoft Internet Explorer, Safari, and more).
5. Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

NBEA Standards: Information Technology



Web Page Creation

Rating Sheet

FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Grabs audience attention	0	1–3	4–7	8–10	
Content of Web page(s) effectively cover topic with all vital information included (who, what, when, where, why, and how)	0	1–3	4–7	8–10	
Appeals to audience	0	1–2	3–4	5	
Layout					
Creative and original	0	1–2	3–4	5	
Format, text, and graphics are consistent, well-balanced, and do not contain overlapping items that reduce readability	0	1–3	4–7	8–10	
Graphics are appropriate to subject and are effectively utilized	0	1–2	3–4	5	
Font selection (type, size, style, kerning, leading, etc.) is appropriate and appealing	0	1–2	3–4	5	
Use of color is appealing	0	1–2	3–4	5	
Technical Features					
Site uses innovative technology tools and enhancements effectively (i.e., streaming video or audio, flash type program)	0	1–3	4–7	8–10	
Web pages are viewable on standard browsers	0	1–2	3–4	5	
Copyright laws have been adhered to and any photos, text, trademarks, or names used on the site are supported by proper documentation and approvals and are indicated on the Web page(s)	0	1–3	4–7	8–10	
Navigation					
Links are appropriate and support topic	0	1–2	3–4	5	
All links are functional and allow viewer path back to home page	0	1–3	4–7	8–10	
Navigational scheme is logical and effective	0	1–2	3–4	5	
Total Points					/100 max.
Penalty Points: Deduct 1 point each for a typographical, spelling, punctuation, or grammar error.					
Final Score					/100 max.

Name(s): _____

School: _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



Cover Sheet for:

- American Enterprise Project**
- Community Service Project**
- Local Chapter Activities Report**

School: _____

Chapter Number: _____ Phone Number: _____

Adviser Email: _____ Fax Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

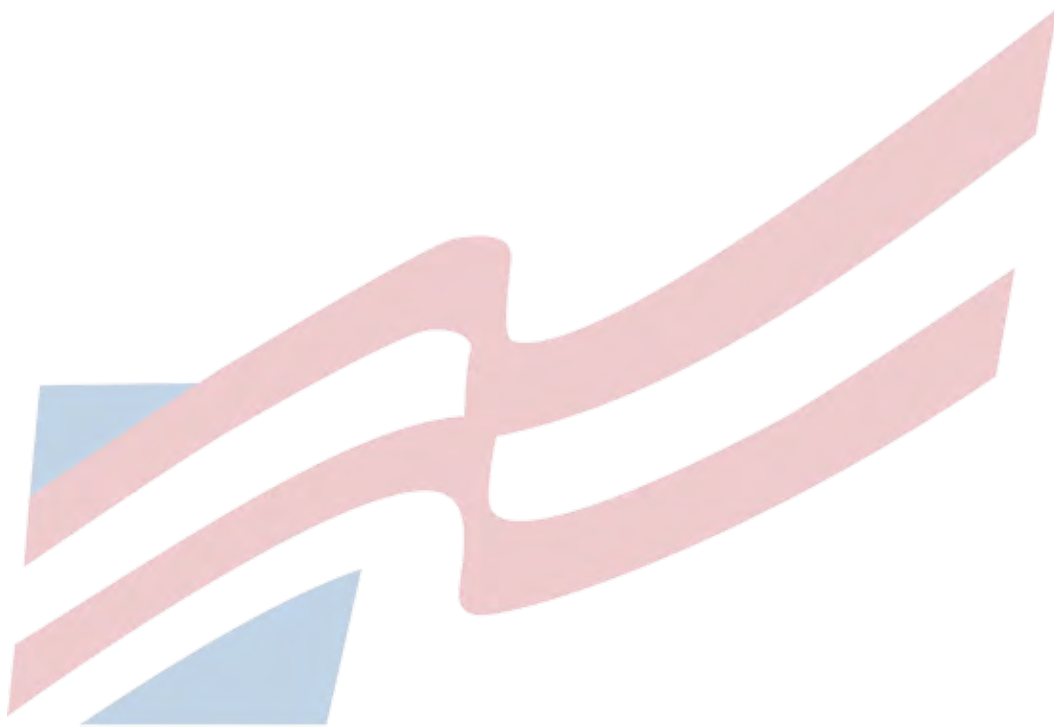
Principal's Name: _____

Adviser(s): _____



FORMAT GUIDE

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OVERVIEW

In today's business world, communication is consistently expressed through writing. Successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide, which enables a corporation to maintain a uniform image through all its communications. Use this guide to prepare for Keyboarding I & II skill events.

GENERAL GUIDELINES

Font Size:	11 or 12
Font Style:	Times New Roman, Arial, Calibri, or Cambria
Spacing:	1 space after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 space after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists: (enumerated items)	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 1.5 inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.

Note: Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.



ELECTRONIC RÉSUMÉ GUIDELINES

Job seekers now turn to email and online job databases to apply for open positions. Currently, almost 50 percent of mid-size employers and just about all large-size employers use an online job tracking system. This results in more requests for online job applications and a need for applicants to create a scannable, electronic résumé.

Here are tips to create a clear, readable electronic résumé:

- do not use boldface, italics, underlining, script, bullets, logos, symbols, or shading
- do not use artistic or decorative font
- do not use condensed typeface; white space separates letters and no space mashes them together
- do not use vertical lines, only horizontal lines
- do not use two column formats or designs
- begin each line at the left margin and do not justify the right margin
- use a laser printer, black ink, and résumé paper to achieve the sharpest possible image for effective scanning

STANDARDS OF MAILABILITY

The following regulations apply to the Computer Applications and Word Processing events. Materials submitted in these events are graded against the standard of zero errors and businesslike format. The Format Guide must be followed to ensure proper formatting of any word processing document in these events.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points.

- omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
- minor errors in vertical or horizontal placement
- minor spacing errors
- inserted or omitted words that do not change the meaning of the sentence
- The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.
- keying or spelling errors
- inserted or omitted words that change the meaning of the sentence
- formatting errors
- failure to follow directions



FAIR USE GUIDELINES FOR EDUCATIONAL USE

Text for Use in Multimedia Projects	What You Can Do	According to	Fine Print
Same rights as "Printed Material" above	Students may incorporate text in multimedia projects up to 10% or 100 words, whichever is less. Teachers may incorporate into multimedia for teaching courses.	<i>Fair Use Guidelines for Educational Multimedia</i>	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
Video ("Motion Media") for Use in Multimedia Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media".	<i>Fair Use Guidelines for Educational Multimedia</i>	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12/08/95.</i>
Video for Integration into Video Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted working in their academic multimedia".	<i>Fair Use Guidelines for Educational Multimedia</i>	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Illustrations and Photographs			
Photograph Illustration Collections of photographs Collections of illustrations	Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	<i>Fair Use Guidelines for Educational Multimedia</i>	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia / Video Projects			
Music	Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes.	<i>Fair Use Guidelines for Educational Multimedia</i>	Some authorities site a maximum length of 30 seconds. (www.indiana.edu), some do not mention a maximum (<i>Tina Ivany, UCSD, 12/08/95</i>).
Internet			
Internet connections World Wide Web	Images may be downloaded for student projects. Sound files may be downloaded for use in projects (<i>see portion restrictions above</i>).	<i>Fair Use Guidelines for Educational Multimedia & DMCA</i>	Images may not be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).



AGENDA

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

**FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA
(DS)**

Board of Directors Agenda

(DS)

Tuesday, March 20, 20__

(DS)

1. Call to Order—Jean Buckley, Chief Executive Officer
(DS)
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports
 Accounting—Mildred Wright
 Social—Betty Einstein
 Fund-raising—Bret Rushmore
(SS)
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

Note:

Numbers may be left or right aligned.



ITINERARY

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

ITINERARY
(DS)
M. J. Lawson
(DS)
October 10–13, 20__
(DS)

Sunday, October 10
(DS)

9:30 a.m. Depart Memphis Municipal Airport, United Airlines, Flight 433,
nonstop, lunch served

(DS)
1:02 p.m. Arrive San Francisco International Airport

(DS)
5:30 p.m. Depart hotel for Chinatown visit

Monday, October 11

9:00 a.m. Conference at Mark Hopkins Hotel

Reminder: Call Pat Martin to confirm dinner arrangements for tomorrow

Tuesday, October 12

9:00 a.m. Conference at Mark Hopkins Hotel

7:00 p.m. Dinner with Pat Martin

Wednesday, October 13

9:30 a.m. Depart hotel for airport

12:20 p.m. Depart San Francisco International Airport, United Airlines,
Flight 700, one stop, lunch served

7:15 p.m. Arrive Memphis Municipal Airport



LABEL/ENVELOPE

MS JUNE R TIJERINA
CLAIMS DEPARTMENT
GOLDEN INSURANCE COMPANY
1846 MARKET STREET
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

BUSINESS LETTER

Top Margin: 2"
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx



PERSONAL LETTER

Top Margin: 2"
Side Margins: 1"

1912 Association Drive
Reston, VA 20191-1591
Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

(DS)

Sincerely

(QS)

Barbara Small



LETTER WITH ADVANCED FEATURES

Top Margin: 2" Side Margins: 1"
--

Current Date
(DS)
 CONFIDENTIAL (If no mailing notation, **QS** after date.)
(DS)
 Attention FBLA-PBL Competitors
 FBLA-PBL, Inc.
 1912 Association Drive
 Reston, VA 20191-1591
(DS)
 Ladies and Gentlemen
(DS)
 LETTER FORMAT WITH ADVANCED FEATURES
 (If no subject line, **DS** after salutation.)
(DS)
 This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.
(DS)
 Please refer to this letter when keying such a document to avoid making formatting errors.
(DS)
 Sincerely
(DS)
 FBLA-PBL, INC.

(QS)

Barbara Small
 Director of Education
(DS)
 xx
(DS)
 Enclosure
(DS)
 c Ms. Jean Buckley, President/CEO
(DS)
 Best of luck in your competition!

LETTER & MEMO SECOND PAGE

Top Margin: 1" Spacing of Materials: SS Spacing after Date to Body: DS

Name of Addressee or Company
 Page 2 (SS)
 Date
(DS)



EMAIL

To: communications@fbla.org
From: education@fbla.org (since this field is automatically generated it may only show in the recipient's email heading)
Cc: marketing@fbla.org
Bcc: ceo@fbla.org
Date: Wed, April 10, 2013 at 8:47 PM (since this field is automatically generated it may only show in the recipient's email heading)

Subject line: Netiquette Rules

Ms. Young

When sending a business email use proper grammar, spelling, capitalization, and sentence structure. Use abbreviations and acronyms sparingly, and avoid using emoticons. Answer email promptly, even if there's only time for a quick, one line response. Answering email is a professional courtesy that tells the sender he or she is not being ignored.

An email heading includes the To, From, Cc, Bcc, Date, and Subject fields. In this email, the marketing director is copied and the executive director is blind copied. The director will receive this email without the receiver (in this case, the communications manager) knowing it.

The subject line is used to summarize the email's content and should be precise and brief. The body of the email provides information and details regarding the subject. Word documents, PDFs, images, and other documents can be attached to an email and sent electronically.

Remember, an email is a written document that can easily be viewed by someone other than the intended recipient(s). Be careful what you type; do not include libelous, slanderous or defamatory remarks. If you're emailing information confidentially, you should include a confidential tag line below the signature.

Barbara Small
Education Director
FBLA-PBL
1912 Association Drive
Reston, VA 20191
800-325-2946
www.fbلا-pbl.org



MEMORANDUM

Top Margin: 2"
Side Margins: 1"

TO: FBLA-PBL Competitors
(DS)
FROM: Judging Committee
(DS)
DATE: Current
(DS)
SUBJECT: Formatting a Standard Memorandum
(DS)

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx
(DS)
Enclosure



NEWS RELEASE

Top Margin: 2"
Side Margins: 1"
Body: DS

NEWS RELEASE

(DS)

Contact: Patricia Wells, Adviser

XYZ Club

1801 E. National Avenue

Phoenix, AZ 85007-0032

602-555-1234

(DS)

Release May 1, 20—

(DS)

STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

(DS)

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 8,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

(DS)

###



MINUTES

Top Margin: 2"
Side Margins: 1"

**XYZ CLUB
(DS)
Minutes of September 1, 20__**

(DS)

Call to Order

(DS)

The regular meeting of the XYZ Club was called to order on Monday, September 1, 20__ at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

(DS)

Attendance

All members were in attendance.

