

MANAGEMENT OF A CHAPTER

A well-managed chapter leads to student growth. Being involved as a chapter adviser requires dedication, time management skills, and being organized. The total situation must be realistically reviewed and decisions made in order to obtain maximum student educational benefits and growth!

A Program of Work is an excellent way to develop activities and programming for your chapter's year. This document allows your officers and adviser to plan events that meet the needs of each member and follow the goals of FBLA. Program of Work forms can be found on the Wisconsin FBLA website. Each chapter's Program of Work is due to the State Office by December 1. An End-of-the-Year Report, outlining the successes of your chapter, should be submitted by May 1 of each year. This document can also be found at the Wisconsin FBLA website.