

How to Build a Better Chapter: A Comprehensive Guide

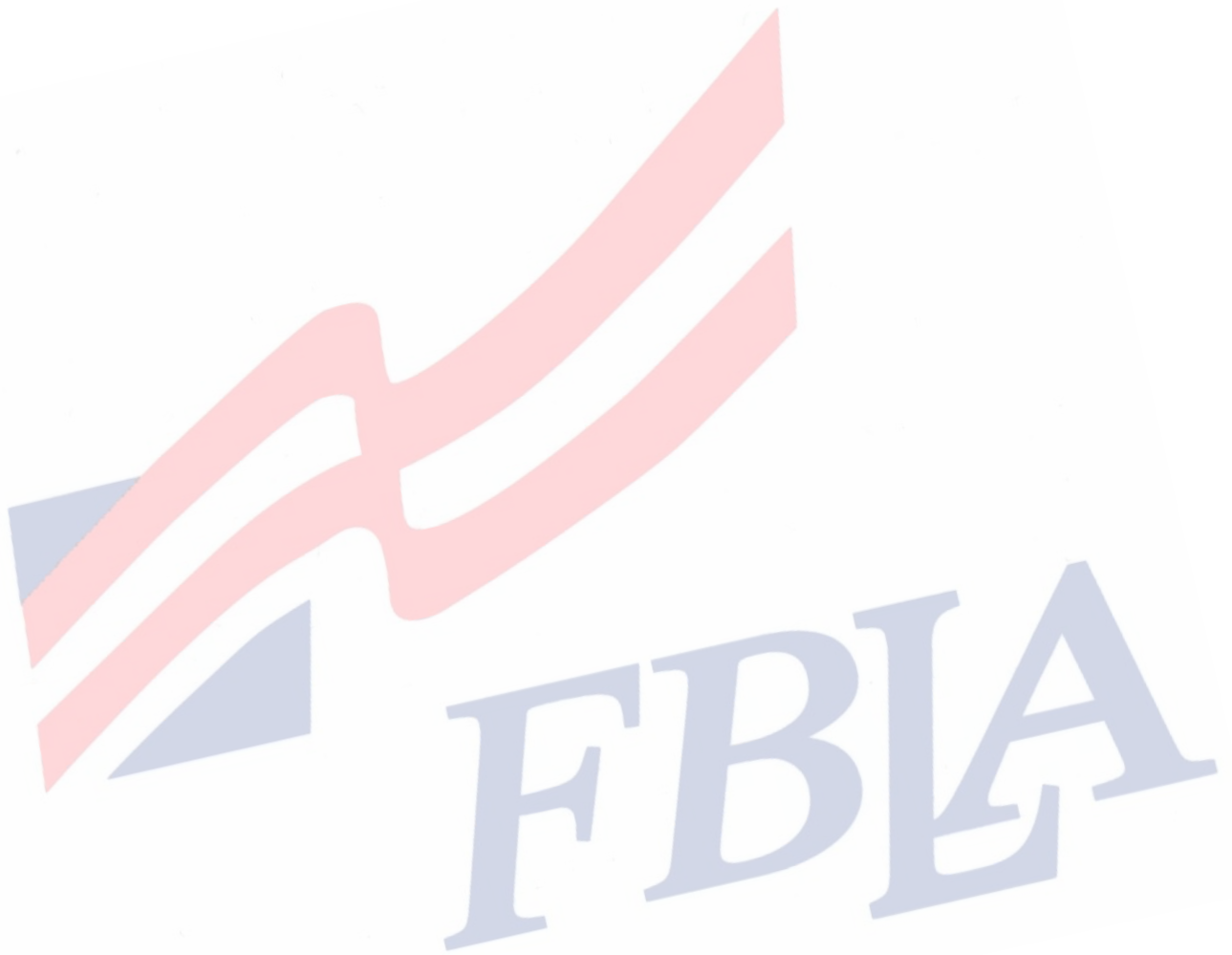


Table of Contents

Chapter Officers & Duties.....	1-8
Officer Contract/Consequences.....	9-11
Conquer Club Rush.....	12
Organizing the Year.....	13-14
Chapter Promotion.....	15
Community Outreach.....	16
Meeting Agenda.....	17
State Projects.....	18

Chapter Officers and Duties

The following documents are examples of an organized chapter officer board. This method of organization allows the proper allocation and distribution of club duties, while simultaneously providing significant leadership opportunities to the elected officers.