Minutes

The minutes of the August 1, 20__ meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

Treasurer's Report

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20__ of \$347.16. The report was filed.

Unfinished Business

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

New Business

None.

Announcements

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

Adjournment

There being no further business, the meeting was adjourned at 4:10 p.m.

(QS)

Terra Green, Secretary



OUTLINE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

FORMATTING OUTLINES

(DS)

I. VERTICAL SPACING

(DS)

- A. Title of Outline
 - 1. Two-inch top margin
 - 2. Followed by a double space
- B. Major Headings
 - 1. All headings preceded by a double space
 - a. Organized thoughts
 - b. Easy to read
 - c. Professional appearance
 - (1) Extra credit
 - (2) Five points
 - 2. All major headings following by a double space
 - 3. All subheadings single spaced

(DS)

II. HORIZONTAL SPACING

(DS)

- A. Title of Outline Centered Over Line of Writing
- B. Major Headings and Subheadings
 - 1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
 - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

(DS)

III. CAPITALIZATION

(DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with All Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap



REPORT

Top Margin: 2"
Side Margins: 1"
Spacing in Body: DS

REPORT FORMATTING (DS)

(DS)

Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one inch top and bottom margins.

Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and double space above and below the quoted materials.

Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.
Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings. Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize first letter of the first word only. Underline the heading and follow it with a period.¹

Citations

A parenthetical citation places relevant source information in parenthesis after a quote or paraphrase. A citation includes the last name of the author and a page number where the information can be found (Mays 4).



REPORT CONTINUED

Top Margin: 1"
Side Margins: 1"
Spacing in Body: DS

2

Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.²

References/Works Cited

All references cited will be listed alphabetically under the heading REFERENCES or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.³

The *MLA Style Manual* will be used for References/Works Cited.

ENDNOTE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

ENDNOTES (DS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)

²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1–7, 1998, p. 18.

(DS)

³Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.



CITATIONS

In-text Citation Within the Report

CITATIONS (DS)

Paraphrasing:

He was ready to move forward with the plan and encouraged his friends to work quickly (Woodsworth 283).

Quotation:

Woodsworth stated, "It's time to get the ball rolling" (Woodsworth 283).

Work with multiple authors:

Woodsworth received a Nobel Prize for the work on this project (Jones, Smith, and Moore 79).

"What a success!" Stewart shouted (Jones et al. 99). *use this format repeatedly once the citation that includes all author last names has been used

Print sources with no author:

The average surface temperature of earth has increased more than one degree Fahrenheit since 1900 ("Impact of Global Warming" 7).

Internet:

A gradual increase in the average temperature of earth's atmosphere is termed global warming (Allen, News on Global Warming, www.globalwarming.abc).



REFERENCE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

REFERENCES MLA Style Manual (DS)

Sample Book Reference:

Bohlman, Herbert M., and Mary Jane Dundas. *The Legal, Ethical and International Environment of Business*. 5th ed. Cincinnati, OH: Penguin, 1987. Print.

Sample Book Reference without Author:

The Economist, Princeton Press: Princeton, 1997. Print.

Sample Magazine Reference:

Cohen, Stephen S., and J. Bradford DeLong. "Shaken and Stirred." *Atlantic Monthly* Jan.–Feb. 2005: 112. Print.

Sample Magazine Reference without Author:

"Coca-Cola Paid CEO \$32 Million U.S. in 2007." *Toronto Star* 4 Mar. 2008: B2.

Sample Internet Reference:

Thomason, Larisa. *HTML Tip: Why Valid Code Matters*. Webmaster Tips Newsletter. Dec. 2003. NetMechanic. 6 Jan. 2008 <http://www.netmechanic.com/news/vol6/html_no20.htm>.

Sample Encyclopedia:

Nazi Party. *New Encyclopedia Britannica*. New York: Somerset, 1997 ed.

Sample Interview Reference:

Chirac, Jacques. Interview by John Smith. *Time* 16 Feb. 2003. 10 Oct. 2005. <http://www.time.com/time/europe/magazine/2003/0224/cover/interview.html>>.

Sample Booklet/Pamphlet Reference:

Diabetes Care: Blood Glucose Monitoring. Burnaby, BC: LifeScan Canada, 1997.

Sample DVD Reference:

Encarta 2004 Reference Library. CD-ROM. Microsoft, 2003.

Sample Radio/Television Reference:

"New York Museum Celebrates Life of Einstein." By Martha Graybow. Reuters, New York. WBFO, Buffalo. 13 Nov. 2002.

Sample Government Pubs Reference:

United States. National Council on Disability. *Carrying on the Good Fight Summary Paper from Think Tank 2000- Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures*. Washington: GPO, 2000



TABLES

Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

Center Vertically
Center Horizontally

Example Table with Gridlines

SALARY CHART TABLES
(DS)
Administrative Support Department
(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	\$109,500.00		\$6,272.50	\$115,372.50

Example Table without Gridlines

SALARY CHART
(DS)
Administrative Support Department
(QS)

<u>Position</u>	<u>Current Salary</u>	<u>Percent Increase</u>	<u>Amount Increase</u>	<u>New Salary</u>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	<u>19,000.00</u>	5.0	<u>950.00</u>	<u>19,950.00</u>
Total	\$109,500.00		\$6,272.50	\$115,372.50



ELECTRONIC RÉSUMÉ

Top Margin: 1"
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JENNIFER SMITH
1234 Jupiter Lane- Jupiter, Florida 33458
777-888-9999 jupitergirl@gmail.com

CAREER OBJECTIVE

Marketing Manager with the ability to promote sales growth and exceed profit goals while utilizing exceptional organizational, time management, and interpersonal relationship skills

MARKETING SKILLS

Research and assess potential market size for new products, identify problems and the need for changes in product design, develop detailed marketing plans based on team input, create catchy slogans and jingles to attract new customers

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, Access, and PowerPoint, knowledgeable in HTML code, extensive Internet search capabilities utilizing key words and phrases, ability to type 75 words per minute with accuracy

EDUCATION (Note if education is recent include it here; if work experience is more recent, move education down after employment experience)

XYZ High School, Reston, VA, pending graduation 2014 or graduated 2014 (FBLA)

