

# A Handbook for Alabama FBLA-PBL Advisers

# Adviser Survival Guide

Revised June 2018

ALABAMA FUTURE BUSINESS LEADERS OF AMERICA –PHI BETA LAMBDA

## Adviser Survival Guide

Alabama Future Business Leaders of America-Phi Beta Lambda

Alabama FBLA-PBL State Adviser

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## Introduction

***The most successful FBLA-PBL Adviser is one who is dedicated!***

This *Adviser Survival Guide* is developed as a tool to offer hints and guides to the new adviser and to serve as a reminder for the experienced adviser.

# Career and Technical Student Organizations

Career and Technical Student Organizations (CTSOs) are an instructional tool that reinforces what the students learn in the classroom and on the job. Chapter activities provide opportunities for students to use their skills, thus contributing to the overall effectiveness of CTE programs. An active CTSO is rewarding to both students and advisers and fulfills a BIC requirement.

## Goals of a CTSO

While the goals of all Career and Technical Student Organizations are similar, each group focuses on the occupational area being studied and the needs of individual students involved. All activities should be designed to meet goals in at least one of the following areas:

- Career development
- Leadership development
- Personal development
- Citizenship development

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) is the CTSO for Commerce & Information Technology (CIT). FBLA has two levels—high school and middle school. PBL is the college level organization. Professional Division membership is open to advisers, parents, teachers and administrators, community leaders, and other adult supporters of your CIT program.

As a chapter adviser, you are strongly encouraged to become a Professional Division member. Your annual dues may be paid at the same time your chapter's student membership dues are paid to the national FBLA-PBL office.

## Organizing Your Chapter

The national *Online Chapter Management Handbook* (CMH) and the *State Competitive Events Guidelines* are the primary handbooks for organizing your chapter. This *Adviser Survival Guide* **supplements** and points you to those publications.

As you organize your year in FBLA-PBL, keep these things in mind:

1. **FBLA STATE:** Mrs. Lisa Weeks is the Alabama FBLA-PBL State Adviser. The state is divided into six districts.



The state officer team is made up of an elected State President, State Secretary, District 1 Vice President (VP), District 2 VP, District 3 VP, District 4 VP, District 5 VP, and District 6 VP and their local advisers. The Board of Trustees (Admin Board) consists of experienced advisers who have had state officers and are deeply dedicated to the success of the organization.

2. **CONTACT INFORMATION:** Names and e-mail addresses of the state adviser/staff, state officers, their advisers, and administrative board members are posted under Contacts on the state website.
3. **WEBSITE URLs:**

Website	URL
National FBLA-PBL	<a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>
Alabama State FBLA-PBL	<a href="http://www.alabamafbla-pbl.org">www.alabamafbla-pbl.org</a>
FBLA Marketplace	<a href="http://www.fblamarketplace.com">www.fblamarketplace.com</a>
JLDC	<a href="http://www.alabamajlde.org">www.alabamajlde.org</a>

4. **COMPETITIVE EVENTS GUIDELINES<sup>1</sup>:** Familiarize yourself with the FBLA Competitive Events Guidelines. Additions and revisions for your high school [Competitive Events Guidelines](#) and middle level [Competitive Events Guidelines](#) will be posted on the national website. Bookmark the online FBLA Competitive Events Guidelines.
5. **ONLINE CHAPTER MANAGEMENT HANDBOOK UPDATES (CMH):** The high school [Online Chapter Management Handbook](#) and the [ML Chapter Management Handbook](#) are updated in real time and need to be checked often. The information you will need for entering students in competitive events is important. Don't take the chance of missing an important component of competition because you were not familiar with the competition guidelines. Copies of the Competitive Event Guidelines for national competition may be downloaded from the national website. State competitive event information will be available for download from the state website. Check the state website periodically for updates.
6. **NATIONAL PUBLICATIONS:** *Tomorrow's Business Leader*® is published four times a year and mailed to FBLA high school, middle school, and Professional Division members. The magazine contains articles related to leadership, FBLA programs and awards, and college and career preparation. Some digital versions are posted to the national website. *FBLA Advisers' Hotline* is a digital publication posted three times a year to the national website.
7. **FBLA MARKETPLACE:** Marketplace is the official source for FBLA-PBL products such as event study guides, winning report examples, banners, student items, and other promotional items.

