A stylized graphic of a flag on a pole, rendered in black and white. The flag has three horizontal stripes and is waving. The pole is a simple vertical line. The graphic is positioned on the left side of the page, partially overlapping the text.

***FBLA***

***Virginia  
Future Business  
Leaders of America***

***New Adviser Guide***

***2016-2017***



*Virginia*  
*Future Business*  
*Leaders of America*

*New Adviser Guide*

**Developed By**  
FBLA State Office  
and the  
CTE Resource Center

**Developed For**  
Office of Career and Technical Education Services  
Department of Education  
Richmond, Virginia

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The Center is a grant project of the Virginia Department of Education, Office of Career and Technical Education Services, and is administered by Henrico County Public Schools, Department of Career and Technical Education.

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# **FBLA Structure**

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## **National**

The purpose of the Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is to provide, as an integral part of the instructional program, additional opportunities for students in business and/or business-related fields to develop career and technical supportive competencies, and to promote civic and personal responsibilities. Middle and secondary students may join FBLA; post-secondary students are eligible to join PBL. The nation is divided into five geographical regions; Virginia is located in the Southern Region. The national office is located in Reston, Virginia. (See Important Numbers, page 25, for contact information.)

## **State**

Virginia Future Business Leaders of America (FBLA) began in 1942 when a local chapter was chartered at Spotsylvania High School. In 1950, Virginia was chartered as the 11th State Chapter of the Future Business Leaders of America. Virginia FBLA is part of the national structure of Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL).

Virginia FBLA is served by the Office of Career and Technical Education Services through the Virginia Department of Education. The State Chapter is headed by the State Chairman and the Specialist.

The State Executive Board governs Virginia FBLA and includes the State Chairman, the Specialist, the state officers, one adviser of each state officer, and the Regional Directors. The Director of the Office of Career and Technical Education Services, Virginia Department of Education, is an ex-officio member of the Executive Board.

## **Regional**

When the State Chapter was established, it was organized into four nearly equal geographical regions, each centered around a state college or university. The tremendous growth of Virginia FBLA resulted in the formation of additional regions. The most recent, the 11th region, was formed in 1980.

The purposes of the state's regional structure are

- ◆ to provide opportunities for leadership development and participation in FBLA activities beyond the local chapter level
- ◆ to provide an orderly and approved selection of participants in competitive events at the state level.

Each region has its own bylaws, officers, adviser, and director. The regional adviser is the adviser of the regional president's chapter, and the director is appointed by the State Chairman. Each regional president serves as a vice-president of the Virginia State Chapter.

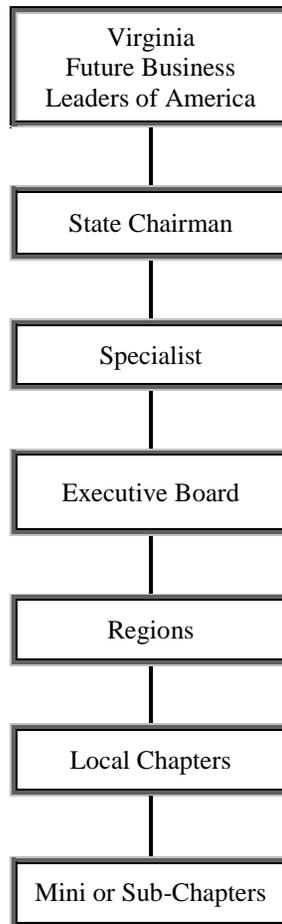
## **Local Chapter**

A local chapter of Future Business Leaders of America may be established in any school with a Business and Information Technology program. The teachers in the business department serve as chapter advisers. FBLA is a co-curricular organization, and its activities are an integral part of the instructional program.

The local chapter, operating under a charter granted by FBLA-PBL, Inc., conducts activities within the framework of the state and national organizations. To ensure that all students benefit from FBLA activities, a local chapter may be organized into mini- or sub-chapters. These mini-chapters may be organized by special interest groups or by periods of the school day.

