



2016-17

Notre Dame High School Chapter Handbook

Moderator: Mrs. Myles

President – Daniel Krochta

Vice President – Patrick Elward

Treasurer – Greg Bianchi

Secretary – Chris Bianchi

Parliamentarian – Joe Simmons

Reporter –

Handbook Originally Formulated by: Allison Conte

2007-08 NDHS Chapter Secretary

Updated – 6-1-16

Future Business Leaders of America

Moderator: Mrs. Leona Myles

Organization Nickname: FBLA

General Meetings: 2nd Tuesday of the Month at 2:15 in Room 208 (unless noted on calendar)

Board Meetings: Last Tuesday of Every Month at 2:15 in Room 208

Membership Dues:

\$6.00 - National
+ \$6.00 - State
+ \$4.00 - Regional
+ \$4.00 - Local Chapter
= \$20.00 - Total

Description: FBLA is a national student organization for middle and secondary students. FBLA helps students develop leadership abilities and prepares them for entry into and advancement within a business occupation. Members learn how to engage in business enterprise, how to direct the affairs of a group, and how to compete honorably in competitive events. These activities help prepare students to be better employees. FBLA is a great opportunity to meet people from many different cities (and states) and to have fun while doing so.

Major Events:

Regional Leadership Workshop
State Leadership Workshop
Regional Leadership Conference (Competition)
State Leadership Conference (Competition)
National Leadership Conference (Competition)
Service Projects, i.e. Feeder School Readings
Fundraising, i.e. Butterbraid Sale, Otis Spunkmeyer Cookies, etc.
Scholarship Programs – Senior Members
Internship/Scholarship Program – Buesing Business Scholarship for Junior Members
Chapter Trip
Investment Challenge
Chapter Competitions, i.e. Taps Tournaments
Recognition and Award Programs, i.e. National Business Honor Society, Membership
Madness

FBLA Colors: Blue and Gold

FBLA Pledge:

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

FBLA Goals:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community
- Develop character, prepare useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

FBLA- PBL Creed:

- I believe education is the right of every person.
- I believe the future depends on the mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings about the greatest good to the greatest number.
- I believe every person should actively work toward improving social, political, community, and family life.
- I believe every person has the right to earn a living at a useful occupation.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.



FBLA EMBLEM

The **eagle** denotes our belief in democracy, liberty and the American way of life.

The word **service** denotes the idea that every individual should be interested in and take responsibility for promoting better social, political, community, and family life.

The word **education** is symbolic of the idea that free education is the right of every individual in America.

The word **progress** represents the challenge of tomorrow which depends upon mutual understanding and cooperation of business, industry, labor, religious, family and educational institutions, and by the peoples of our own and other lands.

The word **future** reminds us that the future of the world depends upon the quality of leadership we are able to produce, and we in FBLA will be the business leaders of the future. We must learn to recognize the situations in which our individual talents will become useful.

The world of **business** is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government.

The word **leaders** represents the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership in years ahead.

Finally, we think about America. The future of **America** depends upon our generation. We should pledge ourselves to use any abilities endowed to us to make America a better place for everyone.

FBLA Code of Ethics:

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

Service Project

The local service project is determined each year by the members. There is also a State service project in which our Chapter may participate. This year the State project is "Twilight Wish". The project theme is: "Making Hope New and Wishes Come True"

Fund Raising

Fund raising is determined by the membership.
Fund raising in the past has included Baked Sale, Raffle, Butterbraids, etc.

Scholarship Program

Approximately twenty-five schools sponsor forty-two scholarships for Senior PA FBLA members through a scholarship program coordinated through the state office.

Student Magazine

Tomorrow's Business Leaders is the official student publication of FBLA.
Copies are made available for each registered member through the local chapters.

Phi Beta Lambda

This is the national organization of FBLA for all students in post-secondary schools and colleges.

Professional Division

Professional division membership is open to former FBLA and PBL members as well as any individual interested in promoting FBLA-PBL goals. Members may include employers, educators, parents, businesspersons or any person who wishes to contribute to the growth and development of the association. Professional members can attend all national conferences and receive FBLA-PBL publications such as *Tomorrow's Business Leader* and a professional division newsletter. For more information regarding professional membership and for an application form, contact the FBLA-PBL Professional Division, 1912 Association Drive, Reston, VA 22091.

