



MEMBERSHIP HANDBOOK

2019-2020

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CALENDAR OF EVENTS

OCTOBER

7

Southeast Region Fall Leadership Conference

16

North Central & Northwest Region Fall Leadership Conferences

24

Capital & Puget Sound Fall Leadership Conferences

25

Southwest Fall Leadership Conference

NOVEMBER

4

West Central Fall Leadership Conference

7

Northeast Region Fall Leadership Conference

15

American Enterprise Day

FEBRUARY

TBD

Region Winter Leadership Conferences (January/February)

3

FBLA Week (February 3-9)

17

Role Play Testing Opens

MARCH

2

Role Playing Test Finalists Posted

11

SBLC Online Testing Opens (11-27)

APRIL

8

State Business Leadership Conference (8-11) (Spokane, WA)

26

NLC Competitors Published

JUNE

8

Institute for Leaders (IFL) (Salt Lake City, UT)

26

FBLA National Leadership Conference (June 29-July 2) (Salt Lake City, UT)



GUIDELINES TO SUCCESS FOR MEMBERS

SUMMER

- Plan for upcoming FBLA year
- Meet with chapter officers
- Develop chapter Program of Work
- Develop membership promotion activities



SEPTEMBER

- Hold first chapter meeting
- Hold recruiting event
- Start Business Achievement Awards and Community Service Awards

OCTOBER

- Pay Membership Dues
- Choose competitive event(s)



NOVEMBER

- Attend Regional Fall Leadership Conference
- Celebrate American Enterprise Day
- Submit a design for Pin and T-Shirt design contests
- Work on competitive event(s)

DECEMBER/JANUARY

- Hold chapter holiday celebration
- Prepare/practice for Region Winter Leadership Conference
- Consider running for state office



FEBRUARY

- Attend Region Winter Leadership Conference
- Plan and hold events for FBLA Week
- Make plans to attend SBLC

MARCH

- Turn in all state projects
- Take online tests for SBLC

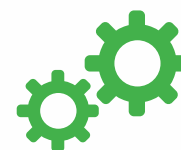


APRIL

- Attend the State Business Leadership Conference
- Complete National Leadership Conference Intent to Compete Form
- Re-work projects for NLC and submit to WA FBLA

MAY

- Submit NLC Registration Materials
- Practice for your NLC event



JUNE/JULY

- Attend National Leadership Conference

STATE OFFICERS

The State Officer Team is always here to help. If you have any questions about FBLA, whether it is about your competition or when your next conference is, they are a great source for any FBLA questions. Please feel free to contact any officer!

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PRESIDENT'S WELCOME



**Washington State
FBLA President,
Ashley Lin**



Dear Washington FBLA Members:

I hope that you have had an amazing summer, and a swift and smooth transition into the new school year. Over these past few months, your State Officer team has been hard at work developing our state Program of Work, the objectives and key results which will guide our state forward this year.

One of the key projects of our Membership Program of Work group has been this Membership Handbook. It is a comprehensive guide to chapter success for FBLA members and provides a working balance of information for new members, as well as specific tips & tricks for returning ones. The officer team encourages you to reference this handbook often,

Additionally, there are resources available on the Washington FBLA State Officer Projects page (<https://wafbla.org/state-officer-projects>) to help you make the most of the membership year. If you are looking for opportunities identified in the Program of Work or at conferences, this is a good place to start your search! Another good place is on any of our social media platforms, especially our Instagram, @wafbla, where we post weekly Tips & Tricks Tuesdays, Scholarship Sundays, and share exciting information.

This is our year. It is time for us to step up and take our chapters to new heights. It's time for us to unite around a set of ambitious goals for Washington state. Your enthusiasm and dedication will be critical for us to reach success together. Please contact the State Officers via our contact information provided in this handbook and/or by requesting a chapter visit via the State Officer Projects page on the wafbla.org Web site. We are excited to hear your thoughts and feedback to help improve the FBLA experience! As you move through the membership year, your officers invite each and every person to think about how you can more fully engage in FBLA opportunities and invite others along. FBLA creates a **World of Opportunity** that we are excited to explore with you!

Ashley Lin, 2019-20 Washington FBLA State President



ABOUT FBLA

OUR MISSION STATEMENT

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.



MEMBERSHIP

209,000+
Members

Grade	Percentage
Grade 9	18%
Grade 10	25%
Grade 11	28%
Grade 12	29%

10,900+
Advisers

58%
42%

5,200+ chapters
47 states

7+ countries

PROGRAMS

COMPETITIVE EVENTS
70+ competitions spanning 10 career clusters

LEADERSHIP DEVELOPMENT & RECOGNITION

Business Achievement Awards (BAA)

Community Service Awards (CSA)

CONFERENCES

National Fall Leadership Conference (NFLC)
5,000+ attendees, 3 locations

National Leadership Conference (NLC)
15,000+ attendees, includes Institute for Leaders (600 attendees)

WHY SHOULD STUDENTS JOIN?

