**Adviser’s Survival Handbook**

**FBLA Senior Level Division**

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**Arkansas Chapter**

**Future Business Leaders of America**

**Arkansas Adviser’s Survival Handbook**

**FBLA Senior Level Division**

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# Introduction

This handbook is developed as a tool to offer hints and guides to the new adviser and to serve as a reminder for the experienced adviser. This does not replace your national *Chapter Management Handbook* and state handbook but should serve as a supplement to those two publications. Throughout this handbook, references are made to the two main handbooks. This will merely serve as a guide to those two main handbooks. As you organize your year in FBLA, keep these things in mind:

1. For the names, telephone numbers, and e-mail addresses for the state adviser, state officers, their advisers, and district coordinators, check the state FBLA web site at http://arfbla.wixsite.com/arkansasfbla.
2. Familiarize yourself with conference regulations and membership information. Additions and replacements for your state handbook will be posted on the state FBLA web page http://arfbla.wixsite.com/arkansasfbla.
3. Visit the web site of the national organization www.fbla-pbl.org to locate national publications. You will also find useful information about the national organization for making yearly plans for your chapter. You will find the FBLA Marketplace at this site. Marketplace is the official source for FBLA products.
4. Each year in August updates for your *Chapter Management Handbook* are made available online at http://arfbla.wixsite.com/arkansasfbla. Especially important are the guidelines for the competitive recognition program and information about the Middle Level Achievement Program. Advisers may download the *Chapter Management Handbook* from the adviser’s area of the national web page. State competitive event information will be available for download from the state web site (http://arfbla.wixsite.com/arkansasfbla).
5. Dates for deadlines for FBLA activities and reports need to be posted so that they are highly visible at all times. Local advisers receive a deadline sheet from the state office in late August or early September. These deadlines will also be posted on the state web site (http://arfbla.wixsite.com/arkansasfbla).
6. Plans for monthly chapter meetings need to be made well in advance of the anticipated date of each meeting. Give members a copy of your calendar of events and program of work. They also need a copy of the state projects or directions for finding the information on the state web site.
7. Your CMH will have a sample program of work. You may take these suggestions and modify them for your use. This is a valuable source of information for you. This handbook has a worksheet to help you develop your program of work.
8. Find out what your local system requires for travel arrangements at the beginning of the school year.
9. Purchase a notebook or a wall calendar for the information that you will need to keep your chapter running smoothly. This is a tried true method of keeping you on track and focused.
10. The most successful FBLA adviser is one who is dedicated.

# Calendar of Events

The following is a suggested calendar of events for the year. This will give your ideas and reminders to help you stay on track.

|  |  |
| --- | --- |
| **AUGUST** | **SEPTEMBER** |
| 1. Elect officers. 2. Develop a program of work (*See the example in* 3. *CMH* ). Be sure to include activities from the State Projects and written chapter reports such as community service, local chapter activities report, etc. Refer to the Outstanding Chapter Award and incorporate activities that will qualify you for this award. 4. Focus on membership recruitment. There are examples of recruitment methods included in the adviser’s handbook 5. Develop a newsletter for members. This is a valuable communication tool for members between monthly meetings. 6. Complete a step in the state project. 7. Begin plans for attending your District Fall Leadership Conference. | 1. Review your program of work. 2. Finalize plans for attending your District Fall Leadership Conference. 3. Start financial activities. Your chapter members will need funds to complete activities for the year. Consider using one of the state-approved fundraising companies or one of the ideas listed in this handbook under “Fundraising.” 4. Prepare a monthly newsletter. 5. Mail initial membership dues to arrive before October 20. |
| **OCTOBER** | **NOVEMBER** |
| 1. Review your program of work. 2. Attend your District Fall Leadership Conference. 3. October 20 is the first deadline for membership dues to be paid. 4. Focus during October on leadership development. 5. Submit articles for state newsletter by current deadlines set by the State FBLA reporter. 6. Check for 100% Class Participation and submit form if eligible. 7. Begin plans for American Enterprise Day. 8. Prepare a monthly newsletter. | 1. Review your program of work. 2. Celebrate American Enterprise Day, November 15. 3. Focus on community service this month. Develop a project. 4. Submit an article for national publication in *Tomorrow’s Business Leader* (TBL) by November 21. 5. Prepare a monthly newsletter. |