Historian: Officer Description and Responsibilities

- Keeps records of meeting attendees
 - This task is critical in maintaining records of member involvement. Following “Club Week” (Monday, August 29th- Friday, September 2, 2016) the officer will be required to save a copy of prospective member information. He or she is responsible for delivering this information to the other members of the OPHS FBLA officer Board.
 - *Note: Proceeding the deadline for membership dues, the historian will obtain the respective records from the Treasurer and identify those members who have paid. In addition, the Historian will be responsible for keeping track of member commitment (noting years of involvement, service hours-obtained from VP of Projects, and etc.). This record system will not only assist during future elections but will also be a vital asset to members who wish to know their specified involvement in FBLA (service hours and etc.).*
- Is responsible for organizing the file folder that includes past receipts, conference forms, etc.
 - This job helps the OPHS FBLA cabinet give priority to certain members during competition event selection. In addition, it serves as a crucial record for member attendance at OAT Day and LDI South. The historian will have to communicate with the treasurer to make sure that the fiscal records are being kept properly and that they adhere to previous expenditures.
- Keeps records of past conference winners
 - The historian will assist the public relations officer in revising the OPHS FBLA website with OPHS FBLA conference history. In addition, the historian will help the president and other members of the board in planning an annual FBLA recognition banquet (in which this data will be critical).
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)

Public Relations Officer: Officer Description and Responsibilities

- Is responsible for public relations on the school, community, state, and national levels.
 - The public relations officer is vital to the advertisement and membership of OPHS FBLA. Within the school level, the PR officer will be required to design a flyer promoting OPHS FBLA to the public, that will be posted around the school throughout club week. In addition, the officer will head a meeting day in which all the officers will assist in creating components of OPHS FBLA's booth at club week (including a tri-fold board, a digital presentation, and etc.).
 - Community level: OPHS FBLA integrates community service, education and business. With increased community involvement, the PR officer will be required to promote the events that the chapter will be participating in.
 - Section, State, and National levels: OPHS FBLA is a prominent chapter within the Gold Coast Section and CAFBLA. Consequently, members will represent OPHS FBLA at social events and conferences with OPHS FBLA attire. The PR officer is responsible for designing this attire (style of attire is flexible).
- Designs posters for FBLA events
 - The PR officer is responsible for designing professional posters/digital images for all events that OPHS FBLA is participating. These events include club week, in which the PR officer will be expected to be prepared with all materials required to successfully gain new members (a creative tri-fold board that highlights the essence of FBLA and its accomplishments and benefits, in addition a compilation of awards to be displayed at the booth).
- Is required to be present at club week
 - Please see above for specific directions on club week preparation. The PR officer is responsible for creating new and innovative ideas to increase OPHS FBLA membership through positive public promotion. He or she is responsible for discussing these ideas with the rest of the board and facilitating the progress of these ideas throughout the year (primarily near club week).
- Manage publicity and OPHS FBLA photos on the website
 - Communicate with the historian to upload a series of pictures on the OPHS FBLA website. In addition, manage the chapter Instagram and Facebook page.
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)

Secretary: Officer Description and Responsibilities

- Prepares quarterly minutes and attendance records for school administration
 - Each club/organization on the OPHS campus has to submit a quarterly club report to the ASB (Associated Student Body). This quarterly report is necessary for the club to continue to be recognized by the school as “official” and thus requires the current membership and a history of events or activities completed throughout the duration of each quarter. This document can be found on the OPHS website.
- Submit monthly Program of Work (POW) to the Gold Coast Section Director
 - The POW form is required to be submitted by each active FBLA chapter. This form can be found online at the CAFBLA website and calls for the local chapter to highlight their recent activities, events, and an overall summary of the chapter’s recent accomplishments.
- Prepare sign-in sheet for chapter meetings
 - This document can be digital. The secretary should keep in contact with the historian to ensure that all member attendance records are accurate and updated.
- Assist the other OPHS FBLA officer board as needed with events, projects, and the chapter’s program of work.
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)