# FBLA Organization

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# FBLA Regions

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**Virginia FBLA Regions**

# **FBLA Core Values**

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## **FBLA-PBL Mission**

To bring business and education together in a positive working relationship through innovative leadership and career development programs

## **Pledge**

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America, and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

## **Creed**

I believe education is the right of every person.

I believe the future depends upon mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and should carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

## **Goals**

To develop competent, aggressive business leadership

To strengthen the confidence of students in themselves and their work

To create more interest in, and understanding of, American business enterprise

To encourage members in the development of individual projects which contribute to the improvement of home, business, and community

To develop character, prepare for useful citizenship, and foster patriotism

To encourage and practice efficient money management

To encourage scholarship and promote school loyalty

To assist students in the establishment of occupational goals

To facilitate the transition from school to work

## **Code of Ethics**

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my school.

I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.

I will dress and act in a manner that will bring respect to me and to my school.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

# Getting Started

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## Step 1: Contact Your Administration

Before activating a chapter, you should contact your school administrator.

## Step 2: Activate Your Chapter

To activate your chapter:

- ◆ Go to the [National Web site](#).
- ◆ Enter the adviser's information and click on SUBMIT.
- ◆ An electronic copy of the packet will appear. The packet contains step-by-step information on how to set up your chapter. Once you have signed up through the National site, contact Sandy Mills, the Virginia State Specialist, for state information (smills@vafbla-pbl.org).

## Step 3: Involve Your Department

Once you have the Chapter Organization Packet:

- ◇ The next step is to get the rest of your business teachers involved. Duties should be divided among all teachers, with one adviser serving as a lead/key adviser.
- ◇ Once you have your teachers' and administrators' support, conduct a membership drive.
- ◇ Then, select five to ten business students who can lead the chapter.
- ◇ Once the officers have been chosen, have the officers visit all the business classes to generate interest in your chapter.

## Step 4: Conduct Orientation Meetings

As you involve new members, hold orientation meetings. This will provide opportunities to explain the benefits of membership. Address the purpose and the goals of the associations, and discuss the responsibilities, characteristics, and duties of the officers. Explain the campaign regulations and election procedures to the interested officers; (you may want to appoint an officer team your first year. Remember to have FUN and FOOD—the magic ingredients for a successful meeting!

## Step 5: Conduct Organization Meeting

At the organization meeting, review and vote on the proposed bylaws, elect your officers (unless appointing a team), and collect dues. Some region and local chapters add a local-dues fee to the amount. Complete the application for chapter charter and bylaws forms.

Submit the following items to the national office:

- ◆ Application for charter (new chapter only)
- ◆ Copy of proposed bylaws (required for new chapters and strongly suggested for reactivated chapters)
- ◆ List of members
- ◆ Checks for state and national dues and for national charter/reactivation fee (if applicable)
  - ◇ FBLA—High School (\$4.00 State + \$6.00 National = \$10.50 Total)
  - ◇ FBLA—Middle School (\$1.50 State + \$4.00 National = \$5.50 Total)

## **Step 6: Conduct Executive Meeting**

The executive committee should hold its first session after this meeting and review the following:

- ◆ Parliamentary procedure (*Robert's Rules of Order, Newly Revised*)
- ◆ Basic duties of each officer (if using team approach, rotate students to different roles)
- ◆ How to prepare an agenda (Appendix A)
- ◆ How to conduct a chapter meeting

## **Step 7: Conduct Installation Ceremony (optional)**

The new chapter should hold an installation ceremony after the officers are elected. The ceremony is a formal ceremony. There are two suggested ceremonies in the state handbook. Include the following steps when holding the ceremony:

- ◆ Set a time and place.
- ◆ Invite a guest speaker, either from FBLA, PBL, or the local community.
- ◆ Invite business teachers, administrators, school board members, parents, and reporters from the local newspaper.
- ◆ Serve refreshments at the conclusion of the program.

## **Step 8: Hold Executive Board and Monthly Chapter Meetings**

- ◆ Each month conduct an Executive Board Meeting approximately one week before the monthly meeting to determine responsibilities and make sure the program is in order.
- ◆ Monthly chapter meetings should be held on a regular schedule. See Appendix A for a sample agenda.

