



National Organization

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National Organization

FBLA-PBL MISSION STATEMENT

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

FBLA-PBL 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.

FBLA-PBL 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.

FBLA-PBL GOALS

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

- **Strengthen** the confidence of students in themselves and their work
- **Create** more interest in and understanding of entrepreneurial careers and 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** students in the awareness of occupational goals
- **Assist** students in the awareness of occupational goals
- **Facilitate** the transition from school to work

FBLA-PBL 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.

FBLA-PBL® 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 include:**MALES**

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

FEMALES

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

Inappropriate attire, for both men and women, includes:

- 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 are currently 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.

*** Revised 1/9/2009**

NATIONAL ORGANIZATION

FBLA-PBL involves nearly 250,000 members in over 13,000 chartered chapters in the United States, Puerto Rico, the Virgin Islands, and Department of Defense Dependent Schools worldwide. Local chapters are chartered by the national association and operate under the supervision of a state chapter.

Membership dues and national financial development activities provide a financial base for the national association, which offers leadership and guidance while developing support services and major programs.

The national association is led by a board of directors composed of state committee members, local and state advisers, professional educators, state and local supervisors, national student officers and representatives from business and industry. The board is responsible for the general oversight and policy of the association.

FBLA-PBL is headquartered in Reston, Virginia, a suburb of Washington, D.C. The national staff is responsible for such diverse activities as:

- Planning and managing the National Leadership Conference, Institute for Leaders, and the National Fall Leadership Conferences.
- Providing technical assistance, management services, and materials for planning and conducting the meetings of the local and state chapters.
- Publishing *Tomorrow's Business Leader*, *PBL Business Leader*, *Advisers' Hotline*, *Middle Level Advisers' Hotline*, and *The Professional Edge*.
- Developing and distributing materials on membership recruitment, chapter management, and national programs.
- Processing membership dues and providing state chapters with periodic reports.
- Establishing partnership programs to provide recognition and experience for chapters and individuals.
- Acting as a liaison at the national level to other student, professional, and business organizations and government agencies.

FBLA-PBL is made up of four (4) membership divisions. These include:

- **FBLA-Middle Level.** Membership in this division is open to students in grades 5–9 who are seeking career exploration opportunities and who accept the purpose of FBLA, subscribe to its creed, and demonstrate willingness to contribute to meaningful school-community relations.

- **Future Business Leaders of America (FBLA).** Membership in this division is open to students in grades 9–12, enrolled in a business or business-related course who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to meaningful school-community relations, and possess qualities for employment.
- **Phi Beta Lambda (PBL).** Membership is open to postsecondary students pursuing degrees in a business or business-related field who accept the purpose of PBL, subscribe to its creed, and possess qualities for employment.
- **Professional Division.** Professional membership is open to all individuals interested in promoting the goals established by the association. Such members may include former members, employers, educators, parents, businesspersons, community leaders, and any other persons contributing to the growth and development of the association and its members.

FBLA-PBL HISTORY

- 1937** Hamden L. Forkner of Teachers College, Columbia University in New York City, proposes to business teachers across the country that a national organization is needed for the thousands of business clubs in the nation's high schools and colleges.
- 1940** The National Council for Business Education (now known as the National Business Education Association) sponsors the proposed student organization. Committees are appointed to formulate the organization's general plans. The name "Future Business Leaders of America" is selected for the organization.
- 1942** An experimental chapter is chartered in Johnson City, Tennessee, on February 3. A second chapter is started two days later in St. Albans, West Virginia. By the end of the year, 39 chapters are added; and over the next three and one-half years, another 38 chapters join.
- 1946** The United Business Education Association assumes sponsorship of FBLA. Headquarters office for FBLA is established at the National Education Association Center in Washington, D.C.
- 1947** Iowa becomes the first FBLA state chapter. Indiana and Ohio quickly follow. Within the next three years, FBLA state chapters total ten.
- 1958** The postsecondary division, Phi Beta Lambda is created. The University of Northern Iowa is the first PBL chapter.