College Preparation
Scholarships

Academic Competitions
Travel

Career Exploration
Discounts

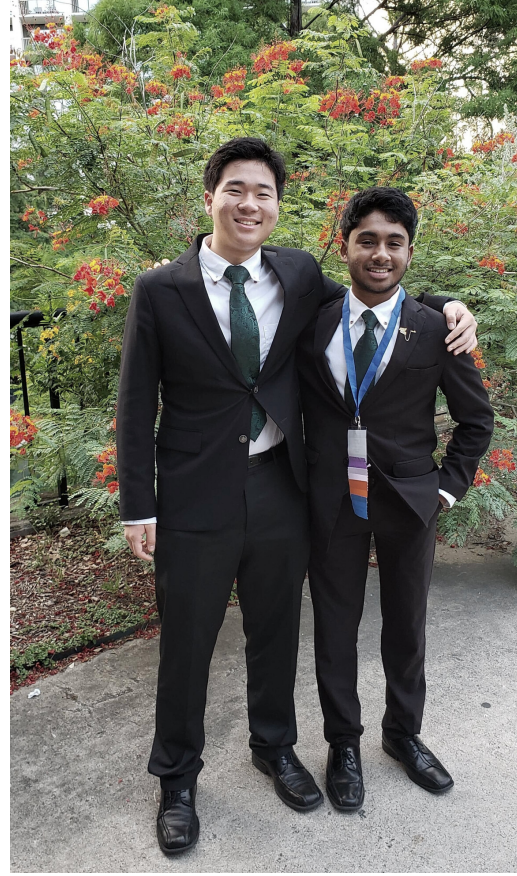
Networking

ABOUT FBLA-PBL

Future Business Leaders of America-Phi Beta Lambda, Inc. is the largest career student business organization in the world.

Each year, FBLA-PBL helps over 230,000 members in 4 divisions prepare for careers in business.

FBLA-Middle Level FBLA PBL Professional Division



GENERAL INFORMATION

DRESS CODE



WHAT TO WEAR:

- Business Suit
- Collared Shirt
- Blouse
- Business Dress
- Neck/Bow Tie
- Dress Shoes



✓ CODE OF CONDUCT ✓

All members, advisers, and chaperones must follow the Code of Conduct. See the link below for more information.

\$ DUES \$

STATE



NATIONAL



For more information on FBLA Membership Guidelines and Rules, please go to the following official FBLA websites:

<https://www.fbla-pbl.org/conferences/forms/code-conduct/>

<https://www.fbla-pbl.org/cmh/fbla-pbl-membership-dues/>

<https://www.fbla-pbl.org/cmh/dress-code/>

ADVANTAGES OF BEING A MEMBER

DISCOUNTS



Cumberland
UNIVERSITY

SCHOLARSHIPS

SKILLS



AWARDS

RESOURCES



Tomorrow's
Business Leader



COMMUNITY SERVICE

FRIENDSHIPS



TRAVEL



For more information on FBLA Sponsors/Partners and how to get involved, please go to the following FBLA official website:

<https://www.fbla-pbl.org/sponsors-partners/>

SERVING AS AN OFFICER



DUTIES

CHAPTER

- Facilitate an environment where members can grow.
- Keep members informed about activities.
- Conduct chapter business.

STATE

- Plan and work on the Program of Work.
- Contribute social media content.
- Be an exemplary member of Washington FBLA.
- Submit a monthly report about FBLA activities.
- Conduct chapter visits.
- Participate fully as a local chapter member.



BE A CHAMP!

Members are the lifeblood of FBLA. More members allow for more competition, new ideas, and improved success. This section is all about becoming a recruiting CHAMP!

COURTEOUS AND CURIOUS

Make personal connections. Get to know your potential members.

HAVE FUN

Be creative when talking to potential members. Talk about the fun activities.

ADD YOUR STORY

Tell your personal story, talk about why you joined and stayed, who you met, what cool things you have done, etc.

MAKE IT WORTH THEIR TIME

Highlight the important FBLA facts. Tell them about member benefits.

PUBLICIZE YOUR ORGANIZATION

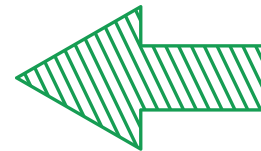
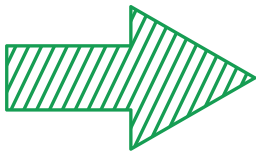
Make colorful posters, hand out flyers, wear FBLA merchandise, create social media posts, and add incentives.



