**ALABAMA FBLA**



**2019-2020 High School**

**Blueprint for Success**

**Future Business Leaders of America**

**Alabama Chapter**

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| TO: | Alabama Future Business Leaders of America Chapter Advisers |
| FROM: | Lisa Weeks, State FBLA Adviser |
|  | Ella Kate Brooks, State President; Pamela McTier, State Officer Adviser |
|  | Ja’Kya Carpenter, State Secretary; Alicia Cook, State Officer Adviser |
|  | Maggie Jones, District 1 VP; Monique Lawrence, State Officer Adviser |
|  | Sean Smith, District 2 VP; Roslyn Evans, State Officer Adviser |
|  | Dayleigh Carmichael, District 3 VP; LaTrenda Torrence-Salter, State Officer Adviser |
|  | Andarious Porter, District 4 VP; Jamani Warren, State Officer Adviser |
|  | Angela Sayles, District 5 VP; Susan Evans, State Officer Adviser |
|  | Rebecca Ferguson, District 6 VP; Patricia Woods, State Officer Adviser |
| DATE: | August 1, 2019 |
| SUBJECT: | ALABAMA FBLA BLUEPRINT FOR SUCCESS |

Below is the 2019-2020 Alabama FBLA Blueprint for Success. The goal of the Blueprint for Success 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 level. The Blueprint for Success is aligned with the FBLA Creed.

Chapters and members achieve recognition for their work in various ways:

* **Alabama Blueprint for Success**—a chapter can be recognized in an Achievement, Excellence, or Outstanding category.[[1]](#footnote-1) Criteria for these levels are detailed under Blueprint Guidelines.
* **National FBLA Outstanding Chapter Recognition Award** — codes N1 – N31 in the Outstanding Chapter column in the tables below indicate steps toward this level of recognition.
* **National Business Achievement Awards (individual member awards)** — codes F1 – F25, B1 – B30, L1 – L24, and A1 – A27 in the Business Achievement Awards column in the tables below indicate steps toward attaining this level of recognition.

Please do not hesitate to contact your District Vice President with any questions regarding completion of the Blueprint for Success. Thank you in advance for your dedication in making Alabama FBLA the best. We are looking forward to a successful 2019-2020 year.

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| **ALABAMA BLUEPRINT GUIDELINES** | |
| 1 | Complete all of the tasks listed on the "Required" page and **10 additional items** on the "Optional" pages to receive a certificate at the State Leadership Conference. **(Achievement Level)** |
| 2 | Complete all of the tasks listed on the "Required" page and **15 additional items** on the "Optional" pages to receive a certificate and a ribbon at the State Leadership Conference. **(Excellence Level)** |
| 3 | Complete all of the tasks listed on the "Required" page and **25 additional items** on the "Optional" pages to receive a ribbon, lanyards, plaque, and recognition at the State Leadership Conference, and preferential reserved seating at Opening session at SLC, plus a **$100 stipend** for National Leadership Conference. **(Outstanding Level)** Chapters completing the Blueprint for  Success-Outstanding Level are eligible to submit application for the Alabama FBLA Outstanding Chapter Award. |
| 4 | Refer to the Chapter Management Handbook or the FBLA Chapter Awards webpage http://www.fbla-pbl.org/fbla/membership-benefits/awards to verify activities needed to accomplish goals of receiving National Chapter/Member Recognition Awards for example: Super Sweeps, Non-Stop November, Action Awareness, Membership Madness, Business Achievement Awards, etc. |
| 5 | * Documentation may extend from April 15, 2019 – February 21, 2020. * Check all boxes beside the activities you have completed. * Place the task coded and corresponding task description in the top, right corner of each page of documentation. (Example: R7 – Celebrate [American Free Enterprise Day](http://www.fbla-pbl.org/web/page/1066/sectionid/554/main_interior.asp) and/or [FBLA Week](http://www.fbla-pbl.org/web/module/events/eventid/11/main_interior.asp)) * Must have at least one page of documentation for each task. * Copies should be sent rather than important documents. * No items may be attached to any page in the report. |
| 6 | The Alabama FBLA Blueprint for Success is due in state office by **March 2, 2020**. The Blueprint must be bound (spiral bound, 3-ring binder, etc.) – loose papers, paper clips, stapled papers, or papers gathered in rubber bands will NOT be accepted.  **Mail to:**  Mrs. Lisa Weeks  Alabama Department of Education  P. O. Box 302101  50 North Ripley Street  Montgomery, AL 36130-2101 |

