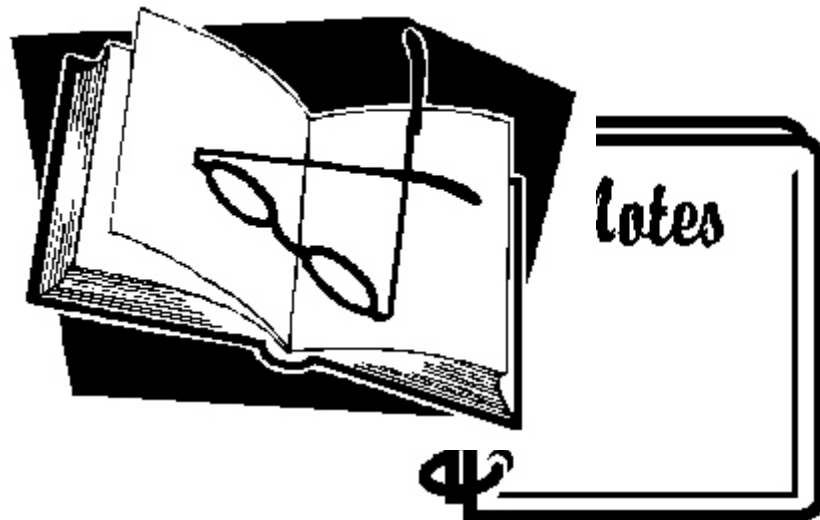


Adviser's Survival Handbook

FBLA Middle Level Division

2006-2007 Edition



Arkansas Chapter

Future Business Leaders of America

Arkansas Adviser's Survival Handbook

Table of Contents FBLA Middle Level Division

Introduction	1
Calendar of Events	2
Recruitment/Membership Information	4
Ten Local Chapter Recruitment Ideas	5
25 Fun Activities to Help Build Membership	6
Program of Work	7
Officers	7
Local Meetings	8
Sample Meeting Agenda	9
Sample Meeting Script	10
Fund Raising	11
Arkansas Service Projects	14
Community Service Project Ideas	16
Fund Raising Ideas for Community Service Projects	17
American Enterprise Day Ideas	18
FBLA Week Ideas	19
Miscellaneous Activity Ideas	19
Outstanding Chapter Award of Merit Guidelines	21
Chapter/Member Recognition	22
Conferences	22
Competitive Recognition	22
Procedure for National Competitive Recognition Events	24
Eligibility for Competition	25
Entries Allowed for District/State/National Competition	25
Procedure for Administering National/State Test and District Skill Events	26
Summary of School-Site Events	26
Important Web Sites	27
Professional Organizations	27

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 www.arfbla.org.
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 around the end of the first semester or beginning of the second semester. These are important, insert them behind the local/state materials tab in your *Chapter Management Handbook* (CMH).
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 mailed to each FBLA adviser containing vital information for the FBLA adviser. Especially important is the guidelines for the new competitive recognition program and information about the new Middle Level Achievement Program. Don't take the chance of missing an important component of these programs because you were not familiar with the guidelines. Adviser may download some parts of 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 by the end of the first semester.
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 and are included in the advisers' wall calendar mailed to each local chapter the first semester of the school year.
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 (Page I-11). 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 and true method of keeping you on track and focused. The FBLA State wall calendar has color-coded deadline dates for middle level, FBLA, national, and those that apply to both. Refer to it daily to help you keep up with deadlines. Also, the calendar gives you monthly reminders of important dates coming in the following month and offers additional valuable information. Make it your best friend.
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
<ol style="list-style-type: none"> 1. Elect officers. 2. Develop a program of work (See the example in CMH [page I-11]). 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 of Merit (formerly called Bronze Chapter Award of Merit) requirement sheet (state handbook and page 23 this handbook) and incorporate activities that will qualify you for this award. 3. Focus on membership recruitment. There are examples of recruitment methods included in the adviser's handbook 4. Develop a newsletter for members. This is a valuable communication tool for members between monthly meetings. 5. Complete a step in the state project. 6. Begin plans for attending your District Fall Leadership Conference. 7. Encourage members to go for Body Snatchers I and II awards (V-28 & 29 of CMH) 	<ol style="list-style-type: none"> 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 fund-raising companies: Tom-Wat, Special Moments, L & D Enterprise (candles), J Edgar Sportswear (socks). 4. Complete a step in the chapter national Middle Level Achievement Award (V-31 of CMH). 5. Prepare a monthly newsletter. 6. Mail initial membership dues to arrive before October 20.
OCTOBER	NOVEMBER
<ol style="list-style-type: none"> 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 an articles for state newsletter by October 22. 6. Complete a step in the chapter national Middle Level Achievement Awards (V-31 of CMH). 7. Check for 100% Class Participation (V-36 CMH) and submit form if eligible. 8. Begin plans for American Enterprise Day. 9. Prepare a monthly newsletter. 	<ol style="list-style-type: none"> 1. Review your program of work. 2. Celebrate American Enterprise Day, November 15. 3. Focus on community service this month. Develop a project. 4. Complete a step toward chapter/individual Middle Level Achievement Awards (Section V of CMH). 5. Submit additional membership dues to be eligible for state calendar/planners. 6. Submit an article for national publication in <i>Tomorrow's Business Leader</i> (TBL) by November 21. 7. Prepare a monthly newsletter.