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<sup>1</sup>BIC Requirement

8. **PROGRAM OF WORK<sup>1</sup>**: A sample Program of Work and template may be found under the **Organize Section** of the **Chapter Resources** tab on the state website. You may take these suggestions and modify them for your use. This is a valuable resource of information for you. After developing your chapter's Program of Work, make copies available to all members. See Sample [FBLA Program of Work](#).
9. **IMPORTANT DATES**: Important dates for state and national FBLA-PBL activities can be found under the **Calendar** tab of **Chapter Resources** on the state website. Print and post these in a visible location to aid in meeting deadlines.
10. **CHAPTER MEETINGS<sup>1</sup>**: A minimum of four chapter meetings per academic year are required for BIC. Advanced planning for each meeting is required for success. Scheduling and announcing the semester's or year's chapter meetings at the start of the year are highly recommended. Agendas covering specific items from your Program of Work must be provided for each meeting. Minutes should be submitted for approval after each meeting.
11. **MEMBERSHIP REGISTRATION**: The FBLA-PBL year runs from July 1 through June 30. Advisers must annually register their students as active members by logging into Membership Registration on the national website. You will need your chapter number and password to register your students. If you do not have your chapter number, go to [national website](#), click on LOGIN, click "Forgot Your Chapter Number". If you need additional help, call 1-800-325-2946 or email [general@fbla.org](mailto:general@fbla.org).
12. **CONFERENCE REGISTRATION**: Advisers must register their students to attend FBLA-sponsored events through the national website. There is a registration fee for events. You will need your chapter number and password to register your students.
13. **DUES AND CONFERENCE REGISTRATION FEES**: An invoice is generated when you complete your membership registration or register for conferences.
14. **TRAVEL/CONFERENCES**: Review your local district's requirements for travel approval and arrangements at the beginning of the school year. Plan ahead!

Events that require travel include District Workshops, Joint Leadership Development Conference (JLDC), National Fall Leadership Conference (NFLC), State Leadership Conference (SLC), Champ Camp, and National Leadership Conference (NLC).

Travel logistics include but are not limited to the following tasks.

- Review state calendar for conference dates and registration deadlines. Early bird, regular, and late registration fees may apply with different due dates. Registration fees are non-refundable after the registration closes. Request payments for registration and other expenses at least two weeks prior to due dates.
  - Review conference registration instructions online and/or via email from State Adviser. Instructions will include hotel instructions if applicable. Multiple documentation may be required for each conference. Check the state and national websites frequently.
  - Discuss funding with appropriate district and/or school officials. Your CTE Director may be able to cover some of your travel expenses including the cost of your sub. Your local chapter may need to cover expenses for chaperone travel. Students may need to conduct fundraisers and/or pay out of pocket for their travel expenses. Advisory committee members may be willing to assist, and corporate sponsorships can be helpful in paying for travel. Create a budget for each conference to use in your discussions.
  - Discuss the following topics with students and parents to assist in determining who will be registered for conference: Purpose of conference, location, mode of transportation, attendance prerequisites, official dress code, code of conduct, parental permission forms, photo release forms, cost, payment deadline, fundraising, and commitment deadline.
  - After compiling your list of attendees, follow your local policies regarding field trip approvals and teacher notifications of absences. Determine if a nurse must accompany any of the attendees. If so, make arrangements according to local school policy.
  - One chaperone per eight students is needed. Chaperone selection should follow your district policies. Chaperones are to be registered for conference activities as guests if they are not advisers of your chapter.
  - Follow your school's policies to secure substitute for your absence.
15. **FUNDRAISING:** Fundraising is essential for a successful chapter and presents numerous teachable moments in finance, sales, and development. The most successful fundraisers are unique and innovative. Many ideas are available from your state officers, other advisers, CMH, and national website. Plan today to prepare for FBLA trips tomorrow.

