



OUTSTANDING CHAPTER AWARD FORM

FBLA chapters must complete fifteen (15) activities. Complete and submit this form, with all required documentation postmarked by April 1. This award requires chapters to submit information in a bound portfolio (report) format. Pages must be standard 8 1/2" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. The format for the report will be as follows:

- Cover on card stock with the following information: chapter name, state, and Outstanding Chapter Award
- Outstanding Chapter Award Form
- All required supporting documentation

Chapter Entry Form *Please type or print clearly.*

School Name: _____ Chapter Number: _____

School Address: _____

City, State, Zip: _____

Name of Lead Adviser: _____

Principal/Dean Name: _____

Number of Advisers: _____ Number of Members: _____

Verified by: Signature of Lead Adviser: _____

Membership/Chapter Management *Complete six (6) of the section activities. All chapters must complete the first four (4) activities.*

1. Required. Recruit five new paid members. (Attach completed Membership Madness or Mania Award Form.)

2. Required. Prepare a program of work for your chapter. (Complete and submit your program of work.)

3. Required. Conduct at least four chapter meetings. (Attach a copy of the agenda and minutes from each of the four meetings.)

4. Required. Maintain or increase national membership. (Attach current year's member listing.)

Last Year's Membership: _____ Current Year's Membership: _____

OR Required. Sign up all students in any business class—100 Percent Class Participation. (Attach form from *Chapter Management Handbook* and a copy of the class roster.)

5. Submit at least one member's nomination for the Leader Award, or higher, of the FBLA Business Achievement Awards Program. (Attach a list of nominees.)

6. Recruit a school official/administrator to participate in a chapter activity.

Event: _____

School official: _____ Adviser's Initials: _____

7. Submit a press release to an FBLA national/state publication. Press release does not have to be published to receive credit. (Attach a copy of the press release.)

8. Submit a contribution to the National Scholarship Fund by April 1. (Attach a copy of the form from the *Chapter Management Handbook*.)

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School Name: _____ Chapter Number: _____

Community/School Service *Complete three (3) of the activities listed below. The first one (1) is required.*

9. Required. Present the Member/Officer Induction Ceremony or the Emblem Ceremony at a local chapter meeting. (Attach an agenda from the meeting or a program from the event.)

Meeting Date: _____ Adviser's Initials: _____

10. Recruit two (2) new business/community leaders as Professional Division members (or one (1) lifetime Professional Division member). Submit Professional Division national dues by April 1. (Attach a copy of the Professional Members' Application Form, proof of payment, and a welcome letter from your chapter.)

11. Charter/reactivate at least one new FBLA, FBLA-Middle Level, or PBL chapter by March 1. (Attach a copy of the program from the induction ceremony.)

Name of new/reactivated chapter: _____ Date chartered: _____

12. Conduct a chapter community service project. (Attach a one-page summary of the project.)

13. Conduct a project to either educate, promote, or raise money for the March of Dimes. (Attach a one-page summary of the project.)

14. Plan a ceremony to install your new officers and/or induct your new members into FBLA. (Attach a copy of the program from the ceremony.)

15. Have your local chapter officers prepare a presentation highlighting the "Benefits of FBLA" to present to students in business classes. (Attach a brief outline of the presentation.)

16. Plan a project to benefit your school. (Attach a one-page summary of the project.)

Education/Progress

FBLA chapters must complete six (6) activities from this section. The first three (3) are required.

17. Required. Conduct a planning session for newly-elected local chapter officers. (Attach a copy of the schedule.)

18. Required. Prepare a chapter budget (Attach the completed FBLA-PBL Chapter Budget Form.)

19. Required. Implement a lesson or activity from one of the lesson plans found in the FBLA Advisers Area on the national Web site.

Lesson Used: _____ Class: _____

Comments: _____

20. Prepare a point system for your chapter members. (Attach a copy of this point system.)

21. Plan and conduct a free enterprise project for American Enterprise Day on November 15. (Attach a one-page summary of the project.)

22. Organize a tour of a business for chapter members who have paid dues by October 20. (Attach a one-page summary of the tour and a list of participating members.)

23. Have chapter representation at one of the National Fall Leadership Conferences. (Write a memo to the FBLA-PBL conference department summarizing your experience.)

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School Name: _____ Chapter Number: _____

- 24. With some of your chapter officers, contact local, county, state, or federal legislators and share the benefits of FBLA membership. (Have one of your members attach a brief description about this activity and a copy of the letter sent to contact or set up an appointment with this official.)

- 25. Participate in at least one fund-raiser for your local chapter. (Attach a brief paragraph about the fund-raiser and the amount raised.)

- 26. Plan and conduct activities for FBLA-PBL Week/National Career and Technical Education Month. (Attach a list and 100-word summary of the activities that your chapter conducted.)

- 27. Submit a list of chapter competitors (include names of students, events entered, and events won) at the district/regional conference or from last year's state or national conference).

- 28. Prepare a local chapter Web site. (Attach a copy of the home page of the Web site.)
Web site URL: _____

- 29. Plan and complete a major public visibility project. (Attach a public relations plan reaching more than 1,000 people.)

Send to: FBLA-PBL, Inc.
Outstanding Chapter Award
1912 Association Drive
Reston, VA 20191-1591

Postmarked by: April 1

For Office Use Only

Date Received: _____ Complete: _____
Reviewed by: _____ Disposition: _____