Competitive Events*

** Only 9th & 10th Graders Eligible

Event	No. of Contestants Per Chapter\Region	Eligible for State Competition
3D Animation	2 Teams (Up to 3)	State Event
Accounting I	3	1st, 2nd, 3 rd
Accounting II	3	1st, 2nd, 3 rd
Agribusiness	3	1 st , 2 nd , 3 rd
American Enterprise Project	1	Any Chapter
Banking & Financial Systems	3	1st, 2nd, 3 rd
Business Calculations	3	1st, 2nd, 3 rd
Business Communication	3	1st, 2nd, 3 rd
Business Ethics	1 Team	1 st
Business Financial Plan	2 Teams	Any Chapter
Business Law	3	1 st , 2 nd , 3 rd
**Business Math	3	1st, 2nd, 3 rd
Business Plan	2	Any Member
Business Presentation	2	Any Chapter
Business Procedures	3	1st, 2nd, 3 rd
Businessperson of the Year	1	
Client Service	3	1 st , 2 nd , 3 rd
Community Service Project	1	Any Chapter
Computer Applications	2	1st, 2 nd
Computer Game & Simulation	1 Team (Up to 3)	State Event
Programming		
Computer Problem Solving	3	1 st , 2 nd , 3 rd
Cyber Security	3	1 st , 2 nd , 3 rd
Database Design and Applications	3	1 st , 2 nd , 3 rd
Desktop Application Programming	2	Any Chapter
Desktop Publishing	Two 2-member teams	1st, 2 nd
Digital Video Production	2 Teams	1 st
E-Business	2 Teams	1 st
Economics	3	1st, 2nd, 3 rd
Electronic Career Portfolio	2	1 st
Emerging Business Issues	1 Team	1 st
Entrepreneurship	1 Team	1 st
**FBLA Principles & Procedures	3	1st, 2nd, 3 rd
Future Business Leader	2	1 st , 2nd
Global Business	1 Team	1 st
Health Care Administration	3	1 st , 2 nd , 3 rd
Help Desk		

Hospitality Management	3	1 st , 2 nd , 3 rd
Impromptu Speaking	1	1 st
Insurance & Risk Management	3	1 st , 2 nd , 3 rd
**Intro to Business	3	1 st , 2 nd , 3 rd
**Intro to Business Communication	3	1 st , 2 nd , 3 rd
**Intro. to Parliamentary Proc.	3	1 st , 2 nd , 3 rd
**Intro. To Information Technology	3	1 st , 2 nd , 3 rd
Job Interview	1	1 st
LifeSmarts		National Event
Local Chapter Annual Business Report	1	Any Chapter
Management Decision Making	1 Team	1 st
Management Information Systems	1 Team	1 st
Marketing	3	1 st , 2 nd , 3 rd
Mobile Application Development	2 Teams (Up to 3)	State Event
Network Design	1 Team	1 st
Networking Concepts	3	1 st , 2 nd , 3 rd
Outstanding Chapter	1	Any Chapter
Parliamentary Procedure	1 Team	1 st
Partnership with Business Project	1	Any Chapter
Personal Finance	3	1 st , 2 nd , 3 rd
Public Service Announcement	2 Teams (Up to 3)	State Event
**Public Speaking I	1	1 st
Public Speaking II	1	1 st
Sales Presentation	2	State Event
Securities & Investments	3	1 st , 2 nd , 3 rd
Social Media Campaign	2 Teams	State Event
Sports & Entertainment Management	3	1 st , 2 nd , 3 rd
Spreadsheet Applications	3	1 st , 2 nd , 3 rd
Virtual Business Challenge		National event only
Web Site Design	2 Teams	Not a regional event
Who's Who in FBLA	1	Any Member
Word Processing	3	1 st , 2 nd , 3 rd

* Events and number of participants in each event are subject to change.

Officer Responsibilities

President:

- Serve as chairman of the chapter.
- Preside over the chapter meetings and other business meetings of FBLA
- Serve as the liaison between our Club and Mr. Kramer, with the approval of the Club Adviser.
- Help appoint appropriate committees and committee chairmen
- Perform other duties for the promotion and development of the local FBLA chapter
- Ensure the utilization of parliamentary procedure
- Work closely and constructively with the advisor and other officers.
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.

- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Vice President:

- Assist the president in the promotion and development of FBLA.
- Assist President at meetings of the chapter.
- Temporarily fill in for the president when he/she is absent
- Help appoint appropriate committees and committee chairmen
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Work closely and constructively with the advisor and other officers.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.
- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Secretary:

- Keep an accurate record of all business meetings of the chapter.
- Supply promptly at least one copy of the minutes and substantiating reports to the President and the Advisor.
- Initiate communication with the reporter to promote quality articles for publications.
- Help appoint appropriate committees and committee chairmen.
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Work closely and constructively with the advisor and other officers.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.
- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Treasurer:

- Assist the chapter in keeping an accurate record of all expenses, budgets, and earnings.
- Present an annual financial report to members at the chapter.
- Help appoint appropriate committees and committee chairmen.
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Work closely and constructively with the advisor and other officers.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.
- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Parliamentarian:

- Advise the President of the orderly conduct of business in accordance with FBLA Bylaws and Robert's Rules of Order Newly Revised
- Ensure the order of business is maintained and that behavior at meetings will be kept under control.
- Help appoint appropriate committees and committee chairmen.
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Work closely and constructively with the advisor and other officers.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.
- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Reporter:

- Maintain precise, detailed accounts of all special events.
- Keep records of members who have received special recognition and/or awards.
- Work with the secretary to ensure all work is accurate and presentable.
- Work with the editors of publications, such as the Communicator and the school newspaper, to see that information about FBLA is exposed and accounted for.
- Make sure there are announcements up upcoming FBLA events
- Take photos of FLBA events.
- Help appoint appropriate committees and committee chairmen.
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Work closely and constructively with the advisor and other officers.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.
- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Members at Large:

- Work constructively with all other officers and the advisor wherever needed
- Take charge of a committee in need of a chairperson
- Help appoint appropriate committees and committee chairmen.
- Attend the RLW, SLW, RLC, SLC, and NLC in accordance with the attendance policy.
- Work closely and constructively with the advisor and other officers.
- Encourage members to become active in local, regional, state and national FBLA activities.
- Be familiar with all FBLA policies and regulations.
- Have an understanding of the duties of the other officers.
- Develop a working knowledge of parliamentary procedure.

Committees

A well-organized chapter will have several committees functioning at all times. Members generally join FBLA because they want to be involved in the activities of the organization. Having every member on one of the several committees ensures that each member will be involved. The committee operates under the leadership of the chairperson. The chairperson should be appointed by the chapter president. Examples of Committees:

Membership Madness
Service
Advertising
Fundraising
Dodgeball Tournament
Degree of Excellence
Travel Committee
Public Relations

Awards and Recognition Opportunities

THE BIG 33 COMMUNITY SERVICE PROJECT

Community service is one of the core goals of FBLA, and it should be a focus of all chapters and all members. PA FBLA's Big 33 program is designed to recognize chapters and members for the volunteer hours they have committed in school and in the community.

WHO'S WHO IN FBLA and WILLIAM SELDON SCHOLARSHIP Regional Leadership Conference

This program awards those who have demonstrated excellence in the various aspects of FBLA and business enterprise. In order to apply for the award and the scholarship, the individual fills out an online application providing information based on community service, service to FBLA, extracurricular events, etc. Winners are announced at the Regional Leadership Conference.

MEMBERSHIP MADNESS

This program aims to ignite recruiting efforts at the local level by offering incentives to individual members who recruit *five* new members

MEMBERSHIP MANIA

This program also aims to help recruiting efforts at the local level by awarding those who recruit *ten* new members.

FUTURE, BUSINESS, LEADER, AMERICA AWARDS

Future: This award focuses on basic business skills, introduction to community service, and FBLA involvement at the local level. Pins will be sent to the local chapter adviser so that they

can be awarded at a local awards ceremony or local FBLA event.

Business: This award focuses on local and regional/district and state involvement; intermediate business skills; and leadership in the community. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA event.

Leader: This award focuses on local, regional/district, state and national involvement; advanced business skills, and community leadership. Names of qualifying students and pins will be sent to the state chairman/adviser so that awards can be presented at the state leadership conference, if desired.

America: This award focuses on total association leadership, business skills, and involvement in community. Students qualifying for this award will receive pins at the National Leadership Conference.

Useful Websites

Official Pennsylvania FBLA Website

www.pafbلا.org

Official FBLA and PBL Website

www.fbla-pbl.org

Notre Dame High School Website

www.ndcrusaders.org