DECEMBER	JANUARY
<ol style="list-style-type: none"> 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 March of Dimes project for January. 	<ol style="list-style-type: none"> 1. Double-check membership eligibility for all members participating in District Leadership Conference. Membership form and check must be received in national office by February 15. Check AAA eligibility for participants. 2. Complete a March of Dimes project. 3. Begin writing state/national competition reports. 4. Double-check progress on individual/chapter Middle Level Achievement Awards. 5. Check eligibility for membership awards (Pages V-35 through V-37 of CMH).
FEBRUARY	MARCH
<ol style="list-style-type: none"> 1. Celebrate National FBLA-PBL Week (Second week in February). 2. Adviser Appreciation Day, Wednesday of FBLA Week. 3. Continue to prepare for District competition. 4. Continue to work on competitive reports and projects for state competition. 5. Submit article for national publication (February 17) and state newsletter (February 18). 6. Watch for request forms for national/state recognition tests and district skill tests. 7. Double-check national chapter and individual Middle Level Achievement Awards and Membership Awards. Receipt deadlines are March 1 for individual recognition and April 1 for chapter recognition. Mail March items now to arrive before March 1. 	<ol style="list-style-type: none"> 1. Arrange for school-site national/state tests and district skills testing. Request for tests must be received by stated deadline. 2. Mail chapter reports to state adviser for national/state competitive recognition (American Enterprise Project, Community Service Project, and Local Chapter Activities Report). 3. Mail membership and chapter Middle Level Achievement Awards applications to National FBLA to arrive before April 1. 4. Review program of work and complete all activities.
APRIL	MAY
<ol style="list-style-type: none"> 1. Watch carefully for all the deadlines for District Spring Leadership Conference. 2. Complete conference and event registration for District Spring Conference. 3. Complete required forms for Mr. and Ms. Jr. High Future Business Leader and Job Interview and submit to district coordinator by deadlines stated in your district conference packet. 	<ol style="list-style-type: none"> 1. Attend your district conference 2. Focus on social activity for chapter members—possibly an awards banquet. 3. Publicize your District Spring Conference successes and any national or state recognition received. 4. Elect officers (optional) for next year.

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 of Merit (will count for this award if received by November 1).
- December 15 – Deadline for winter issue of TBL.
- February 15 – Deadline for participation in District Spring Leadership Conference and national/sate competitive recognition events.
- March 15 – Deadline for spring issue of TBL.

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:

- \$2.00 State Dues
- \$4.00 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. **Reminder: Those members who sign up two (2) new members for membership qualify for the Body Snatcher I award. If they get four (4) to join, they qualify for the Body Snatcher II award.** Be sure to have them complete the entry form (pages V-28 & V-29) of the Chapter Management Handbook and submit to National FBLA for recognition.
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 FBLA-PBL” 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.
7. **Alumni.** Obtain FBLA-PBL alumni from your chapter (or neighboring chapters) to speak with business classes regarding the benefits of membership in FBLA-PBL.
8. **Advertising.** Take advantage of free advertising. Write newspaper articles, create bulletin boards, and post flyers to publicize local chapter activities.
9. **Business Cards.** Display business cards of former chapter members now working to demonstrate that members are going on to find jobs.
10. **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

18. Host a member volleyball tournament.
19. Have a member appreciation day.
20. Publicize all of your members’ and chapter’s accomplishments in the newspaper and on the school announcements.
21. During FBLA-PBL Week, place member signs with candy on the lockers of all of your members.
22. Have contests and games at member meetings.
23. Have food at your meetings.
24. Hold an end-of-the year banquet to recognize all of your members’ achievements. Give away fun “gag” gifts to each of your members.
25. 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). It is a business plan that 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 on Pages I-11 through I-18 of your 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 middle 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." Refer to pages I-5 through I-10 of the handbook.

