

FBLA 101
Adviser's Survival
Guide



Future Business Leaders
Of America

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Introduction

This survival guide is developed as a tool to offer ideas, hints, and guides to new advisers. This handbook may also serve as a reminder for the more experienced adviser. As you organize your year in FBLA, keep the following in mind:

-  You cannot know everything about FBLA in your first couple of years. This is a learning experience for both you and your students. The State Office is always there to assist you. Requesting a mentor in your first year or two is NOT a sign of weakness, it is a sign of your impending success!
-  Acquaint yourself with the names, telephone numbers, and e-mail addresses of state officers, the state adviser, and program assistant. (Appendix A) Also, local chapter advisors make excellent resources.
-  Familiarize yourself with conference dates and conference regulations. The current schedule of events can be found in Appendix B. Additional information will be posted on the state FBLA website at <http://dpi.wi.gov/fbla/index.html> and on the state registration website.
-  Visit the national website at www.fbla-pbl.org to find useful information about the organization. Here you will also find the FBLA Marketplace. It is the official source for FBLA products.
-  In August, updates for the *Chapter Management Handbook* are mailed to each FBLA adviser containing vital information. You can also download information for the *Chapter Management Handbook* at the national website.
-  Be sure to also download the current Wisconsin Competitive Event Guidelines and Adviser Handbook from <http://dpi.wi.gov/fbla/events.html>.
-  Post dates of deadlines for FBLA activities and reports so they are highly visible. Local advisers receive information from both the state and national offices regarding due dates. These dates are posted on the state and national websites.
-  Plans for monthly chapter meetings need to be made well in advance of the anticipated date of each meeting. It is a good idea to give members a copy of the agenda and the local Program of Work.
-  Complete a Program of Work for your chapter. The *Chapter Management Handbook* has guidelines for creating a Program of Work in the Local Section on page Local-5. You can find this year's Program of Work created by the state officers in Appendix C.
-  You may want to purchase a wall calendar. This is a tried and true method of keeping you and your chapter on track and focused. You can post meeting dates, chapter activities, community service opportunities, competition dates, etc.
-  The most successful FBLA adviser is one who can be a resource of information, who is dedicated to the success of the organization, and who is there to support the members in their endeavors.

Local Chapter Advisers' Responsibilities

-  Advise and guide—do not dictate.
-  Positively assume that chapter activities will be successful. Know that chapter activities are excellent teaching/learning tools. Show enthusiasm!
-  Establish basic ground rules and high expectations that help students lead themselves.
-  Be knowledgeable about FBLA—goals, purpose, structure, constitution, and bylaws.
-  Provide leadership development experiences for all members.
-  Assist students in developing a meaningful Program of Work and a Calendar of Events.
-  Remember that chapter activities are student centered activities and not teacher centered.
-  Submit membership dues promptly at the beginning of the year to ensure members will be able to take advantage of all the opportunities FBLA affords its members.
-  Provide training for chapter officers and committee chairpersons.
-  Oversee the keeping of records and finances for all activities.
-  Assist in setting up chapter files and a library of chapter materials.
-  Keep school board and administration, local businesses, community, parents, teachers, school staff, and local media informed of chapter activities.
-  Establish a link between the local chapter and business community.
-  Encourage members to participate in all levels of FBLA.
-  Recognize outstanding members.
-  Keep chapter members informed of FBLA activities at the regional, state, and national levels.
-  Be committed to each student, welcome the diversity, and be a positive role model in actions and deeds.
-  Be knowledgeable of educational initiatives and how FBLA fits the needs and opportunities provided by those initiatives. Communicate this information to appropriate individuals and groups.
-  Enjoy your role of mentor. You provide opportunities for students to develop positive self images and productive citizens.
-  Congratulate yourself!

An Effective Adviser...

-  Listens at the meetings.
-  Allows the local FBLA officer team to take responsibility.
-  Cooperates.
-  Instills order.
-  Provides good information.
-  Loves this type of work.
-  Enjoys the members.
-  Listens to ideas.
-  Respects the rights of students.
-  Knows what is going and involves the students.
-  Permits students to try new things.
-  Supports the chapter's decision(s).
-  Assists the members.
-  Searches for anything that will help the chapter.
-  Tries to understand all points of view.
-  Believes in FBLA.
-  Cares about its members.
-  Strives to maintain a high level of organization.
-  Encourages not discourages.

Chapter Organization

Program of Work

-  The Program of Work is a written plan of action. It consists of all the activities planned by the chapter's officer. It is a type of business plan that includes well-defined goals and objectives with the necessary steps to achieve those goals.
-  Attending the Local Chapter Officer Training (held typically in July or August) can help your members learn how to make a Program of Work for the upcoming year. Check the Wisconsin FBLA webpage <http://dpi.wi.gov/fbla/index.html> for more information about the Local Chapter Officer Training.
-  Your Chapter Management Handbook and Wisconsin Adviser Handbook provides a suggested form and worksheets to help in developing a local Program of Work. Appendix C is a copy of the State Officers Program of Work for the 2011-2012 school year.

Officers

-  The number of officers that a local chapter elects is the decision of the local chapter and its advisor. Most chapters elect a President, Vice President, Secretary, and Treasurer. Other officers could include a Reporter, Historian, or Parliamentarian.
-  See Appendix D for the local officers' responsibilities.
-  Some chapters have adopted the business model of CEO, COO, CFO, CIO.
-  Additional officer roles might include a class representative. You could have one from each grade level. This could work efficiently if you are not able to have many chapter meetings. Class representatives could report back to each of their respective classes as to what was discussed at the officer FBLA meeting.
-  If a chapter has a web page, you might consider electing a Webmaster.
-  Many chapters elect their officers at the end of the school year for the following year. Others elect officers at the beginning of the school year or do a combination of the two. The chapter may elect their President and Vice President at the end of the year and then elect the remaining officers at the beginning of the school year. This method allows the underclassmen an opportunity to run for an office.

Membership Information

-  All active chapters will receive renewal information with their *Chapter Management Handbook* updated pages in late August or early September.
-  If you do not have a *Chapter Management Handbook*, go to the FBLA website www.fbla-pbl.org to download a new copy.
-  All members must be registered online at www.fbla-pbl.org.

Dues

-  \$5 State Dues
-  \$6 National Dues
-  To register members online, follow these steps.
 1. Log on to the national website at www.fbla-pbl.org.
 2. Click on “Membership” in the left side menu.
 3. Click on “Register Now”.
 4. Enter your chapter number. (You will not have a number if you were not a “current” chapter in the prior year to registration—if you do not have this information, you will need to start with the Chapter Organization Packet—contact the State Office or National Office.)
 5. Enter the password “service”.
 6. Click on Enter.
 7. Your school information will appear. Read through the instructions. Scroll down to the end of the instructions and click “Continue to Step 1”.
 8. Follow the directions for each step through Step 7, where the results may be previewed.
 9. From the preview screen, you should print a copy of your membership roster. Keep one copy for your records, and submit one copy with your membership check to the National Office.