## **Step 9: Once the Chapter Is Established**

- ◆ Form an advisory council consisting of school officials and members of the local business community to work with the chapter.
- ◆ Start making plans for the regional, state, and national leadership conferences.
- ◆ Begin working on the chapter's budget, and plan fundraising activities.
- ◆ Complete a [Program of Work](#).
- ◆ Begin to think about competitive events.

# **Officer Duties and Planning Events**

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## **Basic Duties of Each Officer**

### **President**

- ◆ Presides over and conducts meetings according to accepted parliamentary procedure
- ◆ Keeps members on the subject and the subject within the time limit
- ◆ Appoints committees and serves as an ex-officio member
- ◆ Represents the chapter at special school events and outside organizations
- ◆ Coordinates chapter activities by keeping in close touch with the other officers, the members, and the advisers
- ◆ Keeps chapter work moving satisfactorily by following up on the progress being made on all activities
- ◆ Maintains contact with state and regional presidents

### **Vice President**

- ◆ Assists the president in the discharge of duties
- ◆ Presides at meetings in the absence of the president
- ◆ Coordinates membership recruiting
- ◆ Is prepared to assume the duties and responsibilities of the president should the need arise
- ◆ Coordinates and guides efforts of all chapter committees; serves as an ex-officio member
- ◆ Plans programs with all officers

### **Secretary**

- ◆ Prepares and reads the minutes of meetings
- ◆ Assists the president in preparing the agenda for each meeting
- ◆ Attends to official correspondence
- ◆ Sends out and posts meeting notices
- ◆ Counts and records votes when taken
- ◆ Prepares chapter reports
- ◆ Keeps permanent records of the chapter
- ◆ Maintains accurate membership roll
- ◆ Reads communications at meetings
- ◆ Brings to each meeting the secretary's book; minutes of the previous meeting; lists of committees and committee reports; copies of local, state, and national programs of work; copies of the constitution and bylaws, and copies of the state and national handbooks

### **Treasurer**

- ◆ Receives and acts as custodian of chapter funds
- ◆ Collects state and national dues
- ◆ Keeps financial records neat and correct

- ◆ Is responsible for depositing FBLA funds with designated school officials and withdrawing funds for authorized payments
- ◆ Makes suggestions for appropriate fundraising activities
- ◆ Encourages systematic savings
- ◆ Attends all FBLA meetings and presents a financial report at each chapter meeting

**Reporter**

- ◆ Develops media lists for chapter mailings
- ◆ Gathers and classifies all chapter news
- ◆ Prepares articles for publication in local, state, and national media
- ◆ Develops a working relationship with local media personnel, and supplies them with chapter news that may interest them
- ◆ Sends chapter news articles to the regional reporter for the *Pride of Virginia* and to the national office for possible use in *Tomorrow's Business Leader*
- ◆ Provides news and other materials for business department bulletin boards or for other publicity sources
- ◆ Assists in planning and arranging chapter exhibits

Additional chapter officers may be added as chapter duties warrant.

## **How to Conduct a Meeting**

As presiding officer, always remember the following:

- ◆ Begin the meeting on time.
- ◆ Be certain a quorum is present before beginning the business portion of the meeting.
- ◆ Conduct the meeting according to parliamentary procedure; know how to handle a motion.
- ◆ Refer to yourself as “the chair.”
- ◆ Be impartial and courteous at all times.
- ◆ Stand when presenting business or directing the group in action. It is permissible to sit down while business is being transacted or matters are under discussion on the floor.
- ◆ Have the vice-president take over the chair when you want to enter the debate.
- ◆ Turn over the meeting to the vice-president or other designated person when you leave the chair.
- ◆ Recognize any member who wishes to speak.
- ◆ Do not permit discussion until a motion is made, seconded, and stated by the chair.
- ◆ Sit down after granting the floor to a member, and remain seated while the member discusses the question.
- ◆ State motions clearly (e.g., “It has been moved and seconded that...”); before taking a vote, be sure that all understand the motion by repeating it again.
- ◆ Announce the result of the vote.
- ◆ Vote only when your vote would make a difference in the final result by making or breaking a tie or a two-thirds vote.
- ◆ Require all remarks to be addressed to the chair; members should not talk among themselves.
- ◆ Close the meeting on time but not too abruptly.