16. **ORGANIZE:** Develop a calendar (electronic or paper) to record events, deadlines, and reminders. Ensure students know where this calendar is located. 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.
17. **MARKETING and VISIBILITY FOR YOUR FBLA CHAPTER:** A successful adviser empowers student leaders to develop a successful chapter. You are the leader and advocate of FBLA. **As** your chapter executes its Program of Work and Blueprint, document and promote accomplishments using social media, television, radio, print media and other resources available.
18. **FBLA and LESSON PLANS:** FBLA is an organization. **FBLA is not a “club” or an “extracurricular activity”—it is an integral part of the CIT program.** Integrate your Program of Work into your lesson plans by utilizing the competitive events for project based learning. Each competitive event aligns with the Alabama Course of Study and Common Core Standards. CTSOs are co-curricular; therefore, FBLA activities may be incorporated into the lesson plans and meetings may be held during class time. Lesson plans are available on the national website through your Adviser Login. EVERY CIT teacher is an adviser and is responsible for CTSO activities.
19. **MARCH OF DIMES:** FBLA partners with March of Dimes to raise awareness of premature births in the fight for healthy babies. Alabama FBLA's March of Dimes fundraising goal is set by the state officer team, and each chapter is expected to contribute to reaching that goal. Special reporting forms are used to remit chapter donations. Chapter awards are presented at SLC, and national recognition is earned for the Alabama FBLA at NLC.
20. **SUCCESS** - The most successful FBLA-PBL adviser is one who is dedicated.

## FBLA Goals

The goals of FBLA are found on the national website.

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interest in and understanding of the American business enterprise.
4. Encourage members in the development of individual projects, which contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.

9. Facilitate the transition from school to work.

## FBLA Creed

The FBLA Creed is found on the national website.

### I believe:

- education is the right of every person.
- the future depends on 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.
- every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- every person should actively work toward improving social, political, community, and family life.
- every person has the right to earn a living at a useful occupation.
- every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- 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-PBL Program of Work (POW)

A Program of Work (POW) is an annual written action plan for the FBLA Chapter. ([Digital Program of Work](#) template may be found under the **Organize Section** of the **Chapter Resources** tab on the Alabama FBLA website.) Building the POW involves collaboration among chapter officers and input from adviser to determine the goals, strategies, and activities for the year. The POW correlates to the Blueprint for Success. Chapters can earn national recognition and ribbons for State Conference by completing and submitting documentation for activities such Membership Mania and Membership Madness. (Go to <http://www.fbla-pbl.org>. Click **Login**, click **Adviser Area** and log-in with Chapter # and Password, is *service* unless changed. You will see a list of activities/categories that when complete, will earn your chapter ribbons.)

After the POW is approved, chapter committees plan all activities. Each chapter member should serve on at least one standing committee.

## Suggested Standing Committees

Appointed committee chairs prepare brief project reports for every completed project. The following are suggested standing committees to build chapter involvement.

**Professional Development:** Plans icebreakers and secures guest speakers for meetings; coordinates business tours and social activities.

**Community Service:** Facilitates chapter's community involvement by coordinating service activities including nursing home visits, March of Dimes, donations service organizations, etc.

**Fundraising:** Plans chapter fundraisers in support of chapter activities, including conferences, seminars, travel, March of Dimes, etc.

**Recruitment/Membership:** Plans/coordinates recruitment and retention activities.

**Social:** Plans social activities throughout the year to enhance the membership experience. Suggested activities could be the end of year banquet, mixers, quarterly member activities, cookouts and awards.

**Public Relations/Communications:** Helps to maintain positive social media for the community and enhance the CTSO image. This committee may design t-shirts, flyers, pin, banners, and promotional materials to market the FBLA chapter.

## Blueprint for Success (Blueprint)

Each summer the state officer team creates a High School Blueprint for Success and a Middle Level Blueprint for Success (Blueprint). The goal of the Blueprint is to encourage active chapters, help local chapters develop their programs of work, and assist chapters and members in achieving recognition and awards at the state and national levels.

