

GETTING STARTED

A Guide to Adopting, Starting, or Reactivating a Chapter

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(PowerPoint Presentation)

- Display Slide 1: Getting Started** Welcome to the ultimate guide for developing chapters of FBLA.
- Display Slide 2: Caution!** This guide will take you through starting, reactivating, and adopting a chapter. When using this slide presentation, you can skip ahead to whichever section pertains to you.
- Display Slide 3: Table of Contents** Here are the contents of this presentation. We will start out with adoption, then move to starting a chapter, then cruise through reactivation.
- Display Slide 4: Adopting a Chapter** Know a school around your area without FBLA? Adopt them! This section will give you the details on how to get them started.
- Display Slide 5: Adopt What?** Adopting a chapter means helping to start a FBLA chapter at a school that doesn't currently have FBLA. These can include high schools or middle schools.
- Display Slide 6: What Do You Want?** One way you can start is by contacting a local area school to talk to the administration or a teacher who might be interesting in starting a chapter. You should explain to them the basics of FBLA, what their time commitment would be, and our goals.
- Display Slide 7: Special Delivery** Once you receive the ok from the school you're adopting, you should request a started packet from the state office to deliver to the school. This includes handbooks, charter materials, and officer resource guides. This will help get the new chapter on their toes and informed.
- Display Slide 8: Forms, Forms, Forms** When you deliver the starter packet, you should stay and help the chapter with the charter application. In order to get chartered, the new chapter must have at least 5 new members.
- Display Slide 9: Can I Help** Once you complete all of the "official" adoption

You?	work, you should check in on the chapter periodically throughout the year, maybe even have a social with them! You should help them establish their program of work and hold an officer installation ceremony with your current officer team. Guide the new chapter through their first year in FBLA.
Display Slide 10: Your Handsome Reward	What's the reward for all your hard work? Recognition and a free registration for SLC. Nice huh. Just make sure you mail in the Adopt-A-Chapter verification form by the deadline.
Display Slide 11: Starting a Chapter	Now if you're a student or advisor who wants to start an FBLA chapter at your school, this section is for you.
Display Slide 12: Pretty Please?	The first thing you need to do is get permission from the principal to make sure it is ok. You should thoroughly explain what FBLA is, why it would benefit your school, and tell what kinds of things you do with an FBLA chapter. This will help them make a more logical and informed decision.
Display Slide 13: FBLA Wants YOU!	After you get permission from the principal you need to find a teacher to serve as your advisor. (Unless you already are the advisor!!!!) Make sure you give them the full details as to their duties, which includes time commitment, and your expectations of them. Explain to them the purpose of FBLA and what they will be representing.
Display Slide 14: Me, Myself, and I	What good is an organization without members? Now that you have all of the basics, you need to develop the fuel that runs FBLA- membership. So go out and find some bodies to join in on the fun.
Display Slide 15 Hamden Who?	Since FBLA will be new to your school, hold an informational meeting about the history of FBLA, which is another presentation on this CD. At the next meeting you should promote members running for officer positions. You should also develop a set of bylaws or rules for your chapter to follow. You can also remind your members to pay their dues.
Display Slide 16: You've Got	Once you have completed all of this your charter

Mail	application is ready to be turned in! This is to be sent to the California FBLA State Program Manager.
Display Slide 17: The End Is Near	You are almost a complete chapter now! With the new officer team you need to develop a Program of Work, which shows what goals you have for the year, and what you want to accomplish. After you get a receipt from your chapter, all you have left is to have an installation ceremony for the new officers, and voila! FBLA Chapter Complete.
Display Slide 18: Reactivating a Chapter	If your school has already had a FBLA chapter, but not at the present time, this section is just what you're looking for.
Display Slide 19: Private Eye	You should start out by learning about the last chapter your school had to see why it is no longer in action. Try and develop solutions to the problems that might have caused the termination of the chapter, so you can make your newly reactivated chapter successful!
Display Slide 20: Start Over	To reactivate your chapter you can follow the same steps as previously mentioned in Starting a Chapter.
Display Slide 21: Contact Info.	