|  |  |
| --- | --- |
| **DECEMBER** | **JANUARY** |
| 1. Review program of work. 2. Continue to focus on community service by adopting a Christmas project. 3. Plan a Christmas social for your chapter. 4. Select contestants for District Spring Conference–check membership roster for eligibility. 5. Prepare a monthly newsletter for members. 6. Plan a State Service Project or a local community service project for January. 7. Arrange for school-site national/state tests and   district skills testing. Request for tests must be received by stated deadline   1. Register for Spring Conference | 1. Double-check membership eligibility for all members participating in District Leadership Conference. Dues to compete in District competition is **January 1**. (**Membership form and check must be received in national office by March 1 for state only events.)** Check AAA eligibility for participants. 2. Complete a State Service Project or a local community Service project. 3. Attend district leadership/competitive events conference. 4. Check eligibility for membership awards (*see CMH*). 5. Begin preparation for school-site national/state/district skills testing. |
| **FEBRUARY** | **MARCH** |
| 1. Arrange for school-site national/state tests and   district skills testing. Request for tests must be received by stated deadline.   1. Celebrate National FBLA-PBL Week (Second week in February). 2. Adviser Appreciation Day, Wednesday of FBLA Week. 3. Submit article(s) for national publication and state newsletter. 4. Watch for request forms for national/state/ recognition tests. 5. Double-check national chapter and individual awards | 1. Mail chapter reports to state adviser for national/state competitive recognition (American Enterprise Project, Community Service Project, and Local Chapter Activities Report). 2. Review program of work and complete all activities 3. Watch carefully for all the deadlines for State Leadership Conference. 4. Complete conference and event registration for State Conference. 5. Complete required forms for Future Business Leader and Job Interview and submit to state by deadline stated in your state conference packet |
| **APRIL** | **MAY** |
| 1. Attend your state conference. | 1. Focus on social activity for chapter members–possibly an awards banquet. 2. Publicize your District Spring Conference successes and any national or state recognition received. 3. Elect officers (optional) for next year. 4. Complete required forms for national conference |

# Recruitment/Membership Information

All active chapters will receive renewal information with their *Chapter Management Handbook* updates pages in late August or early September. All members must be registered online at www.fbla-pbl.org. **Note: membership dues are** **not considered paid until the check is received in the National Center.** For newly chartered or reactivated chapters, an application form along with one check for state and national dues and the $20 one-time reactivation fee (make check payable to National FBLA) must be submitted to the state adviser. After signing off on the application, the state adviser forwarded the application and check to national FBLA. After the initial chartering/reactivation process, you will register your new members online.

Some important membership dates to remember are: **(All dates indicate receipt of dues)**

**October 20** – Deadline for initial membership reporting to receive copies of the first issue of *Tomorrow’s Business Leader*(TBL), qualify for National Fall Membership Awards and qualify for Outstanding Chapter Award (will count for this award if received by November 1).

**January 1** – Deadline for participation in District Spring Leadership Conference and national/state (**March 1**) competitive recognition events.

Arkansas FBLA is a direct dues state–both national and state dues are submitted to the National office in one check. Membership in FBLA is unified. A member must join at the local, state, and national levels to be a FBLA member.

Dues are:

$3.00 State Dues

$6.00 National Dues

Dues should be submitted to: FBLA Membership Dues FBLA-PBL, Inc.

P. O. Box 79063

Baltimore, MD 21279-0063

To register members online, follow these steps:

1. Log on to the national Web Site at **www.fbla-pbl.org**.
2. Click on the “Membership Registration” tab at the left-hand side.
3. Enter your chapter number. Do not enter hyphens or zeros. For example, if the chapter number is 009811-00, then enter 9811.
4. Enter the password “service”.
5. Once you click on enter, the school will come up.
6. Read through the instructions. Scroll down to the end of the instructions. Click on the button: Continue to Step 1.
7. Follow the directions for each step through Step 9, where the results may be previewed.
8. 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.

# Ten Local Chapter Recruitment Ideas

1. Night/Day of the Body Snatcher. Come up with a prize to be awarded at the end of a local chapter meeting to the person that brings the most non-members (snatches bodies) to that particular meeting.
2. **Candy Invitation**. Hand out candy bars such as a Payday with an invitation saying, “Come join FBLA-PBL and see how to increase your PAYDAY! Hand out invitations to all prospective members inviting them to the first meeting.
3. **Locker Signs.** Place signs on lockers with candy on them. Use a catchy phrase such as “Be a STAR in FBLAPBL” and give away starburst candies.
4. **Drawings.** Have a drawing for a free District Fall Leadership Conference Registration open to all members who have paid their dues.
5. **Happenings.** Give examples of what has happened in past years. Show prospective members actual pictures (via a slide show presentation) of where you have gone, what you have done, who you have met. Show that you are HAVING FUN doing these things.
6. **Food.** Have an informational meeting held after school. Promise members food such as a “Build Your Own

Banana Split Party” but not until after you have given your presentation.

1. **Alumni.** Obtain FBLA-PBL alumni from your chapter (or neighboring chapters) to speak with business classes regarding the benefits of membership in FBLA-PBL.
2. **Advertising**. Take advantage of free advertising. Write newspaper articles, create bulletin boards, and post flyers to publicize local chapter activities.
3. **Business Cards**. Display business cards of former chapter members now working to demonstrate that members are going on to find jobs.
4. **Web Site.** Create a web site for your chapter and list your upcoming meetings and events.

