

SAMPLE FBLA PROGRAM OF WORK

SEPTEMBER

- Recruit new members
- Recruit new chapters
- Attend district fall planning meeting
- Induct new members and install officers
- Plan for Chapter and Individual Business Achievement Awards
- Select a service project
- Register for National Fall Leadership Conference
- Plan four leadership workshops for the year

OCTOBER

- Submit article for Missouri Business Leader
- Submit article for Tomorrow's Business Leader
- Attend statewide fall activity (Game Day, Funtastic Day)
- Register membership online, mail state and national dues to the national office before Oct. 20
- Plan service project
- Select and schedule leadership workshop presenters

NOVEMBER

- Invite guest speaker from business community
- Attend National Fall Leadership Conference
- Celebrate American Enterprise Day
- Make plans for February FBLA Week
- Obtain media coverage of service project
- Carry out service project
- Conduct first leadership workshop

DECEMBER

- Submit an article for March/April issue of TBL
- Plan Christmas Activity
- Evaluate service project
- Plan annual fundraiser(s)
- Encourage members to run for district, state and national office

JANUARY

- Prepare for district competition (DLC)
- Publicize and implement fundraiser
- Invite new members and parents to potluck dinner meeting
- Plan field trip(s) to local businesses to promote career awareness
- Finalize FBLA Week plans and publicity
- Make SLC hotel reservations
- Promote participation in competitive events program
- Conduct second leadership workshop

FEBRUARY

Plan campaigns for officer candidates
Observe FBLA Week
Submit article for Missouri Business Leader
Register additional members online and mail dues by Feb. 15 to the national office
Conduct third leadership workshop
Hold local competition to determine district competitive event participants
Attend DLC

MARCH

Online registration for SLC
Finalize SLC lodging plans
Conduct fundraiser for SLC travel expenses
Invite former FBLA members back to speak
File state officer application before March 11
File Chapter and Individual Business Achievement forms before April 1
Contribute to state NLC travel fund

APRIL

Conduct fourth leadership workshop
Prepare for SLC competition
Attend SLC
Publicize SLC participation
Make NLC hotel reservations

MAY

Mail anticipated attendance form to state office
Register online for NLC and send fee to national office
Mail registration for summer executive council meeting and officer training
Plan end-of-year activity

JUNE

Conduct fundraiser for NLC travel expenses
Contact local businesses for donations toward NLC travel expenses
Prepare for national competition
Attend NLC

JULY

Attend NLC

AUGUST

Attend summer executive council meeting and officer training
Plan local Program of Work for new school year

DLC = District Leadership Conference
SLC = State Leadership Conference
NLC = National Leadership Conference