You can see a sample of a meeting’s agenda in Appendix A.

## **How to Record a Chapter Meeting**

In writing minutes, the following outline is generally used.

- ◆ The first paragraph should contain this information:
  - ◇ Kind of meeting (i.e., regular or special)
  - ◇ Name of the organization
  - ◇ Date, time, and place of meeting
  - ◇ The fact that the president and secretary were present; or in the absence of the regular officers, the names of their substitutes
  - ◇ Whether the minutes of the previous meeting were read and approved as read or as corrected or whether the reading was dispensed with for later approval
- ◆ The body of the minutes should contain a separate paragraph for each subject and should show:
  - ◇ Action taken
  - ◇ Hearing of the treasurer’s report and filing
  - ◇ Hearing of other reports and action taken

- ◇ All main motions (record the motions in exactly the same words as used by the chair when stating motions to the assembly) except those that were withdrawn; also name of the member who introduced each motion; the name of the member who seconded the motion is not necessary unless the chapter orders that it also be included
- ◇ Points of order and appeals, whether sustained or lost
- ◇ All other motions not lost or withdrawn
- ◇ (The minutes are a record of what is done and not what is said. Personal opinions should be avoided.)
- ◆ The last paragraph should state time of adjournment.

Minutes should be signed by the secretary and can also be signed, if the chapter wishes, by the president. The words “Respectfully Submitted” represent an older practice that is no longer used when signing the minutes.

You can see a sample of a meeting’s minutes in Appendix B.

# **Fundraising/Budgeting**

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The budget is divided into two sections, estimated receipts and estimated expenditures.

## **Financial Planning**

Once the chapter's estimated expenditures have been itemized, planning can begin on how to raise money. The first act of fundraising should be to look into your school, business department, and/or finance board for regulations. Then, the school board's policy should be reviewed. It is also recommended that the chapter's estimated expenditures at the budget preparation time be submitted to the administration to determine if any funds can be allocated to the current and/or future school year(s). After that, you may also add local dues to offset expenses. In addition, the members may also be asked to pay some or all of the costs to attend a conference. You may also look into a partnership—an exchange between the members and business—to obtain funds. Your chapter could assist with special events for the business partner(s) in return for donations.

## **Budgeting**

Once the Estimated Chapter Receipts and Estimated Chapter Expenditures have been itemized on the appropriate forms, the FBLA-PBL Budget Form can be completed. (See Appendix C for a sample budget.) In addition to the Budget Form, a Financial Statement (Appendix D) should be prepared each quarter.

## **Ideas for Fundraising**

Fundraising projects can be the most challenging events for an FBLA chapter. The primary reason for fundraising activities is to strengthen the efforts of a service project and to add to the chapter's treasury.

It takes work, time, and planning to carry out a successful fundraising project. Money-making activities are successful due to the willingness and imagination of the chapter members in planning and sponsoring events.

- ◆ Set a realistic dollar goal for each fundraising activity.
- ◆ Decide the type of money-raising adventure that gets the most out of available resources—e.g., chapter size, location, time of year.
- ◆ Publicize! Let the community know about your fundraising activities with newspaper, radio, TV, posters, and school announcements.
- ◆ Provide incentives or “commissions” to spur members into action.
- ◆ Evaluate the results of the activity.

## **Major Types of Fundraising**

- ◆ Selling an item or product (e.g., candy, fruit, doughnuts, pizza, popcorn, balloons, homecoming buttons, care packages)
- ◆ Selling a service (e.g., car washes, babysitting)
- ◆ Selling talent/entertainment (e.g., dance, carnival, fashion show, play)
- ◆ Selling personal involvement/participation (e.g., career fair, flower show, raffle, bowling party, dance contest)

# **Leadership Development Conferences**

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There are many opportunities for leadership development in the organization. Students may hold an office, serve as a committee chair, and work on chapter projects. One of the most successful arenas for leadership development is through conference and workshop attendance.