CHAPTER/MEMBER OF THE MONTH

Nominate an inspiring member for Member of the Month and an active chapter for Chapter of the Month. They will receive honorable recognition on our social media, website, and at SBLC for their exemplary behavior!

Applications due every 20th of the month!



The application for the WA FBLA Chapter/Member of the month and more details can be found at:

<https://leadable.info/ChapterofMonthApp>
<https://leadable.info/MOMApp>

CHAPTER VISITS

COMMUNICATION

Conference call
Skype
In Person



TOPICS

- Membership
- Competition
- FBLA Programs and Opportunities
- Introduction to FBLA
- FBLA Goals
- Fundraisers
- Community Service
- Business and Leadership
- Installation Ceremony
- Greetings at an FBLA Banquet or Recognition Event
- Other topics can be requested

REQUEST A VISIT TODAY!

<https://leadable.info/WAFBLAChptVisitRequest>



NATIONAL PROGRAMS



BUSINESS ACHIEVEMENT AWARDS

- Recognizes FBLA members for achievements
- Portfolio of real-world accomplishments
- Develop business and leadership skills
- Talk to your local adviser to get started!

FUTURE
1

BUSINESS
2

LEADER
3

AMERICA
4

LEVELS TO ACHIEVE

Our goal this year is to have Washington be one of the top ten states in the nation to have the most BAA recipients! Get a head start on your BAA activities to be involved in helping our state reach this.



COMMUNITY SERVICE AWARDS

- Recognizes members with extraordinary commitment to community service
- Track your volunteer hours through Google Sheets, Excel, etc., then upload your hours on the entry form on the National website!