NOTE:

Membership dues are not considered paid until the check is received by the National Office.

Membership dues must be paid by the November 15 deadline, if students are competing at the Regional Leadership Conference.

Veteran Adviser’s Hint: Charging a \$20 membership fee will cover the State and National dues and give the local chapter \$9 to support its activities.

Local Chapter Recruitment Ideas

-  **Advertising.** Take advantage of free advertising. Write a newspaper article for your school or local newspaper; create bulletin boards, and post flyers and/or posters to publicize local chapter activities.
-  **Candy Bar Invite.** Hand out candy bars such as Payday, 100 Grand with an invitation saying, “Come join FBLA-PBL and see how to increase your pay day! Hand out invitations to all prospective members inviting them to the first meeting.
-  **Flyers/Signs.** Place signs on lockers with stickers or candy on them. Use a catchy phrase such as “Be a STAR in FBLA-PBL” and put star stickers or starburst candies on the flyer.
-  **Drawings.** Have a prize drawing for all members who have paid their dues. Excellent drawing items include: iTune gift card, gas cards, and local area business gift cards.
-  **Comings and Goings.** Give examples of what has occurred in past years. Show prospective members pictures of where you have gone and what you have accomplished. Inform the prospective members of your goals for the year and how they can help to achieve those goals.
-  **Food.** Have an informational meeting after school or athletic practices. Promise members food such as a “Build Your Own Sundae Party”.
-  **Speakers.** Invite members from another chapter to your meetings to show what FBLA can do for its members.
-  **Thank Yous.** After a member has attended a meeting, send them a thank you note with a piece of candy thanking the individual for attending and encouraging the individual to attend the next meeting.
-  **Give Aways.** Have three or four brown bags containing items such as candy, gum, pens, etc. that can be given away at the end of a meeting. All paid members names are entered in the drawing.
-  More ideas can be found here: <http://dpi.wi.gov/fbla/resources.html>

Chapter Meeting Sample Agenda

1. Call to Order/Roll Call
2. Reports
 - a. Secretary
 - b. Treasurer
3. Review of Events
 - a. Nationals
 - b. Summer Leadership Workshop
 - c. Cardinals Game
4. Dues and Eligibility
5. Competitive Events
6. Virtual Business Challenge
7. Program of Work
8. Ice Breaker Activity
9. Upcoming Events
10. Unfinished Business
11. New Business
12. Next Club Meeting

What are the Business Achievement Awards?

The Business Achievement Awards (BAA) is an aggressive, self-directed, results-based business and leadership program designed to compliment academics while accelerating a student's leadership skills.

The awards focus on the words surrounding the FBLA Crest: Service, Education, and Progress. There is a heavy emphasis on education with integrated classroom projects. There are four tiers to the BAA—Future, Business, Leader, and America.

View each of the tiers: <http://www.fbla-pbl.org/web/page/662/sectionid/587/pagelevel/2/fbla.asp>

Why should you participate in the Business Achievement Awards?

- The BAA's are a great way to learn new skills and get involved in your community.
- They are easy and very feasible awards.
- No paperwork! Everything is based online.
- Looks great on a résumé.
- Any FBLA member can participate and receive recognition at the local, state, and national level.

How to get started

- Go to www.fbla-pbl.org
- On the top bar, place your mouse over FBLA and a drop bar will appear. Click on "Business Achievement Awards"
- On the left hand side, there will be links for other things
- Click on "BAA ONLINE"
- This will bring you to the BAA login page
- Click on Adviser Login, and this will pull up a section for Chapter Number, Username, and password
- If you don't have one, click on "Need to register for this area? Click HERE."
- Enter your information, and get started from there!

Tips to help complete the Business Achievement Awards

- Start early! Don't procrastinate!
- Make yourself a checklist and check the activities you complete as you go.
- Set aside time to complete the activities.
- They need to be submitted in order of awards.
- Don't stress out!

Fundraising

One of the major concerns for most local chapters is trying to raise money for attending conferences, events, activities, etc. You should plan on participating in one or more fund raising projects to accomplish this task.

You may want to establish a fundraising committee to help in planning the scope of your chapter's fundraising.

Before you begin a fundraising program:

-  Meet with your administration to discuss procedures, turn-in dates for the fundraising event, financial requirements, necessary forms, and to secure approval for the project.
-  Prepare a list of students who are willing to participant.
-  Make arrangements to turn in all money collected to a person-in-charge of the fundraiser on a daily or pre-determined date. Retain any receipts for your records.
-  Set the date. Pick dates that do not conflict with community events or other school fund raisers. (Be sure to clear the date with the proper administrator(s).)
-  Publicize your fundraiser. Give the students and community plenty of notice about your fundraiser. Advertise the fundraiser in the school newspaper or daily announcements. It is important that everyone knows why you are having the fundraiser. Be specific! Let the consumer know what it is you are raising money for.
-  Make sure to include some sort of incentive program for your members. This will help encourage members to participate.
-  There are several national fund raising companies. In addition to raising funds for your local chapter, these companies will also give a portion of their profits to the national organization. You can find these national fundraising companies in your Chapter Management Handbook.

Ozark Delight Lollipops have been a huge fundraiser for chapters. They are easy to sell. The company bills you monthly. (Be sure to check your school's policy on selling candy.)

Fundraising Ideas

1. **Rummage Sale:** Have your chapter members or the school staff bring in items from home that they would like to donate to the rummage sale. Have the sale in the school's cafeteria or gym.
2. **Bake Sale:** Have your chapter members bring in baked goods. The items should be packaged either as a half dozen or dozen. Your chapter can set up a booth to sell the donated goods at a sporting event, a local festival, or during the lunch hour. (Be sure to check your school's policy on selling baked goods.)
3. **Dinner:** Have your chapter hold a dinner to raise money. Book a place to have the dinner, set a date for the event, find volunteers (cooks, waiters, busers, etc.), and buy the ingredients for the dinner. Advertise your dinner in the community and sell tickets ahead of time and/or at the event itself. Presales of tickets are key in making money. This dinner is an excellent idea that, with good planning, can earn you a lot of money.
4. **Concession Stand:** Have your chapter setup a concession stand to sell goods to spectators at different sporting events, plays, community festivals, etc. This activity will also provide your chapter with an opportunity to interact with the community.
5. **Fast Food Coupons.** Fast food restaurants offer several opportunities for fundraising. Several companies include McDonalds, Pizza Hut, Hardees, Burger King, and Wendy's. Your local grocery store(s), coffee shops, and restaurants may also choose to participate.
6. **Spook-O-Grams.** Chapters can sell Halloween Spook-O-Grams with candy attached for 50 cents each. Members deliver these spook-o-grams to students in classes around Halloween. The recipient pays an additional amount such as a quarter to find out the sender!
7. **Night On The Town Package.** Put together a complete package of donated items—dinner for two, limo service, corsage, and two theater tickets. Then sell chances for this prize for \$2 each. (You will need to see if raffles are allowed in your area or if you need a raffle license)
8. **Dunk Tank.** Your FBLA chapter can build a dunking tank that you can take to community festivals or school activities. Members of your chapter, other students, teachers, or administrators can volunteer to be dunked. You can charge \$1 for three chances to hit the target and dunk the volunteer. Members can bring in their old stuffed animals to use as prizes or ask area businesses to donate small prizes.
9. **Car Wash.** Have your chapter sponsor a car wash. Include presold tickets by each chapter member. This will ensure that you start the car wash with money in the bank. If you are able to coordinate a "matching funds" car wash with a local business such as WalMart, it may help to double your funds.
10. **Babysitting Services.** FBLA members provide a babysitting service from 6-9 p.m. to allow parents a little alone time. Parents can drop off their children at the school, and FBLA members will do the babysitting.
11. **Talent Show.** Sponsor a community-wide talent show. Charge an entry fee of \$5. Give trophies and cash prizes to the winners. Charge an admission fee of \$2. Contact a local celebrity such as a radio D.J., school administrator, or teacher to serve as the M.C. for the event.