Sample Meeting Agenda

1. Minutes
2. Treasurer's Report
3. Rock-a-thon
 - a. Food (Pizza, Cheese Dip, Chips, Cookies, Drinks, Plates & Napkins)
 - b. 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. Middle Level Achievement Awards–Membership Recognition
14. Teacher Appreciation Ideas
15. Newsletter

Sample Meeting Script

1. I call this meeting of the Any where Middle Level Chapter of FBLA to order.
(Rap Gravel 1 time)

2. We will now hear the minutes from our September 16 meeting.

(Officer reads minutes)

Are there any corrections to the minutes?

(Discussion or corrections)

If not, the minutes will stand as read.

(If so, note the corrections)

3. We will now hear the Treasurer's report.

(Officer reads report)

The Treasurer's Report will be filed for information.

4. Old Business
 - a. 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 you find it, please turn your money in as soon as possible.

 - b. 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.

 - c. Is there any other old business that we need to discuss?

5. New Business
 - a. 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.

- b. 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.
6. Is there any other new business that we need to discuss?
 7. If not, this meeting is adjourned.

(Rap Gavel 1 time)

Fund Raising

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.

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).

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.
2. Prepare a list of student fund raising participants.
3. 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.
4. 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.
5. Set the date. Pick dates that are not in conflict with other community or school fund raisers. Clear the date with the school.
6. 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.
7. Make sure that you have some sort of incentive program for your members.

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.

State and/or National fund raising companies are:

1. **Botika Candles**—Guarantee all FBLA-PBL groups 50% profit on their fundraiser. They also do custom designed candles with your school name and mascot that can ear your group over 60% profit. Call toll free (877) 391-4526 or e-mail at info@botikacandles.com.
2. **Tom-Wat Fund Raising Program**—variety of gift items to sell. Contact information: Call 1-800-243-9250. Web page address: www.tomwat.com.
3. **Gertrude Hawk Chocolates**—Offering spring and fall fundraisers with 50% profit to chapters. Call John at 1-800-822-2032 ext. 308.

4. **Otis Spunkmeyer, Inc.**—supplies ingredients, ovens, display cases, and merchandising materials to set up your own in-school bakery. Contact Llynda L. Allen at Otis Spunkmeyer, Inc., 800-438-9253, fax: (410) 796-0134.
5. **Data Match** (National only)—provides students with confidential printouts that list the compatibility between students of the opposite sex or the compatibility of a friendship match-up. Contact information: 1-800-545-1110; Web page address: www.data-match.com.
6. **Ozark Delight** (National only)—lollipops. Contact Information: 1-800-334-8991; Web Page address: www.ozarkdelight.com.
7. **Pride Distributors, Inc. - “Your Town” Opoly**—Create “Your Town”—Opoly custom fund raising board game. Hands on business and marketing experience combined with fund raising. 100% profit. Your chapter sells advertising to local merchants. The merchants become the properties on the board, replacing the famous Atlantic City streets found on your favorite board game. The advertising revenue covers the total cost of producing the entire fund raising program. All game sales become 100% profit to the chapter. Call Harriet (800-451-5442) for a free “Getting Started” kit and Free Sample game for “Show and Tell”. Absolutely no risk and no obligation. You can e-mail your request to pride@prodigy.net or visit www.townopoly.com.
8. **Profit Potentials**—This company has over 90 different ideas on how to raise money for your chapter: from the most popular name brand candies such as Hershey, M&M/Mars, and nestle, to the most profitable candy bars - The Fund-Raising Bar, to Candles, Hokey-Pokey, Fresh-cut Holiday Greenery, Cheesecake and much, much more. Call 1-800-543-5480.
9. **School Spirit Coffee**—Each fundraiser is personalized for your school or organization. From the size and color of your coffee packaging, to the design of your label, the finished product is created to boost school spirit and ultimately boost your profit potential. 50% profit for your chapter. Contact at www.schoolspiritcoffee.com or by phone at 859-749-8635.