**In order to receive updates, text the keyword @bamafbla to 81010 to join “Remind”. “Remind” is a communication platform that does not collect personal cellphone numbers.**

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| **REQUIRED TASKS FOR ALABAMA BLUEPRINT** | | | | | | |
| **Code** | **Tasks** | **State**  **Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| R1 🞏 | Conduct a planning session for newly elected local chapter officers to include a Program of Work and budget. (See the Local Chapter Organization section of the Online Chapter Management Handbook.) |  | Copy of agenda and completed Program of Work | N2, N3, N20, N21 | F11, B9, A5 |  |
| R2 🞏 | Submit five (5) paid professional members. |  | List of paid members | N7 | F25, B24,  L24, A27 |  |
| R3 🞏 | **Increase membership** in the local chapter by 10% or increase last year’s membership numbers by 10 or have 100% membership in **one** Commerce and Information Technology class. SS | March 1 | Membership Achievement form/100% Participation form | N1, N4 |  |  |
| R4 🞏 | Make a $100 donation to the **ALABAMA FBLA-PBL Foundation**. Mail checks to Mrs. Lisa Weeks. | January 31 | Copy of check |  |  |  |
| R5 🞏 | Register at least ten (10) members, or at least 10% of chapter membership to **compete and/or attend** the 2020 Alabama FBLA State Leadership Conference (SLC). |  | Registration form | N30 |  |  |
| R6 🞏 | Participate in a project that benefits the March of Dimes and helps meet our state fundraising goal of **$95,000**. NS  Send the [**March of Dimes Reporting Form**](http://www.alabamafbla-pbl.org/resources/index.php) with chapter donation to:  **March of Dimes, Inc.**  Donations Processing Center  P.O. Box 18819  Atlanta, GA 31126  Email a copy of this form to Linda Gross: [lgross@marchofdimes.org](mailto:lgross@marchofdimes.org). |  | March of Dimes Reporting Form and copy of check | N14, N15 | F1, F5, B5,  L2, L8 |  |
| R7 🞏 | Celebrate [American Free Enterprise Day](http://www.fbla-pbl.org/web/page/1066/sectionid/554/main_interior.asp)  *and/or* [FBLA Week](http://www.fbla-pbl.org/web/module/events/eventid/11/main_interior.asp). NS, AW | November  February | Photo/letter/  newspaper article | N24, N29 | F3, B4, B7,  A3, A4 |  |
| R8 🞏 | Document a minimum of **25** cumulative community service hours with at least **10%** of your chapter participating in planning and/or service. |  | Roster, photo. and/or community service certificate | N5, N14, N15 | F1, F4, B5  L5, L8 |  |
| R9 🞏 | A minimum of five **(5)** members completes one level of the [Business Achievement Awards](http://www.fbla-pbl.org/baa3/) (BAA) in the current school year. | March 1 | Copy of certificate/copy of confirmation email | N6 |  |  |
| R10 🞏 | A minimum of three **(3)** members completes the first level of the Community Service Awards (CSA). |  | Copy of certificate | N5, N14 | L8 |  |

**Note**: The above tasks fulfill the requirements for the Alabama Blueprint; however, additional requirements exist for the recognition as a National Outstanding Chapter, Business Achievement Awards, and Community Service Awards.