# 25 Fun Activities to Help Build FBLA-PBL Membership

1. Take all members who have paid dues on a field trip to a business.
2. Hold a breakfast meeting with juice and doughnuts for everyone.
3. Attend a dinner theater or a play as a chapter. Charter a bus and make it an all-day outing complete with shopping and business tours.
4. Sponsor a back to school picnic for business students to inform them about the many FBLA-PBL opportunities.
5. Have an ice cream social/banana split party for members.
6. Go on a chapter ski trip.
7. Plan activities with other student organizations in your school.
8. Go on a hay-ride.
9. Take members to a community-sponsored haunted house for Halloween.
10. Attend conferences at the district level.
11. Plan monthly get-togethers and fun activities for members.
12. Design chapter FBLA-PBL shirts, sweatshirts, or jackets for members.
13. Plan activities with other FBLA-PBL chapters.
14. Conduct a data match for members and sponsor a dance where the “matches” can get together.
15. Sponsor a Halloween costume party/dance for members.
16. Sponsor a “Secret Santa” for your FBLA-PBL members.
17. Participate in FBLA-PBL Week. Sponsor a special day for each day of the week for members. Example:

Monday FBLA-PBL Attire/Gear Day

Tuesday Surprise “Gift” Day for Members (FBLA-PBL pens or pins)

Wednesday Business attire day

Thursday Blue and gold day

Friday Cake day

1. Host a member volleyball tournament.
2. Have a member appreciation day.
3. Publicize all of your members’ and chapter’s accomplishments in the newspaper and on the school

announcements.

1. During FBLA-PBL Week, place member signs with candy on the lockers of all of your members.
2. Have contests and games at member meetings.
3. Have food at your meetings.
4. Hold an end-of-the year banquet to recognize all of your members’ achievements. Give away fun “gag” gifts to each of your members.
5. Host a Christmas party for members. Bring in entertainment such as a magician or a comedian.

# Program of Work

The program of work consists of all the activities planned by the chapter’s standing committees (the number of committees is decided by the local chapter). This business plan incorporates well-defined goals and objectives with the necessary action steps. It is a written plan of action.

Although there is not one correct method of design for the program of work, the information and forms given in CMH gives you a suggested form and worksheet to help in developing your local program of work.

# Officers

The number of officers that a local chapter elects is a decision of the local chapter and according to the local chapter bylaws. Many chapters have the traditional President, Vice President, Secretary, Treasurer, Reporter, Historian, and Parliamentarian.

Other suggestions to help carry out the work of the chapter is to have class representatives–one from each grade level or one from each business class. This works effectively when you are unable to have many chapter meetings. The officer team may meet and then the class representatives report back to each of their classes. If the chapter has a web page, you might consider a webmaster as an elected office.

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. In a combination, the chapter may elect their President, Vice President, Secretary, and Treasurer at the end of the year and elect the remaining officers at the beginning of the school year. This method allows the underclassmen an opportunity to run for office.

# Local Meetings

Ideas for Local Meetings

Presentations from local businesses (cater these to members’ interests)

FBLA-PBL trivia games; quiz bowl competitions

Public Speaking practice events

Ice breakers (there are lots of books you can buy on this topic, or find on the Internet)

Competitive Event study time

Team building or leadership activities

Joint meetings with:

* + Other senior level chapters
  + Other local FBLA or PBL chapters

Speakers:

* + State/national officers
  + Local businesspeople
  + Motivational speakers
  + Local celebrities (news anchors/reporters, local athletes, local politicians)

Make a Video Project:

* + To recruit FBLA-PBL members
  + To recruit Professional Division members
  + To activate/reactivate chapters
  + To obtain corporate sponsorship

Plan parties for special occasions

Business videos (etiquette, business dress, public speaking, etc.)

Video tape conferences (district/state/national) and play during meeting (great incentive to get more members to attend conferences)

Make a chapter scrapbook (be sure to take lots of pictures!)

Have a Member of the Month

Have an “FBLA-PBL All-Stars” wall–add a new star with each new member’s name on it

Additional ideas for organization and completion of chapter meetings may be found in Section I of your *Chapter Management Handbook*–tab labeled “Local Chapter Organization.”

# Sample Meeting Agenda

1. Minutes
2. Treasurer’s Report
3. Rock-a-thon
   1. Food (Pizza, Cheese Dip, Chips, Cookies, Drinks, Plates & Napkins)
   2. Movies
4. Fund-raising project (consider using one of the state approved projects).
5. T-shirts (increase in price)
6. March of Dimes (who will chair?) (Dates?)
7. Slide Show
8. Officer Shirt–What goes with it?
9. Officer Responsibilities
10. Next Meeting, December 10; Officer Meeting, December 9
11. Another Red Cross Blood Drive–January 17
12. FBLA Week–February 8-14 (Who will chair?)
13. Business Achievement Awards–Membership Recognition
14. Teacher Appreciation Ideas
15. Newsletter

# Sample Meeting Script

1. I call this meeting of the Anywhere Chapter of FBLA to order.
   1. (Rap Gravel 1 time)
2. We will now hear the minutes from our September 16 meeting.
   1. (Officer reads minutes)
3. Are there any corrections to the minutes?
   1. (Discussion or corrections)
4. If not, the minutes will stand as read.
   1. (If so, note the corrections)
5. We will now hear the Treasurer’s report.
   1. (Officer reads report)
   2. The Treasurer’s Report will be filed for information.
6. Old Business  
   1. At the September 16 meeting, we kicked off our candy sales. Candy sales were held September 16-27. Each member was required to sell 48 candy bars. About 2/3 of the members have turned in their money. Approximately 50 members have not yet paid. At this time we have collected enough money to pay for the candy, but will not see much profit until everyone has paid. Posted is a list of members who have not yet turned in their candy money. Please look for your name and if your find it; please turn your money in as soon as possible.
   2. On October 2, 63 FBLA members traveled to Conway to the District V Fall Leadership Conference. Forty-three high schools in central Arkansas make up District V and the majority of those schools had FBLA members attending the conference. At the conference, we were introduced to the new District officers. The keynote speaker was chalk artist Joey Ward. Each chapter president announced their chapter’s contribution to Arkansas Children’s Hospital. After the adjournment, we enjoyed a meal at McDonald’s.
   3. Is there any other old business that we need to discuss?
7. New Business
   1. Our next event will be a Red Cross Blood Drive on Friday, October 25. Morgan Smith will be the

chairperson for the event. She needs a lot of help organizing, publicizing, and manning the project. Please sign up before you leave today.

