

MASSACHUSETTS FBLA

CHAPTER GUIDE



*Your go-to resource for planning a
successful year in FBLA*



Greetings and welcome to another exciting FBLA year!

The purpose of this guide is to give your chapter a solid understanding of what you should be planning and executing throughout a school year. It is expected that you add your own activities and creativity to your chapter's plan of work for the year.

We hope that you find this helpful and encourage you to reach out to us should you have any questions.

Contact information can be found at www.mafbla.org or by emailing State Chair, Blake Reynolds, at blake@mafbla.org.

Best Regards,
Your MA FBLA State Board

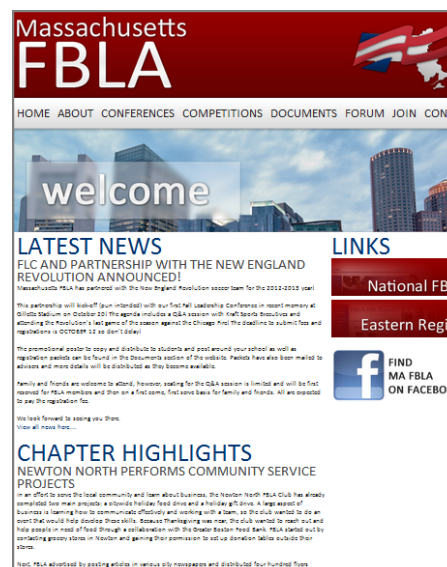
SEPTEMBER

1. Hold first meeting
 - a. Distribute sample agenda
2. Plan a membership recruitment activity
 - a. Booth at activities fair
 - b. Flyering
 - c. Ad in school newspaper
 - d. Hand out freebies (*i.e.* candy, pens, etc.)
 - *Capture contact information
 - *Target business students and incoming freshman
3. Register for the NFLC
 - a. Dates can be found at www.fbld.org

Check out the MA FBLA website!

WWW.MAFBLA.ORG

- View and submit national, state, and chapter news
- Download the state newsletter and important materials from the state and national offices
- Stay up to date on the latest state conferences



FIND US ON:



Massachusetts FBLA @FBLAMA

- Connect with the State Board and other local chapters
- Get the latest on MA FBLA happenings



APRIL

1. Attend the SLC - find out more information at mafbla.org
 - a. Take online competitive events
2. Register for the NLC - visit fbla.org for more information

MAY

1. Participate in the March of Dimes – March for Babies
2. Elect new chapter officers
 - a. Hold new officer/outgoing officer installation ceremony—State Board members are available to conduct
 - b. Award scholarships to graduating seniors (part of why a chapter fundraises throughout the year) and general awards to members

JUNE

1. Attend the NLC—visit www.fbla.org for location

QUESTIONS?

Contact State Chair, Blake Reynolds, at
blake@mafbla.org

OCTOBER

1. Submit initial dues by the October 20th membership deadline
 - a. Also submit state FLC registration fees by October 12 (submit separately)
 - i. State and national dues are submitted to the national office by the adviser via www.fbla.org or mail. Contact Blake Reynolds, State Chair, with questions.
2. Participate in volunteer community service projects
 - i. Fall cleanup at your school
 - ii. Choose a series of dates throughout the school year to volunteer at your local soup kitchen
 - iii. Volunteer at town events (*i.e.* town day)
3. Submit an article to Blake Reynolds, State Chair, to be published in state and national newsletters
4. Attend the FLC and register for the NFLC

NOVEMBER

1. Plan a fundraising project for your chapter as well as for state/national events
 - a. March of Dimes is the national service project each year
 - b. Bottle drives
 - c. Utilize national fundraising partners such as Otis Spunkmeyer and Tom Watt (list of national fundraising partners can be found in adviser's Chapter Management Handbook)
2. Attend the NFLC
 - a. Visit www.fbla.org for more information

DECEMBER

1. Plan a holiday party for members
2. Plan a canned food or toy drive
 - a. Sing holiday carols at a local nursing home
 - b. Volunteer at your local soup kitchen

JANUARY

1. Hold a mid-year planning session with chapter officers
2. Local chapter presidents attend meeting with state board (details to be sent)
3. Reach out to community businesses leaders to speak at chapter meetings
4. Start planning your FBLA-PBL week
 - a. Visit www.fbla.org for more information

FEBRUARY

1. Celebrate FBLA-PBL Week—visit www.fbla.org for more information
 - a. Dress for success
 - b. Adviser appreciation day
 - c. Community service day
 - d. Awareness events
 - e. Visibility by working with state officials (press attention)
2. Plan a job shadowing activity or field trip to a business
Federal Reserve of Boston offers group tours

MARCH

1. Prepare for SLC and competitive events—visit www.mafbla.org for more information
 - a. Sample competitive events are online at www.fbla.org
 - b. Register and pay registration/competitive event fees
 - c. Pay state/national dues if have not done so already
2. Plan a faculty/
student event
 - a. Basketball game
 - b. Softball game
 - c. Trivia night