12. **Silent Auction.** During the Homecoming Football Game sponsor a silent auction. Contact area businesses and community members to make them aware of the auction, how they can contribute, and what the money will be used for. Go to garage sales and collect baskets. You generally can buy them for a dollar or two. Then have members bring in items to make various themed baskets such as baking baskets, sports baskets, hunting baskets, Christmas baskets, etc. Start the auction around 4 p.m. and continue until the seven minute mark of the third quarter. You could always incorporate a live auction as well if you have bigger items.

13. **Homecoming Carnival.** During Homecoming, your FBLA chapter could sponsor a homecoming carnival where the kids in the community come from 4 – 6 to play games and eat. Kids pay a minimal fee to participate in each of the games. This is also a great time for the other clubs in the school to sponsor a game as well. Some ideas would be a dunk tank, fish pond, face painting, dart throwing, etc. You don't make a ton of money, but it helps to develop good will within the community.

More ideas can be found here: <http://dpi.wi.gov/fbla/resources.html>

Leadership Conferences

Local Chapter Officer Training (LCOT)

Attending the Local Chapter Officer Training can help your members learn how to make a Program of Work for the upcoming year and develop their leadership skills. LCOT (Local Chapter Officer Training) is usually held in the Wisconsin Dells in late July.

Fall Leadership Labs

These labs, typically offered in October and November, are a great way to get new members, new chapters, and younger members excited about FBLA. A national level speaker works with that state officer team to offer this one-day opportunity!

Regional Leadership Conference (RLC)

Wisconsin is divided into six regions with Regional Leadership Conferences being held each year the first Saturday in February. These conferences are **hosted by the regional vice presidents who were elected at the previous year's Regional Leadership Conferences.**

Attendance at the regional conferences **is not limited**. The conferences include a general session, competitive events, election of the regional vice president, special-interest sectionals, and an awards program.

Note: After a chapter has been chartered by the national office, a copy of the current year's Competitive Events Guidelines is mailed annually to the adviser by the State Office. Specific information concerning all competitive events and the number of contestants who can attend the State Leadership Conference are included in these guidelines.

State Leadership Conference (SLC)

The State Leadership Conference is a two-day conference held each year in April. The first through third-place regional winners from each event may advance to state competition.

In addition to the competitive events, the conference includes business meetings, election of officers, special-interest sectionals, awards program, installation of state officers, and other planned activities.

Attendance at the State Leadership Conference **is limited**.

National Leadership Conference (NLC)

The first-place, second-place, and in some instances the third-place winners in all events with a national counterpart are eligible to advance to the National Leadership Conference.

The National Leadership Conference is held during the summer in a major selected city across the United States. All advisers and members are eligible to attend. **The State Office is NOT responsible**

for travel, housing, and other needs associated with attending the National Leadership Conference. However, prior to the National Leadership Conference, the State Office will compile housing information for a state block profile.

In addition to the competitive events, the conference includes business meetings, election and installation of national officers, special-interest sessions, awards program, tours of the selected city, and other planned activities.

National Fall Leadership Conference (NFLC)

The United States is divided into five regions. Wisconsin is part of the North-Central Region, which also includes Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Ohio.

The National Fall Leadership Conference is held each November in five select cities across the United States. The conference consists of general sessions, special-interest sessions, tours, and other planned activities.

Attendance at the conference is not limited. It is important to plan early and fundraise for expenses such as registration, hotel, and travel.

There is no 15:1 ratio for this conference. It is a good idea to have ample chaperons and have students assigned to these individuals.

Wisconsin Fall Leadership Conference (WFLC)

When an NFLC is not offered in Wisconsin, WI FBLA offers its own day and half conference for all high school members to attend. Many great breakout sessions and tours, as well as, community service options (if applicable) are offered for members!

Chaperone Policy

Due to the necessity of appropriate supervision for the safety of our students (based on new DPI volunteer policies), coupled with the sheer size of the Wisconsin FBLA conference, the number of competitive events, tough economic times for business and industry, and availability of other types of volunteers, the following policy is being implemented.

Each FBLA Chapter attending a Regional or State Leadership Conference will be **REQUIRED** to have a 15:1 ratio of students to advisers/chaperones. ***This ratio is based on the registered members on the final day of registration for either the Regional or State Leadership Conference.***

All FBLA Advisers will be assigned to administer **at least** one competitive event/performance, workshop, or tour. In addition, your chaperone(s) will be assigned to at least one competitive event/performance, workshop, or tour. The chaperones will be assigned such duties as timer, tour chaperone, workshop facilitator, or room monitor. Every effort will be made to not allow overlapping event assignments for advisers and chaperones.

Names of advisers and chaperones will need to be submitted during the RLC/SLC Registration process.

Traveling with Students

Start planning now for upcoming FBLA-PBL activities. Good preparation will not result in stressful and unhappy experiences. Below are hints for successful travel to Fall, Regional, State and National Conferences.

Before You Go . . .

Communicate with parents. Send home written information about the conference details and its purpose.

Adviser Standards: Make certain that students and parents are aware for your standards. Inform parents what will be allowed and what will not. Be specific, be direct, and leave no doubt about consequences for breaking your rules.

Parent Meeting: Conduct a meeting with parents and students prior to an overnight conference.

Contact Information: Parents should have your contact information including cell phone numbers for you and your chaperones, as well as the front desk of your hotel and location of the conference.

School District Forms and State FBLA Forms: Have in your possession all necessary travel forms from your school district. FBLA forms include the Medical Release form and Code of Conduct form. These forms are located on the Wisconsin FBLA website. All forms should be readily accessible for you and/or other adults who would assist you in the event of an emergency.

