



## CALIFORNIA FBLA BUSINESS ACHIEVEMENT AWARDS CHAPTER RECOGNITION PROGRAM GUIDELINES

- Purpose:** California FBLA's Business Achievement Awards—Chapter Recognition Program is designed to assist chapters by
- helping chapters deliver balanced programs that address all elements of FBLA's mission
  - recognizing those chapters that excel in planning, implementing, evaluating, and reporting their activities monthly
  - allowing chapters to chart their own path to success
  - helping chapter officers, advisers, and Section/State leaders monitor the chapter's progress
  - providing a planning guide that meets California Standards and Assessments, NBEA standards, and FBLA Goals
  - providing a checklist to meet the requirements for Gold Seal Chapter Award of Merit recognition
  - giving chapters a head start in completing their Local Chapter Annual Business Report

- Recognition:** Chapters can achieve one of following three levels of recognition based on their achievements during the year.
- *Chapter Achievement Award*
  - *Chapter Excellence Award*
  - *Outstanding Chapter Award*

The following incentives are offered:

- Chapters will automatically be recognized for the national level Business Achievement Awards—Chapter Recognition Program. *No other forms need to be completed or sent to National FBLA Headquarters!*
- Certificates will be awarded to chapters and ribbons will be awarded to chapter members attending the State Leadership Conference. Chapters that complete the program will be recognized at the State and National Leadership Conferences.
- Chapters earning the *Outstanding Chapter* designation will earn two (2) complimentary registrations for the following Leadership Development Institute (LDI).
- Chapters earning the *Chapter Excellence* designation will earn one (1) complimentary registration for the following LDI.

- Procedure:**
1. Chapter officers and advisers should review the total program early in the year and determine the level of achievement they wish to complete. On the *Program of Work (POW) Progress Form*, place a check mark (✓) in the **POW "Planned" column** for those items that are included in your chapter's plan. Make note of the number of items that need to be completed in order to achieve the desired level of recognition. A chapter must complete the minimum number of items indicated in each of the categories in order to achieve a particular level of the award. Categories are *Membership/Chapter Management*, *Community/School Service*, and *Education/Progress*. To assist in your planning, FBLA goals are referenced in the *Program of Work (POW) Progress Form*. (FBLA goals and their corresponding numbers are listed on the next page.)
  2. For additional assistance in planning and completing the items listed on the *POW Progress Form*, you can refer to the *Chapter Management Handbook* and/or the *State Projects Recognition Form*.
  3. As you complete the items each month, place a **check mark (✓) in the column for that month**. Fill in any additional information needed under the **Items** column for each month. Email the *POW Progress Form* to your Section Director by the 10<sup>th</sup> of the following month. For the summer, please email by the 20<sup>th</sup> of September. Be sure to update information each month. (**Note:** Complete the first *POW Progress Form* for Summer months by September 20 deadline.)
  4. **For chapters only wanting to earn the *Chapter Achievement, Chapter Excellence, or Outstanding Chapter Recognition***—submit the final *POW Progress Form* to your Section Director by date specified in the State Leadership Conference registration. Be sure to complete the information at the bottom of the *POW Progress Form*.
  5. **For chapters wanting to earn the *Gold Seal Chapter Award of Merit* and either the *Chapter Achievement, Chapter Excellence, or Outstanding Chapter Recognition*, the last section of the *POW Progress Form, Gold Seal Chapter Award of Merit Requirements, must be completed***. The guidelines for the *Gold Seal Chapter Award of Merit* requirements should be reviewed periodically. This section can be completed as you finish each requirement. A "YES" needs to be answered for all requirements in order to qualify for the recognition. Completion of this section will qualify your chapter to be **considered** for selection as a *Gold Seal Chapter Award of Merit*. Chapters that demonstrate a higher degree of involvement will be ranked ahead of others. Please read requirements No. 15 and 16 for submission of the final *POW Progress Form* and the Local Chapter Annual Business Report for this recognition.

6. To get a head start in completing the **Local Chapter Annual Business Report (LCABR)**, start a word processing file for the categories listed in the guidelines for the LCABR event. Categories are listed under *Chapter Profile*, *Productivity*, *Recognition*, and *Businesslike Procedures* sections. (See below for a list of categories.) As each activity or item is completed, type a short description under a category that best fits the activity or item. Update the information for the LCABR monthly. Check the LCABR guidelines for completion of the final annual report.
7. If you have any questions, please feel free to email the Temporary State Officers' Adviser or your Section Director.
- Kiki Nakauchi, Temporary State Officers' Adviser                      Email: kikinakauchi@aol.com
  - Kiki Nakauchi, Bay Section Director                                      Email: kikinakauchi@aol.com
  - Robert A. Franklin, Central Section Director                              Email: centraldirector@cafbla.org
  - Matt Gray, Gold Coast Section Director                                      Email: goldcoastdirector@cafbla.org
  - Stephanie Fluitt, Inland Section Director                                      Email: inlanddirector@cafbla.org
  - Pam Stalley, Northern Section Director                                      Email: northerndirector@cafbla.org
  - Danielle Tolentino Tuason, Southern Section Director                      Email: southerndirector@cafbla.org

### ***FBLA GOALS***

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|----|---|
| 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   |

### ***LOCAL CHAPTER ANNUAL BUSINESS REPORT CATEGORIES***

#### **CHAPTER PROFILE**

1. Letter to chapter members (stockholders)
2. Number of members
3. Size of school and community
4. When and where the chapter was organized

#### **PRODUCTIVITY**

1. Recruitment of members and chapters
2. Leadership development for officers and members
3. Preparation of students for business careers
4. Service to the school and community
5. Cooperation with business, professional, and service groups
6. Participation in public relations activities
7. Support of FBLA national and state projects
8. Attendance and participation at state and nationally sponsored conferences

#### **RECOGNITION**

1. For FBLA competitive events and activities
2. For school, community, business, and industry activities

#### **BUSINESSLIKE PROCEDURES**

1. Chapter management and organization
2. Financial development, including fund raising and financial statement