Treasurer: Officer Description and Responsibilities

- Keeps financial records neat and current
 - The treasurer is responsible for the management of all OPHS FBLA fiscal records. These records include but are not limited to attire expenses (obtained from the PR officer), membership dues at the beginning of the year, conference dues (including transportation for the section and state levels). The treasurer should keep the president and the officer board up to date with expense reports including the balance in the chapter account (obtained from the registrar) and introduce effective methods through which the money can be used.
- Is responsible for the online registration system for membership and conferences
 - This task is to be distributed between the treasurer and the VP of Conferences. Member registration is critical for conference eligibility and chapter records.
- **Arranges fundraisers throughout the year**
 - Fundraisers are one of the treasurer's primary goals, and a minimum of two fundraisers will be required throughout the year, The treasurer will be responsible for establishing the event (type, date, and assigning other officers with event responsibilities) and communicating it with the OPHS FBLA officer board to ensure plausibility and success.
 - Fundraisers can range from bake sales to local business sponsorship events.
- Completes school administrative forms completely and appropriately
- Communicate with the president to discuss local and community level sponsorship opportunities.
- Analyze the chapter account balance in order to effectively utilize funds (e.g. state conference transportation, etc.)
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)

Vice President of Conferences: Officer Description and Responsibilities

- Assists the president in the discharge of duties
 - These duties include assisting in the organization of chapter projects (American Enterprise Project, Gold Seal, and etc.). The VP of Conferences will need to maintain communication with the chapter president to ensure that all aspects of conference registration are completed- a week before the designated deadlines. In addition, the VP of Conferences, along with the president and the VP of Projects will work to ensure the conference registration for the supporting Middle Level chapter.
 - The VP of Conferences will serve as a liaison between the high school FBLA chapter and the Middle Level chapter to ensure that registration and dues for OAT Day, LDI South, Section conference, and State Conference are all paid and updated.
 - Along with the chapter president, the VP of Conferences will work to create a Middle Level Management Committee, or assign responsibilities within the current FBLA chapter board to help regulate the success of the middle level chapter
- Presides at meetings in the absence of the president.
- Is prepared to assume the duties and responsibilities of the president should the need arise.
- Records member competition choices and develops conflict grid.
 - The VP of Conferences is required to organize member competition events in an efficient method that recognizes potential success and member interest. In addition, the officer must communicate with the chapter president to establish meeting agendas in regards to conference announcements and work with the president to create creative methods to encourage member participation.
- Is responsible for working with the Treasurer to register all conference records.
 - Ensure that all members registered in their respective competitive events have completed all of the required pre-requisites and meet any other requirements (these include the submission of transcripts, the organization of production events and eligibility according to current grade level).
- Works with the President to arrange all transportation to and from FBLA conferences.
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)

Vice President of Projects: Officer Description and Responsibilities

- Assists the president in the discharge of duties
 - These duties include assisting in the organization of chapter projects (American Enterprise Project, Gold Seal, and etc.). The VP of Projects will need to maintain communication with the President to establish dates and a program of activities to complete all the requirements for chapter recognition projects.
 - In addition, the VP of Projects will be responsible for organizing OPHS FBLA officer board meetings to discuss progress on chapter projects and assign individual responsibilities to the other officers.
- Presides at meetings in the absence of the president.
- Is prepared to assume the duties and responsibilities of the president should the need arise.
- Keeps track of the deadlines for all State Projects (individual and chapter)
 - The VP of Projects is responsible for coordinating with the chapter president to establish designated time periods within the meeting agenda to discuss State Projects. For example, a meeting in which the VP of Projects presents the projects (including project requirements and benefits) is required.
 - The VP of Projects is also responsible for maintaining contact with the president and send him or her an email template about State Projects on a periodical basis. These emails contain the State Projects's documents, deadlines, and submission details. (the submissions process varies)
- Arranges chapter project events.
 - Is in charge of forming a Gold Seal Committee and managing all related activities with the chapter officer board. The completion of the "Gold Seal: Chapter Recognition Project" is **mandatory**. Other projects include the chapter Goes Green project and the American Enterprise Project (AEP). In addition, the Government Awareness Project (GAP) needs to be managed by the VP of Projects through the creation of a committee or other delegation methods.
- Guides members through individual projects from start to completion.
 - Encourages member participation in State Projects by highlighting its benefits. In addition, the VP of Projects is to make himself or herself readily accessible to answer all and any member questions in relation to this topic.
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)