Copies of Forms and Materials: Make a copy of every form you received from or submit for conferences, hotels, travel agents, and tour companies. Documentation will go a long way toward stopping a dispute.

Binder with Tabs: A binder is very helpful in organizing all materials for your travel. Include the following tabs: Registration, Hotel Confirmation, Tours/Entertainment, Restaurants/Meals, Transportation, Medical Release Forms, Miscellaneous to include hospitals, School Administration Contact Information, Photocopies of Insurance cards.

Hotel Check-In: Have students inspect their rooms and notify you of any damage so it can be reported to the front desk. Consider coming up the night before to get acquainted with the surroundings before the conference begins. Yes, this will be more money, but it beats leaving at the crack of dawn.

After You Arrive

Reminders to Students: Remind your students why they are at the conference. If you treat the conference as serious business, so will your students. Remind them that their actions not only reflect you, but themselves, the chapter, and the school.

Contact Information: Make certain you can be reached at all times. Make sure that every student has your room number and your cell phone number. Place student's cell phone numbers into your phone.

Chaperones: Do not go alone. Bring HELP. Schedules make it impossible to be with your students and assigned duties at the same time. Bring at least one other adult you can count on. (Remember the ratio of 15:1.)

Curfew Violations: Plan in advance exactly how you will deal with curfew violations. Check all rooms each night and insist on seeing every student assigned to that room.

Supervision: Stay in the hallway for at least one hour after curfew. Keep your door open when you can while at the conference. Question kids from other schools who are hanging around your student's rooms as to their purpose. Then ask them to leave. Students must keep their hotel door open at all times if there are members of the opposite sex in that room.

Hotel Check-Out: Inspect every room. Collect keys. Do not let kids back into their rooms after they have been checked out.

Chapter Recruitment: Utilize your conference activities as a recruitment tool for next year. Be sure to take the opportunity to publicize the conferences you attend in your local newspaper and the school's newsletter. It is essential for you to let the community know the great things that you and your chapter do.

Competition

Competitive events fall into three categories: individual, team, and chapter. Individual and team events focus on skills useful in leadership and career development; chapter events recognize overall achievement and performance in chapter management and growth.

The Wisconsin FBLA website (<http://dpi.wi.gov/fbla/studyguides.html>) contains Event Guidelines, Rating Sheets, Formatting Guide, 2011-2012 Topics, Statement of Assurance, and sample FBLA competitive event performances.

Things to keep in mind when competing:

- Be sure to check Appendix B for competition dates and deadlines.
- Deadlines are deadlines. No excuses.
- Theme for 2011-12 FBLA-PBL is “FBLA: Gateway to Greatness”
- Marketing is now a team event.
- Entrepreneurship and Network Design Final Performances will Change from Performance w/Judge Q & A to Interactive Performances.
- Electronic Career Portfolio will now include a presentation at SLC and NLC (all qualifiers will present –a final round will determine the winners)
- DVDs and flash drives are now the accepted medium for submitting digital content.
- All materials to be submitted for judging at regional or state competition must be submitted in a 9 x 12 envelope.
- Envelopes must be labeled with event, participant name, school, and software used.
- Review dress code with students and follow it (Appendix G).
- Bring along to competition a couple of ties, belts, and dark colored socks. You never know when one of your students may have to borrow them.
- Do a check to make sure that your students are dressed properly when they are getting on the bus before leaving for competition.
- Each FBLA Chapter attending a Regional or State Leadership Conference will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones. This ratio is based on the registered members on the final day of registration for either the Regional or State Leadership Conference.
- Be sure students bring with them all necessary materials such as note cards, calculators, computers, projectors, #2 pencils, etc.
- Good idea to make extra copies of note cards for competitions where students may use them. Bring the extra copies to the competition in case a student loses theirs.
- Check competitive guides over to make sure that nothing is missed. You don't want your student(s) disqualified because you forgot a detail.
- Hold practice sessions before competition. It gets the students engaged in studying and lets them know that they should take it seriously.
- Upon arriving at the competition site, have your students find the room where they will be competing. It helps to relieve a little anxiety on their part.
- Remind students to turn off their cell phones during the conference.
- All FBLA Advisers will be assigned to administer at least one competitive event/performance, workshop, or tour. In addition, your chaperone(s) will be assigned to at least one competitive event/performance, workshop, or tour. The chaperones will be assigned duties such as timer, tour chaperone, workshop facilitator, or room monitor. Names of advisers and chaperones will need to be submitted during the RLC/SLC Registration process.
- Results from tests will be posted online once the conference is done. You need to pick up all other materials from headquarters immediately after the conference.

Community Service

Community service is a major component of FBLA. One of the main goals in our state Program of Work is to create and maintain a high level of community service throughout the state. We encourage all local chapters to provide community service to members of their community.

At the state level, Wisconsin FBLA is working with the March of Dimes and beginning to work with America Saves. FBLA continues to be the largest contributor to the March of Dimes, as it works to prevent premature births and help families with babies that are born prematurely. America Saves is a new program that works to inform people of the value of saving. This program helps people develop smart savings plans and helps them to become more financially secure.

Please encourage all FBLA members to become active in their community. We want FBLA to benefit its members and communities. By providing community service, we share more about what our organization is about. We challenge each of you to work with your local community members to make it a better place for everyone to live.

Here are sample community service ideas for local chapters.

One way for your chapter to be recognized for all the great things it does to give back to its school and community is to apply for both the Regional and State Community Service Award. These awards will be awarded during the Closing Session at your Regional Leadership Conference on February 4, 2012, and State Leadership Conference on April 3, 2012.

To apply for the Regional Community Service Award, please complete the [Regional Services Award](#) form and submit to your Regional Host by January 20, 2012.

To apply for the State Community Service Award, please complete the [State Services Award](#) form and submit to the State Office by March 7, 2012. Good luck!

Here are some examples of projects:

A Million Thanks

A Million Thanks is an organization committed to showing appreciation to U.S. Military Men and Women for their dedication and sacrifice. Sponsor a day to have members of your chapter and school send thank you letters to our troops. Check out <http://amillionthanks.org/> for more information, guidelines, and instructions for sending letters.

Adopt-A-Highway

Have you ever seen those signs on the side of the road that say, "Adopt-A-Highway Sponsor," and include an organization or family member's name? Becoming an Adopt-A-Highway sponsor is not as hard as it seems. As a highway sponsor, you are required to pick up trash along your highway at least twice a year. The best times to clean your highway are in the fall and spring. To get your members excited about doing this, offer an incentive in combination with this activity. For example, arrange for your organization to cover the cost of breakfast for your group to meet at a local restaurant. If you are interested in becoming an Adopt-A-Highway sponsor, you may contact your local highway department or visit the Adopt-A-Highway program website at <http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>.