Bachelor of Science in Marketing with minor in Business Administration, 2013, Old Dominion University, Norfolk, Virginia, GPA: 3.97/4.0 (include GPA if greater than 3.0) (PBL)

EMPLOYMENT EXPERIENCE

Sales Associate for Dip and Dots, Jupiter, Florida, May 2007–Oct. 2007

Engaged customers and promoted ice cream; answered customer questions, and provided additional information as needed; processed cash, check and credit card transactions; cleaned store on a daily basis, and opened and closed store as needed

Jupiter Marketing Office, Jupiter, Florida, January 2013–June 2013 (internship)

Analyzed marketing objectives and developed a training manual for new employees; generated over 300 new customer leads; wrote, designed, and created annual fundraising brochures; collaborated with office staff and produced quality work; and completed 400+ internship hours

REFERENCES

Available Upon Request



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SAMPLE POINT SYSTEM

A point system is helpful in the analysis and evaluation of the participation of each member. It will be used as the basis for attendance at the leadership conferences, awards, and other activities. The following is a list of activities and suggested points for each:

- | | |
|--|----|
| <input type="checkbox"/> Attendance at general meetings | 20 |
| <input type="checkbox"/> Contestant in competitive events | 20 |
| <input type="checkbox"/> Fundraising activities | 20 |
| <input type="checkbox"/> Assistance with committee work | 20 |
| <input type="checkbox"/> Holding an elected office | 20 |
| <input type="checkbox"/> Committee chair | 20 |
| <input type="checkbox"/> Recruit a new member | 10 |
| <input type="checkbox"/> Attendance at special and social events | 10 |
| <input type="checkbox"/> FBLA-PBL activities, field trips, guest speakers | 10 |
| <input type="checkbox"/> Attendance at regional/district/state conferences | 10 |
| <input type="checkbox"/> Attendance at workshops | 10 |
| <input type="checkbox"/> Attendance at state executive board meetings | 10 |
| <input type="checkbox"/> Attendance at national conferences | 10 |
| <input type="checkbox"/> Recruiting a professional division member | 10 |



OFFICER CANDIDATE APPLICATION

CANDIDATE QUALIFICATIONS

All candidates must:

- be a paid member in active status
- have attended at least one conference
- have completed at least 1 MAP level

If you are considered and qualified to apply for an officer position, we will hold an interview with you at lunch following your application submission.

DUTIES AND RESPONSIBILITIES OF OFFICERS

1. As an officer, you are a member of the Executive Board. This officer team plays a vital role in planning projects, workshops, and events. Your main duty is to be a contributing and supportive member of the team.
2. All officers are required to attend all Executive Board meetings, General Meetings, and Local Officer Training.
3. Officers are expected to possess strong bases of knowledge about the organization and be able to intelligently discuss ideas and issues affecting the chapter.
4. Additional responsibilities of an officer include:
 - Prepare and present activities related to your office to the chapter.
 - Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
 - Communicate with FBLA-Middle Level members.
 - Recruit new members and chapters.
 - Contribute ideas for improving our FBLA-Middle Level chapter.
5. Work closely with the adviser(s). Keep him or her informed at all times.
6. Officers shall serve as a model representative for FBLA-Middle Level public relations. Officers are called upon many times to make presentations before adult and student organizations and at times will need to miss school to represent FBLA-Middle Level.
7. Officers are required to complete at least one level of the Middle Level Achievement Program (MAP).

OFFICES

PRESIDENT

- preside over all meetings and prepare an agenda for each meeting
- keep in close touch with other officers, members, and adviser
- represent the chapter at special functions
- show the qualities of a leader
- plan and prepare documents for all activities

VICE PRESIDENT

- preside over meetings in the absence of the president
- oversee all committees or teams
- assist the president
- take charge of preparing the Local Chapter Activities Report

SECRETARY

- prepare the local chapter Program of Work (with collaboration from all of the officers)
- prepare and read all minutes of meetings (preparing minutes means to take accurate notes of motions and type them according to the state guidelines; such minutes will be kept in a permanent book and should be readily available at all meetings)
- handle general correspondence of the chapter
- keep an accurate membership and attendance roll

TREASURER

- keep accurate, up-to-date financial records
- assist in the collection of money for dues and money-making projects
- prepare treasurer's report for each meeting
- take charge of preparing one of the reports submitted at the State Leadership Conference

REPORTER

- prepare news release or articles for the local chapter of all FBLA activities within one week of the activity
- submit articles to the national magazine, *TOMORROW'S BUSINESS LEADER*
- prepare an annual scrapbook

PARLIAMENTARIAN

- see that chapter meetings are conducted in an orderly manner according to the rules of parliamentary procedure
- maintain an accurate and up-to-date scrapbook of the chapter's activities
- take charge of preparing one of the reports submitted at the State Leadership Conference



OFFICER CANDIDATE APPLICATION

PERSONAL INFORMATION

Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Current Year in School: _____

Graduation Year: _____

Number of years as an FBLA-ML member: _____

Birthday (mm/dd/yy): _____

Below are listed items that you must submit unless indicated. For the questions, please limit your response to 150 words. Typed answers attached to this sheet are preferred.

1. Submit a one-page résumé that highlights leadership experience, skills, and other offices held.
2. Submit a list of classes you will be taking next year. Be sure to indicate any free periods that you have where you are willing to contribute and work on FBLA-Middle Level activities. Specify if this free period is something that you are willing to donate permanently or temporarily.
3. What have you done as an FBLA member? (list all conference awards, MAP awards, school service)
4. What would you bring to the executive board?
5. What other extracurricular obligations will you have next year?
6. If you were elected as an officer, what would you want to accomplish first?
7. Serving as an officer is a major commitment of time, energy, and resources. Describe the arrangements you have made to ensure you can dedicate adequate levels of each if elected (e.g. Are rides a problem for you?).
8. If you have any additional information you would like us to know please include it in your application. Limit all information to one page.



CHAPTER INSTALLATION CEREMONY

This ceremony should take place before a large group such as a school assembly, group of business students, or a special meeting to which parents and business people are invited.

Seat the installation team on a stage or a raised platform.