## **Virginia FBLA Conferences**

### **Regional Fall Leadership Conferences**

(Contact Regional Director for dates.)

### **National Fall Leadership Conference (NFLC)**

November (Date and Location Determined Annually)

### **Regional Spring Leadership Conference**

(Contact Regional Director for dates.)

### **State Leadership Conferences**

Date Determined Annually

Reston, Virginia

### **Summer Leadership Training Conference**

Date Determined Annually

University of Richmond

### **National Leadership Conference**

June (Date and Location Determined Annually)

Please consult the *FBLA State Handbook* for additional leadership development ideas, including running for office.

# Competitive Events

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Competitive spirit and recognition of excellence reflect important aspects of the educational process that prepare students for their roles in the American enterprise system. Today's students demand and deserve learning experiences that enable them to achieve success through effective participation in career-related activities designed to reach professional goals. The FBLA competitive events program offers this opportunity by providing support for curriculum development that facilitates practical applications and increases conceptual knowledge of Business and Information Technology principles. Events are based on projects developed from FBLA goals and Business and Information Technology curricula.

- ◆ General Information and Regulations Events are divided into three categories—individual, team, and chapter—that may be administered on the regional, state, and national levels.
- ◆ A member may participate in any number of chapter events.
- ◆ A member may enter **only one** individual or team event with the following exceptions:
  - ◇ Howard/Walker/Campbell/Shell/VBEA-SLT Award of Excellence Scholarship
  - ◇ L. Marguerite Crumley/Frank Manning Peele/Foundation's Sarah Lowe Thompson Scholarships
  - ◇ Who's Who in FBLA
- ◆ Participants must be active members of an active chapter; associate members are **not** eligible for event competition.
  - ◇ **Regional, state, and national dues must be paid by March 1.**
- ◆ Reference manuals, textbooks, and other source materials, except those specifically listed in the guidelines, may not be taken to events. Participants failing to report on time for an event may be disqualified.
- ◆ Calculators can be used in all written events as appropriate; however, no graphing calculators, PDAs (e.g., Palm Pilots), phones, or other memory storage devices are allowed in any event.

## Regional Competitive Events:

- ◇ Online tests taken at school during a two-week period—dates established annually.
- ◇ Performance/Interview events coordinated by the regional director at a date/location established annually.
- ◇ See the state handbook for number of entries that advance to state competition in each event.

## State Competitive Events

- ◇ Several events take preliminary tests at school prior to the SLC. Finalists are posted after the opening session of the SLC.
- ◇ Written tests (objective events) test at the SLC.
- ◇ Performance events are on Friday/Saturday of SLC—date and location determined annually.
- ◇ Top four placements are eligible for national competition (funding is available for top two slots).

See the Competitive Events section of the *Virginia FBLA State Handbook* for competitive event details. The national office's Chapter Management Handbook should only be referred to when preparing for national competition.

## Virginia FBLA-PBL 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 outside of the hotel.**

**Professional attire acceptable for official Virginia FBLA-PBL activities includes:**

### Males

- ◆ Business suit, collared dress shirt, and necktie or
- ◆ Sport coat, dress slacks, collared shirt, and necktie or
- ◆ FBLA blazer (with emblem), dress shirt, dress slacks, and tie or
- ◆ Dress slacks, collared shirt, and necktie.
- ◆ Dress shoes and socks.

### Females

- ◆ Business suit (skirt or pants) or
- ◆ Skirt or dress slacks with sweater set/dress blouse (not cotton button down shirts) or
- ◆ FBLA Blazer (with emblem), skirt, white blouse or
- ◆ Business dress.
- ◆ Dress shoes.
- ◆ Nylons when wearing skirts and dresses.