Competitions Officer: Officer Description and Responsibilities

- Assists the president in the discharge of duties
 - These duties include assisting in the organization of chapter projects (American Enterprise Project, Gold Seal, and etc.). The VP of Conferences will need to maintain communication with the chapter president to ensure that all aspects of conference registration are completed- a week before the designated deadlines. In addition, the VP of Conferences, along with the president and the VP of Projects will work to ensure the conference registration for the supporting Middle Level chapter.
 - The VP of Conferences will serve as a liaison between the high school FBLA chapter and the Middle Level chapter to ensure that registration and dues for OAT Day, LDI South, Section conference, and State Conference are all paid and updated.
 - Along with the chapter president, the VP of Conferences will work to create a Middle Level Management Committee, or assign responsibilities within the current FBLA chapter board to help regulate the success of the middle level chapter
- Presides at meetings in the absence of the president.
- Is prepared to assume the duties and responsibilities of the president should the need arise.
- Records member competition choices and develops conflict grid.
 - The VP of Conferences is required to organize member competition events in an efficient method that recognizes potential success and member interest. In addition, the officer must communicate with the chapter president to establish meeting agendas in regards to conference announcements and work with the president to create creative methods to encourage member participation.
- Is responsible for working with the Treasurer to register all conference records.
 - Ensure that all members registered in their respective competitive events have completed all of the required pre-requisites and meet any other requirements (these include the submission of transcripts, the organization of production events and eligibility according to current grade level).
- Works with the President to arrange all transportation to and from FBLA conferences.
- Is responsible for attending all FBLA events (OAT Day, LDI South, and Section Conference)
- ***In addition to working with the Vice President of Conferences to accomplish the above stated responsibilities, the Competitions Officer will focus on the following tasks:***
 - *Organizing “Study Sessions” in which members competing in performance events can receive feedback from the experienced officers. Also, those competing in testing events can experience an “exam simulation”.*

Tips for Success: Chapter Presidents

Communication:

- ✓ **With your adviser-** meet with your local chapter adviser at least two times a week
- ✓ **With your officers-** organize an initial summer officer summit and plan one meeting, either in-person or online every week.
- ✓ **With your members**

Ambassadorship:

- ✓ Always be confident and prepared. (Note: as a leader within your local school and community you should project a sense of professionalism).
- ✓ Create and rehearse a 30-second elevator pitch.
 - The basic foundation of FBLA and **your personal experiences.**

Deadlines:

- ✓ **Membership Registration-** set a date (around three weeks after first meeting) before the first meeting for submission of dues. Set amount to approximately \$15.00 and adjust according to past chapter trends.
- ✓ **Conference Registration, State and Chapter Projects, Business Achievement Awards. Enforce all deadlines. Information on CAFBLA website.**


Parliamentary Procedure:

- ✓ Resources regarding parliamentary procedure and respective details can be found at: www.cafbla.org/pages/CAFBLA/Parliamentary_Procedures_Train
- ✓ On the CAFBLA website under Resources → Adviser and Chapter
 - Resources → Parliamentary Procedures Training Resources
- ✓ Possibly elect a chapter parliamentarian officer who will be in charge of meeting decorum and standards.

Incentive Programs:

- ✓ Incentivize member participation.
 - Allocate a margin of membership dues to “incentive program” funds.
 - Provide prizes based on a point system. For example, completion of a state project=5 points. Also create a table that associates prizes with points (prizes can be customized FBLA merchandise. Show your spirit!) Prizes can include: pens, reduced conference fees, etc.