Here are some fund raising 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:
 - a. An unlimited number of tickets can be bought.
 - b. Have people watching to make sure that the crowd doesn't jump into the action.
 - c. Don't let the “dasher” have any accessories to help (hat, bag, etc.)
2. **Your Town-Opoly.** Your chapter works with Pride Distributors, Inc. To create a board game about your town. Once your town's game is complete you are ready to start selling “Your Town-Opoly.” Contact Pride Distributors at 1-800-451-5422.
3. **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.
4. **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.
5. **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.

6. **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.
7. **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.
8. **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!
9. **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.)
10. **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.
11. **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.
12. **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.
13. **Car Wash.** Have your chapter sponsor a car wash. Include pre-sales tickets by each chapter member. This will insure 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.
14. **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.)
15. **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.
16. **Corporate Sponsorship.** Locate a 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 Fund Raisers

- * Car wash
- * Bake sale
- * Winter dance
- * Coupon books sale
- * First-aid kit sales
- * Concession stand at sporting events
- * Prize raffles
- * 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

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). Over \$35,000 was raised in 2005-2006 for the Arkansas Children's Hospital Foundation. 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 in April or at the Junior High Spring Conferences in April and May.

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 Amy Brantley at (501) 364-2646 or 1-800-880-7491. You may also reach her by e-mail at BrantleyAB@childrens.org. Their Web page address is www.archildrens.org.

March of Dimes–Mission LIFT (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 FBLA chapters in two categories: Financial and Activities. These awards are presented annually at the State Leadership Conference or the District Junior High Spring Conferences.

Mission LIFT (Leading Into the Future Together) represents a long-standing collaboration between the March of Dimes and FBLA-PBL. Mission LIFT provides the opportunity for members to hone their leadership skills by volunteering for the March of Dimes activities. An integral part of this is the leadership development curriculum that goes with the project.

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 “Canister Campaign for Healthier Babies”

This fund-raiser is very simple but very successful:

- * Secure permission from your principal to have a Canister Campaign 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 fund raiser, 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:

Patricia Grace, Youth Coordinator– 1-800-234-8144 or 501-663-3100

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

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 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 FUND RAISER—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 FUND RAISER—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.

Fund Raising 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 Fund Raising 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*(pages V-7 and V-8) 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* (pages V-5 and V-6) 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 students 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

Teacher Breakfast/Coffee/Tea	Faculty Orientation Dinner	Pre-Registration
Registration	Orientation	Senior Reception
Sophomore Orientation	Freshman/Senior Mixer	Freshman Orientation
Freshman Assembly	Freshman/New	Student Orientation
Back-to-School Dance	Leadership Workshop/Camp	Meet with Principal
Take Principal to Lunch	Executive Meetings	Car Wash
Inter-Squad Games	Carnival	Summer Dance
Campus Clean Up	Hall Decorating	Jamboree
Parking Stickers	Club Day	Big/Little Sister/Brother Picnic
Homecoming Meeting	Athletic Event	Beach/Pool Party
Student IDs	Student Directory	Watermelon Party
School Picnic	Student Tutor Program	Paint School
Decorate Lockers	New Book Sale	Barbecue
Leaf Rake	Pep Assemblies	Balloon Day

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

Chapter/Member Recognition

Check out the new Middle Level 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
Entrepreneur Level (V-19 through V-21 of CMH) Business Level (V-22 through V-23 of CMH) Enterprise Level (V-24 through V-27 of CMH)	Eight (8) activities Nine (9) activities Ten (10) activities
Chapter Achievement Awards	Activities Required
Outstanding Chapter Award of Merit	Refer to guidelines on page 22 of this handbook and in your state handbook.
Chapter Excellence Award (V-30 through V-34)	Ten (10) activities
Individual Membership Awards	Requirements
Night of the Body Snatcher I (V-28 of CMH) Night of the Body Snatcher II (V-29 of CMH)	Recruit two (2) new members Recruit four (4) new members
Chapter Membership Awards	
100% Class Participation (V-36 of CMH) Membership Achievement Award (V-37 of CMH) Largest Local Chapter Membership Local Market Share Award Local Recruitment of Chapters (V-37 of 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 middle level members each year. These are:

- * District Fall Leadership Conference—held in September or October. Features leadership development district officer elections.
- * District Spring Leadership Conference—Held in February or March. Features competition.