Materials needed (may substitute colored ribbons or flowers):

- tall candle
- candles: white, gray, green, violet, blue, yellow, orange, and red
- official charter
- names of charter members

Installing Official: (standing) FBLA-PBL is a national organization for business students who are preparing for careers in business or business education. I have been authorized to conduct the installation of (school name), into the national chapter of Future Business Leaders of America-Phi Beta Lambda, Inc. FBLA-PBL is designed to promote future business leaders. It is fitting, as we begin this new chapter, that we consider what these words mean to our organization.

Future: Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges. In FBLA-PBL, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

Business: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

Leaders: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA-PBL, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

America: If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA-PBL, we will strive for leadership in the field of business, thereby helping to strengthen America.

(At this point in the ceremony, it may be helpful to provide a brief history of FBLA-PBL.)

Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals.

Installing Official: Will the new officers of the (school) chapter of FBLA please rise and remain standing as I announce each officer. (Installing officer calls name and title of each officer.)

You have been chosen from among the members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you.

Please raise your right hand and repeat after me. *I, as an officer of the (school) chapter of FBLA do solemnly promise that I will fulfill the responsibilities of my office to the best of my ability, and that I shall carry them out in accordance with the bylaws of FBLA-PBL, Inc.*

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (school) chapter of FBLA for the year 20____.

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter.) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and the responsibility of operating under the name Future Business Leaders of America, and as a part of the state chapter and the national organization. The responsibility of making the (school) chapter a success rests with its members and officers.

Installing Official: The FBLA chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

Chapter President: The secretary will now read the names of the charter members of (school) chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented.

Chapter Secretary: (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

Chapter President: Each of you, please raise your right hand and repeat the oath of membership in unison after me. *I do solemnly promise to uphold the aims and responsibilities of FBLA-PBL and, as an active charter member, I shall strive to develop the qualities necessary to become a leader in business and in the community in which I live.*

As president of the (school) chapter of FBLA, I declare you duly inducted as charter members.

Installing Official: (Name of assistant installing official or member of installation team) will lead members in reciting in unison the FBLA-PBL Creed.

Officer Installation

Installing Official: Will the newly elected officers of the (school) chapter of FBLA please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected.

(Name of parliamentarian), parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (school) chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Installing Official: I now declare you in the name of FBLA, the parliamentarian (gray candle is lit by white candle). This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (Historian comes forward.) You have been elected historian of the (school) chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards, and publicity. Through your efforts, people see the progress and activities of your chapter. Do you accept this responsibility?

Historian: I do.

Installing Official: I now declare you in the name of FBLA, the historian (green candle is lit by white candle). This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(Name of reporter), reporter. (Reporter comes forward.) You have been elected reporter of the (school) chapter of FBLA. As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

Reporter: I do.

Installing Official: I now declare you in the name of FBLA, the reporter. (Reporter selects violet candle from table, and installing official lights it with white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the FBLA chapter of (school).

(Name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer of the (school) chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

Treasurer: I do.

Installing Official: I now declare you in the name of FBLA, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with white candle.) This lighted blue candle symbolizes the trust and confidence that the members have in your ability to safeguard all funds.

(Name of secretary), secretary. (Secretary comes forward.) You have been elected secretary of the (school) chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Installing Official: I now declare you in the name of FBLA, the secretary. (Secretary selects yellow candle from table, and installing official lights it with white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(Name of vice president), vice president. (Vice president comes forward.) You have been elected vice president of the (school) chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

Vice President: I do.



Installing Official: I now declare you in the name of FBLA, the vice president. (Vice president selects orange candle from table and installing official lights it with the white candle.) This orange candle is the symbol of the harmony and faithfulness that should characterize your efforts in working with the president to carry out the ideals of the chapter.

(Name of president), president. (President comes forward.) The members of the (school) chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibilities are to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

President: I do.

Installing Official: I now declare you in the name of FBLA, the president. (President takes red candle from the table and installing official lights it with the white candle.) This red candle is the symbol of your duties and obligations to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the (school) Chapter of FBLA for the coming year. (Candles are blown out.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

New Member Induction

Guide: Mr. or Ms. President, these candidates have expressed a desire and meet the requirements to become members of the (name) chapter of FBLA.

President: (to the candidates) We accept you as candidates for membership in the (name) chapter of FBLA. Before you become members, however, let us consider the meaning of the words in the name of our organization.

Future: Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges.

In FBLA-PBL, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

Business: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

Leaders: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA-PBL, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

America: If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA-PBL, we will strive for leadership in the field of business, thereby helping to strengthen America.

President: You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

FBLA-PBL is based on a definite set of goals, including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

As you accept and strive to achieve these goals you will gain the greatest benefit possible from your membership in this chapter. Welcome to the (school) chapter of FBLA-PBL, Inc. You are now officially accepted as members in good standing, entitled to your full rights and responsibilities.

SUGGESTED LOCAL CHAPTER BYLAWS

These “Suggested FBLA Local Chapter Bylaws” are intended as a guide. Local Chapter Bylaws must be consistent with state and national bylaws and with the FBLA-PBL, Inc. Charter. Those provisions in the Local Chapter Bylaws which derive from these higher authorities are not amendable at the local level.

Future Business Leaders of America

Chapter Bylaws

Article I. Name

The name of this organization shall be the _____ Chapter of Future Business Leaders of America.

Article II. Purpose

Section 1. The purpose of this FBLA chapter is to provide additional opportunities for secondary level students to develop interest in and explore business. FBLA is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of FBLA are to:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American Business Enterprise.
- Encourage members in the development of individual projects, which contribute to the improvement of home, business and community.
- Develop character, prepare for useful citizenship and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the awareness of occupational goals.
- Facilitate the transition from school to work.

Article III. Membership

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA except, in the case where there is no state chapter, the member shall be recognized by the National Association.

Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members.

Active Members shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by FBLA and may participate in the Awards Program, participate in national programs designed specifically for FBLA members, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

Article IV. Dues and Finance

Section 1. Dues. National dues shall be based on fiscal reports by the National Center and on recommendations by the National Executive Council and the Board of Directors and shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA-PBL National Center or shall be submitted through state chapters at the discretion of the state chapter. Membership dues are unified on local, state and national levels and are not available separately.

Section 2. The membership dues in Future Business Leaders of America shall be \$_____ a year, of which \$6.00 shall be remitted to the FBLA National Center in payment of the national dues and \$_____ to the FBLA state chapter in payment of state dues.