Meeting Agenda Example



Agenda Mon. 8/24/16

- I. CLUB WEEK
 - a. Displays
 - b. Sign-Up Sheets (3) clipboards
 - c. Elevator Pitches
 - d. Go to potential members during nutrition, before school
 - e. "I'm joining FBLA" cut-out + photographer
 - f. Candy
 - g. Aseeh & Kavya
 - h. Awards
 - i. Slideshow
 - j. Fri. @ 7th set-up
 - k. Assigned Days
 - l. 9th Grade Recruitment
 - i. Teachers
 - ii. Technology Classes
- II. First Meeting Sept. 11
 - a. Food
 - i. Vaishnavi - Brownies
 - ii. Matt- Cookies
 - iii. Rithik - Napkins & Muffins
- III. Committees
 - a. Rithik - Update & specific plan for achieving Gold Seal
 - i. Requirements
 - ii. Deadlines
 - iii. Notebook with all requirements and deadlines
 - b. Middle Level
 - i. Ms. Wechter
 1. Meetings @ lunch
 2. First meeting
- IV. T-shirt design
- V. Website

Officer Duties Example

- Vice President of Conferences: Officer Description and Responsibilities**
- Assists the president in the discharge of duties
 - These duties include assisting in the organization of chapter projects (American Enterprise Project, Gold Seal, and etc.), The VP of Conferences will need to maintain communication with the chapter president to ensure that all aspects of conference registration are completed a week before the designated deadlines. In addition, the VP of Conferences, along with the president and the VP of Projects will work to ensure the conference registration for the supporting Middle Level chapter.
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 - Is responsible for working with the Treasurer to register all conference records.
 - Ensure that all members registered in their respective competitive events have completed all of the required pre-requisites and meet any other requirements (these include the submission of transcripts, the organization of production events and eligibility according to current grade level).
 - Works with the President to arrange all transportation to and from FBLA conferences.

(INSERT CHAPTER) FBLA Officer Contract

As an elected member of the (INSERT CHAPTER) FBLA Officer Board, I agree to:

Remain committed to my education and family obligations.

Make FBLA-PBL service my top priority after my education and family responsibilities.

Promote the growth and success of our FBLA chapter as well as California FBLA chapters.

Follow the established officer guidelines, procedures, and regulations.

Attend all officers meetings beginning in August through May.

Attend section's officers/advisers training days and leadership conferences on a Saturday in September

Attend the Leadership Development Institute and compete at (INSERT SECTION) Coast Section Leadership Conference.

Actively work on completing your FBLA Business Achievement Award Degrees

Perform all assigned officer responsibilities and adhere to all deadlines

Maintain the highest degree of personal honor, integrity, and ethics.

Candidate's
Signature _____

Date _____

As the parent/guardian to
Parent/Guardian's
Signature: _____

, I agree to support his/her
candidacy

Date _____

CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA 2016-2017 (INSERT CHAPTER NAME) OFFICER TEAM CONSEQUENCES

Attendance and Behavior

1. If an officer is more than 5 minutes late to a workshop, meeting, or other required activity without a legitimate excuse, or if an officer breaks curfew at the National leadership Conference, Leadership Development Institute, or first two nights of the State Leadership Conference, the offending officer is required to write an essay on the importance of being on time or adhering to curfew (one page, double spaced, Times New Roman, size 12 point font, standard margins). Legitimate excuses will be taken into consideration.
2. If an officer engages in improper conduct or behavior that tarnishes the FBLA image while representing FBLA, he/she may be asked to resign from office. The definition of improper is at the Section Directors' discretion.
3. Missing a section board meeting or a conference without prior notice and a legitimate reason will result in an email or phone call warning from Chapter Director. Missing a second section board meeting or conference without prior notice and a legitimate reason results in a letter of resignation from office.
4. Missing a conference call or being tardy to a conference call without prior notice will result in a warning from the Chapter Adviser and the Chapter President. The second conference call that is missed will result in the offending officer writing an essay (one page, double spaced, Times New Roman, size 12 point font, standard margins) about the importance of being on time and attending all meetings. Legitimate excuses will be taken into consideration.

