



SUMMER STARTER

CHAMPION CHAPTER HIGH SCHOOL TRACKER

(AUGUST 1 – SEPTEMBER 30)

Focuses on chapter building and membership strategy. Summer Starter tasks are designed to help chapters set the foundation for a successful membership year including: electing chapter officers, developing a student-led program of work, setting goals, and mapping out the year.

| ACTIVITY | | Points Earned | Max Points |
|-------------------------------|--|---------------|---------------|
| <input type="checkbox"/> | 1 Elect local officers and plan an officer training session (Upload an agenda for the Training Session) | | 500 |
| <input type="checkbox"/> | 2 Develop a Chapter Program of Work for the fall with at least 3 recruitment activities (Upload a copy of the completed Program of Work template) | | 200 |
| <input type="checkbox"/> | 3 Produce an idea for a community service project. (Upload a one-page description of the project using this form) | | 100 |
| <input type="checkbox"/> | 4 Write cards or emails to members over the summer encouraging them to join again in the fall (Upload a copy of one of the cards) | | 100 |
| <input type="checkbox"/> | 5 Review the FBLA Sponsorship Toolkit and then prepare a target list of at least 5 potential sponsors (Upload a copy of the list) | | 100 |
| <input type="checkbox"/> | 6 Set up a communication channel between local officers and members (Upload a paragraph describing the form of communication used and how it helped your chapter) | | 100 |
| <input type="checkbox"/> | 7 Create a survey for your returning members to capture feedback about what was successful, what was not, and what opportunities they would like to seize in the year ahead. Then, draft a one-page memo to your adviser on your findings (Upload a paragraph describing the form of communication used and how it helped your chapter) | | 100 |
| <input type="checkbox"/> | 8 Develop a chapter T-shirt design (Upload a copy of the t-shirt design) | | 100 |
| <input type="checkbox"/> | 9 Review the 2022-23 Competitive Events Guidelines at a chapter meeting and create a sign-up sheet for members (Upload copy of sign-up sheet) | | 100 |
| <input type="checkbox"/> | 10 Develop a letter to invite guest speakers for meetings during the membership year (Upload a copy of the letter) | | 100 |
| <input type="checkbox"/> | 11 Create a Member of the Month program (Upload a screenshot from Twitter, Facebook, or Instagram of your Member of the Month for August or September) | | 100 |
| <input type="checkbox"/> | 12 Prepare a chapter budget for the membership year (Upload a copy of your budget) | | 100 |
| Total | | | 1700 |
| | | Submitted by: | Submitted On: |
| Deadline: September 30 | | | |



SHAPING SUCCESS

CHAMPION CHAPTER HIGH SCHOOL TRACKER

(OCTOBER 1 – NOVEMBER 10)

Focuses on member recruitment and retention. Shaping Success tasks are designed to promote membership benefits and foster engagement such as hosting special events, securing guest speakers, and project planning.

Chapters receive a minimum of 1,000 points for challenge recognition which includes a digital certificate of recognition and a digital badge for the chapter.

| ACTIVITY | | | Points Earned | Max Points |
|--------------------------|----|--|---------------|---------------|
| <input type="checkbox"/> | 1 | Submit membership dues for 10 paid members (Register at my.FBLA) | | 500 |
| <input type="checkbox"/> | 2 | Create a project plan for a recruitment d that focuses on increasing chapter membership (Upload a copy of the project plan) | | 200 |
| <input type="checkbox"/> | 3 | Buddy up! Encourage members to connect returning FBLA members with a new member. Plan at least one fun "buddy" activity (Upload a screenshot of the "buddy" activity from Facebook, Instagram, or Twitter) | | 100 |
| <input type="checkbox"/> | 4 | Organize a special outing for FBLA members to a business, professional sports game, or amusement park (Upload a flyer or other promotional content and a photo of members who attended) | | 100 |
| <input type="checkbox"/> | 5 | Host an FBLA Chapter Spirit Day in which all members show up to school in either FBLA shirts or in blue and gold; and post a photo to one of your social media outlets. Do not forget to tag us @fbla_pbl (Upload a screen shot) | | 100 |
| <input type="checkbox"/> | 6 | Using the letter you developed in Summer Starter, secure a guest speaker for one of your chapter meetings (Upload an agenda or program from the speaking event) | | 100 |
| <input type="checkbox"/> | 7 | Prepare a letter to send to one of the sponsors on your contact list created during SUMMER STARTER (Upload a copy of the letter) | | 100 |
| <input type="checkbox"/> | 8 | Create a Community Service Project Committee (Upload a copy of the minutes from at least one committee meeting) | | 100 |
| <input type="checkbox"/> | 9 | Meet with your officers and review your Program of Work (Upload a revised copy of your Program of Work with comments or track changes) | | 100 |
| <input type="checkbox"/> | 10 | Hold an informational meeting for prospective members (Upload a copy of the meeting agenda) | | 100 |
| <input type="checkbox"/> | 11 | Have one of your officers prepare and record a one-minute video elevator speech about the benefits of joining FBLA (Upload a link to the video) | | 100 |
| <input type="checkbox"/> | 12 | Review your budget, identify areas of financial need, and plan a fundraiser (Upload a fundraiser plan) | | 100 |
| | | Total | | 1700 |
| | | | Submitted by: | Submitted On: |
| | | Deadline: November 10 | | |



