



MENTOR/NEW ADVISER CHECKLIST

Date - Signature
Showing Completion
By Mentor/New Adviser

Introduce yourself to the new teacher(s) in your district. Explain your role and the overview of Colorado FBLA-PBL. Give the website address for Colorado and National FBLA for minutes and updates.

Explain the role and responsibilities of a business-FBLA adviser.

Review fall mailing and dates for the year. Have the new adviser setup a calendar and use an organizational notebook.

Inform new adviser in regards to finances, fundraising activities, and social events.

Detail responsibilities, preparation, and leadership opportunities for district leadership conference.

Explain state and national officer guidelines and competitive events, both written and judged. Make certain that the adviser has the most current versions of the National and State Chapter Management Handbooks.

Explain to the new adviser student expectations at all events related to the business classes and FBLA-PBL.

Inform new adviser about administrative relations, publicity and future recruiting.

Help new adviser with business curriculum and best practices of integrating FBLA into the classroom.

TIMELINE/TIPS FOR MENTORS

Contact your new adviser as soon as possible.

- When you start planning, plan with your new adviser
- If possible, meet in person.
- Develop a Program of Work, with at least three goals for both of you.

Respond to your new adviser as quickly as you can.

- Give the best time to be reached information.
- Provide contact information (school phone, fax, email, home and cell optional)

If you receive information from the state or national levels, please forward on to your new adviser, explaining the information sent.

Share what you do with your chapter with your new adviser.

August/September:

1. Meet your new adviser, via phone or in person.
2. Review the following:
 - a. Colorado and National Web Sites.
 - b. Colorado Calendar: emphasize due dates
 - c. Colorado and National Chapter Management Handbooks
 - d. Colorado Monthly Briefings
 - e. National Briefings
 - f. Colorado Fall Mailing
 - g. Membership registration on the National Web Site.
 - h. Colorado Fall Leadership Conference Flier
 - i. CFLC online registration
 - j. CFLC Call to Conference
 - k. CBE Conference and membership
 - l. National Fall Leadership Conference Flier
 - m. District Leadership Conference registration
 - n. Officer Team: elect officers
 - o. Chapter activities
 - p. Community Service Projects
 - q. Peak Awards
 - r. Business Achievement Awards
 - s. Recruitment of members

September/October:

1. Give fundraising activities for Fall Conference expenses
2. Review dress code, code of conduct, and verification forms
3. Give an overview of CFLC and ideas about transportation
4. Review District Leadership Conference Registration packet
5. Review competitive events

October/November/December

1. Review online registration for DLC
2. Discuss ways of integrating FBLA into the classroom
3. Give ideas of Community Service projects
4. Remind of membership dues deadline of December 31
5. Review school district policies on travel/field trips

January/February

1. Discuss skill events:
 - a. Testing period
 - b. Encourage to participate in grading district skill events
 - c. Remind of due dates
 - d. Review how skill events are to be submitted
2. Plan participation at DLC
 - a. Dress Code
 - b. Fundraising activities
 - c. Review program and what to expect at conference

February/March/April

1. Discuss State Leadership Conference
 - a. Deadlines
 - b. Hotel
 - c. Online registration
 - d. Call to Conference
 - e. Transportation
 - f. Fundraising activities
 - g. Expenses
 - h. Expectations
 - i. Encourage to participate in state skill grading
2. Discuss National Leadership Conference
 - a. Deadlines
 - b. Smith World Travel vs. travel on their own
 - c. Expectations
 - d. Fundraising

May

1. Review and discuss next year
2. Awards Banquet: recognize district/state award winners

FREQUENTLY ASKED QUESTIONS (FAQs)

Meetings

- How often should I have meetings?
- How do you publicize the meetings?
- Program of Work, what is it?
- How many officers should I have?
- What are the duties of the officers?

Membership

- How do I recruit members?
- Dues: How do you raise money for dues?

Activities

- What type of fun activities can we do?
- What instructional activities can we do?
- How do I integrate FBLA into the classroom?
- What type of community projects should we do?

Competitive Events

- How do I find out what is on the tests?
- How do you prepare students for the events?
- How do you prepare for the chapter events?

Conferences

- How do you prepare for conference?
- What are the expectations of me and the students?
- How do you raise funds for the conferences?

FUTURE BUSINESS LEADERS OF AMERICA MENTORSHIP PROGRAM

It is important that Colorado FBLA be available to assist new FBLA advisers to make Colorado FBLA a strong and active state Chapter. With the experience of experienced advisers, Colorado can continue to be successful. If you are interested in participating in this mentorship program, please complete this contact form and submit to the FBLA State Office, Deborah Ramirez, Deborah.ramirez@cccs.edu or fax at 720.904.2545.

____ I would be interested in working with a new FBLA adviser.

____ I would be interested in working with an experienced FBLA adviser.

Name: _____

School: _____

School Address: _____

School Phone: _____ School Fax: _____

E-Mail Address: _____

FBLA District Number: _____