* 1. The next item on the FBLA calendar will be the Rock-a-thon in November. Remember that this is a fun event to raise money for ACH. A sign up list is available if you are interested in helping with the organization of this event.

1. Is there any other new business that we need to discuss?
2. If not, this meeting is adjourned.
   1. (Rap Gavel 1 time)

# Fundraising

1. One of the key issues that local chapters may face when trying to raise money for local operations, attending conferences, etc. is “how do we raise the money?” Local chapters are encouraged to participate in one or more fund raising projects to accomplish this task.
2. A fund raising committee should be established and a chairman should be elected. This will help in planning the scope of the fund raising project(s).
3. Before you begin a fund raising program:
   1. Meet with administration to discuss procedures, turn in dates for the fund raising (or office) calendar, go over financial requirements, complete forms, and secure approval for your project.
4. Prepare a list of student fund raising participants.
5. Make arrangements to turn in all money collected to a person in charge of fund raisers on a daily or pre-set schedule. Retain any receipts for your records.
6. A budget should be made. This budget, which is divided into estimated receipts and estimated expenses, will help a chapter raise more funds through their project.
7. Set the date. Pick dates that are not in conflict with other community or school fund raisers. Clear the date with the school.
8. Publicize your fund raiser. Give the community plenty of notice about your fund raiser. Advertise in the school newspaper and talk it up with the student body. It is important that everyone knows why you are having the fund raiser. Be specific! Don’t say that it is for the school activity program, but rather it is for the FBLA District Leadership Conference or to benefit Arkansas Children’s Hospital, etc.
9. Make sure that you have some sort of incentive program for your members.
10. Consider using one of the state/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 state/national organization.

National fundraising companies: http://www.fbla-pbl.org/?s=Fundraising

Here are some fundraising ideas: (some of these are better suited to raise money for one of your service projects)

1. **Dash for Cash**. Your chapter sells tickets for $1 at an event such as a basketball game. Once all of the tickets are sold you spread half of the money out all over the floor at halftime. Then you draw the winning ticket. The winner gets 30 seconds to pick up as much cash as he/she can. Some important rules for this activity:
   1. An unlimited number of tickets can be bought.
   2. Have people watching to make sure that the crowd doesn’t jump into the action.
   3. Don’t let the “dasher” have any accessories to help (hat, bag, etc.)
2. **Rummage Sale**. Have your chapter members bring in items from home that they would like to sell. Set up a booth at a flea market or community festival and sell the items to consumers.
3. **Bake Sales**. Your chapter members are asked to bring in baked goods. Your chapter will set up a booth to sell the donated goods at a sporting event, a local festival, or during the lunch hour. Another good place is a table in front of the entrance at Wal Mart. Many times Wal Mart will match your sales.
4. **Spaghetti Dinner**. Have your chapter hold a spaghetti dinner to raise money for your local chapter activities. All that you have to do is book a place to have dinner, set a date for the event, find volunteers (cooks, waiters, busers, etc.), and buy the ingredients for the dinner. Advertise your dinner around town and sell tickets ahead of time and/or at the event itself. This is an excellent event that, with good planning, can earn a lot of money.
5. **Concession Stand**. Your chapter can set up a food booth to sell goods to spectators at different sporting events, plays, community festivals, etc. This activity is profitable and also gives your chapter an opportunity to interact with the community.
6. **Fast Food Coupons**. Fast food restaurants offer several opportunities for fund raising. For instance, some will let you print coupons for sodas and burgers and allow you half the face value when the coupon is redeemed.
7. **Spook-o-grams**. Chapters sell Halloween Spook-o-grams (pre-made on the computer) with candy attached for 50 cents each. Members deliver these spook-o-grams to students in classes. Let the recipient pay another 25 cents to find out who the sender is!
8. **Night on the Town Package**. Pull 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 allowed in your area or if you need a raffle license.)
9. **Computer Camp**. Round up some personal computers from school and set up a weekend or summer “camp” for children in grades 2-6. Plan a syllabus and publicize it in the local paper. Charge $50 for five three-hour session.
10. **Dunk Tank**. Your FBLA chapter can build a dunking booth that you can take to community festivals or major school activities. Members of your chapter, other students, teachers, or administrators can volunteer to be dunked. You can charge people $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.
11. **Halloween Dance**. Sponsor a Halloween costume dance for your school. Offer cash prizes for the best costumes and have traditional Halloween games such as bobbing for apples.
12. **Car Wash**. Have your chapter sponsor a car wash. Include pre-sales 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, this will double your funds.
13. **Raffle**. Sponsor a raffle. Charge $2 a ticket or three for $5. Raffle off prizes donated by different businesses in your community. (You will need to check to see if allowed or if you need a raffle license.)
14. **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. to serve as M.C. of the event or one of your school administrators.
15. **Corporate Sponsorship**. Locate local businesses and write letters asking them to sponsor a donation to your chapter for members. This type of fund raising is probably more suited to efforts to raise money for a community service project or one of the state service projects. If a company decides to sponsor your chapter, remember to thank them for their donation.