SERVICE SEASON

CHAMPION CHAPTER HIGH SCHOOL TRACKER

(NOVEMBER 11 – DECEMBER 31)

Focuses on service and engagement. Service Season tasks are designed to meet the core of the FBLA mission: being community-minded business leaders. Tasks are designed to find ways to contribute to the community, as well as connect with alumni and business and industry professionals.

Chapters receive a minimum of 1,000 points for challenge recognition which includes a digital certificate of recognition and a digital badge for the chapter.

| ACTIVITY | | | Points Earned | Max Points |
|--------------------------|----|--|---------------|---------------|
| <input type="checkbox"/> | 1 | Celebrate American Enterprise Day by planning an activity (Upload a photo or event agenda) | | 500 |
| <input type="checkbox"/> | 2 | Host a thank-you-note-writing event for members to write letters of appreciation to a group of hometown heroes of your choice, such as first responders, veterans or senior citizens (Update a copy of one of the thank-you-notes) | | 200 |
| <input type="checkbox"/> | 3 | Lead a community service event based on your planning in SUMMER STARTER and SHAPING SUCCESS (Upload a one-page description of the project) | | 100 |
| <input type="checkbox"/> | 4 | Accumulate a total of 10 hours of community service (Chapter members' hours combined. Upload a description of the different projects with hours) | | 100 |
| <input type="checkbox"/> | 5 | Host an in-person or virtual business tour for members (Upload a photo) | | 100 |
| <input type="checkbox"/> | 6 | Host a competitive events study night (Upload a photo) | | 100 |
| <input type="checkbox"/> | 7 | Identify an area of need in your community and host a critical needs drive. Examples: sock drive, food drive, toy drive (Upload a photo) | | 100 |
| <input type="checkbox"/> | 8 | Present a workshop to a middle school about FBLA and the importance of servant leadership in business (Upload an outline of the workshop) | | 100 |
| <input type="checkbox"/> | 9 | Meet with your officers and review your Program of Work (Upload a revised copy of your Program of Work with comments or track changes) | | 100 |
| <input type="checkbox"/> | 10 | Send a thank-you note to all your sponsors sharing how their contributions have impacted your chapter this year (Upload a copy of letter) | | 100 |
| <input type="checkbox"/> | 11 | Review the FBLA Resource Center and identify a resource from your own chapter to submit for consideration in the Resource Center library (Upload a copy of your resource) | | 100 |
| <input type="checkbox"/> | 12 | Have 1 member volunteer to help your adviser with chapter management tasks (Upload a summary of the tasks) | | 100 |
| | | Total | | 1700 |
| | | | Submitted by: | Submitted On: |
| | | Deadline: December 31 | | |



CTE CELEBRATION

CHAMPION CHAPTER HIGH SCHOOL TRACKER

(JANUARY 1 – MARCH 1)

Focuses on chapter excellence and CTE Awareness. CTE Celebration tasks are designed to showcase FBLA excellence and achievements, as well as promote the mission of the organization.