Big Brothers Big Sisters

Big Brothers, Big Sisters (BBBS) is one of the oldest mentorship programs in the Nation. BBBS arranges for young children to be paired with an older “Brother or Sister” to help build better relationships and brighter futures. Contact your local BBBS Chapter for more information.

BloodCenter of Wisconsin Blood Drives

Hosting a community blood drive is a great way to bring everyone together to help others in need. Half of the blood distributed by BloodCenter is collected at one of the 12 centers throughout the state, but the rest is collected from local blood drives hosted by organizations such as FBLA. Depending on the available space and other considerations, BloodCenter can hold a drive inside your school or on their bloodmobile bus. BloodCenter will also provide you with checklists, posters, table tents and other materials to aid you in planning and advertising your blood drive, and the BloodCenter staff is always available to help you through the process if you need assistance. For more information on how to host a blood drive through BloodCenter of Wisconsin, call: 1-877-BE-A-HERO (1-877-232-4376).

Making Blankets

An easy way to help out your community is to offer assistance to those who already do! Fire departments and rescue squads across America are constantly in need of supplies like blankets. For directions to make no-sew blankets, follow the link below: <http://www.mystuffbags.org/blanket.htm>

Christmas Caroling

If your chapter is full of members that love to sing, you can take them Christmas caroling at a local nursing home. Residents of the nursing home will love to see today's youth getting involved in their community. If this is not an option for your chapter, you can simply gather members and go caroling around your community. Once you have finished caroling, you could even meet at somebody's house for hot chocolate, hot apple cider, and cookies.

Christmas Dinner

As an FBLA chapter, cook dinner for elderly people in your community who may spend the holidays alone. Also, you can volunteer at a food pantry, or local church, to serve the less fortunate members of your community. You can go one step further and deliver the meals to families with the Meals on Wheels organization as well.

Clean Up!

Hosting a clean up is a great way to provide a service without having to spend money. Choose a day for your FBLA chapter to go out to your community and pick up trash in a city park or along the highway. This is an easy, free way to help out your community!

Daffodil Days

According to the American Cancer Society, the daffodil represents hope and renewal. This is why each year they sell daffodils to help fund research to one day end cancer. Daffodil days is a simple fundraiser that any chapter can start because it just requires an order form and a little effort to raise awareness about this fundraiser. The daffodils are sold by bunches of ten to a case of 500! You can even send a gift of hope, which is ten daffodils in a vase delivered anonymously to a cancer patient. To find more information about Daffodil Days please click on the link below.

Deck the House

There are many families in need year round but the Christmas season is especially a hard time for some. A very simple way to help is to find a family in need in your community and collect different Christmas decorations and gifts to give them. Then, as a chapter, take a night and go decorate their house. This simple act will be greatly appreciated throughout your community.

Donate It!

Does it seem like you are always having food drives? Try something new: collect new or gently used toys, clothes, or blankets. Another idea is to have a toiletry item drive. This is a good idea for FBLA chapters because most everyone has something they can donate and it is a change from the typical food drive.

Easter Egg Hunt

This is a fun activity to do with first or second graders. All you have to do is collect plastic Easter eggs to fill with candy or little prizes. Have your members bring in plastic eggs for small little rewards, so that they get something out of it. Next, have an officer or member fill all the eggs with candy. Have a group of members go to the elementary school, hide all the eggs, and then let all the children go out and find them. As an added bonus, have a member who is willing dress-up as the Easter bunny, but the trick is that they can't talk. Happy hunting.

Emergency Shelters

Do a little research in your area to locate any emergency shelters. Contact them to find out what they need. Then, have a food drive, clothing drive, or toiletry item drive to benefit that emergency shelter.

Food Drive

Holding a food drive is one of the most common ways schools help out agencies in their community. It is easy: just publicize your event, put out boxes to collect food, and arrange for it to be transported to a deserved agency.

Habitat For Humanity

Teaming up with Habitat for Humanity is a great way to help others and bring your chapter together. Habitat projects typically include constructing new houses for families in need, but there are also other projects that don't require building such as landscaping. All you need to do to get started is contact your local Habitat for Humanity Affiliate. Please note that all participants must be at least 16 years old. To get more information, simply use the search option on the following website:

<http://www.habitat.org/cd/local/default.aspx?r=r>, or to find all locations in Wisconsin, follow the subsequent link: <http://www.habitat.org/cd/local/affiliate.aspx?place=55>.

Host a Pageant

I think we've all seen the Miss America pageant on TV, or something close to it. Have you ever thought about hosting your own pageant? Hosting a pageant is a great way to showcase the talents of your members. Hosting a pageant is a great way to achieve name recognition in the community. You may ask businesses to donate prizes or their time to judge your pageant. Hosting a pageant is simple when you inspire members to become involved, so you should have no problem finding people to compete in the pageant. To make this a successful pageant, make sure that you promote your pageant as much as you can, and invite the community. For more ideas, please talk with your adviser about ways to help in YOUR community, or read the community service ideas guide prepared by the FBLA State Leadership Team.

The Humane Society

The Humane Society is a great way to get involved in your community. An easy way to get started is by contacting your local humane society to ask what they need for their shelter. Ideas include collecting pet toys, food or donations to help support their cause. If your chapter would prefer to give services rather than goods, try and get a group of members together and volunteer at your local humane society. For info about your local humane society, visit the following link

<http://www.wihumane.org/default.aspx> or email a humane society employee at info@wihumane.org.

Local Blood Drive

Blood is always in high demand, so a good way to benefit the community is to organize a local blood drive. All you have to do is contact the American Red Cross, and they will help you set one up! Details/Steps Contact the American Red Cross.

Meals On Wheels

Meals-On-Wheels and other senior meal delivery programs provide meals to millions of seniors throughout the United States. Through such programs, seniors who do not have access to meals for lack of mobility, funds, or ability, are able to eat properly and are provided with services that help them live a healthy and enjoyable life. Each meal provides approximately 1/3 of a seniors' daily nutritional value. To volunteer with Meals on Wheels or a similar service organization, visit: <http://www.mealcall.org/volunteers.htm>. Please note, this site will allow you to volunteer for multiple food providing organizations, not just for meals on wheels.

Nursing Home

Volunteer at a local nursing home to play bingo with residents. Although this idea seems very simple, people who live in nursing/elderly homes are often times lonely. Even just spending a little time with an elderly person can help to brighten their day and bring a little hope into their lives. Besides bingo, FBLA members could also read to residents, assist them with gift-wrapping during the holidays, or even just go for a few minutes to visit.

Operation Christmas Child

Every year, Operation Christmas Child collects shoe boxes that are filled with everything from toys to toothpaste. All of these boxes are sent to less fortunate children from ages 2-14. Last year, many of these boxes collected went to the victims of Hurricane Katrina. Even as many of the boxes collected went to hurricane victims, there were still 7.6 million boxes distributed to 95 different countries last year! If you are interested in filling a shoe box, please click on the link below for more information.