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| **Optional Tasks** | | | | | | |
| **I believe education is the right of every person.** | | | | | | |
| **Code** | **Tasks** | **State**  **Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O1 🞏 | Create a member recognition project such as, “FBLA All-Stars” Wall where a new star is added for each new member. AW |  | Photo/roster |  | F2 |  |
| O2 🞏 | Host an FBLA school day/night event to elevate community knowledge about FBLA benefits and upcoming events. SS |  | Flyer/photo |  | B7 |  |
| O3 🞏 | Conduct at least four (4) chapter meetings. |  | Agenda/minutes | N3 | F18, B17 |  |
| O4 🞏 | Have at least ten members complete the FBLA Knowledge Quiz with a score of 100%. (Located in the Adviser’s Area of the National FBLA Website) |  | List of completers |  | F9 |  |
| O5 🞏 | Develop a photo collage and display at the State Leadership Conference. |  | Photo/collage |  | F2, B2 |  |
| O6 🞏 | Present/Host a leadership workshop for FBLA members during open house or freshman orientation. SS |  | Flyer/photo |  | A5 |  |
| O7 🞏 | Promote a non-violence campaign to bring awareness to community members. NS |  | Photo/press release |  | L8, F1 |  |
| O8 🞏 | Schedule a meeting with school or district administration and/or community stakeholders to discuss the benefits, goals, and activities associated with FBLA. |  | Copy of letter, minutes, or invitation |  | A25, B27 |  |
| O9 🞏 | Create a chapter budget. |  | Copy of budget |  | F11 |  |
| O10 🞏 | Chapter completes Chapter Challenge (Super Sweeps, Non-Stop November, and Action Awareness). |  | Certificates |  | B28 |  |
| O11 🞏 | Submit the application for National Officer Leadership Council. |  | Copy of application |  | L1 |  |
| O12 🞏 | Plan a joint project or social event with a FBLA (ML or HS) chapter or a [PBL](http://fbla-pbl.org/?cID=192) chapter. |  | Copy of invitation |  | A5, A23, L8 |  |
| O13 🞏 | Plan and present an FBLA Emblem Ceremony at a local chapter meeting or event. |  | Copy of program/agenda  presentation/photo | N12 | B6, L3 |  |
| O14 🞏 | Invite a state officer to a chapter activity (face-to-face/virtual). SS |  | State Officer Visit Request Form |  |  |  |
| O15 🞏 | Plan a community service event with school-wide participation. NS |  | Photo/flyer | N14, N19 | F4, B5, L8 |  |
| O16 🞏 | Chapter member(s) participate in the FBLA Virtual Business Challenge (Finance Challenge or Management Challenge). |  | Copy of registration |  | B26, B28 |  |
| O17 🞏 | Create a membership committee to focus on new ways to recruit and retain members. SS |  | List of members | N4 | B5 |  |
| **Code** | **Tasks** | **State**  **Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O18 🞏 | Have at least one member recite the FBLA Creed at a chapter meeting or event. SS |  | Photo/agenda | N16 | F22 |  |
| O19 🞏 | Hold an induction ceremony for new officers. SS |  | Program/photo | N13, N16 | B6 |  |
| O20 🞏 | Participate in at least two (2) of the monthly Google Hangouts with your state district officer. |  | Screenshot of the Hangout |  | B29 |  |
| O21 🞏 | Create a newsletter for FBLA members to stay informed on upcoming and past chapter events. |  | Newsletter |  | B9 |  |
| O22 🞏 | Create grade level committees in your local FBLA chapter to promote involvement within all grades. |  | List of Representatives, Photos |  |  |  |
| O23 🞏 | Send correspondence to prior members who did not rejoin FBLA encouraging them to come back. |  | Photo/document  Screenshot |  |  |  |
| O24 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | B28 |  |