COMMUNITY
50 HRS

SERVICE
200 HRS

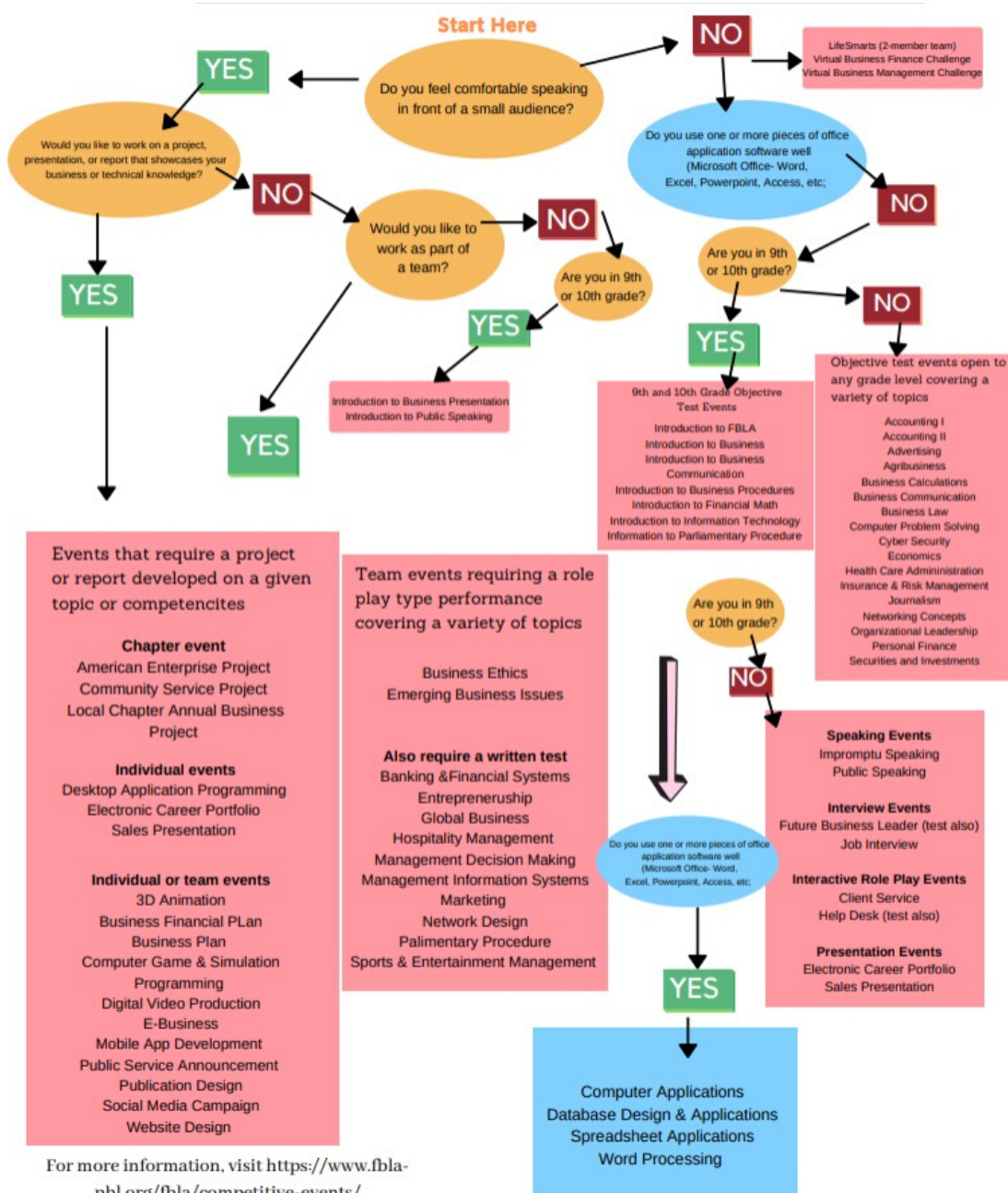
ACHIEVEMENT
500 HRS

For more information on deadlines, registration/applications, and specific recognition details on all programs, please go to the following FBLA official websites:

<https://www.fbla-pbl.org/fbla/programs/recognition-awards/>
<https://www.fbla-pbl.org/fbla/programs/national/>

COMPETITIVE EVENTS

From the over 70 different competitive events, there is an event for everyone. Make sure to choose one that fits you.



PRACTICE!

How to practice effectively:

- Practice up to 20 times before a competition
- Practice in front of others

Tips for Good Practice:

- Begin with the end product in mind
- Collect resources
- Schedule practices often

CREATE A WORLD OF MEMBERSHIP

Join us in our World Wildlife Membership Campaign! With each level of membership increase achieved, your chapter will receive outstanding recognition at SBLC!



CREATE A WORLD OF MEMBERSHIP

Your chapter will receive recognition at SBLC with each level achieved!

RAINFOREST

Increase chapter membership by 20% from the previous year.



GRASSLAND

Increase chapter membership by 10% from the previous year.



SAVANNAH

Increase chapter membership by 5% from the previous year.



HANDBOOK COMPETITION


To go along with the handbook your state officer team created a fun and informative competition. We are very excited to see what you come up with. Be creative and be sure to experiment!

Pick one topic from the handbook (such as national programs, competition, etc.) to demonstrate your understanding and interpretation of the chosen WA FBLA handbook topic and how it connects to what opportunities you see within FBLA.

 Produce a video with your fellow chapter members based on the following guidelines:

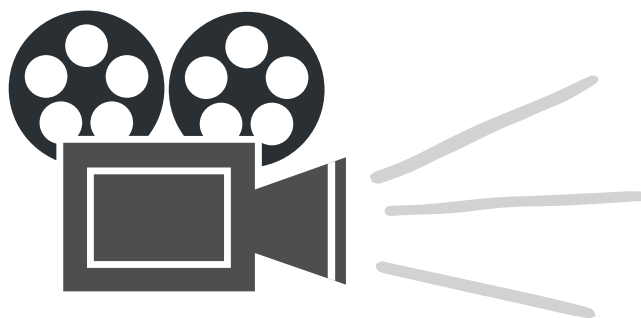
Participate for Champion Chapter points!


 Length: 2-4 minutes

 All video submissions are due by midnight on February 15

 Submit your video and contact details using the following Wufoo form link:

<https://leadable.info/wafblahandbookcomp>



 The winner will be determined based on the rubric below.

WA FBLA HANDBOOK COMPETITION VIDEO RUBRIC

Criterion (Score of 0 if element is absent)	Below Expectations (5)	Meets Expectations (15)	Exceeds Expectations (25)	Score
Fully address the concept and/or topic of handbook	Concept and/or topic not fully developed	Fully addresses the concept and/or topic	User with no knowledge of the concept and/or topic can identify based on video	
No grammar, spelling, and punctuation errors	Video contains 3 or less grammar or spelling errors	Video contains one grammar and no spelling errors	Video is grammar and spelling error free	
Effective use of creativity	Limited use of creativity in presentation of concept and/or topic	Effective use of creativity in presentation of concept and/or topic	Outstanding use of creativity in presentation of concept and/or topic	
Presentation has logical flow of information	Flow does not connect each element of the video	Flow is logical and appears sequenced with beginning, middle, and end	Presentation is fully logical and includes an effective and powerful conclusion	
TOTAL				

Penalty Points:

- Video is above the time limit of 2 minutes [5 points] ____
- Video guidelines not followed [5 points] ____

The WA FBLA Team hopes you take all the valuable information in this handbook and implement it within your own chapters to create a World of Opportunity! With that being said, we hope you all:

**HAVE A GREAT
FBLA YEAR!**