## More Fundraisers

* Winter dance
* Coupon books sale
* First-aid kit sales
* Concession stand at sporting events
* Football/basketball game ticket raffles
* Sell flowers for Homecoming or other special school events
* Deli International food items
* Sell Christmas wreaths and garlands
* Candy
* My Music Card
* Sponsors names on back of shirt
* Pageant
* Discount Food Cards
* Bed sheets

# Arkansas Service Projects

Below is a brief description of the state and national service projects. These projects cover a wide spectrum and offer FBLA members the opportunity to give back to the community in the form of service. While some are fund-raising, others are geared to raising awareness and providing education.

**Arkansas Children’s Hospital (state project).** These funds help keep the hospital in the forefront of treatment for children across Arkansas and neighboring states. The hospital serves children in every county in the state and accepts patients regardless of their parents’ ability to pay. ACH is the sixth largest pediatrics hospital in the nation and is known nationwide for its burn center. Local chapters raise funds through a variety of activities. The three chapters raising the most money for ACH will be recognized at the State Leadership Conference or at the Mid-Level Spring Conferences.

For literature and additional information about the ACH project, refer to the mailing each local chapter received from the Arkansas Children’s Hospital Foundation or contact **Cara Fowler** **Associate Development Officer, Arkansas Children’s Hospital Foundation,** 1 Children’s Way, Slot 661, Little Rock, AR 72202. 501.364.4234 direct | 501.364.1476 office | 501.364.3644 fax [FowlerCE@archildrens.org](mailto:FowlerCE@archildrens.org). Their Web page address is www.archildrens.org.

**March of Dimes (State and National Project)**. Arkansas FBLA has continually led the nation in

fund-raising for the March of Dimes! At the state level, the state March of Dimes recognizes the three top fundraising FBLA chapters. These awards are presented annually at the State Leadership Conference.

Every day in this country 95 babies die before they reach their first birthday. You can help reduce this tragic statistic by supporting the March of Dimes Birth Defects Foundation. Your dimes and dollars really can make a difference. Your efforts will support research and educational programs aimed at giving every baby a healthy start in life.

**March of Dimes “Change for Healthier Babies”**

This fund-raiser is very simple but very successful:

* Secure permission from your principal to have a Change for Babies to benefit the March of Dimes at your school.
* Select one class (usually 4th period) right after lunch.
* Teachers will compete to see which class can collect the most donations for the March of Dimes and our campaign of saving babies...Together.
* Students will place their donations (Change or Bills) on the teacher’s desk at the beginning of the class period. The catch to this campaign is that the teacher cannot start teaching until all donations have been counted and listed on the tally sheet. The more money put on the desk, the longer it will take to count the donations, and the shorter class will be that day.

This is a great fundraiser, a lot of fun and generates a lot of excitement in your school for the March of Dimes.

The March of Dimes will provide you with March of Dimes buckets. You will need one for each teacher. As an extra incentive for both of these projects, you might contact a local pizza business to see if they would be willing to donate a pizza party to the classroom that raises the most money.

Another easy project for March of Dimes is selling the March of Dimes Beanie babies–they have a large variety and they remain a popular items with students!

To order supplies for a local fund-raiser contact the March of Dimes office, **Sari Harlow**, Telephone 870-316-7482, email [sharlow@marchofdimes.com](mailto:sharlow@marchofdimes.com)

**Gift of Life Project (Arkansas Organ and Recovery Agency) (state project).** More and more we are made aware of the need for organ transplants to save Arkansas lives. Just consider the following facts:

* There are 80,435 people in the U.S. waiting for a transplant.
* There were 24,076 transplants performed in the U.S. in 2001.
* 16 people die every day waiting for a transplant, 5,840 per year, one every 90 minutes.

Over 800,000 Arkansans have indicated their wish to be a donor by joining the Arkansas Donor Registry.

* In 2001, there were 11,958 deaths reported from hospitals in Arkansas to ARORA.

Only 65 of these people were potential organ donors (brain dead, heart beating, and on a ventilator)–33 became donors.

* One organ donor can donate the heart, lungs, liver, kidneys, pancreas, and intestine. This can help as many as eight people, although the average is three.
* More than 25,000 Americans die each year under circumstances that would allow them to become organ donors, but an average of only 5,000 become organ donors.
* Tissue donation: Bone, tendons, heart valves, and eyes for corneas, although for the most part not life saving, can help as many as 75-100 people. The number of tissue donors is also very low.

Promote organ donation. You could probably get assistance from the Red Cross or a local hospital for this project. This is not a fund raising project. It is a project to create awareness of the need for organ donation.