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| **I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institution, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.** | | | | | | |
| **Code** | **Tasks** | **State**  **Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O25 🞏 | Tour a business or industry to promote the local economy. AW |  | Photo/letter | N25 | B18 |  |
| O26 🞏 | Have a “Dress for Success” Day. AW | February | Flyer/photo |  | B7 |  |
| O27 🞏 | Submit your “Spotlight” on members and/or local advisers to your district vice president. AW |  | Agenda/newspaper article/social media |  |  |  |
| O28 🞏 | Attend a service based or local school board meeting in your community. |  | Agenda/Photo/  Minutes |  | B30 |  |
| O29 🞏 | Promote professional attire according to the National FBLA Dress Code, by creating a video/slideshow/live “fashion show” demonstrating appropriate and inappropriate FBLA conference attire. |  | Photos, Presentation Handouts |  |  |  |
| O30 🞏 | Chapter member(s) compete in the FBLA Stock Market Game and/or  H & R Block Challenge. |  | Copy of registration |  |  |  |
| O31 🞏 | Host an event to honor military, veterans, or first responders. |  | Agenda/sample certificate/photo |  | F6, B5 |  |
| O32 🞏 | Set up a FBLA membership recruitment booth (example: orientation, open house, registration, homeroom, parent night, lunch). SS |  | Flyer/photo |  | F2 |  |
| O33 🞏 | Host an end-of-the-year event to recognize outstanding FBLA members. |  | Agenda/photo |  |  |  |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O34 🞏 | Form a committee for FBLA March of Dimes for your local chapter. NS |  | List of committee members |  | F4, F5, L2 |  |
| O35 🞏 | Partner with a business to conduct an activity. Use the activity to compete in the Partnership with Business Project event at the FBLA State Leadership Conference. NS |  | Summary of activities |  | B1, A6 |  |
| O36 🞏 | Create a FBLA display in your school to publicize your chapter activities. |  | Photo |  | F2, B2 |  |
| O37 🞏 | Create a FBLA recruitment plan. SS, AW |  | Brochure |  | B21 |  |
| O38 🞏 | Make an information packet for new members including information about FBLA and your chapter. |  | Copy of packet |  | B21 |  |
| O39 🞏 | Complete the requirements for at least one chapter recognition program listed in the Adviser’s Area of the FBLA National website:   * Outstanding Chapter Recognition * Market Share Award |  | Copy of certificate or submission |  | B24 |  |
| O40 🞏 | Promote FBLA Chapter Recruitment by holding a drawing for a free membership. |  | Flyer/Photo |  |  |  |
| O41 🞏 | Network with a FBLA Chapter from another state/country to compare experiences, traditions, and tactics. |  | Copy of email/letter, screenshot/photo |  |  |  |
| O42 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | B28 |  |

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| **I believe that 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.** | | | | | | |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O43 🞏 | Create and maintain a chapter website/webpage/social media account/youtube channel. #AlabamaFBLA #CoolestCTSOinAlabama SS |  | Photo/screenshot | N31 | B1, L3, B29 |  |
| O44 🞏 | Generate operating funds for your local chapter. |  | Fundraising Committee Report | N27 |  |  |
| O45 🞏 | Prepare and present a brief history of your local chapter (timeline, story, or PowerPoint). SS |  | Copy of presentation | N17 | B1, L3 |  |
| O46 🞏 | Have at least one member in your chapter create an  E-Portfolio – Join “Tallo”  (formerly called Stem Premier).  http://www.stempremier.com/fbla |  | Screenshot/URL |  | F10, A11 |  |
| O47 🞏 | Have a minimum of one (1) chapter Senior apply for the Alabama FBLA Foundation District Scholarship. | December 1 | Application |  |  |  |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O48 🞏 | Have at least three (3) members write a one page essay (use the FBLA format guide) on a business article or career. |  | Essay |  | F13, F14 |  |
| O49 🞏 | Promote financial literacy. |  | Photo/handout/ lesson plan/ presentation |  | B10, B15 |  |
| O50 🞏 | Have ten (10) members or 10% of your chapter participate in a college and/or career fair and explain how FBLA prepares them for a future career. SS |  | Copy of comparison (report, spreadsheet, or slide show) | N1 |  |  |
| O51 🞏 | Prepare a Local Chapter Annual Business Report and submit it for State Leadership Conference. |  | Copy of report cover/state conference registration |  | A16 |  |
| O52 🞏 | Purchase items or merchandise from the FBLA-PBL Marketplace. |  | Receipt/Invoice/ Copy of Check |  |  |  |
| O53 🞏 | Design an item for the FBLA Marketplace. |  | Photo |  |  |  |
| O54 🞏 | Submit membership dues for five (5) paid underclassmen (the lower two grade levels in your school) using the online membership registration. SS |  | Copy of registration form |  |  |  |
| O55 🞏 | Submit an application for a National FBLA Scholarship to National FBLA Office. |  | Application |  | A22 |  |
| O56 🞏 | Enter at least one FBLA presentation event at State Leadership Conference. |  | Registration form |  |  |  |
| O57 🞏 | Create business cards for your local chapter/chapter adviser. |  | Copy of card |  |  |  |
| O58 🞏 | Have at least three (3) freshmen members write a letter/note to their senior selves explaining future goals they want to achieve. |  | Copy of letter/note |  |  |  |
| O59 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | B28 |  |