Chapters receive a minimum of 1,000 points for challenge recognition which includes a digital certificate of recognition and a digital badge for the chapter.

| ACTIVITY | | Points Earned | Max Points |
|--------------------------|--|---------------|---------------|
| <input type="checkbox"/> | 1 Review the FBLA Week Planning Guide and decide as a chapter which events you will participate in (Upload a document) | | 500 |
| <input type="checkbox"/> | 2 Review the Public Policy Toolkit, have your officers or members complete a PSA, flyer, bulletin, display, or video blog about the importance of career technical education (Upload a copy of your project) | | 200 |
| <input type="checkbox"/> | 3 Ask an elected official to sign an FBLA Week Proclamation (Upload a copy of the proclamation) | | 100 |
| <input type="checkbox"/> | 4 Prepare a report about your community service project that you planned through the CHAMPION CHAPTER program (Upload a copy of the report) | | 100 |
| <input type="checkbox"/> | 5 Have at least one member participate in an FBLA Week forum or panel and submit one question (Upload a screen shot of the member participating in the Forum) | | 100 |
| <input type="checkbox"/> | 6 Plan a social activity for your chapter during FBLA Week (Upload a press release) | | 100 |
| <input type="checkbox"/> | 7 Have at least one member share their story on social media during FBLA Week (Upload a screenshot of the social media post) | | 100 |
| <input type="checkbox"/> | 8 Sponsor a teacher/adviser appreciation activity (Upload a flyer or press release) | | 100 |
| <input type="checkbox"/> | 9 Give a presentation about CTE & CTSOs at your school to your administrators/school board (Upload an outline form the presentation) | | 100 |
| <input type="checkbox"/> | 10 Prepare a memo to your school administrators alerting them to the number of competitors your chapter plans to send to regional and/or state conferences (Upload the memo and be sure to include details such as member names and events) | | 100 |
| <input type="checkbox"/> | 11 Invite an FBLA alumnus or community business leader to speak at a local chapter meeting (Upload an agenda of the meeting and bio/photo of the speaker) | | 100 |
| <input type="checkbox"/> | 12 Connect with a FBLA collegiate member to join your meeting and talk about the FBLA experience at the college level (Upload a summary of what you learned) | | 100 |
| Total | | | 1700 |
| | | Submitted by: | Submitted On: |
| Deadline: March 1 | | | |



CHAMPION+

CHAMPION CHAPTER HIGH SCHOOL TRACKER

(DEADLINE: MAY 1)

Focuses on national programs and conferences, sponsors and partners, and recruitment. These activities may be done at any time during the year.

Chapters must earn a minimum of 1,000 points for challenge recognition, which includes a ribbon (provided at NLC), a digital certificate of recognition, and a digital badge for the chapter.

| ACTIVITY | | | Points Earned | Max Points |
|--------------------------|----|--|---------------|---------------|
| <input type="checkbox"/> | 1 | Complete Connect Ten (Upload a summary of recruitment activities and include the number of members that you added over last year) | | 500 |
| <input type="checkbox"/> | 2 | Have at least 2 members complete a level of the BAA (Upload the names of the members and the levels that they completed) | | 200 |
| <input type="checkbox"/> | 3 | Participate in Lead4Change (Upload a copy of your project) | | 100 |
| <input type="checkbox"/> | 4 | Invite a national officer to virtually attend a chapter meeting (Upload a screen shot of the officer attending your meeting via Zoom) | | 100 |
| <input type="checkbox"/> | 5 | Attend the National Fall Leadership Conference (Upload a copy of a press release with a photo of the member or members who attended the conference) | | 100 |
| <input type="checkbox"/> | 6 | Participate in the Stock Market Game (Upload a list of the members of your team) | | 100 |
| <input type="checkbox"/> | 7 | Bring a non-FBLA friend to a meeting (Upload a photo) | | 100 |
| <input type="checkbox"/> | 8 | Plan an activity for the March of Dimes (Upload a press release) | | 100 |
| <input type="checkbox"/> | 9 | Write a letter to middle school graduates inviting them to join your FBLA chapter for a special meeting (Upload a copy of the letter and agenda from the meeting) | | 100 |
| <input type="checkbox"/> | 10 | Register for the 2023 FBLA NLC (Upload a copy of NLC registration) | | 100 |
| <input type="checkbox"/> | 11 | Participate in the Virtual Business Challenge or the Virtual Business Personal Finance Challenge (Upload the names of your team members) | | 100 |
| <input type="checkbox"/> | 12 | Adviser Bonus: Log in to the Leadership Community and share an accomplishment from your chapter that others can benefit from | | 100 |
| | | Total | | 1700 |
| | | | Submitted by: | Submitted On: |
| | | Deadline: May 1 | | |