- 1969** FBLA-PBL is granted independent status as a non-profit educational student association under Internal Revenue Code 501c(3). FBLA-PBL, Inc. acquires its own board of directors and full-time staff.
- 1973** FBLA-PBL, Inc. appoints Edward D. Miller as the association's first full-time executive director.
- 1979** The board of directors approves establishment of the FBLA-PBL Alumni Division.
- 1981** The Conrad N. Hilton Foundation purchases 1.6 acres of land in the Center for Educational Associations, Reston, Virginia, as the site for a future FBLA-PBL National Center.
- 1987** FBLA annual membership tops 200,000 for the first time.
- 1989** The professional division is formed to include alumni and professional businesspersons.
- 1990** The ground breaking ceremony is held for the FBLA-PBL National Center.
- 1991** The grand opening of the FBLA-PBL National Center is held.
- 1994** The FBLA-Middle Level division is formed for students in grades 5–9.
- 1997** Edward D. Miller retires as president and chief executive officer of the national association. Ms. Jean Buckley is appointed president and chief executive officer.
- 2001** National center mortgage is retired.

NATIONAL AFFILIATIONS

FBLA-PBL is proud of its relationships with the following organizations.

Association for Career and Technical Education.

ACTE is committed to helping its members provide effective programs of career and technical education. Serving career and technical teachers, administrators, teacher educators, researchers, and guidance counselors, ACTE develops and promotes comprehensive programs for individuals to develop occupational skills.

National Association of Secondary School Principals. NASSP represents school administrators and focuses on professional development programs to help school administrators become more proficient in serving America's secondary school students. In addition to promoting the interest of education on Capitol Hill, the association also conducts research on issues critical to secondary schools. NASSP sponsors the National Association of Student Councils and the National Honor Society.

National Business Education Association. NBEA members include business teachers, administrators, supervisors, teacher educators, and college/university students in business education curricula. NBEA promotes all phases of business education for both vocational and nonvocational students. In addition, NBEA serves as a unifying agency among regional and other groups dedicated to the enhancement of business education.

National Dissemination Center for Career and Technical Education. NDCCTE is the umbrella organization for nine student groups dedicated to strengthening America's career and technical education system. Each member's executive officer and counterpart at the U.S. Department of Education works with the center, which is charged with identifying and coordinating activities mutually beneficial to career and technical student organizations and their members. The center also serves as a forum where members share information to enhance the development of vocational education.

U.S. Department of Education. The Department of Education maintains a close relationship with all vocational student organizations and welcomes their cooperation and support in strengthening vocational education programs throughout the United States. The Department of Education endorses vocational student organization objectives and seeks to involve their thinking in the improvement of vocational education.

TRADEMARK POLICY

All local and state advisers are responsible for protecting the use and image of FBLA-PBL's logo and trademarked items. FBLA-PBL's policy concerning the use of trademarked materials follows:

State and local FBLA-PBL chapters are permitted to use trademarked items without obtaining approval from the FBLA-PBL National Association on printed materials, promotional pieces, and displays that are not sold. Written approval must be obtained from the FBLA-PBL National Association for any item that will be sold by local or state FBLA-PBL chapters. Commercial vendors are not permitted to use FBLA-PBL trademarks on any goods offered for sale unless they have been commissioned by the FBLA-PBL National Association.

Contact the FBLA-PBL MARKETPLACE with any questions regarding the trademark policy or to obtain permission to use trademarked or protected images.



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*Middle Level
Where Leadership Begins.*



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Where Leadership Begins.*



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National Bylaws

FUTURE BUSINESS LEADERS OF AMERICA – MIDDLE LEVEL DIVISION NATIONAL BYLAWS

Revised 1997

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:

- strengthen the confidence of students in themselves and their work;
- create more interest in and understanding of entrepreneurial careers and 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; 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 have rendered 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 who have made 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 that have received a charter and number issued by FBLA-PBL, Inc. and that 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 derive 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 chairmen 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

Section 1. 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 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 and bylaws 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

NATIONAL ORGANIZATION LESSON PLAN

NBEA Standards/Lesson Objectives

- **Communications**
 - Apply basic social communications skills in personal and professional situations.
 - Participate as a productive member of a group and demonstrate the abilities to work as part of a team.
 - To use technology to enhance the effectiveness of communication.
- **Lifelong Learning**
 - Demonstrate appropriate interpersonal skills when working with others in small groups, in business, and in local chapter activities.