For presentations or ideas for projects, call or e-mail\* Keith W. Maddison:

(501) 907-9127, (501) 749-5727 (cell), or [kmaddison@arora.org](mailto:kmaddison@arora.org)

1701 Aldersgate Rd, Suite 4, Little Rock, AR 72205 501-907-9150 [info@arora.org](mailto:info@arora.org)

**Make-A-Wish Foundation**. This organization was new as a state approved service project beginning with the 2005-2006 school year. The Make-A-Wish Foundation® grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. It takes approximately $5,000 to grant one wish for a child. The neat thing about this project is that the group that raises the money to grant a wish actually get to meet the child with a presentation at their school, district, or state conference.

For more information or fund-raising ideas and aids, call **Amy Perry**, [aperry@midsouth.wish.org](mailto:aperry@midsouth.wish.org) Make-A-Wish Foundation of the Mid-South, Inc., 2228 Cottondale Lane, Suite 300, Little Rock, AR 72202. Phone: 501-376-9474; Fax: 501-372-1290. Additional information about the foundation may be obtained by visiting the national website at www.wish.org or the chapter website at www.midsouthwish.org.

# Community Service Project Ideas

While the above state projects make great community service projects, there are many other projects that are worthy of mention–it’s all about giving back to the community where you live.

HELPING HANDS–FBLA members volunteer their time to do light chores for senior citizens in the community.

McGRUFF THE CRIME DOG PRESENTATIONS–Members make presentations to elementary students using

McGruff the Crime Dog, a puppet, to teach safety awareness.

ADOPTING CHRISTMAS FAMILIES–Provide clothing, gifts, and food to local needy families at Christmas.

Consider the possibility of having a party with Santa to deliver the gifts to young children.

PENNY DAY FUNDRAISER–Students bring pennies to class. The teachers’ plan “dreaded” activities for that particular day. The teacher does not start class until all pennies have been counted and rolled. This is a good way to make money to adopt Christmas families, etc., if all teachers in the department and/or school participate.

KISS A PIG FUNDRAISER–Several community or school officials are chosen to participate. Prepare a jar for each participant. Students put money in the jar of the participant they would most like to see kiss a pig. The participant with the most money in their jar must kiss a pig. Proceeds go to a local needy family.

COLORING FUN–Members prepare coloring/activity books that teach values for elementary students. Some of the values covered may be compassion, honesty, respect, responsibility, etc. This would also be a great project for American Enterprise Day–use concepts of free enterprise for the coloring book.

HEALTH FAIR–Sponsor a health fair with various stations for blood pressure, weight, and cholesterol check, etc. Most hospitals will cooperate with groups to accomplish this project.

ADOPT-A-GRANDPARENT–Visit a senior citizen on a regular basis. Remember them on special holidays, birthdays, etc. with cards and/or inexpensive gifts.

FOOD DRIVES–These work well as a class competition with the winning class receiving a popcorn party or some other prize.

NURSING HOME CHRISTMAS CHEER–Members sing Christmas carols to residents of nursing homes or visit on other holidays and take cards, etc. to residents.

HEALTH AND SAFETY AWARENESS WEEK–This can be a community-wide project filled with various activities to promote health and safety. Some ideas are “Lights On-Drugs Off” Day, Coloring Contests for Elementary Students, etc.

ENVIRONMENTAL AWARENESS/RECYCLING–The Chamber of Commerce in your community would probably love to have your FBLA members assist them in this project.

COMMUNITY BEAUTIFICATION–Members could plant trees and flowers, pick up trash, mow empty lots, etc.

SALVATION ARMY VOLUNTEERS–Volunteer to ring the bell and collect money for the Salvation Army during the holidays. You may even be able to volunteer to help the Salvation Army serve Thanksgiving or Christmas dinner to homeless or needy people.

SCHOOL KITS FOR KIDS–School supplies are expensive and children always need them. Buy supplies and replenish them throughout the year. This is a good service project to help kids who need additional school supplies. Work with local businesses to get supplies donated.

COMMUNITY HISTORY PROJECTS–Work with your local historical society to prepare pamphlets describing the history of your community.

EMERGENCY PREPAREDNESS–Are residents of your community prepared for tornadoes, flood, or other disasters? What a good service project to help educate the entire community.

THANKSGIVING BASKETS–Deliver Thanksgiving baskets to needy families in your community. You might sponsor this activity in conjunction with a canned food drive.

TOTS FOR TOYS–Collect toys from school and take to the Tots for Toys drive at Christmas.

SPECIAL OLYMPICS–Volunteer to help with the Special Olympics–they always need volunteers to help run off the events.

COATS FOR KIDS–Collect coats in your community to contribute to the “Coats for Kids” project.

# Fundraising Ideas for State Service Projects and Community Service Projects

1. **Member Challenge**. Send in $2 per member. Challenge area chapters to do the same. To get this $2 per member donation, chapters could do a Christmas project such as an “Angel Tree.” A decoration could be placed on a tree in the school commons saying that a $2 donation has been given to the local chapter in honor of . . . .
2. **Bowl-a-thon**. Each chapter member is given a pledge sheet and goes out and earns pledges per point or straight donations from the community. A member is selected to contact and book the bowling alley. On the day of the bowl-a-thon each member bowls two or three games and calculates how much is owed to them. Then they go and collect the pledges and donations.
3. **Silent Auction**. Your chapter can solicit local businesses and ask if they would like to donate items that you can auction off at a chapter or school activity. Place the items on tables with a piece of paper that has the description of the item on it.
4. **Type-a-thon**. Each chapter member is given a pledge sheet and goes out and solicits pledges for each word per minute the student types. A day is set to have the type-a-thon. Several timed writings are given and the member takes their paper with the highest words per minute with them to collect their pledges. This is a great way to raise money for the March of Dimes and/or Arkansas Children’s Hospital and can be done during the school day.

