

CHAPTER PLANNING GUIDE 2021-2022

**Maryland Future
Business Leaders of
America**



WE ARE MARYLAND FBLA

FBLA Dues: \$14 (\$6 national and \$8 state)

Middle Level Dues: \$14 (\$6 national and \$8 state)

Renew dues online at fbla-pbl.org

Send payment with invoice to

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063

Dues must be received in national office by the following dates to participate in the following 2022 conferences:

Regional Leadership Conference: November 12, 2021

State Leadership Conference: February 9, 2022

National Leadership Conference: April 1, 2022

New or Reactivating Chapters

If you are a new chapter, contact the national office to obtain a Chapter Organization Packet by going to the following website:

<https://fblapbl.wufoo.com/forms/chapter-organization-packet-cop-request/>

FBLA Leadership Community

*****IMPORTANT: Chapter Management Resources*****

Many resources for chapter management, including templates, lesson plans, best practices, live discussions/message boards, and instructional videos, can be found in the FBLA Leadership Community (<https://leadershipcommunity.fbla.org/home>). Advisors can create an account and log in to view these important resources, as well as sign up for email notifications when updates and new posts occur.

Maryland FBLA Resources

All resource documents for MDFBLA can be accessed on the MDFBLA website in Advisor Resources or Member Center. Feel free to share this information with members, administrators, and CTE directors.

<http://www.mdfbla.org/advisor-resources.html>

<http://www.mdfbla.org/member-center.html>

Important Contact Information

David Jones

Maryland FBLA State Chairman

8018 Hammock Lane

Pasadena, MD 21122

Email: djones@mdfbla.org

Alan Rzepkowski

Maryland FBLA State Vice Chairman

8018 Hammock Lane

Pasadena, MD 21122

Email: alan.rzepkowski@mdfbla.org

National Office

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

Phone: 1-800-FBLAWIN (800-325-2946)

Contact the national office for questions regarding membership registration and all national awards/recognition programs.



Maryland FBLA Website

Check our website for the latest chapter news throughout the state. Links to the online conference registration systems and to the online testing systems will be posted on this website.

National FBLA Website

Use this site to enter members, renew your membership, learn more about Business Achievement Awards, review competitive event information and register for national conferences.



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SINCE 1957

Maryland FBLA was established in April 1957, with the first chartered chapter at Forest Park High School in Baltimore.

Maryland FBLA is preparing almost 3,000 future leaders, and over 1,000 students attend our State Leadership Conference each year.

There are five administrative regions in Maryland FBLA, each headed by a Regional Vice President. In January, each region holds a competition to decide the members eligible to compete at the State Leadership Conference (SLC) in the spring. Members who place in the top four in their competitive event at the SLC are eligible to compete at the National Leadership Conference hosted by National FBLA.

OUR STATE OFFICER TEAM



Daniela Peña
President
South River HS
daniela.pena@mdfbla.org



Aamaly Hossain
Vice President
Northern HS
aamaly.hossain@mdfbla.org



Laura Zhang
Secretary-Treasurer
River Hill HS
laura.zhang@mdfbla.org



Aaron Ren
Reporter-Historian
Dulaney HS
aaron.ren@mdfbla.org



John Hooker
Parliamentarian
South River HS
john.hooker@mdfbla.org



Sam Grubb
Region 1 Vice President
Manchester Valley HS
samantha.grubb@mdfbla.org



Noah Duncan
Region 2 Vice President
Eastern Tech HS
noah.duncan@mdfbla.org



Caroline Finn
Region 3 Vice President
South River HS
caroline.finn@mdfbla.org



Amari Elazier
Region 4 Vice President
Dr. Henry A. Wise Jr. HS
amari.elazier@mdfbla.org



Ashok Kadagala
Region 5 Vice President
Howard HS
ashok.kadagala@mdfbla.org

Dear Local Chapter Advisor,

It is my pleasure to welcome you back for another amazing Maryland FBLA year. I would like to start by thanking you for your hard work and dedication to this organization. Through the ever changing circumstances our communities have faced you have shown true resilience, patience, and adaptability. No matter what this new year holds for us I am sure we will once again not only promote but achieve service, education, and progress.

This summer members enjoyed an exciting and innovative National Leadership Conference. There were keynote speakers, workshops, and a variety of interactive networking opportunities. I want to once again congratulate all of our members who competed. Whether they placed or not they were hardworking enough to finish, talented enough to reach nationals, and brave enough to compete.