Section 3. The membership year of the Future Business Leaders of America shall be August 1 through July 31.

Section 4. An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

Article V. Officers and Elections

Section 1. Officers of the Chapter shall be: president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. These officers with the adviser as ex-officio member shall constitute the Executive Committee. Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. The Chapter shall have an Adviser who shall be a faculty member from the business or business-related department. This chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to accommodate the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 3. The Chapter shall have an advisory Council, which shall consist of educators, alumni, and other area business leaders.

Article VI. Duties of FBLA Officers

Section 1. The President shall (a) preside over all meetings of the Chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of FBLA.

Section 2. The Vice President shall (a) preside in the absence of the President, and (b) assist the President.

Section 3. The Secretary shall (a) keep an accurate record of the chapter and executive committee meetings, and (b) submit the required reports to the State Chapter and the National Center.

Section 4. The Treasurer shall (a) act as custodian of the funds of the organization, collect dues, and give financial reports, and (b) send the membership list with dues to the state and national offices.

Section 5. The Historian shall (a) maintain records of the Chapter, including an annual report of its activities, awards and publicity.

Section 6. The Parliamentarian shall (a) serve in any capacity as directed by the President and (b) advise the President or presiding officer on points of parliamentary procedure.

Section 7. The Reporter shall (a) act as public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin, and *Tomorrow's Business Leader*, and (c) cooperate with the school official concerning assembly, radio and television programs.

Section 8. The officers shall serve on the Executive Committee, and perform such duties as directed by the President and the Adviser and not inconsistent with these Bylaws or other Rules adopted by the Chapter.

Article VII. Meetings

Section 1. There must be at least one regular meeting a month during the school year. The regular _____ meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the Executive Committee.

Section 2. Quorum. _____ Members of the chapter shall constitute a quorum.

Article VIII. Committees

Section 1. The President, on consultation with the Adviser, shall appoint the following committees: (a) Nominating, (b) Audition, (c) Ways and Means, (d) Social, and (e) Finance and Fund Raising. The President shall appoint additional committees as authorized by the Executive Committee. Duties of committees shall be determined by the Executive Committee and the adopted parliamentary authority.

Section 2. Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

Article IX. Emblems, Insignia & Colors

Section 1. The Chapter emblems shall be the emblems of the national organization.

Section 2. The official emblem and insignia items and designs are described and protected from infringement by registration in the U. S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the Board of Directors.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA-PBL. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA-PBL shall be blue and gold.

Article X. Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order the chapter may adopt.

Article XI. Amendment of the Bylaws

Amendments to the bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.



SAMPLE CHAPTER MINUTES

Colby FBLA Local Chapter Regular Meeting Minutes

Call to Order

The first regular meeting of the Colby chapter of FBLA was held on August 25, 2015, at 4:30 p.m. in Room 201 of Colby High School, in Colby, Wisconsin. President Andrew Gold was in the chair and the secretary was present.

Minutes

The minutes of the previous meeting were approved as read.

Officer Reports

The treasurer reported a balance of \$3,568.35. The report was placed on file.

Committee Reports

Standing Public Relations Committee Chairman Marissa Kleckner reported the FBLA exhibit had been completed and was on display in the school library. This exhibit also will be displayed during parent-teacher conferences. Members were asked to see Marissa to sign up to help out at the table and to distribute brochures.

Unfinished Business

There was no unfinished business.

New Business

Tina Lemke moved, and it was seconded, that we decorate the business rooms to promote the Halloween dance. The motion was adopted.

Jared Roche moved, and it was seconded, that we sponsor a bake sale. Marissa Kleckner moved, and it was seconded, to refer this to a committee of two to be appointed by the chair. The motion was adopted. Jennifer Hall and Jared Roche were appointed to the committee.

Announcements

Marissa Kleckner announced that local chapter adviser Marie Braatz had been honored at the National Leadership Conference this summer as an Outstanding Local Chapter Adviser. She thanked Mrs. Braatz for her dedication to the chapter and presented her with a small plaque to show the chapter's appreciation.

Adjournment

There being no further business, the meeting was adjourned at 5:30 p.m.

Libby Johnson
Colby FBLA Secretary



SAMPLE MEETING AGENDA

Executive Board Meeting Agenda [DATE]

- I. Call to order—President
- II. Procedural items
 - a. Pledge of Allegiance—Parliamentarian
 - b. FBLA Pledge—Parliamentarian
 - c. Roll Call—Secretary
- III. Reading and approval of minutes
- IV. Reports of offices, boards, and standing committees
 - a. Treasurer’s Report—Treasurer
 - b. Approval of bills to be paid—Treasurer
- V. Unfinished business
 - a. Updates on chapter website
 - b. Articles
- VI. New business
 - a. Reviewing officer duties
 - b. Awards and installations banquet and evaluation
 - c. Incoming/outgoing officer dinner
 - d. Middle school recruitment
 - e. Local chapter officer summit
- VII. Announcements
- VIII. Adjournment—President



LOCAL CHAPTER MONTHLY REPORT FORM

The Secretary should complete the report below with a brief description of the activities in each area and submit to:

- FBLA adviser
- FBLA president
- FBLA vice president
- FBLA reporter
- FBLA secretary notebook

Chapter name:

Report for the month of:

Recruitment and public relations activities:

Leadership activities:

Community and school service activities:

State and national projects and conferences:

Monthly chapter success story:

Other:



SAMPLE MONTHLY FINANCIAL REPORT

Treasurer's Report For the _____ Ending _____ (Week/Month) (Date)

Balance brought forward from _____ \$ _____
(Date of last report)

Receipts

\$ _____

\$ _____

\$ _____

\$ _____

Total receipts \$ _____
Total cash available \$ _____

Disbursements

\$ _____

\$ _____

\$ _____

\$ _____

Total disbursements \$ _____
Balance on hand _____ \$ _____
(Date of this report)

Treasurer's Report For the _____ Ending _____ (Week/Month) (Date)

Balance brought forward from _____ \$ 128.52
(Date of last report)

Receipts

Membership dues and fees \$ 18.00
Chapter projects \$ 198.00
Other fundraising activities \$ 207.63
Other chapter income

Total receipts \$ 515.84
Total cash available \$ 644.36

Disbursements

Officer training / conference registration \$ 12.00
FBLA awards \$ 10.60
Student government \$ 8.00
Cost of fundraising items \$ 101.75
Birthday cards \$ 5.00