## More Fundraising Ideas for Community Service

WalkAmerica (March of Dimes)

WalkMania at elementary or middle school

Blue Jeans for Babies stickers or buttons Dime

Collection in school (March of Dimes)

Sell March of Dimes Beanie Babies Bikers for Babies (at elementary school)

Powder Puff Queen Pageant Flower Sales

Balloon Sales Pie in the Face

Fat Friday Breakfast Break

Adorable Baby Contest Canister Campaign

Goofy Hat Day Paintball Tournament

Chili Cook-off Golf Coupon Book Once you have completed a community service project, write the activity up following the competitive event written report guidelines in your *Chapter Management Handbook* and submit for state and national competitive recognition.

# American Enterprise Day Ideas

Suggested Activities :Posters around town, community, and in school

CEO Day - have members dress in their professional attire to let other students know that they are the “Chief Executive Officers of the Future”

Proclamation with mayor

Individual shadowing of local businesses

Guest speakers

Business trivia game for the membership

Letter to the editor/newspaper article

Article for school newspaper

Radio announcements

Luncheon with guest entrepreneurs

Create and sell a product (example: beaded bracelets)

Once you have completed an American Enterprise Project, write the activity up following the competitive recognition guidelines in your *Chapter Management Handbook* and submit for state and national competitive recognition.

# FBLA Week Ideas

Celebrated the second week in February each week. Below are some ideas that can be used to celebrate this special week.

Sign a Local Chapter FBLA Proclamation with mayor proclaiming National FBLA-PBL Week

Wednesday is always Adviser Appreciation Day!

Teacher/Faculty appreciation breakfast

Local businesspersons’ breakfast

Business student’s breakfast

Wear uniforms or business dress

Radio and newspaper spots

Decorate school/campus with posters promoting FBLA-PBL

Tour businesses

Invite parents, administrators, and community to attend meeting

Seminars on the world of work (Education, Media, Law Enforcement, Finance, Medical, etc.)

Downtown window display

Fruit baskets for teachers/faculty and/or administrators

Prepare a bulletin board display

# Miscellaneous Activity Ideas

|  |  |  |
| --- | --- | --- |
| Student Welcome | Girl ask Guy Dance | Football Concessions |
| Spirit Buttons | T-Shirts Gym | Clothes Sale |
| Mum Sales | Brown Bag Lunch | Coffee Mug Sale |
| Fiesta | Teacher Appreciation | Breakfast |
| Howdy Dance | Apples to Teachers | Fall Festival |
| Survival Kits | Information Booths | Rock-A-Thon |
| Bake Sale | Doughnut Day | Paper Drive |
| Secret Pals | Fall Workshops | Homecoming Dance |
| Pumpkin Contest | Blood Drive | Hay Ride |
| Harvest Dance | Haunted House | Spaghetti Dinner |
| Color Day | Alumni Banquet | Movies |
| Honor Roll | Columbus Day | Pizza Sale |
| Spook Movie | Halloween Sacks | L’il Abner Day |
| Turkey Raffle | Turkey Hunt | Smile-o-Grams |
| Holiday Ham | Scavenger Hunt | Christmas Cards |
| Salvation Army | School Christmas | Decorations Toy Drive |
| Candy Canes | Faculty Party | Christmas Kisses |
| Toys for Tots | Canned Food | Drive Family Dinner |
| Clothing Drive | Ornament Sale | Tree Lighting Party |
| Love Coupons | “Hush” Day Valentine | Card Sale |
| Candy-Grams | Dating Game | Job Shadowing |
| Fashion Show | Kite Contest | Career Day |
| Movie Night | Bunny-Grams | Adopt-a-Grandparent |
| Special Olympics | Senior Night | Memories Assembly |
| Mother/Daughter Luncheon | Father/Son Dinner | End of School Social |
| Teacher Breakfast/Coffee/Tea | Faculty Orientation Dinner | Pre-Registration |
| Registration | Orientation | Senior Reception |

# Outstanding Chapter Award

See the CMH for guidelines. It is due online by April 1.

# Chapter/Member Recognition

Check out the Business Achievement Awards and make plans for your members and your chapter to be among those recognized with awards, recognition on the national web page, and in national publications. In addition to the Achievement Awards, there are individual and chapter membership awards. Below is a summary of the Chapter/Member Recognition program. Refer to Section V of your *Chapter Management Handbook* for more details. All of these activities have March 1 or April 1 deadlines. These activities are aligned with NBEA Standards, includes integrated classroom activities, and influenced by current business practices and corporate needs. Go to the national FBLA web site at www.fbla-pbl.org for interactive entry forms for most of these activities.