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 Middle 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 are divided into three categories: Chapter, Individual, and Team. **Effective Spring 2004**, Arkansas Middle Level will participate in the National Competitive Recognition program. This program is in addition to the District Awards Program already in place. This national program offers national, state, and district recognition in many different events. The current events offered are:

Event	Type	Description
Career Exploration	Individual	Written objective test which may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, <i>Occupational Outlook Handbook</i> , and basic career education
Computer Slide Show	Individual or Team	Create a presentation on a specified topic. Refer to the guidelines in your <i>Chapter Management Handbook</i> for the topic (pageV-11)
Desktop Publishing Application	Individual or Team	Create, design, and produce usable copy on a computer using desktop publishing software. Competitors will take a written objective test at the district conference for district competition only.
Keyboarding Applications I	Individual	Using a computer, produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Competitors will take a written objective test at the district conference for district competition only.
Keyboarding Applications II	Individual	Using a computer, produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Competitors will take a written objective test at the district conference for district competition only.
Proofreading and Editing	Individual	Written objective test which may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling

Spreadsheet	Individual	Using a spreadsheet software, participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results must be printed in regular view and formula-view printout. Competitors will take a written objective test at the district conference for district competition only.
Web Page Creation	Individual or Team	Create a web page using the specific topic given each year in the national Chapter Management Handbook. Web pages must be submitted on a CD and must be viewable with a variety of browsers (Netscape, MS Explorer, etc.)
American Enterprise Project	Chapter	Complete a project and submit a five-page (5) report about the project. The project must promote an awareness of some part of the American enterprise system with the school and/or community.
Community Service Project	Chapter	Complete a project and submit a five-page (5) report about the project. The report should describe a project that serves the community.
Local Chapter Activities Report	Chapter	A five-page (5) report that summarizes the activities of the local chapter during the current membership year (August-April). This report is required for chapters applying for the Outstanding Chapter Award of Merit.
INDIVIDUAL RECOGNITION EVENTS		
Outstanding Middle Level Adviser	Individual	Honors FBLA-Middle Level advisers who have contributed to the success of FBLA-ML on the local and/or district levels.
Outstanding Middle Level Member	Individual	Honors FBLA-Middle Level members who have contributed to the success of FBLA-ML on the local and/or district levels.
Outstanding Middle Level Supporter	Individual	Honors outstanding leaders from within the school and/or business sector who have contributed to the success of FBLA-ML on the local and/or district levels.

Procedure for National Competitive Recognition Events

1. The individual/team events will be administered using the school-site testing procedure.
2. A request form for the above individual/team events will be send to each local chapter in February.
3. Those tests requested will be mailed to the local test administrator in late February/early March. Tests must be administered during the time frame established.

4. After the tests are graded, the top two scores from across the state will be submitted to National FBLA-PBL for national recognition.
5. The top five scores statewide will receive state recognition.
6. The top five in each district will receive district recognition—if the chapter indicates a desire to enter district competition on the request form.
 - a. To qualify for district competition in the chapter events, the chapter must be registered to attend the District Spring Leadership Conference.
 - b. To qualify for district competition in the individual/team events, the competitors must be registered to attend the District Leadership Conference **and** in Keyboarding Applications I and II, Desktop Publishing, and Spreadsheet, the competitors must take a written objective theory test at the District Spring Leadership Conference.
7. The three chapter reports, the three recognition events (Outstanding Adviser, Member, Supporter), and the two individual/team events done ahead of time (Computer Slide Show and Web Page Creation) will be submitted to the state office using the same deadline as the return of the school-site tests. The top two each chapter event and the top one in each recognition event will be submitted to National FBLA-PBL for national recognition; the top five will receive state recognition; and the top five in each district will receive district recognition.

All of the above events will be added to the District Awards Program and will count toward Sweepstakes Award **with the exception of the three recognition events (Outstanding Adviser, Member, Supporter)**. The individual or team events will be given in early March at your school. This will follow the same procedure that is used for skill testing. **The district skill testing will also be done at the same time—early March. Watch for information from the state office about the deadlines and procedures to use for requesting the tests.**

Eligibility for Competition

1. Only competitors who meet the Arkansas Activities Association (AAA) and state grade standards are eligible to participate in the competitive events program at the district and/or state level. A Certification of Eligibility form, signed by the school counselor, must be submitted with the district entry form. **Only competitors from schools belonging to the Arkansas Activities Association are eligible to compete in FBLA competitive events.**
2. Competitors must be on record with the National FBLA office as paying state and national dues on or before February 15 of the current school year.
3. Members who have won first place in an event at a previous Middle Level/Junior High Spring Leadership Conference or in the National/State events, may not enter that event again.
4. Sixth grade members are not eligible for the national/state competitive recognition or judged events at the district conference.