Introduction to the Lesson:

(Time: 5-10 minutes)

Colored Dots. (Materials Needed: Three types of colored sticky dots – one color for each category chosen). Choose three categories to classify people in your group. Examples include people wearing glasses, wearing T-shirts, etc. When a person joins your group, put a dot or dots on their shirt according to what category that they fit into. DO NOT tell the group what the dots stand for. Tell the group that they are to figure out what the dots mean by talking to other students in the group. Give the group a while to figure out what the dots mean. If no one can figure it out, then tell them. Obviously it is better if the group can figure it out, but you may want to give them subtle hints.

Notes:

- Ask students how it felt to be singled out with these visible stickers? What implication does this have? What are some practical connections to “real life”?
- Through FBLA-ML, students are made to feel part of a group – not singled out. There is something for everyone in the national organization.
- Let’s find out how much we know.

Reinforcement Activity: (Time: 30-45 minutes)

- This is a fun way to introduce students to the national organization.
- Divide the group up into two teams.
- Give a stuffed animal to each group for their team mascot.
- Each team will have a bell to ring in the answer.
- When the question appears, ring the bell. Your team will be called upon. If you are correct, the moderator will tell you to continue. If you are incorrect, it is the other team’s turn. Each correct answer will be worth 5 points.
- The final round will be worth 25 points. You will write down the correct answer on paper as they do in jeopardy.

(At this point the adviser should go to the following link go.fbla.org/MiddleLevelTrivia where they may download the Trivia Game PowerPoint and project it to the class. Put on some Game Show Tunes such as the theme from *Wheel of Fortune*® and *Jeopardy*® for mood music). A hard copy of the questions and answers can be found in this section. Award prizes to the winning team.

Notes:

- Through this activity, we were able to gain a better insight into the national organization.

Reinforcement Activity:

(30 minutes – Prep time – 1 class period)

For our last activity, we will, as a group role-play the history of our organization for a FBLA-ML meeting. This activity was originally developed by a former PBL National Officer team for the Institute for Leaders which is held in conjunction with the National Leadership Conference each year. See the grading sheet following this section. Before we role play this activity, each person will be assigned a different time period or the Introduction or Conclusion to this activity. You will be working on a PowerPoint® slide representing your era (this will take one class period – you will research the era on the Internet to discover the attire of the time period and apply appropriate graphics and music to your slide. If you have more students than parts – you may want to split the role-playing and have two or more different groups work on different presentations. Choose the best one to present at a local chapter meeting or local chapter event such as an induction ceremony for new members). Once everyone has completed a slide, we will combine them for our role-playing activity. Your assignment is to find a costume to represent the era that you will be speaking about.



FBLA-Middle Level History Presentation

Skit Script

FBLA·ΦΒΛ

Narrator:

Our organization, FBLA-PBL, Inc., is the premier organization for students preparing for careers in business.

What does FBLA-PBL offer? FBLA-PBL provides innovative leadership and career development programs that bring business and education together in a positive working relationship to achieve results.

We have a rich history – Let's take a look.

(PowerPoint® graphic comes up with the 1940s on it in big letters. '40s music plays in the background)

Member representing the '40s – is dressed in 1940s attire and says: (Depending on how many members you have participating – you can split up the speaking parts for each era):

- Dr. Hamden L. Forkner of Teacher's College at Columbia University in New York proposes to business teachers across the country that a national organization is needed for the thousands of business clubs in the nation's high schools and colleges.
- In the fall of 1940, the National Council for Business Education (now known as the National Business Education Association) assumes sponsorship of the proposed student organization.
- The name Future Business Leaders of America is selected.
- On February 3, 1942, the first high school chapter was chartered in Johnson City, Tennessee. The second chapter is started two days later in St. Alban's West Virginia.
- By the end of the year, 39 chapters are added.
- In 1946 the national center for FBLA is established at the National Education Association Center in Washington D.C.
- In 1947 Iowa becomes the first FBLA state chapter. Indiana and Ohio quickly follow.