**Inappropriate attire, for both men and women, includes:**

- ◆ Jewelry in visible body piercing, other than ears
- ◆ Visible tattoos
- ◆ 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 or loungewear

Ladies do not have to wear nylons to the awards program.

**Note:** Students may be disqualified from regional and state events for failure to adhere to the dress code.

# Affiliated Organizations

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## Project ASK

Project ASK is the Virginia FBLA-PBL State Service Project. ASK, Association for the Support of Children with Cancer, is a non-profit association of parents, health professionals, and concerned citizens throughout Virginia. FBLA-PBL's support allows Project ASK to conduct diagnostic research, fund the position for a patient counselor/chaplain, and serve as a support group for families of children with cancer.

## Facts about ASK

- ◆ ASK is an all-volunteer organization that relies on fundraising and donations.
- ◆ Volunteers bond together to offer both strength and encouragement to the children and their families.
- ◆ Pediatric Cancer
  - ◇ is the leading cause of death among children ages 3 through 14
  - ◇ sends 350 children to MCV Hospital for treatment at any given time
  - ◇ requires an average treatment duration of two years

For more information, please go to <http://www.askweb.org>.

## Virginia FBLA-PBL Foundation, Inc.

Virginia Future Business Leaders of America financially supports the leadership development and academic accomplishments of Virginia FBLA-PBL student members through their participation in FBLA-PBL conferences, workshops, and competitive events.

The Virginia FBLA-PBL Foundation is a volunteer-based, not-for-profit organization that accumulates contributions and makes distributions exclusively from investment gains. Foundation membership is open to anyone who has an interest in business and promoting the goals of FBLA-PBL.

For more information or to access a contribution form, visit the Virginia FBLA-PBL Foundation Web site at <http://www.vafblapblfoundation.org>.

## Important Numbers

Office	Name and Address	Phone-E-Mail
FBLA-PBL State Office and State Specialist	Sandy Mills 115 Marshall Lane Winchester, VA 22602	540.686.1105 smills@vafbla-pbl.org
State Chairman/Business and Information Technology Specialist	Judith Sams Virginia Department of Education P.O. Box 2120 Richmond, VA 23218-2120	804.371.0196 804.371.2456 Judith.Sams@doe.virginia.gov
National Office	Lisa Smothers Membership Director 1912 Association Drive Reston, VA 20191-1591	800.FBLAWIN (Ext.118) membershipdir@fbla.org
Capital Region	Keisha Tennessee	fblacapitalregion@gmail.com
Colonial Region	David Dick	colonialregionfbla@gmail.com
Germanna Region	Sally M. Martin	smartin@vafbla-pbl.org
Longwood Region	Danielle Hennessey Marissa Brunner	hennesseydm@longwood.edu brunnermj@longwood.edu
New River Region	L. E. Younger	lyounger@wythek12.org
Northern Virginia Region	Stephanie Holt	seholt@fcps.edu
Shenandoah Region	Charisse Woodward	woodwarc@fcpsk12.net
Tidewater Region	Jane R. Bleiler	jbleiler@charter.net
UVA's College at Wise Region	Glenna Hensdill Virginia Leonard	glenn.hensdill@gmail.com leonard.virginia.l@gmail.com
VSU Region	Jill Anderson Dr. Mary Eckert	jill_anderson@ccpsnet.net mary_eckert@ccpsnet.net
Virginia Western Community College Region	Ginger Cromer	vwfbla@gmail.com

# Frequently Asked Questions

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## 1. What is a program of work, and how do I develop one?

A program of work form may be found on the Virginia FBLA-PBL Web site at <http://www.vafbلا-pbl.org> under the FORMS section. A program of work is simply a blueprint for what the chapter officers decide to do during the year. A program of work should be well balanced with at least two activities in each of the five areas of concentration—business skills and knowledge, leadership and promotion, community service, financial, and social activities. The form is due to the state office by October 1 ([smills@vafbلا-pbl.org](mailto:smills@vafbلا-pbl.org)).