Penny War

Instill some friendly competition in your school with a penny war. Divide up by grade, by homeroom, or floor. Then, have everyone bring in pennies for their specified group. If nickels are dropped into one group's bucket, then 5 pennies are subtracted from that group's total. Whoever ends up with the most money in their bucket minus the nickels, dimes, or quarters, earns a surprise (pizza party, free pencils, etc). Then, donate all of the money raised to a local food pantry or agency in need.

Pink Yoplait Lids

You may have seen pink lids on Yoplait yogurt containers. Many of us know that these lids support the Susan G. Komen Breast Cancer Foundation. For every lid that you send in, Yoplait will contribute ten cents to this foundation. This may not sound like a lot of money; however, it only takes 100 lids for Yoplait to contribute \$10.00 in support of this foundation. If you are interested in collecting lids as a chapter it's very easy. All you need are a few collection boxes that you can put in your adviser's room, the office, teacher's lounge, or other places that many people visit at school. Next, you can put posters up in the hallway, make announcements, or other creative means to spread word about your efforts. You can visit the link provided below for more information about this foundation, locate the mailing address for lids, and discover cool collection tools that you may want to utilize. Please note that the current lids need to be sent in by December 31, 2006. Yoplait starts collecting lids once again in spring, so please start collecting these lids now!

Playground Clean-Up

A great way to get involved within your school and community is by going to local playgrounds and

simply cleaning up. You could offer to paint over playground equipment or pick up the garbage around the playground. You could also talk to a local landscaping business to donate new rock or woodchips for around the equipment.

Roots and Shoots

Roots and Shoots is a faction of the Jane Goodall Institute. The main focus is to better the environment and community. Students can join the organization and promote a campaign. Examples of campaigns include: Trees for Tomorrow, Reusable Bag Campaign, and Roots & Shoots Day of Peace. To contact or learn more information about Roots and Shoots, visit <http://www.rootsandshoots.org/>. You can also call 800-592-JANE or write to: Roots & Shoots program, the Jane Goodall Institute 4245 North Fairfax Drive, Suite 600 Arlington, VA 22203 USA

The Salvation Army

The Salvation Army does wonderful things for people in need everyday. Because of this, they are in need of volunteers year round. Whether it is painting pumpkins with those using Salvation Army services or ringing bells during the holiday season for the Red Kettle Campaign, any bit of help is always greatly appreciated. To get more info about how and where to help, visit www.salvationarmyusa.org

Santa Letters

Contact local elementary school teachers and offer to help some of the younger children write their letters to Santa Claus near Christmas time. Be sure to have the children write their home address on the letter so “Santa” can answer back! Once the letters are finished be sure to put them in a “mailbox” to send directly to the North Pole. After all of the letters have been mailed, collect the box, and then at an after-school FBLA meeting have each member personally answer a child’s letter. One member should sign all of the letters as Santa Claus and you should also designate a couple elves to proofread the letters, stuff envelopes and put addresses and postage on the envelopes. Be sure that every child that wrote a letter gets a response and make sure that “Santa” doesn’t promise any presents! You can make this a fun social activity for your chapter by having snacks and drinks during the meeting too.

Thanksgiving Food Drive Competition

Idea submitted by William Hallbach, Region IV Vice President The purpose of the Thanksgiving Food Drive Competition to raise money and meal items for the local food pantry for the upcoming holiday season. Each homeroom (could be combined by grade level, such as seniors, juniors, etc.) is given boxes for donations and asked to bring in as much as possible. The number of food items is totaled and the winning class of each grade level receives donuts and milk at the conclusion of the drive.

Details/Steps

- Contact the local food pantry. Ask for which items they need the most and when they would like the food delivered.
- Get at least two large boxes and several grocery bags for each class and label these with the name of the homeroom teacher. Have FBLA members distribute these on the first day, explain the competition, and give out a list of Bonus items (what the food pantry currently needs). Explain that each item is worth one point and one bonus item is worth two points. Cash is worth no points but it is greatly appreciated.
- Have a daily announcement promoting the Food Drive.
- On the last day, have the FBLA members collect the items, money, and tally the food items. Next, have the seniors, and anyone with a free first hour, help deliver the food to the pantry.

Trick-or-Treat for UNICEF

Do you think that going trick-or-treating is just for little kids? Well, not anymore. You and your friends can get dressed-up in costumes each Halloween, and go trick-or-treating for money, and maybe some candy too. The best part is that all the money raised goes to under-privileged children in third-world countries. Each year, UNICEF helps children in 156 different countries get health care, clean water, nutrition and education to children and their families. Just one dollar could help immunize a child against polio, so if you are interested in going trick-or-treating, please click on the link below for more information. Trick-or-Treat for UNICEF

Tutor

Provide a service to your own school! Begin a tutoring program helping freshmen and sophomores with their schoolwork. This way, you are not only doing community service but the benefits can be seen right in your own school!

Warm Hearts, Warm Toes

Johanna Smith created this project. Warm Hearts Warm Toes provides assistance to a young girls orphanage, home to girls ages 3 to 18 years old. The project's main goal is to provide twin size quilts for bunk beds for an orphanage in Osorno, Chile.

More ideas can be found here: <http://www.dpi.wi.gov/fbla/commserv.html>

Appendix A

Wisconsin FBLA 2011-2012 Executive Board Directory

Office	Officer	Adviser	School
State President	Becca Bagniewski wifblapresident12@gmail.com	Terri Roemer troemer@cfc.k12.wi.us	Cochrane-Fountain City High School S2770 State Highway 35 Fountain City, WI 54629 608-687-6412 (fax) 608-687- 4391, Ext. 262
State Vice President	Allison Hill wifblavp12@gmail.com	Jan Imhoff imhoffj@portage.k12.wi.us	Portage High School 301 E. Collins St. Portage, WI 53901 608-742-0617 (fax) 608-742-8545, Ext. 1052
State Treasurer/Secretary	Taylor Noeller wifblatreasurer12@gmail.com	Katie Grassel kgrassel@seymour.k12.wi.us	Seymour High School 10 Circle Dr. Seymour, WI 54165 920-833-7608 (fax) 920-833-2306, Ext. 414
State Reporter	Jon Leja wifblareporter12@gmail.com	Tracy Tate tratate@ocontofalls.k12.wi.us	Oconto Falls High School 210 N. Farm Rd. Oconto Falls, WI 54154 920-848-4444 (fax) 920-848-4467, Ext. 2051
State Parliamentarian	Caleb Goodness wifblaparliamentarian12@gmail.com	Debra Kinney deb.kinney@wrps.org	Wisconsin Rapids Lincoln High School 1801 - 16th Street South Wisconsin Rapids, WI 54494 715-422-6097 (fax) 715-424-6750, Ext. 4152
Region I Vice President	Kate Bergum wifblaregion1vp12@gmail.com	Tracy Danovsky tracy.danovsky@superior.k12.wi.us	Superior High School 2600 Catlin Ave. Superior, WI 54880 715-394-8760 (fax) 715-394-8720, Ext. 167
Region II Vice President	Jordan Krutza wifblaregion2vp12@gmail.com	Jim Saddison jsaddiso@wisp.k12.wi.us Steve Kass skass@wisp.k12.wi.us	Stevens Point Area High School 1201 N. Point Dr. Stevens Point, WI 54481 715-345-5408 (fax) 715-345-5590
Region III Vice President	Stormy Gerndt wifblaregion3vp12@gmail.com	Becky Dickson evanbe@suring.k12.wi.us	Suring High School PO Box 158 Suring, WI 54174 920-842-4570 (fax) 920-842-2182, Ext. 237
Region IV Vice President	Claire Kayser wifblaregion4vp12@gmail.com	Annette O'Hern aohern@lacrosseschools.org	La Crosse Central High School 807 East Ave. South La Crosse, WI 54601 608-789-7183 (fax) 608-789-7185

