



# TOP 10 THINGS EVERY NEW ADVISER NEEDS TO KNOW!

# Purpose

- 🚩 FBLA is an intra-curricular student organization designed to enhance the students' experience in their business classes.
- 🚩 FBLA supports Service, Education & Progress
- 🚩 FBLA makes a difference in students' lives



**AND NOW...**

**VIRGINIA FBLA'S TOP 10 LIST!**



# #10—What's Intra-curricular?

- Every B&IT course contains FBLA objectives—you should find ways to incorporate FBLA into your classroom. FBLA is not more work—it is thinking differently about how you teach your class objectives.
- What about the student not enrolled? If a student has been in FBLA and could not fit a business course into their class schedule, they may still join FBLA—as long as they actually tried (someone who chose to take another elective OVER the business course is not eligible). We don't ever want to exclude students who want to join, but this stipulation from the VDOE is designed to protect your program enrollment (and ultimately your JOB)! Program completers are also eligible to join!
- If you have a situation that you are not sure about, just contact Sandy Mills: [smills@vafbla-pbl.org](mailto:smills@vafbla-pbl.org)



# #9—Five Core Areas

- Business Skills & Knowledge
- Community Service
- Leadership and Promotion
- Financial Skills
- Social Skills



# Business Skills & Knowledge

- ✈ Guest Speakers.
- ✈ Job Shadowing/Field trips to businesses.
- ✈ Culmination is the competitive events program where students demonstrate the skills and knowledge that they learned in their business classes.



# Community Service

- ✚ Chapters should focus on:
  - ✚ Service to their school
  - ✚ Service to their community
  - ✚ Service to the state service project — [Project ASK](#) —the organization that assists Virginia's childhood cancer patients



# Leadership & Promotion

- Students learn leadership by trial and error, so we should give them opportunities to learn and grow.
  - Have students be responsible for chapter meetings, agendas, guest speakers. You will need to serve as a mentor/adviser to them as they work through the proper way to do these duties.
- Promote what you are doing—more parents and administrators that hear what you are doing will translate to more enrollment in your program!





# Financial Skills

- Students should be in charge of the books for the chapter (not the money, of course). This is a great intra-curricular activity for an accounting class!
- Students should learn financial responsibility through the budget process.
- Students should report financial activities at local meetings.



# Social Skills

- ✚ It is a proven fact that EQ is as essential to a student's success as IQ. Students that learn to recognize social cues and react appropriately will assimilate well in the business world.
- ✚ Networking is an important tool for any profession.



# WARNING! WARNING!

- ⚡ Don't try to do too much at first; start out slow and build your chapter. You may want to sit down with your officers and decide on one activity in each category for the first year.



[dreamstime.com](http://dreamstime.com)



## #8—Organizational Structure

- Your local chapter is part of one of Virginia FBLA's eleven regions; to find out which region you are in, look in the state [handbook](#) (page 18) or contact Sandy Mills [smills@vafbla-pbl.org](mailto:smills@vafbla-pbl.org).
- Each region is part of the [state](#) organization.
- Virginia FBLA is part of the [national](#) organization.



## #7—Phone a Friend (Find a Mentor)

- ✈ Utilize YOUR resources by finding a mentor to help you through your first couple of years.
- ✈ If you don't know of another adviser in your school system, contact Sandy Mills to help you find one: [smills@vafbla-pbl.org](mailto:smills@vafbla-pbl.org).



# Competitive Events

- The competitive events program begins at the regional level; regional winners progress to the state level; state winners progress to the national level.
- Types of events:
  - Objective testing (done at your school),
  - Objective test/Performance,
  - Performance or Interview,
  - Report/Performance.



# Where to go for information:

- You should reference the state [handbook](#) for regional and state competitive event information.
- Have students practice, as often as possible.
- Reports and presentations should follow the rating sheets EXACTLY.
- Don't overdo—start out slow and build your program.



# #5—Conferences

## Regional Conferences:

-  Fall Leadership Conference—RFLC
-  Spring Leadership Conference—RSLC

## State Conferences:

-  State Leadership Conference—SLC (April)
-  State Officer Training Conference (June)

## National Conferences:

-  National Fall Leadership Conference—NFLC (November)
-  National Leadership Conference—NLC (June)






# #4—Chapter Management

- Many tools are available for your chapter; download the New Adviser Handbook from the state [website](#) or contact Sandy Mills for a copy.
- There really isn't a wrong way to manage your chapter—figure it out as you go along!



# #3—Members Matter

 FBLA has the power to change a person's life, and as advisers we need to ensure that we are reaching out to every one of our students to encourage them to join the organization. It is not enough to ask them once—we have to convince them that becoming part of the premier business organization will be the best decision they will ever make!



# # 2—The Ultimate Goal

- ✚ FBLA is a student organization, and advisers should strive to allow the students to do the work!
- ✚ As a new adviser, you will have to figure things out together, but ultimately, you will want to delegate responsibilities to your students (but please don't share your passwords).



# Before We End...

- ✈ The Virginia FBLA-PBL Foundation works to assist Virginia FBLA members with:
  - ✈ Scholarship
  - ✈ Leadership Development
  - ✈ National Leadership Conference expenses
- ✈ Join the [Foundation](#) so that your chapter is eligible for funds.
- ✈ Consider having your underclassmen apply to attend the [Foundation Leadership Institute](#). Each region gets three slots at the State Leadership Conference, and attendees' schools receive the students' SLC Registration refunded as soon as they complete the program. Your school must contribute to be eligible to participate.



# #1—HAVE FUN!

Starting an FBLA chapter is an integral part of your experience as a business teacher; it should be a fun, rewarding experience for you—not something you have to do. Get to know your students on a different level, watch them grow as leaders and gain confidence in themselves. I can promise you, you will never regret your decision!

