



California Future Business Leaders of America

2008-2009 State Projects Recognition Form

The State Officers' Adviser must receive this completed form by March 24 to ensure that your chapter receives credit for successful participation of these state projects. Special recognitions will be awarded at the State Leadership Conference. Simply check the project(s) completed by your chapter and attach the required documentation. Thank you for your support of these projects and of your state chapter!

- Government Awareness Project (GAP).** Keeping our government officials informed about the benefits of Future Business Leaders of America is an essential component of our organization's public relations program. Participation in the Government Awareness Project meets a requirement for the Chapter Business Achievement Awards and for Gold Seal Chapter Award of Merit.

Required: Write letters to your elected government officials. Give them a briefing about FBLA and its mission and describe the benefits you have gained from your membership in the organization. A minimum of three individuals must write the letters. Type the names of the officials, their positions, and the purposes of the letters below. (Attach copies of the five letters and if received, letters of responses.) (Sample letters are on the website, www.cafbla.org.)

Participating Member	Recipient's Name	Position	Purpose

In addition, your chapter must complete one of the following two options:

- Option 1:** Obtain an FBLA-PBL week proclamation from any elected governing body. (Attach a copy of the official proclamation) (Sample proclamation can be accessed on <http://fbla-pbl.org/docs/FBLA-PBLweekproc.doc>)
- Option 2:** Make a personal visit to an elected government official or have the official serve as a guest speaker. Type the official's name, position, and purpose of visit. Dress in business attire and include a picture with the official. (Attach a 100-word summary of what transpired during your visit and a thank-you letter to the official)

<u>Name</u>	<u>Position</u>	<u>Purpose</u>
_____	_____	_____

- Professional Division Membership Project.** Professional members represent an important and special resource for California FBLA. Professional members serve as local chapter volunteers, provide training and workshops, coach members in competitive events, and assist in many other ways that make our chapters function smoothly. Additionally, a portion of their membership dues supports California FBLA's scholarship program. Chapters must recruit at least ten (10) or more professional members in order to receive special recognition at the State Leadership Conference. State chapter records will be audited to determine which chapters have met this threshold based on the number received by February 3. Check the box if your chapter has submitted at least ten professional memberships by the February 3 deadline. Send forms and dues to the California Program Coordinator, Judy Nunes, P. O. Box 102, Cottonwood, CA 96022.

March of Dimes Project (Mission LIFT). The March of Dimes is the official service partner of FBLA. For several decades, FBLA has been the largest youth partner of the March of Dimes and has brought in an excess of \$15,000,000. A chapter can earn credit for this project by completing one of the following options:

Option 1: A local chapter can plan and implement a March of Dimes project or participate in its local March of Dimes *WalkAmerica*. Whatever the activity, to complete and show documentation for this project, send the following to the California Program Coordinator Judy Nunes:

- Title of project implemented
- Copy of the check submitted to March of Dimes
- Amount raised for each activity (preferably through email)

Option 2: A local chapter can participate in its section’s March of Dimes project if applicable. Upon completion of the project, the section director will submit the names of the chapters and the proceeds raised to the local March of Dimes office or to the National March of Dimes Headquarters and also send a list of chapters and individual amount raised to the State Officers’ Adviser for the chapters to earn credit for this state project.

Middle Level Chapter Project. FBLA chapters that start and/or provide continued assistance to one or more Middle Level chapters is essential to the membership growth of California FBLA. Attach a one-page description of the work your chapter did to mentor a Middle Level chapter. (Attendance at the section’s Officers/Advisers Training Day is highly recommended.)

Adopt-a-Chapter Project. Support to chapters that need assistance is crucial to the success of California FBLA. The focus will be placed on completing one of the following options:

- Option 1:** Recruitment of a new or reactivate a chapter
- Option 2:** Assistance to any chapter in need (Chapter must receive prior approval from the Section Director in determining if the adopted chapter needs assistance.)

To receive recognition, the active chapter must submit the required documentation by completing the attached **Adopt-a-Chapter Log** documenting the interaction with the adopted chapter. (**Adopt-a-Chapter Log** can also be found on the website, www.cafbla.org.)

Send this entire *2008-2009 State Projects Recognition Form* with the requested documentation, required signatures, and contact information so that the State Officers’ Adviser receives it by March 24. If you have any questions about these projects, please contact your section director or any of the state officers. You can also contact the Temporary State Officers’ Adviser at stateofficersadviser@cafbla.org).

Kiki Nakauchi, Temporary State Officers’ Adviser
745 Claremont Drive
Morgan Hill, CA 95037

Adviser’s Signature _____ Adviser’s Email Address _____

Chapter Number _____ Project Chair’s Signature _____

Active Chapter _____

Adopted Chapter _____

Adopt-A-Chapter Log

The active chapter will provide support throughout the year by conducting several meetings and activities with the adopted chapter. Neither the meetings nor the activities can take place on the way to, at, or leaving an FBLA conference.

Option 1: Recruitment of a New or Reactivated Chapter. The first two activities must be attended by at least five members from the new or reactivated chapter and the last two activities must be attended by at least five members from each chapter—membership will be checked. Please complete the following required activities and documentation:

Date	Activity	No. of Attendees	Documentation to be Submitted	Adviser's Signature
	FBLA presentation at the potential FBLA school		200-word summary of topics covered and results of presentation. Also include picture of activity.	
	Meeting with prospective members and officers		Copy of Meeting Agenda	
	Chapter induction and officers installation ceremony		Copy of Ceremony Program and picture of ceremony. In addition, please submit names of participants from both chapters.	
	Activity—choice of conducting a social, taking a tour to a business, or inviting the new chapter members to a speaker sponsored by the active chapter		200-word summary of the activity. In addition, please submit names of participants from both chapters and a picture of the activity.	

Option 2: Assistance to any chapter in need (Chapter must receive prior approval from the Section Director in determining if the adopted chapter needs assistance.)

Meetings: Minimum of two meetings—please note that meetings cannot take place on the way to, at, or leaving a conference. Meetings must be attended by at least five (5) members from the adopted chapter. Membership will be checked.

Date	Topic of Discussion	No. of Attendees	Documentation to be Submitted	Adviser's Signature
			Copy of Meeting Agenda/List of members in attendance	
			Copy of Meeting Agenda/List of members in attendance	

Activities: Complete two of the activities below—please note that activities cannot take place on the way to, at, or leaving a conference. Activities must be attended by at least five (5) members from each chapter. Membership will be checked.

Date	Activity	No. of Attendees	Documentation to be Submitted	Adviser's Signature
	Social activity		200-word summary of the activity. In addition, please submit names of participants from both chapters and a picture of the activity.	
	Business tour with adopted chapter		Same Documentation to be Submitted as "Social activity"	
	Invite adopted chapter to listen to a speaker sponsored by active chapter		Same Documentation to be Submitted as "Social activity"	