(continued on next page)

Wisconsin FBLA 2011-2012 Executive Board Directory (continued)

Office	Officer	Adviser	School
Region V Vice President	Jack Flinchum wifblaregion5vp12@gmail.com	Michelle McGlynn mmcglynn@waunakee.k12.wi.us	Waunakee High School 301 Community Dr. Waunakee, WI 53597 608-849-2164 (fax) 608-849-2130
Region VI Vice President	Allison Gage wifblaregion6vp12@gmail.com	Stephanie Jansen stephanie.jansen@muskegonorway.org	Muskego High School W183 S8750 Racine Ave. Muskego, WI 53150 262-679-3534 (fax) 262-971-1790
National Treasurer	Drew Marx fblatres@fbla.org	Mary Halweg halwema@saukpr.k12.wi.us	Sauk Prairie High School 105 - 9th St. Prairie du Sac, WI 53578 608-643-5419 (fax) 608-643-5916
State Office Staff	Jen Wegner, State Adviser jennifer.wegner@dpi.wi.gov 608-266-2348	Erik Sitts, Office Operations Associate erik.sitts@dpi.wi.gov 608-267-9259	Wisconsin FBLA 125 S. Webster St. Madison, WI 53703 608-267-9275 (fax)
National Office FBLA-PBL, Inc.	800-FBLA-WIN [800-325-2946] 703-758-0749 (fax)	www.fbla-pbl.org	FBLA-PBL 1912 Association Dr. Reston, VA 20191-1591

Appendix B

FBLA 2011-12 Calendar of Events

2011

September 1 Membership Registration Opens for 2011-2012 at www.fbla-pbl.org.

October 12 [FBLA Fall Leadership Lab](#) at Crowne Plaza, Madison

October 15 FBLA National/State Membership Deadline for Gold Seal Chapter Recognition/Membership Registration at www.fbla-pbl.org.

October 20 [FBLA Fall Leadership Lab](#) at The Plaza, Eau Claire.

November 11-12 FBLA National Fall Leadership Conference in Milwaukee (www.fbla-pbl.org)

November 15 FBLA National/State Membership Deadline for Competition Dues/Membership Registration (www.fbla-pbl.org).

November 28-30 National/State Membership Verification.

December 1 FBLA Program of Work Due to State Office.

December 5-16 RLC Registration Window.

December 15 FBLA Regional Vice President Candidate Applications Due.

2012

January 3-4 Onsite Testing Administrator receive testing information/exams (via email).

January 5-18 Testing Window: RLC Online and Skill Event Testing at Home School.

January 6 Substitution/Cancellation Cancellation Deadline (to receive refund)
FBLA State & National Officer Candidate Applications Due.

January 15 FBLA Lorraine Missling & Kevin Colling Scholarship Deadline
FBLA Adviser Recognition & Outstanding Local Chapter Adviser Application Deadline.

January 20 All pre-judged and skill event materials, along with registration fees and Regional Vice President candidate materials due (must be received).

February 4 [FBLA 2012 Regional Leadership Conferences](#) 2012-13 Officer Screening
(bring campaign materials for approval).

FBLA 2011-12 Calendar of Events *(continued)*

February 5-11 Career and Technical Education & FBLA-PBL Week.

February 9 All-CTSO Legislative Day in Madison

February 15 Skill Event Cancellation Deadline.

February 21 Onsite Testing Administrator receive testing information/exams (via email).

February 22-March 2 SLC Registration Window
SLC Skill Event Testing at Home School.

March 7 FBLA State Officer Candidate Worksheets Due
FBLA SLC Adviser & Student Conduct Forms Due to State Office
FBLA SLC Materials and Reports Due to State Office.

March 9 Substitution/Registration Cancellation deadline (to receive refund).

March 16 SLC Registration Fees due.

April 2-3 [FBLA 2012 State Leadership Conference](#) at La Crosse Center, La Crosse.

April 3 Wisconsin FBLA Spring Executive Board Meeting at La Crosse Center, La Crosse.

April 13 Skill Event Cancellation Deadline.

April 23-27 Wisconsin FBLA - National Skill Event Testing Window.

May 1 FBLA End of Year Report Due to State Office.

May 2 FBLA National Materials and Reports Deadline to State Office
NLC Stipend Request Form Due
End of Year CTSO Report due (Gold Seal Chapter Recognition).

June TBA FBLA State Officer Training at Edgewood College in Madison

June 29-July 2 FBLA 2012 National Leadership Conference (www.fbla-pbl.org) in San Antonio, TX.

Appendix C

Wisconsin FBLA Program of Work (POW)

Complete print version can be found here: <http://www.dpi.wi.gov/fbla/pdf/statepow.pdf>

WISCONSIN FBLA PROGRAM OF WORK 2011-12

Goal Statement No.	Service				
OBJECTIVES	ACTIVITIES	TIME LINE	RESPONSIBILITY	BUDGET	EVALUATION
Increase Local Participation in March of Dimes Projects	Include an article in WFeB and regional newsletters focused on the March of Dimes with links in articles and on the website	September	Allison Hill Region Vice Presidents Jon Leja		
	Develop form to collect information about amount of money given by each chapter	October	Allison Hill State Office		
Increasing participation in state and local chapters in "Go Green Initiatives"	Recognize top donating chapters at State Leadership Conference	April	Allison Hill		
	Add tips and tricks in articles in WFeB for Go Green awareness	Ongoing	Jordan K Jon Leja		
	Go Green workshop at State Leadership Conference	April	Claire		
	Collect pictures to show chapters participation in Go Green	March	Jon Leja		
	Use recycled materials whenever possible	March	All		
	Write article on Go Green Project on Earth Day	April	Taylor Noeller		
	Go Green introduction article	September	Jon Leja		
Encourage participation with the middle level FBLA chapters	Give a presentation at current and/or prospective middle level chapter	November 1	All		
	Three RLC hosts that contain middle level chapters will create new workshops or activities for middle level members only	February	Jordan Allison Gage Claire		
Mentor new chapters and advisors	Give presentation at current or prospective ML chapter	November 1	All		
	Develop new mentoring websites for new chapters and advisors	September	Terri Roemer Joshua Firgens		
	Continue mentoring state advisors	Ongoing	Jen Wegner		