Duties and Assignments

1. All emails must be responded to within a 24-hour response time. The first time this is not abided by, the officer will be given an email or phone call warning from the Chapter Adviser. The second time, the officer will write an essay on the importance of communication (one page, double spaced, Times New Roman, size 12 point font, standard margins). Legitimate excuses will be taken into consideration. If on vacation or unavailable the section officer must use "vacation responders" to alert other members of the board.
2. The first late monthly officer report will receive in a warning. The second late monthly officer report will result in a phone call from the Chapter Director. The third missed report results in the loss of (INSERT SECTION) Section Leadership Conference complimentary registration. The fourth missed report results in a letter of resignation.
3. Missing a deadline for a (*possible publication*) article or any other assignment results in an email or phone call warning from the Chapter Adviser. Missing two deadlines constitutes the violator to write a formal apology email to the rest of the (INSERT CHAPTER) Executive Council and his/her chapter adviser(s). Missing three deadlines results in the loss of Gold Coast Section Leadership Conference complimentary registration. Missing four deadlines results in a letter of resignation from office.

Consequences: Any consequence listed will be delivered by the Section President if the Chapter Adviser is unavailable. Consequences to the Chapter President will be delivered by the Chapter Adviser.

Deadline Extensions: Any Chapter Officer may ask for a deadline extension from the Chapter President or Chapter Adviser due to legitimate and/or extraneous circumstance. This extension MUST be requested at least three days prior to the deadline. Extensions may be requested on officer reports and all assignments.

Statement of Acceptance

I, the undersigned, accept these consequences for the 2016-2017 (INSERT CHAPTER) Executive Council. I understand that if I do not fulfill the obligations of my office, as described above, I will suffer the consequences as specified.

X_____ (INSERT NAME), President

X_____ (INSERT NAME), Vice President of Activities

X_____ (INSERT NAME), Vice President of Membership

X_____ (INSERT NAME), Secretary-Treasurer

X_____ (INSERT NAME), Public Relations

X_____ (INSERT NAME), (INSERT POSITON)

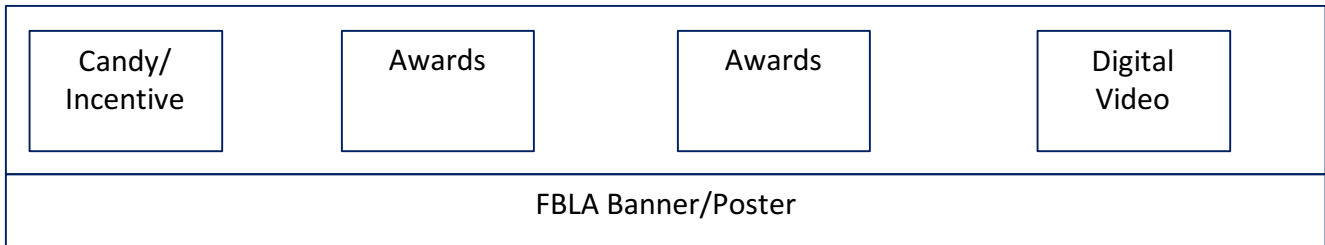
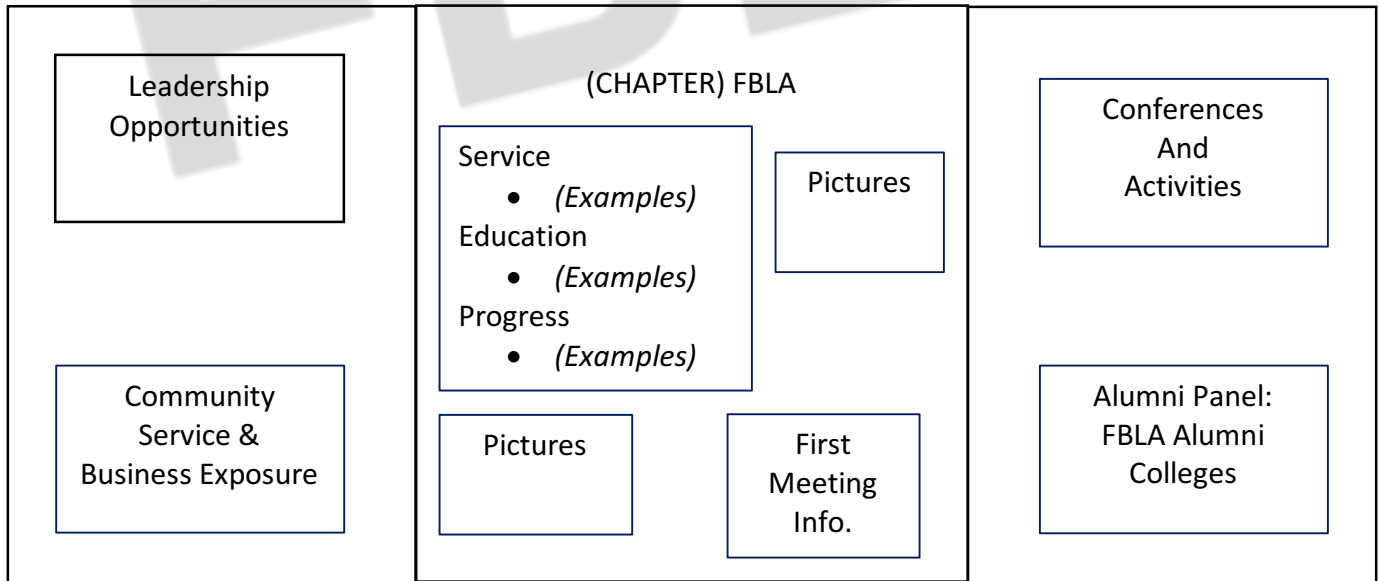
X_____ (INSERT NAME), (INSERT POSITON)