The screenshot shows a Microsoft Word document titled 'FBLA Program of Work Form (Compatibility Mode)'. The form is titled 'FBLA PROGRAM OF WORK' and includes the following sections:

- Date:** A field for the date.
- School:** A field for the school name.
- Address:** A field for the address.
- Region:** A field for the region.
- Proposed Programs for the Year:** A section with a 'Theme' field and a 'Major Project (briefly describe):' field.
- Meetings:** A section with fields for 'How often will you meet?', 'At what time will you meet?', 'Where will you meet?', and 'What is the average length of your meetings?'.
- PROGRAM OF WORK:** A section with a table for 'Month' and 'Activities'.

Month	Activities
August/September	
October	
November	
December	
January	
February	
March	
April	
May	
June/July	

## 2. How do I stay in contact with what is going on at the national level?

The national Web site at <http://www.fbla-pbl.org> has up-to-date information for all national-level activities, including information on the business achievement awards, virtual business, and national conferences.

## 3. How do I stay in contact with what is going on at the state level?

The state specialist will send important messages through a group e-mail list for all advisers. This list is compiled annually through the Chapter Adviser Form that is due October 1. The form is found on the Virginia FBLA-PBL Web site at <http://www.vafbلا-pbl.org> under the FORMS section. All forms should be uploaded to the [Virginia FBLA Report Management Site](#)

## 4. What is online testing?

One of the most important aspects of FBLA-PBL is the competitive events component. Students from across the state compete in events such as Accounting, Business Law, Economics, etc. The events are broken down into three categories—individual, team, and chapter events. Chapter events are basically written reports detailing certain activities of the chapter, such as the American Enterprise Project and the Community Service Project. Team events are designed so that students may work together to problem-solve, develop multimedia presentations, and demonstrate competencies such as Parliamentary Procedure. Individual events are normally written objective tests, and this is where the online tests come in. Virginia FBLA is proud to have over 15,000 members. In order to facilitate the initial competitive component with so many individuals, the Virginia Tech Foundation developed a system that enables FBLA members to take the initial regional objective tests online. Registration/online testing information will be sent to you via your regional director in early January.

# Resources

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## State Handbook

Available for download or order at no cost from the CTE Resource Center, the handbook is available at this [link](#):

## National Chapter Management Guide

The National Chapter Management Guide is sent to each chapter annually.

## Web Sites

- ◇ State Web site: <http://www.vafb1a-pbl.org>
- ◇ National Web site: <http://www.fbla-pbl.org>
- ◇ Foundation Web site: <http://www.vafblapblfoundation.org>

## **Appendix A—President’s Sample Agenda/Script**

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- ◆ Call to Order
  - ◇ The meeting will come to order. (Rap gavel once.) \_\_\_\_\_ will lead us in the FBLA Creed (or pledge).
- ◆ Welcome and Introductions
  - ◇ (The President welcomes members and guests and introduces guests.)
- ◆ Minutes of the Previous Meeting
  - ◇ The Secretary will read the minutes of the previous meeting.
  - ◇ (The President is seated while minutes are read.)
  - ◇ Are there any corrections to the minutes? (Pause)
  - ◇ (If none): The minutes stand approved as read.
  - ◇ (If correction): If there is no objection, the secretary will make the correction. Are there further corrections? (Pause) If not, the minutes stand approved as corrected.
- ◆ Correspondence (if appropriate)
  - ◇ The Secretary will read the correspondence.
- ◆ (The Secretary may read official correspondence—first stating from whom correspondence was received and, if possible, condensing the information.)
- ◆ Treasurer’s Report
  - ◇ The Treasurer will now report.
  - ◇ Are there any questions? (Pause)
  - ◇ The Treasurer’s report will be filed for audit.
- ◆ Reports of Officers and Standing Committee Members (if appropriate)
  - ◇ May we have the report of the \_\_\_\_\_, \_\_\_\_\_, etc.?
- ◆ Reports of Special Committees (if appropriate) (Have list of committees to report.)
  - ◇ The next business in order is hearing reports of special committees.
- ◆ Unfinished Business
  - ◇ The next business in order is unfinished business.
- ◆ (Review minutes of the last meeting to determine any unfinished business to be brought before the chapter. If there is no unfinished business, move to New Business without announcing the heading of Unfinished Business.)
- ◆ New Business
  - ◇ The next business in order is new business:
    - 1.
    - 2.
    3. etc.
  - ◇ Is there any other new business?
- ◆ Announcements (Have list prepared.)
  - ◇ Are there further announcements?