The Blueprint is aligned with the FBLA Creed and is cross-walked with High School Business Achievement Awards, Super Sweeps, Non-Stop November, Action Awareness, and Outstanding Chapter awards and with Middle Level LEAD program, Young Leader Award, and Champion Chapter awards. Thus, the Blueprint should be an integral part in developing your FBLA Program of Work. **Begin your year with how you want your year to end!!!**

Think of the Blueprint as your roadmap to navigate various activities, awards, and recognition for both the state and national levels. The Blueprint, at first glance, can be intimidating—BUT after careful study, advisers will see they are already completing many of these tasks and only need documentation to receive the recognition they have earned.

Chapter and member recognition at SLC including **ribbons, plaques, certificates, and lanyards** at conference are evidence of students' documented hard work. In

addition, chapters receiving the outstanding level on the Blueprint receive a \$100 stipend to attend NLC.

Most of the Blueprint activities from one year will appear on the Blueprint for the upcoming year. Therefore, work can begin immediately after SLC for the upcoming year.

Your CTE Summer Conference Workshops, District Workshop, and JLDC will provide explanation, strategies, and ideas for getting started and completing the Blueprint.

## Business Achievement Awards Program (BAA)

The Business Achievement Awards (BAA) are an aggressive, self-directed, results-based business and leadership program designed to complement academics while accelerating a student's leadership skills. The award activities focus on the words surrounding the FBLA-PBL Crest: Service, Education, and Progress. There is a strong emphasis on education with integrated classroom projects of required and optional activities chosen by the student. The individual recognition is a four-tier program (Future, Business, Leader, and America) aligned with the FBLA-PBL Goals, NBEA Standards, and Career Clusters and are easily incorporated into your lesson plans. Lesson plans are also available on the national website. The BAA program is designed to complete one level per year of high school; however, students may complete multiple levels in a single year. Students cannot move to the next level without completing the prior level. Submitted work is cumulative and may be completed at any time during their school career.

To begin, you create student BAA logins through your Adviser Login. Students select activities and upload documentation for completed required and selected activities between August 1 and March 1 for the first three levels and by April 25 for the America level. The adviser must click Submit by 11:59 PM ET on the March 1 and April 25 deadlines. The entire process will be fully explained in your District Workshop.

The Future and Business award pins are mailed to the chapter adviser. The Leader award pins are mailed to the state adviser and presented at the State Leadership Conference. America award pins are presented at the National Leadership Conference. Recipients who attend the NLC will receive America ribbons and certificates of recognition.

Visit this link for more info: [BAA Qualifications](#)

# FBLA-PBL Conferences

FBLA-PBL has several conferences throughout the year hosted at the state and national levels.

## **District Workshops**

District Workshops are one-day events held in the fall and hosted by each District Vice President. New advisers are especially encouraged to attend. The dates will be announced in August. The seminars will include activities for both students and advisers. Registration materials are e-mailed and posted on the Alabama FBLA website under the Conference tab.

## **Alabama Joint Leadership Development Conference (JLDC)**

Each fall, the Alabama State Department of Education sponsors the Joint Leadership Development Conference. It is the premier leadership event for Alabama youth and the largest non-athletic youth gathering an educational purpose in Alabama. The event brings together more than 6,000 top students preparing to make Alabama the leading state for work, family, fun, community and great living. Some chapters consider JLDC as their chapter officer training.

JLDC is a learning experience for all CTSOs and FBLA-PBL members. Go to <http://www.alabamajlhc.org/> for more information and registration.

## **National Fall Leadership Conference (NFLC)**

[NFLC](#) is a two-day conference hosted by the national office in November with a choice of three venues. Students and advisers participate in motivational general sessions, professional development, and career planning workshops.

NFLC registration must be completed soon after the start of school. Therefore, approvals to attend, planning, and fundraising must be a start-of-the-year priority if your chapter participates.

## **State Leadership Conference (SLC)<sup>2</sup>**

[SLC](#) is “**the**” two-day conference hosted by the Alabama FBLA during April at the Sheraton Hotel in Birmingham, Alabama. It is often referred to as “state competition.”

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<sup>2</sup>See [Competitive Events Program](#)

The conference includes competitive events in addition to activities such as leadership workshops, motivational speakers, and state officer elections. Students and advisers prepare for competitive events throughout the school year.