X_____ (INSERT NAME), (INSERT POSITON)

Conquering Club Rush

Club Rush is a vital part of chapter membership recruitment and is critical in establishing a positive public/school/chapter image. The following page contains tips on how to achieve success in this area of chapter building.

- Create a physical (tri-fold) display which contains organized sections highlighting FBLA
- Have membership incentives, such as candy for sign-ups. In addition, include ice-cream or another type of snack to encourage first meeting attendance.
- Include conference or overall FBLA pictures. These pictures provide useful visuals to prospective members and help to show the excitement and fun associated with FBLA.
- Have the public relations officer create flyers and place them throughout the school (with the permission of the school's Associate Student Body or ASB)
- The following is a recommended tri-fold display template:



Organizing the Year

The following is template that can be used to organize chapter meeting dates and include meeting discussion topics. If the chapter has a "Summer Officer Summit", use this template within the meeting to create an accepted schedule and give a copy to the chapter adviser.

(INSERT CHAPTER) FBLA Tentative Meeting Agenda

- August:
 - Date: _____
 - Description: Club Week planning, booth material creation, and etc.

- September:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- October:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- November:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- December:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- January:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- February:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- March:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- April:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

- May:
 - Date: _____
 - Description: _____
 - Date: _____
 - Description: _____

Chapter Promotion/Public Relations

What is Public Relations?

PUBLIC RELATION OFFICER



Public relations officers

- **Plan,**
- **Develop,**
- **Put into place**
- **Evaluate information**
- **and communication strategies** that present an organization to the public, clients and other stakeholders.

They also promote good information flow within their organization.



Social Media: Connecting Chapter Members



Newsletter: Recap past chapter events and promote future events

Website: Overview of FBLA, Contact Us, Conferences and Competitions

Promotion & Outreach



Posters and Flyer: During Club Rush

Presentations:

- ✓ Other schools, clubs, community organizations
- ✓ 30-second elevator pitch

Other Forms of Outreach:

- ✓ Sponsorships
- ✓ Press Releases
- ✓ Guest Speakers
- ✓ Business Tours
- ✓ Community Service

Gold Coast FBLA Resources:

Section Website:

http://www.cafbla.org/pages/CAFBLA/Classes/Gold_Coast_Section

Section Facebook Page:

<https://www.facebook.com/Gold-Coast-Section-FBLA-490984504397705/>

The Gold Post The Official Gold Coast Section FBLA Newsletter

- ✓ Fall, Winter, Spring Editions
- ✓ The Fall Edition is now published on the Gold Coast Section Website and Facebook Page

Community Outreach

The following is an email template that can be sent to local civic organizations and businesses in hopes of expanding chapter community outreach. In addition, members can also schedule in-person meetings with a organization/business representative.