- Within the next three years, FBLA state chapters total 10.

(PowerPoint® graphic comes up with the 1950s on it in big letters. '50s music plays in the background. Member comes out to the music)

Member Representing the '50s – is dressed in 1950s attire and says:

- In 1958, the first Phi Beta Lambda chapter was chartered in Iowa.
- The University of Northern Iowa becomes the first PBL chapter.

(PowerPoint® graphic comes up with the 1960s on it in big letters. '60s music plays in the background. Member comes out to music).

Member Representing the '60s – is dressed in 1960s attire and says:

- FBLA-PBL is granted independent status as a non-profit educational student association under the Internal Revenue Code 501c (3).
- FBLA-PBL, Inc. acquires its own board of directors and full-time staff.

(PowerPoint® graphic comes up with the 1970s on it in big letters. '70s music plays in the background. Member comes out to music).

Member representing the '70s comes out in '70s attire and says:

- In 1973 FBLA-PBL, Inc. appoints Edward D. Miller as the association's first full-time executive director.
- National Bylaws are adopted in 1975.
- The Alumni Division is established in 1979.

(PowerPoint® graphic comes up with the 1980s on it in big letters. '80s music plays in the background. Member comes out to music).

Member representing the '80s comes out in '80s attire and says:

- In 1981 the Conrad Hilton foundation purchases 1.6 acres of land in the Center for Educational Associations in Reston, Virginia as the site for a future FBLA-PBL National Center.
- FBLA-PBL annual membership tops 200,000 for the first time in 1987.
- In 1989 the Alumni Division is changed to the Professional Division to include both alumni and professional businesspersons.

(PowerPoint® graphic comes up with the 1990s on it in big letters. '90s music plays in the background. Member comes out to music).

Member representing the '90s comes out in '90s attire and says:

- In 1990 the ground breaking ceremony is held for the FBLA-PBL National Center.
- The grand opening of the FBLA-PBL Center is held in 1991.
- The latest group to join FBLA (in 1994) was the FBLA-Middle Level, for students in grades 5-9.
- In 1997 Dr. Miller retires and president and chief executive officer of the national association.
- Ms. Jean Buckley is appointed president and chief executive officer.

(PowerPoint® graphic comes up with the 2000s on it in big letters. Current music plays in the background. Member comes out to music).

Member representing the 2000s comes out and says:

- The national center building mortgage is retired in 2001 following a successful capital campaign.

Narrator:

This brings us to the present. There are over a quarter of a million members and over four million alumni members. Our former members are governors, fighter pilots, CEOs, actors, stock brokers, teachers, and doctors, and the list goes on. As a member, wherever you go in the world, you are not far from a network that can help you.

FBLA-PBL gives you the opportunities, experiences, skills, and confidence to achieve your dreams.

Win money! Travel! Learn to lead! Develop friendships! Gain experience! Earn recognition! All of these adventures and more await you when you become a member of FBLA-PBL.



FBLA-Middle Level History Presentation Grading Sheet

For this project, students are to role-play the history script.

The group presentation will be graded using the following criteria:

Objective/Competency	Points Possible	Points Awarded
The presentation shows creativity and originality in delivery to the audience.	15	
The presentation shows that pre-planning has been completed – there is some type of visual for each era of history represented in the role-playing activity.	10	
All group members are involved and have parts for the presentation.	15	
The presentation is given at a local chapter meeting or event.	10	
Students have practiced their speaking parts and present them effectively.	10	
Group does a good job of presenting the history of the organization to FBLA-PBL members.	15	
Students present material with animation and enthusiasm.	10	
Presentation progresses logically and is well thought out.	15	
Total Points	100	

Comments:

Student Group Members: _____

Date: _____