◆ Program

- ◇ The Vice-President will present the program OR the program chairman will introduce our guest speaker.
- ◇ (Thank speaker, etc.)

◆ Adjournment

- ◇ Is there any further business? (Pause)
- ◇ Since there is no further business, the meeting is adjourned.

(Rap gavel once, if desired.)

## **Appendix B—Sample Minutes**

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### **Minutes of ABC High School FBLA**

(Place), (Date)

The regular monthly meeting of the ABC Chapter of Future Business Leaders of America was held on Thursday, September 24, in the business department, Room 101. The meeting was called to order at 1:45 p.m. by the president, Mary Jo Hershberger. The secretary was present. The FBLA Creed was lead by Glen Russell. Minutes of the previous meeting were read and approved.

The treasurer reported receipts from dues of \$75, disbursements of \$21.50, and a current balance of \$327.83. The report was filed for audit.

Teresa Foltz, safety committee chairman, reported that because of the chapter's efforts, a pedestrian traffic light had been installed at the school crossing on Franklin Street.

Josh Zilke moved that the chapter sponsor a haunted house from October 24 through October 31, with the proceeds being contributed to the State Service Project, Project ASK. The motion was carried after debate.

The vice-president, Bill Carter, introduced Mrs. Teresa Haskin, Career and Technical Administrator for ABC County. She spoke to the group about FBLA and the Internet.

The executive board meeting was announced for October 3, at 7 p.m., in Room 101 of the business department.

There being no further business, the meeting adjourned at 2:30 p.m.

Zhen Haskin

(signature) \_\_\_\_\_

Secretary

## Appendix C—Sample Budget

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### ABC High School

(Date)

#### Estimated Income

State dues (83 members @ \$2.50)	\$ 207.50
National dues (83 members @ \$6.00)	498.00
Local dues (83 members @ \$.50)	41.50
Football concession stand	850.00
Champions' Challenge—Candy	1,200.00
Dance-a-Thon (State Service Project)	1,000.00
Tax preparation service	300.00
Skating party	120.00
Doughnut sales	2,070.00
Christmas decorations/bake sale	300.00
Mr./Ms. ABC Pageant	<u>1,100.00</u>
<b>Total Estimated Income</b>	<b>\$7,687.00</b>

#### Estimated Expenses

State dues	\$ 207.50
National dues	498.00
Chapter publicity	375.00
National Leadership Conference	1,725.00
National Fall Leadership Conference	475.00
Regional Leadership Conference	25.00
State Leadership Conference	650.00
Summer Leadership Training Conference	600.00
Virginia FBLA-PBL Foundation	200.00
Socials/special activities	425.00
Refreshments after meetings	100.00
Scholarship	250.00
Chapter awards	100.00
ASK contribution	1,000.00
Faculty tea	80.00
FBLA-COE banquet	750.00
Miscellaneous	<u>226.50</u>
<b>Total Estimated Expenses</b>	<b>\$7,687.00</b>

# **Appendix D—Sample Financial Statement**

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## **ABC High School FBLA**

### Financial Report

(Date)

Balance on hand, (Date) \$127.15

#### **Receipts**

Dues	\$50.00
Candy Sales	\$32.50

**Total Receipts** \$82.50

**Total Available Funds** \$209.66

#### **Disbursements**

Dance Supplies	\$ 9.60
FBLA Stationery	\$15.00

**Total Disbursements** \$ 24.60

Balance on hand, (Date) \$185.06

Michael Ring

(signature)

Treasurer

(The treasurer's report is not voted on but may be filed for audit.)