Hi [company's/service organization's name],

My name is _____ and I'm a _____ at _____. I am a part of Future Business Leaders of America, or FBLA, an organization that strives to educate middle-school and high-school aged students in the field of business as well as leadership development.

FBLA is a CTSO (Career and Technical Student Organization) that strives to bring business and education together through workshops, leadership activities, competitive events, and service. Service is an integral part of FBLA and helps our members recognize the importance of giving back to their local communities. Civic organizations such as _____ are vital in creating the future business leaders- students that propagate the pillars of community service- that we as an organization work to achieve.

The _____ chapter of CAFBLA would appreciate the opportunity (*include respective activity or reason for contacting civic organization; for example the G.A.P. project has an option of giving a presentation about FBLA to a service organization*). _____ is vital to the success of our chapter and _____'s support helps us instill the essential pillars of community service and the importance of society within our motivated members.

If you could accommodate _____ FBLA into your (upcoming meeting schedule or etc.), it would be highly welcomed. If you have any further questions feel free to contact me at _____.

Sincerely,

Meeting Agenda

The following is an example of a properly formatted meeting agenda. Meeting agendas are vital to maintaining relevant discussion and to increase efficiency and productivity. Agendas should be utilized by the chapter secretary to create meeting minutes.

CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA Oak Park High School FBLA Officer Summit July 29th, 2016



START TIME: 7:00 pm

I. CALL TO ORDER

II. PROCEDURAL ITEMS

A. Flag Salute and FBLA Pledge

B. Roll Call

III. NEW BUSINESS

A. Discuss Officer Responsibilities and address any questions or concerns

B. Discuss and create Oak Park High School FBLA meeting agenda (including dates and descriptions).

C. Create chapter Program of Work and discuss goals for the upcoming school year.

D. Review any document or officer questions

E. Sign Oak Park High School FBLA Officer Contract

F. Final questions.

IV. ADJOURNMENT

State Projects

CAFBLA 2016 - 2017 State Projects

December 2016 Deadline

- FBLA Goes Green - Individual
 - Eligibility: Grades 7-10
 - Objective: Educate about being environmentally conscious
 - Acquire 50 points by completing activities
 - Summary on how to reduce carbon footprint
- Financial Literacy Project - Individual
 - Eligibility: Grades 7-10
 - Objective: Increase fiscal awareness and efficient money management
 - Create a personal budget
 - Learn basic financial terms and options
 - Summary on importance of personal fiscal responsibility

February 2017 Deadline

- Career Development Project - Individual
 - Eligibility: Grades 11-12
 - Option 1: Participate in an internship
 - Option 2: Develop a professional profile
- Leaders in Action - Individual
 - Eligibility: Grades 11-12
 - Complete 5 activities that relate to leadership and community service
 - Write a summary about experiences
- Government Awareness Project - Chapter
 - Option 1: Visit office of elected official
 - Option 2: Invite official to speak at a meeting
 - Option 3: Present about FBLA as an organization and its benefits to a school board or civic organization
- Professional Division Membership Project - Chapter
 - Must recruit at least 10 business professionals and FBLA alumni
 - Duties: Volunteer at chapter, train members and host workshops, coach for competitive events, and more!

March 2017 Deadline

- FBLA Goes Green - Chapter
- March of Dimes Project - Chapter
 - Organization's Objective: Improve the health of mothers and babies
 - Option 1: Individual Chapter Fundraiser
 - Option 2: Section Project Fundraiser
- Adopt-a-Chapter: High School & Middle Level
 - Expand the number of chapters
 - Assist a high school chapter or a middle level chapter