Instructions for registration are emailed to advisers and posted on the state website in early spring. Registration materials are e-mailed and links posted on the state website.

### SLC Preparation

1. Post the SLC dates early in the year. Include SLC general information when promoting FBLA.
2. Clear conference attendance through your administrator.
3. Verify that all competitors are paid members. Membership dues must be received by national office by March 1.
4. Issue the following items to interested students at the earliest date possible.
  - Dates and general times for departure/return
  - Cost
  - Deadline for SLC registration and hotel reservations
  - Deadline for payments (Depending on adviser preference)
  - Conference activities
  - Conference expectations and consequences
  - Event participation options and event guidelines
5. Be sure that students entering events have not placed in state, or competed nationally in their events in prior years. (See state and national competitive event guidelines for repeat competitors)
6. Register students for online testing. (See [Calendar of Events](#), Recognize tab for deadline.) Complete purchase orders early to avoid delays.
7. Send home conference packet with permission forms and general information for participating students.
8. Arrange for additional chaperones, if needed. There should be one chaperone for every eight students. Chaperone-to-student ratio will be checked by the state office. Discuss expectations of chaperones prior to leaving for conference and provide chaperones with same information as students.
9. Complete SLC online registration at <http://www.FBLA-PBL.org>. (See Calendar of Events for March deadline.)
10. Follow registration instructions carefully and do not miss postmark and/or upload deadlines for hotel or conference materials including but not limited to reports, applications, resumes, etc.
11. Arrange transportation.

12. Send a reminder memo to students/parents the week prior to conference about what students need to bring.
13. Provide faculty and staff with a list of participants, giving appropriate notice.
14. Collect supplies and equipment to bring to conference. (See Competitive Event guidelines)
15. Make arrangements with students to prepare for performance events.
16. Discuss dress code and hotel/elevator etiquette.
17. Provide students with a general itinerary.
18. Read all entry and registration materials carefully and thoroughly. Check your e-mail regularly for conference updates.
19. Advisers are expected to assist with competitive events as Event Assistant during state and national conferences. Check your email for State Leadership Conference Updates from your State Officer team.

### At the Conference

1. All FBLA Chapters are expected to stay at the designated hotel during SLC. Overflow hotels will be identified by the state staff.
2. Request all students unload luggage in one area out of the flow of traffic in hotel. Ask students to wait together while you register at front desk or designated area.
3. Pick up your packets at the FBLA registration desk. Remember to check times for performance events with your members.
4. Meet with students prior to conference activities. Review conference expectations. Distribute conference packet contents to students:
  - Name badge
  - Contestant ribbon
  - Voter delegate ribbon
  - Miscellaneous ribbons for your members
  - Program
  - Have students review program for times and places to meet as a group and attend events.
5. Students should locate their competitive events room prior to start of conference. Check in 15 minutes or earlier before competition time.
6. **Advisers and students are expected to report on time to their assigned duties and events.**

### Student Expectations at SLC

1. Follow Code of Conduct.

2. Wear name badge only for conference activities. Do not wear name badge outside of conference facilities.
3. Be in designated places at designated times.
4. Dress in business attire when participating in conference activities or when in conference areas. Shoes must be worn at all times.
5. Remember hotel and elevator etiquette; especially be considerate of noise level in the hallways at all times.
6. Be respectful of others, especially other hotel guests.
7. Attend workshops as specified by chapter adviser. **DO NOT** leave workshops, meetings, events, general sessions, or awards programs early.
8. Compete in events as registered. Arrive to event early. Return equipment and supplies to adviser.
9. Male and female students are not allowed in each other's hotel rooms even with the doors open.
10. If leaving conference facilities, inform adviser or designated chaperone. Be in groups of three or more and with a chaperone. Do not leave any student alone.
11. Do not wear swimwear or sleepwear in the hotel hallways or lobby.
12. Network with other students.
13. Be in assigned room by curfew.