WISCONSIN FBLA PROGRAM OF WORK 2011-12

Goal Statement No.	Service Continued				
OBJECTIVES	ACTIVITIES	TIME LINE	RESPONSIBILITY	BUDGET	EVALUATION
	Develop Chapter to Chapter mentoring initiative	Ongoing	Jen		
	Create content experts email links on website/Facebook	August	Becca		

**WISCONSIN FBLA PROGRAM OF WORK
2011-12**

Goal Statement No. Education

OBJECTIVES	ACTIVITIES	TIME LINE	RESPONSIBILITY	BUDGET	EVALUATION
Provide competitive event assistance	Present NFLC breakout in competitive events	November	State Officer Advisors		
	Include competitive events tips for advisors	September	Josh Terri State Office		
	One sentence (blurb) overview of competitive events added to website/Update competitive events studyguide webpage	October	Kate Jack		
Increase knowledge of Business Achievement Awards	Each State Officer shall complete one level of the BAA	March 1	All		
	Presentation at LCOT	July	Allison Hill/Becca Bagniewski		
	Article in newsletter with tips	October	Becca		
	Update the BAA webpage	September	Alexa Jordan		
	Update current fundraiser packet	September	Taylor Drew		
Increase communications	Share projects in regional news letters	Ongoing	Region VPs		
	Showcase local chapter ideas in newsletters and WFeB	Ongoing	All		
	Set up 'Skype dates' with Officer to chapter communication -WFeB Email -Newsletter articles -Conferences -Add to Chapter Resources webpage	Ongoing	Allison Hill Becca B.		

Close the gap between the state and national level	Share updates on how State Officers are helping FBLA throughout the year on Facebook at least once a month --Promote/demonstrate at LCOT --Adviser Email --Develop Parameters	Ongoing	All Allison H/Becca		
	Update website documents Stormy- Community service Claire- FBLA week Caleb- Fact Sheet Allison G- membership recruitment	Ongoing	Stormy Caleb Claire Allison G.		
	Make contact with other State Officers from other areas around the nation	Ongoing	Becca Allison Alexa Taylor Jon Caleb		
	Update other officers from North Central Region conference call	Ongoing	Becca		

Goal Statement No. Progress

OBJECTIVES	ACTIVITIES	TIME LINE	RESPONSIBILITY	BUDGET	EVALUATION
Increasing chapter membership	Visit/host current or perspective chapters	Ongoing	All state officers		
Increasing completion of Program of Work	Speak about Program of Work at LCOT	July	Kate		
	WFeB article on POW	November	Kate		
	Sample of P.O.W.'s and Local Chapter Annual Business report on State website	September	Advisors Jen		
	Create workshop related to P.O.W./Gold Seal at NFLC	November	Advisors Michelle/Jack		
Increase Public Relations	Present to local business or community organization regarding FBLA	December	All		
	Encourage chapter members to volunteer at local communities events	Ongoing	Jon Leja Jen		
	Present to your school board	December	All		
	Present at LCOT how to present to your community member	July	Caleb		
	Create a space on the website and Facebook to house submissions from local chapters of their local public relations	September	Jen/Becca		

Appendix D

Local Officers' Responsibilities

President

-  Presides over and conducts meetings according to accepted parliamentary procedure.
-  Keeps members and discussion on track.
-  Appoints committees and serves as an ex-officio member to each.
-  Coordinates charter activities by keeping in close touch with the other officers, the membership, and the adviser.
-  Calls special meetings as needed.

Vice President

-  Assists the president in the discharge of duties.
-  Presides at meetings in the absence of the president.
-  Prepared to assume the duties and responsibilities of the president should the need arise.
-  Oversees all committee work and management of assignments.
-  Serves as an ex-officio member of chapter committees.

Secretary

-  Prepares and reads the minutes of meetings.
-  Provides the president with an agenda for each meeting.
-  Attends to official correspondence and distributes meeting notices.
-  Counts and records votes when taken.
-  Prepares chapter reports.
-  Works with the treasurer in keeping an accurate membership roll.
-  Reads communications at meetings.

Treasurer

-  Receives and acts as custodian of chapter funds.
-  Collects all state & national dues, and is responsible for their disbursement by the appropriate deadlines.
-  Keeps financial records neat and current.
-  Plans, with the assistance of the chapter and adviser, appropriate fundraising activities.
-  Handles the chapter's receipts and expenditures.
-  Encourages efficient money management.
-  Assist as in the preparation of annual statement of receipts and expenditures.

Reporter and/or Public Relations Officer

-  Develops media lists for chapter mailings.
-  Gathers, classifies, and stores chapter news.
-  Prepares news releases and articles for publication in school and local newspapers.
-  Assists with planning and arranging chapter exhibits.
-  Prepares news and feature stories of the chapter's activities for the state newsletter, the Wisconsin FBLA e-Bulletin, and for the national publication, Tomorrow's Business Leader.

Parliamentarian

-  Assists chapter members in understanding the basic purpose of parliamentary procedure.
-  Is prepared to advise the presiding officer and other chapter members on parliamentary procedure.
-  Has reference materials pertaining to parliamentary procedure available for each meeting.

Appendix E

Frequently Used Acronyms

BIT-Business and Information Technology

CTE-Career and Technical Education

DPI-Department of Public Instruction

FLL-Fall Leadership Lab

LCOT-Local Chapter Officer Training

NFLC-National Fall Leadership Conference

NLC-National Leadership Conference

POW-Program of Work

RLC-Regional Leadership Conference

SLC-State Leadership Conference

Appendix F

Business Achievement Awards

Future Award

This award focuses on basic business skills, introduction to community service, and FBLA involvement at the local level. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA event.

Business Award

Prerequisite: Future Award. This award focuses on local and district/regional and state involvement; 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 event.

Leader Award

Prerequisite: Future and Business Awards. This award focuses on local, district/regional, state, and national involvement; advanced business skills; and community leadership. Names of qualifying students and pins will be sent to the state chair/adviser to be presented at the state leadership conference, if desired.

America Award

Prerequisite: Future, Business, and Leader Awards. This award focuses on total association leadership, business skills, and involvement in community. Students qualifying for this award will receive pins at the National Leadership Conference.

View each of the tiers: <http://www.fbla-pbl.org/web/page/662/sectionid/587/pagelevel/2/fbla.asp>

Appendix G

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.

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