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| **I believe every person should actively work toward improving social, political, community and family life.** | | | | | | |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O60 🞏 | Create a point system for members of your local chapter to encourage chapter participation. |  | Copy of guidelines |  |  |  |
| O61 🞏 | Visit students at an elementary school, middle school, or non-FBLA school to promote FBLA goals. |  | Photo/press release |  |  |  |
| O62 🞏 | Create a Snapchat filter to promote your local chapter and/or school event. SS |  | Photo/screenshot |  | F2, A2, L16 |  |
| O63 🞏 | Host an employability workshop for community members. |  | Photo/press release |  | L10 |  |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O64 🞏 | Create a chapter scrapbook that includes Blueprint materials and pictures. |  | Photo of scrapbook |  | F2, A2 |  |
| O65 🞏 | Have at least one (1) member participate in Membership Madness or Membership Mania. SS |  | Copy of form/certificate | N1 | A18, L17 |  |
| O66 🞏 | Coordinate an activity with another CTSO. |  | Activity report/flyer | N18 |  |  |
| O67 🞏 | Host a CTSO Adviser Appreciation Day. AW |  | Photo | N29 | A4 |  |
| O68 🞏 | Honor teachers at your school during Teacher Appreciation Week. |  | Photo |  |  |  |
| O69 🞏 | Register four (4) State Leadership Conference (SLC) voting delegates (may be a competitor or non-competitor). |  | Registration |  | B18 |  |
| O70 🞏 | Plan an activity involving parents to inform them about the benefits of FBLA and/or upcoming chapter events. |  | Agenda/flyer/photo |  |  |  |
| O71 🞏 | Submit Wufoo form to FBLA National Office suggesting changes that can improve FBLA-PBL. |  | Screenshot/email confirmation |  | B28 |  |
| O72 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | B28 |  |

