



FIRST-TIME ADVISERS

CHAPTER MANAGEMENT HANDBOOKS (Colorado and National):

Chapter Management Handbooks discuss competitive events and chapter programs:

- Contents are updated annually

- Colorado Competitive Events vary somewhat from the National Competitive Events.

PREPARING FOR COMPETITIVE EVENTS

Review new competitive event guidelines at the beginning of each year.

Purchase a copy of the FBLA Competitive Events Study Guide from FBLA-PBL Market Place.

Utilize Professional Division members and business and industry representative to assist members in preparing for events.

COMMUNITY SERVICE PROJECT—MARCH OF DIMES

Review the service learning curriculum provided through a partnership with March of Dimes.

Contact March of Dimes representatives in your area.

Plan activities to raise funds for the March of Dimes.

- Wonder Walks

- Bottles for Babies

- Beanies for Babies

- Paper pumpkins and toy soldiers

IMPLEMENTING COMMUNITY SERVICE PROJECTS

Contact local agencies to determine a need in your community.

Form a committee of members to plan the project.

Implement the project and develop a report based on the guidelines in the Chapter Management Handbook.

PLANNING FUNDRAISING ACTIVITIES

Review fundraising brochures that are mailed with the National Chapter Management Handbook updates. Also, a fundraising flier is posted on the Advisers' Corner of the Colorado Web Site.

National Fundraisers:

Tom Wat: www.tomwat.com

Ozark Delight Lollipops: www.ozarkdelight.com

School Spirit Coffee: www.schoolspiritcoffee.com

Otis Spunkmeyer: www.spunkmeyer.com

Profit Potentials: www.profitpotentials.com

Non-traditional Media: www.NonTraditionalMedia.com

MaggieMoo's: www.maggiemoos.com

JAD Acrylics, Inc.: www.jadacrylics.com

Sockathon Fundraising/Soft Touch Hosiery: www.sockathon.com

Pride Distributors: www.townopoly.net

Schwan's Home Service: 1.888.413.0003

NASCAR Foundation: nascarday@nascarfoundation.com

ClassmateLinks: www.fblalinks.com

Botika Candles: www.botikacandles.com

PLANNING CHAPTER MEETINGS

Conduct chapter meetings using Parliamentary Procedure.

Plan an agenda

Have the secretary keep the minutes

Observe students as they conduct the meeting using the agenda.

Have the secretary type the minutes to distribute and post.

Develop a program of work at the first meeting.

ELECTING CHAPTER OFFICERS

Officers should be elected to assist in carrying out chapter activities. Officer duties are listed in the Chapter Management Handbooks.

President

Vice President

Secretary

Treasurer

Reporter

Historian

Parliamentarian

Officers should be installed using the officer installation and member induction guidelines.

MEMBERSHIP RECRUITMENT

Utilize the membership recruitment video from the FBLA-PBL National Web Site.

Discuss membership recognition awards with members

- 100% Class Participation

- Membership Achievement Award

- Membership Madness Award

- Membership Mania

PLANNING A PROGRAM OF WORK

A chapter's program of work should be planned at the beginning of the membership year. The POW should include:

- Specific goals for the chapter

- Assign members to be responsible for working with each goal

- A timeline for completing goals

ADVISER MENTOR

Contact the State Office for an adviser to be your mentor, or check with your District Board Member or your District Officer Adviser. A mentorship form can be found on the Advisers' Corner of the Colorado Web Site.

INTEGRATING FBLA INTO THE CLASSROOM

Utilize the Colorado Peak Awards and National Business Achievement Awards.

- Colorado Peak Awards: Located on the Competitive Page of the Colorado Web Site.

- National Business Achievement Awards: Located in the National Chapter Management Handbook.

Refer to the Competitive Event Section of the National Handbook. Relate the event to an activity in your classroom.

Locate activities on the ACTE web site.

Attend Colorado Business Educator's (CBE) Workshop in October

CALENDAR

The Calendar is posted on the Colorado Web Site.

CORRESPONDENCE FROM STATE AND STATE OFFICERS

The State Office and State Officers utilize email and the Colorado Web Site for corresponding to the chapters. Utilize the web site for adviser information, conference information, competitive events, etc. www.fbla-pbl.cccs.edu

COLORADO AND NATIONAL CONFERENCES

The dates and information for all conferences are located on the Conference Page of the Colorado Web Site.

Colorado Fall Leadership Conference: \$16.00 per person. Four locations: Grand Junction, Pueblo, Sterling and Greeley (two days).

National Fall Leadership Conference: Estimated cost at \$500.00 per person. Four locations: Colorado does not travel as a state. Arrangements made per individual chapters. Visit the National Web Site for more information, www.fbla-pbl.org.

District Leadership Conferences: Estimated cost – varies by District (\$15.00 to \$45.00). All conferences held during the month of February.

State Leadership Conference: Estimated cost at \$200.00 per person. Held in April.

National Leadership Conference: Estimate cost at \$1,200 per person. Ninety percent of the Colorado Chapters travel with Smith World Travel. It is not suggested but strongly recommended by other advisers.

PERSONAL SUGGESTIONS

Become involved in CBE, CACTE, Professional member of FBLA/PBL, etc.

Develop a rapport with your administration, administrative assistance, and custodial staff. Spoil them with extra food from meetings, etc.

Be organized. The students will pick you apart if you are not prepared.

Get to know your students, but keep the relationship professional.

Utilize past students for chapter activities.

Utilize the community for guest speakers.

Junior Achievement is very helpful in obtaining guest speakers for the classroom.

Develop a Program of Work (POW) with your officers as soon as possible. Assign students to accomplish the goals of the POW.

Integrate FBLA/PBL into the classroom: Use the Peak Awards Program (Colorado) and the Business Achievement Awards (National) for ideas. Also, ACTE has activities on their web site.

Professional Goals: Set one each year

Organization Plan: Organize your year.

Be firm.

Don't be a softy, the students should earn their grades.

Be creative.

Be prepared