## **Champ Camp**

Students in the top four places at SLC in each competitive event are eligible to compete at the National Leadership Conference (NLC). These competitors are highly encouraged to attend Champ Camp to prepare for NLC. Champ Camp is held in June prior to NLC. Participants in performance events will be given the opportunity to present, receive judges' feedback, and learn helpful tips such as how to greet judges. Participants in objective test events will be given the opportunity to take several sample tests and to research questions answered incorrectly. Participating in Champ Camp will give your NLC competitor extra confidence and may help get one step closer to the NLC Awards stage and cash prizes!

## **Institute for Leaders (IFL)**

[IFL](#) is an additional training opportunity held prior to NLC. This high-energy, intensive, two-day seminar is a focused-leadership experience for state and local chapter officers, members, and advisers. This training conference prepares student leaders and members to fulfill their responsibilities and to develop valuable life skills.

## National Leadership Conference (NLC)

[NLC](#) is a four-day conference that is considered the pinnacle of the FBLA experience, especially for those running for national office. FBLA-PBL has forged partnerships with industry leaders to underwrite competitive events and scholarships for students achieving national ranking. Since some event guidelines vary from state to national level, it is best to check the National Competitive Event Guidelines before competing.

## Competitive Events Program

The FBLA-PBL National Awards Program recognizes and rewards excellence in a broad range of business and career-related areas. At the State Leadership Conference, students compete in events that test their business knowledge and skills. Top state winners are then eligible to compete for national awards at the National Leadership Conference each summer.

Each event is governed by specific guidelines and rating sheets that can be found in the Competitive Events on the national website. Check the national website regularly for updates and corrections.

Competitive events are organized into three categories: individual, team, and chapter. Individual and team events focus on skills useful in leadership and career development; chapter events recognize overall achievement and performance in chapter management and growth. For more information on each event, please use the following link: [Competitive Events](#)

## Rating Sheets

It is important for students to utilize the rating sheet when developing their presentations and reports. Students should follow the order of the rating sheet when preparing for their events. Rating Sheets help students design their projects with the end in mind. Go to Competitive Events on the national website for the most current rating sheets.

At the conclusion of the SLC Awards Program, completed rating sheets are available to Chapter Advisers. These sheets can be used as feedback to prepare competitors for NLC.

## Format Guide

The *Format Guide* is beneficial for both the adviser and students. Students can use it to understand the proper formatting for their competitive events. Participants in

production events must be familiar with the *Format Guide*. A *Format Guide* will be available to the participant during the production event. Click here to download the [Format Guide](#).

## Statement of Assurance

Several competitive events require students to complete and submit a Statement of Assurance prior to the event. This statement attests that the design, creation, and implementation of the event are the original work of the FBLA member(s). The student(s) agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. Check specific event guidelines to see if a Statement of Assurance is required. The Statement of Assurance **MUST be keyed** and NOT hand written. Go to [Statement of Assurance](#).

## Event Topics

Topics for events change each year. Before your students begin preparing for their events or presentations, be sure to check the current year's topics. Not all events have topics. Go to [Event Topics](#) for the current year's topics. The state topics are always the same as the national topics.

## Scholarships

FBLA is an excellent way to prepare for the future through state and national scholarships. The Alabama FBLA-PBL Foundation offers the Alabama FBLA District Scholarships, and the National FBLA offers more than 20 scholarships.

### Alabama FBLA District Scholarship

Each spring one senior scholarship applicant from each of the six FBLA-PBL Districts is awarded a \$1,000 scholarship. The state application (Alabama FBLA-PBL Foundation Scholarship) can be found in the **Recognize** section on the Alabama FBLA website.

Applicant must be a **paid** member (graduating senior) of Alabama FBLA-PBL and **must attend the Alabama FBLA-PBL state conference**. Application deadline is December 3, 2018. An essay portion is mailed to adviser and completed at home site.

## National FBLA Distinguished Business Leader Scholarship

The FBLA Distinguished Business Leadership Scholarship is designed to recognize outstanding FBLA members for their activity and involvement in the association. The number of scholarships given depends on yearly contributions to the national FBLA scholarship fund. Chapters can make voluntary donations as part of their annual member registrations. The scholarship is open to graduating FBLA members who plan to pursue a post-secondary education and become actively involved in PBL at the college level. The application form is available on the national website between August 1 and April 1.

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Your state leadership team is available at any and all times to assist and answer your questions.