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| **I believe I should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.** | | | | | | |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O73 🞏 | Partner with a local business to participate in “Take a FBLA Member to Work” day for a job shadowing experience. AW |  | Photo invitation | N22 | L13 |  |
| O74 🞏 | Chapter members volunteer to serve meals to those in need. |  | Photo | N14 | F8, B5, L8 |  |
| O75 🞏 | Conduct a school supply drive of new and slightly used school supplies and uniforms. |  | Photo/activity report | N19 | F1, F4, B5, L8 |  |
| O76 🞏 | Sponsor/participate in a school-wide recycling project that will improve your community. |  | Photo/list of students | N11, N14, N18, N19 | F4, F8, B5, L5 |  |
| O77 🞏 | Promote Blue Jeans for Babies and sell at least ten T-shirts. NS | October 1 | Flyer/photo/order form | N15 | F5, B5, L8 |  |
| O78 🞏 | Invite a March of Dimes representative to speak at a chapter meeting/assembly. NS |  | Invitation/photo | N15 | F5, A6 |  |
| O79 🞏 | Meet with a local or state elected official and post a photo on social media. |  | Photo/screenshot | N28 | B5, A26 |  |
| O80 🞏 | Offer a competitive event study time for members attending SLC or NLC. |  | Flyer/social media screenshot/email/photo |  |  |  |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O81 🞏 | Create and have published a newspaper article promoting your local FBLA chapter. SS |  | Photo |  | L6 |  |
| O82 🞏 | Chapter submits at least one (1) article with photos for *Tomorrow’s Business Leader* online. |  | Copy of article/URL | N8 | B25, L6 |  |
| O83 🞏 | Plan an activity for your members for each day of FBLA-PBL Week. AW | February | Flyer/photo |  | A4 |  |
| O84 🞏 | Plan at least one (1) activity for CTE Month in February that is different from the activities that your chapter planned for FBLA-PBL Week. AW | February | Copy of the activity/photo |  | L2 |  |
| O85 🞏 | Design a bulletin board or digital signage promoting FBLA in a high traffic area. SS, AW |  | Photo |  | F2 |  |
| O86 🞏 | Submit a FBLA article to your school newspaper/website. SS |  | Copy of article/URL |  | F2, B4 |  |
| O87 🞏 | Post a copy of FBLA Calendar of Events on your school/chapter website. |  | URL |  | F2, B9 |  |
| O88 🞏 | Have at least ten (10) members or 10% of your chapter membership, join Alabama FBLA Remind. |  | Screenshot |  | B29 |  |
| O89 🞏 | Organize a fundraising committee. |  | List of committee members |  | F5 |  |
| O90 🞏 | Select a FBLA member in your local chapter as “Member of the Month.” |  | Certificate/photo/press release/social media screenshot |  |  |  |
| O91 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | B28 |  |

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| **I believe 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.** | | | | | | |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O92 🞏 | Design a chapter T-Shirt or other promotion item that reflects the national theme. SS |  | Photo |  |  |  |
| O93 🞏 | At least one (1) chapter member attended the 2019 IFL. |  | Copy of registration |  |  |  |
| O94 🞏 | Enter a candidate for District Who’s Who in FBLA at Alabama FBLA State Leadership Conference (SLC). |  | Application |  |  |  |
| O95 🞏 | At least one (1) chapter member attended the 2019 Champ Camp. | June 5 or 6 | Copy of registration |  |  |  |
| O96 🞏 | Submit a state officer candidate application. |  | Copy of certification page |  | L1 |  |
| O97 🞏 | Contact a high school or middle school in your district about chartering or reactivating a chapter. |  | Copy of letter or email | N13 |  |  |
| O98 🞏 | Chapter earns Membership Achievement Award. |  | Copy of award submission confirmation |  |  |  |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O99 🞏 | Attend the 2019 National Fall Leadership Conference (NFLC) Birmingham. NS | Nov. 8 & 9 | Registration |  | A21 |  |
| O100 🞏 | Have at least ten (10) members complete a FBLA Scavenger Hunt. |  | List of completers |  | B11 |  |
| O101 🞏 | Prepare a business presentation to present to administration at a non-FBLA school on why they should consider chartering a FBLA chapter. |  | Copy of presentation/ agenda/  sign-in sheet |  |  |  |
| O102 🞏 | Promote Prematurity Awareness Month and/or World Prematurity Day. NS | November | Photo/flyer | N14, N15 | F5, B5, L2 |  |
| O103 🞏 | Host a Mini Walk or participate in a community March for Babies. NS |  | MOD reporting form | N14, N15 | F5, L2 |  |
| O104 🞏 | Chapter raises at least $150 for March of Dimes. NS |  | Copy of official MOD reporting form | N15 | F5 |  |
| O105 🞏 | Conduct a March of Dimes Mission Moment. NS |  | MOD reporting form | N14, N15 | F5, L2 |  |
| O106 🞏 | Submit a March of Dimes Mission LIFT Grant Application form requesting funding support for a local chapter March of Dimes fundraiser project. | January 15 | Copy of application | N14, N15 | F4, F5, B3 |  |
| O107 🞏 | Sponsor/participate in a school wide blood drive. NS, AW |  | Flyer/photo | N14 | F8 |  |
| O108 🞏 | Sponsor a campus/community clean-up day. AW, NS |  | Photo | N11, N14 | F8, B5, L5 |  |
| O109 🞏 | Host a “Get to Know You” social event with your local chapter. |  | Photo |  |  |  |
| O110 🞏 | Organize a special outing for paid members. SS, NS, AW |  | Photo | N25 |  |  |
| O111 🞏 | Create and upload a video promoting the National FBLA theme to the Internet. AW | September | URL | N18 | A14, L11, L22 |  |
| O112 🞏 | Chapter receives 100% class participation award. |  | Copy of submission confirmation | N4 |  |  |
| O113 🞏 | Participate in the Good Neighbor project. (Complete the online form at go.fbla.org/good neighbor.) AW |  | Copy of submission confirmation | N18 | L2 |  |
| O114 🞏 | Have your chapter officers or members prepare a print ad or an audio podcast about FBLA-PBL Week. AW |  | Copy of ad/link to the audio podcast | N17 | F3, B4, L11 |  |
| O115 🞏 | Become a pen pal with: a senior citizen, a child in a hospital, a child in another country, or a member of the military. |  | Letter | N18 | F6 |  |
| O116 🞏 | Submit a “Banners for Babies” to be displayed at the 2020 State Leadership Conference (SLC). |  | Form & Copy of Check | N15 | F5 |  |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O117 🞏 | Assign new members an upperclassmen or older mentor to help them with their FBLA journey. |  | Photo/List of Teams |  |  |  |
| O118 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | F8, B28 |  |