Total disbursements \$ 137.35
Balance on hand _____ \$ 507.01
(Date of this report)

PROGRAM OF WORK

BRIEFLY DESCRIBE YOUR PROJECT:

	<p>GOALS Create long- and short-term chapter goals. <i>Hint: Goals are specific and realistic.</i></p>	<p>TACTICS Brainstorm, share, define, and refine strategies to meet your goals. <i>Hint: Think project activities.</i></p>	<p>RESOURCES What resources are available to help you with your project? <i>Hint: Think people, money, time, materials, and facilities.</i></p>	<p>BUDGET Plan for project expenses to help meet chapter goals and attend conferences. <i>Hint: Use the sample budget forms in the appendix.</i></p>	<p>ASSIGNED Break goals into manageable components and assign to committees or individuals.</p>	<p>FOLLOW UP/ EVALUATION Check in regularly to determine progress and identify potential problems.</p>
MONTH						
Aug./ Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
Mar.						
Apr.						
May						
June/July						



CONFERENCE CHECKLIST

CREATE AN ITINERARY

Start an itinerary: Check flights, draft schedules, research tours, and create a sample budget. Ask students what they would like to do at the conference and meet with your administration to review your itinerary and inquire about fundraising.

FUNDRAISE

You've calculated trip expenses and your school's contribution; now you know how much money to raise. To get started, check out the numerous fundraising options at go.fbla.org/MLfundraising.

CHECK THE PROGRAM

You made it to the conference. After hotel checkin, pick up a conference program and review dates, times, and locations. Create a schedule for your members and/or hold a short meeting to review competitive events, workshops, presentations, open events, and exhibits.

ESCORT ATTENDEES

Make sure your members know where they need to be at all times. Support and encourage them by escorting them to sessions. And, of course, take lots of pictures—a great resource that shows school administration and financial supporters the tangible impact of their support.

- Demonstrate career competencies, business knowledge, and job-related skills
- Expand leadership skills
- Demonstrate competitive spirit
- Receive achievement recognition
- Travel and networking opportunities
- School recognition

WHY COMPETE?

ADDITIONAL NOTES






CONFERENCE MEDICAL RELEASE FORM

Name of organization: _____

Activity or event: _____

Date(s): _____

To whom it may concern:

I hereby grant permission to those parties supervising the trip to obtain emergency treatment for my son/
daughter _____ if necessary.
(full name with middle initial)

Signature of parent/guardian

Is there any medical aspect we need to know about your son/daughter?

If so, what? _____

Please list any medications to which your son/daughter is allergic. Example: "Penicillin."

Please send the proper medication (identified) for the above allergies.

Name of insurance company and policy number: _____

Date of last tetanus: _____

Family physician or clinic: _____ Phone: _____

Physician or clinic address: _____

Student's full name: _____

Address: _____

Home phone: (____) _____ Business phone: (____) _____

Other relative: _____ Relationship: _____

Home phone: (____) _____ Business phone: (____) _____

Please return this entire form.



CONFERENCE PARENTAL CONSENT FORM

Name of organization: _____

Activity or event: _____

Date(s): _____

I have acquainted myself with the plan of the approved trip to _____ on _____ and hereby grant permission for my son/daughter _____ to attend.

I assume full responsibility for his/her good behavior and shall not hold the Board of Education, school employees, or the chaperones liable for any incidents that may occur.

Signature of parent/guardian Date

To whom it may concern:

In the event that circumstances require that my son/daughter be driven in a car of any accompanying chaperone, I hereby grant permission for this arrangement.

Signature of parent/guardian

I give my permission for my son/daughter to participate in recreational swimming during the trip.

Signature of parent/guardian

If my son/daughter is susceptible to ear infections, I will send ear plugs.

Please return this entire form.



CONFERENCE CODE OF CONDUCT

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for FBLA-PBL conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.).
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages (for those under 21 years of age) and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels that have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local and state advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, and dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Conference Code of Conduct.

Print Name: _____

Signature: _____

Chapter: _____ State: _____



MARCH OF DIMES FUNDRAISING REPORT FORM



Please fill out completely and return with your donation to the local March of Dimes chapter by May 15. To find your local chapter, visit go.fbla.org/Modchapters. Keep a copy for your records. For more information, call 800.771.FBPB. Please type or print legibly.

Contact Information

Date: _____

Check One: FBLA-Middle Level FBLA PBL

Chapter Name: _____

Adviser Name: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: (____) _____ Email: _____

Involvement

Please check event participated in and fill in all information requested.

Event	Date	Location of Event	Total Dollars Raised
March for Babies			
WonderWalk			
WalkMania			
Mini March for Babies			
Other Activites			
Saving Babies Dance			
Blue Jeans for Babies			
Bean Bags for Babies			
Jail'n'Bail			
Paper Cutout Sales <i>Pumpkins, Bracelets, Sneakers</i>			
Awareness Bands			
Other:			
Other:			
Total Dollars Enclosed			

Thanks for your support as we are saving babies, together!



SAMPLE FBLA-PBL WEEK PROCLAMATION

This document is based upon a state proclamation. However, it can be adapted to a city, town, or county by changing governor to mayor or county executive and name of state to name of city, town, or county.

WHEREAS, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

WHEREAS, this organization has grown now to encompass over 250,000 members and advisers nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

WHEREAS, FBLA-PBL is a professional business organization dedicated to bringing business and education together in a positive working relationship through innovative leadership and career development programs; and

WHEREAS, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

WHEREAS, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work;

NOW, THEREFORE, I, (your governor's name here), Governor of the State of (your state's or chapter's name here), do hereby proclaim the second week in February, as NATIONAL FBLA-PBL WEEK in the State of (your state's or chapter's name here).



SAMPLE MEMBERSHIP APPLICATION

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business. FBLA-PBL prepares students for “real world” professional experiences. Members gain the competitive edge for college and career successes. More than a quarter of a million students participate in this dynamic leadership organization.

FBLA-PBL will provide you with:

- Travel opportunities
- Challenging competitions
- Leadership development
- Community service experience
- Friendship and fun

FBLA-PBL takes you to major cities throughout the United States such as Anaheim, Nashville, Orlando, and Chicago. You will get to know people in your state and across the nation at exciting leadership conferences.