|  |  |
| --- | --- |
| **Individual Achievement Awards** | **Activities Required** |
| Future Level (*see CMH*)  Business Level (*see CMH*)  Leader Level (*see CMH*)  America Level (see CMH) | Eight (8) activities  Twelve (12) activities  Fourteen (14) activities  Fifteen (15) activities |
| **Individual Community Serve Awards** | **Hours Required** |
| CSA Community  CSA Service  CSA Achievement | 50  200  500 |
| **Chapter Achievement Awards** | **Activities Required** |
| Outstanding Chapter Award  Gold Seal Award | Refer to fbla-pbl.org for guidelines  Refer to the handbook |
| **Chapter Membership Awards** |  |
| 100% Class Participation (*see CMH*)  Membership Achievement Award (*see CMH*)  Largest Local Chapter Membership  Local Market Share Award  Local Recruitment of Chapters (*see CMH*) | Sign up everyone in a business class  Maintain or increase membership from last year  % of membership based on student body  Requires at least 2 new or reactivated chapters |

# Conferences

There are two district conferences available to the senior members each year. They are:

* District Fall Leadership Conference–held in September or October. Features leadership development and district officer elections.
* District Spring Leadership Conference–held in January or February. Features competition
* State Leadership Conference-held in April. Features competitions and leadership workshops.

# Competitive Recognition

The competitive recognition program helps in assessing students in the various knowledge, skills, and abilities that make up today’s business education curriculum. Members participating in this program will:

* demonstrate their career competencies, business knowledge, and job-related skills;
* expand their leadership skills
* demonstrate their competitive spirit; and receive recognition for their achievements.

The FBLA competitive events program is designed to correlate with nationally recognized business curriculum

standards. The Senior Level program offers members an opportunity to participate in career-related activities designed to reach professional goals. These events are based on projects developed from one of the goals of FBLA-PBL and the curriculum of business education programs.

Competitive recognition is divided into three categories: Chapter, Individual, and Team. The events are listed in the CMH. The CMH is updated every August. If you do not receive your packet, contact the national office. It will contain all events, rating sheets, topics, and format guides.

# Procedure for Administering National/State Tests and District Skill Events

All of the national/state events will be administered prior to the district conference using the school-site testing procedure outlines below:

1. Each local chapter **must** secure a local school district person to administer the national tests and the district skill tests for their competitors. A member of the business department faculty or FBLA adviser may not be the administrator.
2. FBLA Advisers and other business department faculty may not handle, see, or be present in the classroom when tests are administered.
3. The tests will be mailed directly to the designated test administrator and must stay in the possession of the administrator at all times. The test administrator will be responsible for administering the test, packaging the test, and returning all testing materials to the designated person.
4. All testing material (skill events). No materials may be saved to a hard drive.
5. A statement of certification must be signed by the test administrator and contestants verifying that copies of the test were not duplicated, saved to hard drive, or extra copies of the contestant’s papers were not printed.
6. Additionally, the test administrator must verify that the tests remained in his (her) possession the entire time and were not seen by the FBLA adviser or members of the business department faculty.
7. Competitors taking the school-site tests for district competition must register (pay registration fees) for the district conference to be eligible for the district awards**.**
8. Forms requesting the tests for school-site testing must be **received** by the established deadline. Forms received after the deadline will not receive tests for the national events and the district skill events and competitors will not be eligible to complete the second portion of the event
9. Violation of these rules (neutral administrator, failure to return all testing material, etc.) will result in the local FBLA chapter being prohibited from participating in the district event for a period of five (5) years.

Procedures for Administering District/State Online Testing

All of the district/state objective events will be administered prior to the district/state conference using the school-online testing procedure outlines below:

1. 1Each local chapter **must** secure a local school district person to administer the district/state objective tests for their competitors. A member of the business department faculty or FBLA adviser may not be the administrator.
2. FBLA Advisers and other business department faculty may not handle, see, or be present in the classroom when tests are being taken online.
3. The information/procedures and link for testing tickets/roster for administering the online tests will be emailed directly to the designated test administrator and must stay in the possession of the administrator at all times. The test administrator will be responsible for administering the online test.
4. A statement of certification must be signed by the student stating that they are the one taking the correct online objective test
5. District coordinators will send via email the required forms for district online tests.
6. Competitors taking the online objective district/state test must register (pay registration fees) for the district /state conference to be eligible for the district/state awards**.**
7. Online testing times and dates will be emailed to the test administrator

Violation of these rules will result in the local FBLA chapter being prohibited from participating in the district event for a period of five (5) years

# Important Web Sites

Arkansas FBLA www.arfbla.org

Arkansas FBLA-PBL Foundation www.arfbla-pblfoundation.org

National FBLA www.fbla-pbl.org

AR Dept. Of Career Education. http://ace.arkansas.gov

ABEA www.abea.us

Arkansas ACTE www.arkansas-acte.org

* To subscribe to the VoEdBus Listserve, visit this link and complete the subscription form: http://lists.state.ar.us/mailman/listinfo/voedbus.

# Professional Organizations

ABEA–Arkansas Business Education Association

Dues $20

Membership Deadline: July 1

NBEA–National Business Education Association (includes SBEA)

Dues $90

Membership Deadline on your Anniversary Date (date you originally joined)

ACTE–National Association for Career and Technical Education (includes ArACTE)

Dues $100

Membership Deadline on your Anniversary Date

FBLA–PBL–Future Business Leaders of America-Phi Beta Lambda Professional Division

Dues $23

Membership Deadline April 1