Entries Allowed for District/State/National Competition

1. Each local chapter may enter one report in each of the national chapter events. (Student may not have entered the event in a previous year.)
2. Each local chapter may enter one individual or team in each of the individual/team national events.
3. Each local chapter may enter one individual in the recognition events.
4. Each local chapter may enter one individual in the district skill and/or judged events.
5. The number of entries allowed in the written objective test depends upon the size of your district. This information will be included in the district conference packet each year.

Procedure for Administering National/State Test and District Skill Events

All of the national/state events, the One-Minute and Three-Minute Timings, and a portion of the district skill 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) must be saved to a data disk, which must be returned with the testing materials. 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. A fee to cover the additional cost of school-site testing must be submitted with the request for tests. This fee covers all national test and district skill tests and must be paid by each chapter, regardless of the number of events the chapter enters.
8. 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. Those taking the skill events (with the exception of One-Minute Timings and Three Minute Timings) **must attend the district leadership conference** to complete the written portion of the event. **Failure to attend the district conference and take the written portion of the test will result in a one-year ban for the local chapter.**
9. While we encourage you to attend your district conference, chapters are eligible to enter competitors in the six national individual/team for national and state recognition without attending the district conference. **However, if you want to have these events considered for district awards, the competitors must be registered for the district conference.** Four of the events will require the competitor to take an additional written portion of the event at the district conference for district competition. These four events are:
 - a. Desktop Publishing Application
 - b. Keyboarding Applications I
 - c. Keyboarding Applications II
 - d. Spreadsheet
10. 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 at the district conference.
11. 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.

SUMMARY OF SCHOOL-SITE EVENTS:

1. Each local chapter on record as paying dues before February 15 is eligible to submit one entry in the national chapter events. Reports and biographical sketches for the recognition events must be submitted to the state adviser by the established deadline.
2. Each local chapter may enter one individual or team in the national individual/ team events. **Competitor must be in grades 7-9 and on record as paying dues on or before February 15 (this means dues must be received in National FBLA office by February 15.)**

3. The top two entries in chapter and individual/team events will be submitted to the National office for national recognition. These awards will be presented at the district conferences, but will not count on sweepstakes.
4. The top five entries in chapter and individual/team events will be recognized at the state level. These awards will be presented at the district conferences, but will not count on sweepstakes.
5. If indicated on the test request form, these events will also be entered in district competition and the top five in each district will be recognized at the district conference. **These events at the district level will count on sweepstakes.** To be eligible for the district awards, **the chapter must be registered to attend the district conference and the individual/team competitors must be registered to attend the district conference.**
6. For district competition only, the following four events will require the competitors to take an additional written theory test at the district conference:
 - a. Desktop Publishing Application
 - b. Keyboarding Applications I
 - c. Keyboarding Applications II
 - d. Spreadsheet
7. All of the national individual/team events and the district skill tests will be administered using the school-site testing procedure outlined above **at the same time** in early March.

Important Web Sites

Arkansas FBLA	www.arfbla.org
Arkansss FBLA-PBL Foundation	www.arfbla-pblfoundation.org
National FBLA	www.fbla-pbl.org
AR Dept. Of Workforce Ed.	www.work-ed.state.ar.us
ABEA	www.come.to/abea or http://sssd.k12.ar.us/abea
Arkansas ACTE	www.arkansas-acte.org

*To subscribe to the VoEdBus Listserve, send an e-mail message to mailman-request@txt.k12.ar.us containing just the word “help” in the message body, and instructions will be sent to you.

Professional Organizations

ABEA–Arkansas Business Education Association

Dues \$20
Membership Deadline: July 1

NBEA–National Business Education Association (includes SBEA)

Dues \$75
Membership Deadline on your Anniversary Date (date you originally joined)

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

Dues \$80
Membership Deadline on your Anniversary Date

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

Dues \$23
Membership Deadline April 1