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| **I believe every person has the right to earn a living at a useful occupation.** | | | | | | |
| **Code** | **Tasks** | **State Due Date** | **Suggested Documentation** | **National Outstanding Chapter** | **Business Achievement Awards** | **Ribbon** |
| O119 🞏 | At least three (3) members register and attend one of the Alabama FBLA District Workshops. | September 1 | Photo/promotional items |  |  |  |
| O120 🞏 | Write a letter to a government official outlining the benefits of FBLA. AW |  | Copy of letter |  | L20 |  |
| O121 🞏 | Have at least four (4) members interview a professional in a chosen career path regarding education, training, and job outlook. |  | Summary of interview | N29 | L24 |  |
| O122 🞏 | Attend Joint Leadership Development Conference (JLDC). | October | Registration form |  |  |  |
| O123 🞏 | Invite a minority guest speaker to talk about entrepreneurship and inspire members to pursue creating a business. AW, NS |  | Photo/list of participants |  | F20, A8 |  |
| O124 🞏 | Host a “Battle of the Classes” by collecting dimes for March of Dimes. The winning class receives a reward. NS |  | Flyer/photo/article | N14, N15, A19, A20 | F5, L2 |  |
| O125 🞏 | Invite advisory council members and/or business partners to participate in a local Champ Camp competitive event preparation. AW |  | Photo/receipt | N22 | F20, L10 |  |
| O126 🞏 | Promote American Free Enterprise Day. NS |  | Photo/flyer | N24 | F3, B7, A3 |  |
| O127 🞏 | Operate a small business, bank, or school store at your school. NS, AW |  | Photo | A5 |  |  |
| O128 🞏 | Host a school-wide CTSO Day during National Career Technical Education Month. AW | February | Photo/flyer | N29 |  |  |
| O129 🞏 | At least three (3) FBLA members gain industry credentials, such as approved stackable (such as Brainbench, EverFi) **OR** CRIs (such as MOS, MTA, Adobe, IC3) **OR** complete digital badging. |  | Copy of certificate |  | F16 |  |
| O130 🞏 | Any other activity that is unique to your chapter. |  | Flyer/photo/agenda |  | B28 |  |

**\*\*This form must be in the state office no later than March 2, 2020.\*\***

1. Chapters may achieve the **outstanding** level recognition on the Blueprint for Success without National or Alabama Outstanding Chapter recognition or the Business Achievement Awards. [↑](#footnote-ref-1)