Become a leader in your school, state, or country when you become an officer. Travel! Learn to lead! Develop friendships! Earn recognition! All of these adventures and more await you when you become a member of FBLA-PBL.

To become a local member, please fill out and return the form below with your membership dues.

FBLA-MIDDLE LEVEL MEMBER SIGN UP FORM

Please return to the attention of your local chapter adviser:

Yes, I want to join FBLA!

First Name: _____

Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Year in School: 5 6 7 8 9 Gender: Male Female

Birthday: _____

I was recruited by: _____

Adviser Use Only:
 This member has paid dues. This member has been entered online. Dues have been sent to the FBLA-PBL National Center.



SAMPLE PRESS RELEASE—LAYOUT AND CONTENT

(Use school or chapter letterhead.)

For immediate release

Date: _____

Contact: _____

Email: _____

Phone:

Mayor declares FBLA-PBL Founders Day
Johnson City, Tennessee home of first chapter

— **Headline**

JOHNSON CITY, Tenn.—Mayor Stephen Darden proclaimed Feb. 3 as FBLA-PBL Founders Day in Johnson City, Tennessee. On Feb. 3, 1942, Science Hill High School in Johnson City placed the first FBLA-PBL charter.

— **Dateline followed by lead paragraph**

“FBLA-PBL has a rich history with many of our early chapters chartering in Tennessee,” said Greg Oliver, FBLA-PBL, Inc. director of marketing and educator relations. “Feb. 3 marks a significant day, in which our founder’s vision became a reality, right here in East Tennessee.”

— **Quote from member, officer, or adviser**

Tennessee FBLA State President Tawny Spinelli and Tennessee FBLA State Vice President Katrina Morlen, along with West Greene High School FBLA Adviser Virginia Dochety, attended the meeting and accepted the proclamation.

— **Details of the event**

“We are happy to represent the 250,000 FBLA-PBL members and accept the Johnson City proclamation from the home of our first FBLA chapter in 1942,” Spinelli said. “FBLA continues to be a vital, energetic organization offering leadership, community service, and business education to the members of this premier association preparing students for careers in business.”

— **Quote from member, officer, adviser, or administrator**

In a commissioners meeting on Feb. 1, Darden signed and read the proclamation.

Future Business Leaders of America-Phi Beta Lambda, Inc. is a nonprofit 501(c)(3) student business organization with nearly a quarter million members and advisers in 12,000 chartered high school, middle school, and college chapters worldwide. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The association is headquartered in Reston, Virginia outside Washington, D.C. For more information visit www.fbla-pbl.org.

— **Standard closing paragraph**

###

— **Shows end of the press release**



SAMPLE MEMBER RECRUITMENT LETTER

Dear (insert name):

It is my pleasure to invite you to join Future Business Leaders of America! FBLA is a national association of more than a quarter million students interested in becoming more successful in the business world.

Membership in FBLA helps you learn about business and gives you the opportunity to see the “real world” through interaction with business leaders from across the country! You will discover the secret of being able to talk confidently with prospective employers, and you will experience the chance to test your business skills in state and national competitions.

Membership will provide you with:

- o Career preparation opportunities
- o Leadership development and achievement
- o Outstanding leadership conferences
- o Challenging competitions
- o Community service experience
- o Friendship and fun
- o Informative publications
- o Networking with peers and business professionals

Meet and make friends with members of your own school and other schools across the country! Join in the fun and participate in local activities like pizza parties, business tours, and social activities.

Interested in joining? Fill out the attached local chapter membership application form and return it to FBLA-Middle Level Adviser (insert name of adviser), in room (insert room number or name). Don't miss out on the fun!

Sincerely,

(Name)
Chapter President



SAMPLE CHAPTER BUDGET

School: _____

Estimated Income:

Membership Dues and Fees _____
 Fundraising Projects _____

Contributions _____

Total Estimated Receipts: _____

Estimated Expenditures: (itemized expenses attached)

Membership Committee _____
 National Dues _____
 State Dues _____
 Other _____

Executive Committee _____
 State Fall Leadership Conference _____
 National Fall Leadership Conference _____
 District/Regional Conference _____
 State Spring Leadership Conference _____
 National Leadership Conference _____
 Other _____

American Enterprise Committee _____
 Partnership with Business Committee _____
 Public Relations Committee _____
 Social Committee _____

_____ Committee _____
 _____ Committee _____

Other (itemize)

Total Estimated Expenditures: _____

Balance at Beginning of Year _____

Total Receipts _____

Less Total Expenditures _____

Estimated Balance at End of Year _____

FUNDRAISER TIMELINE & PLANNING SHEET



- Activities (sell products/services)
- Events
- Combination

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS										
		8	7	6	5	4	3	2	1	ACTIVITY	FOLLOW UP	
Determine fundraising needs												
Establish committee												
Identify with administrator												
Set budget												
Choose fundraiser												
Set date												
Publicize												
Organize volunteers / track participants												
Hold fundraiser												
Turn in funds												
Tie up loose ends / thank volunteers												
Evaluate event												

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____





SAMPLE DONATION/SPONSORSHIP LETTER

(Insert date)

Dear (insert name of business contact):

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business. FBLA-PBL prepares students for real world professional experiences. Members gain the competitive edge for college and career successes. More than a quarter of a million students participate in this dynamic leadership organization.

FBLA-PBL provides students with:

- Leadership development
- Travel opportunities
- Community service experience
- Scholarships and prizes
- Conferences and competitions
- Friendship and fun
- Networking opportunities

The big event of the year is the National Leadership Conference, which is held in (insert site of conference) this summer. At the national conference, members have the opportunity to attend workshops, meet members across the nation, and compete for awards.

(Insert number spelled out) students at (insert school) have earned the privilege of attending at this year's National Leadership Conference. In order for them to attend this year's conference, however, they need your support.

FBLA-Middle Level chapter members would like to schedule a time to meet with you to discuss this opportunity and how your business can help. Members of our chapter will be contacting you by phone within the next few days.

We look forward to meeting you and sincerely hope your business will help our members as they work towards achieving their goal of becoming the business leaders of the future.

Sincerely,

Jane Doe
(Insert school) FBLA-Middle Level President



Find additional resources in the
Advisers Area
at *fbla-pbl.org*.

