



PROGRAM OF WORK

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

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

SUGGESTED COMMITTEES

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

Professional Development

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

Community Service

Facilitates chapter's community involvement by coordinating service activities.

Fundraising

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

More: go.fbla.org/fblafundraising

Recruitment/Membership

Plans recruitment and retention activities.

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

COMMITTEE LEADERSHIP



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 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
- Participate in Super Sweeps
- 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
- Participate in a local competition
- Attend a National Fall Leadership Conference

D
E
C

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

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
- Plan a job shadowing experience for members

M
A
R
C
H

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

A
P
R
I
L

- **Membership Madness and Mania deadlines:** 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

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>	TACTIC 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>