This year's National FBLA theme has been announced as "Success Starts Here". Maryland FBLA will work alongside National FBLA to provide members with unique experiences and innovative events. This year, the Business Achievement Awards will be revitalized with new challenges and levels. We are also excited to announce the new Chapter Champion program that focuses on chapter excellence.

In addition to these programs, state officers have begun working on a variety of ideas to enhance member involvement. Our Financial Literacy program will return along with Chapter Visits, Minute Mondays, and the Sister Chapter program. More information on how to get involved will be provided in this chapter packet. As we continue moving forward, Maryland FBLA will learn from the past but embrace the future because success starts here.

If you have any questions or concerns, please do not hesitate to reach out to daniela.pena@mdfbla.org. I, along with the state officer team, value your inquiries and feedback. I look forward to working with you this year.

May your chapter be filled with enthusiasm, initiative, determination, and the smiles of your members.

Cheers to a new year,

A handwritten signature in black ink that reads "Daniela Pena". The script is fluid and cursive, with the first letters of each name being capitalized and prominent.

Daniela Pena

Maryland FBLA State President

Chapter/Individual Challenges

Early Bird - Have five or more dues-paid members to National FBLA by October 20, 2021. Chapters will receive a ribbon at the SLC. [See page 11](#)

*Note: This is also a requirement to obtain Gold Seal Chapter. (Chapter – Deadline October 20, 2021)

BAA Rockstar - Any chapter who has at least 10% of their members complete any level of the Business Achievement Awards will receive a ribbon at the State Leadership Conference. (Chapter – Deadline February 10, 2022)

*Note: Any BAAs submitted after February 10, 2022 will not count towards the Rockstar Challenge but members will continue to get national recognition. [See page 12](#)

MDFBLA Spirit Week - Choose one activity each day to complete and post an image to the MDFBLA's Instagram from your chapter's Instagram with #MDFBLASpirit for Spirit Week Challenge. Chapters will receive a ribbon at the SLC. (Chapter – November 15-19, 2021) [See page 13](#)

Media Madness - Use your chapter's Instagram account and participate in the daily post challenge for the month of November, uploading a minimum of 10 posts. You must use #MDFBLAMediaMadness. Chapters will receive a ribbon at the SLC. (Chapter – November 1 to 30, 2021) [See page 14](#)

Outstanding Chapter/Chapter of the Year

This award recognizes local chapters that, through ongoing activities, exemplify the goals of FBLA. The chapter that receives the highest number of points is awarded Maryland's FBLA Chapter of the Year. Other qualifying chapters are named Outstanding Chapter based upon their tier level of Honorable Mention, Bronze, Silver, or Gold. (Chapter – [Deadline February 9](#))

Gold Seal

The Hollis and Kitty Guy Award (Gold Seal Chapter Award of Merit) recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL. (Chapter – [Deadline February 9](#))

FBLA-PBL Week

FBLA-PBL Week sets aside the second week of February (February 14-20, 2022) as FBLA-PBL Week. Chapters are encouraged to use this time to publicize their activities and successes, boost their membership, and gear up for their spring activities. In addition, FBLA-PBL recognizes the Wednesday of this week as Advisor Appreciation Day. Members are encouraged to use this day to pay special tribute to the dedicated individuals who make the association possible on the local level. For recognition at the SLC, this event is submitted as a multimedia presentation.

(Chapter – [Deadline February 23](#))

Chapter Scrapbook

A chapter scrapbook is a pictorial and essay account of all the activities of their chapter since the previous State Leadership Conference. Suggestions for preparing and submitting the scrapbook and the basis for their judging are located in the MDFBLA Competitive Events Guide. (Chapter - [Registration deadline February 9](#))

*Note: Physical scrapbooks will be turned in at the SLC, but event registration must occur by the deadline above.

March of Dimes

For the March of Dimes this year we are providing social media toolkits, going purple for World Prematurity Day, and more! Also, we are still continuing Baskets for Babies. Look for more information in the Member Center at www.mdfla.org.

MDFBLA Scholarships

Maryland FBLA will offer up to five scholarships at the 2022 State Leadership Conference. The John Harvey Memorial Scholarship will be in the amount of \$2,000, and up to four additional scholarships of \$1,000 each. Each chapter is eligible to nominate up to two (2) current senior members to apply for the scholarships. [Deadline February 9](#)

Who's Who in FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local and state levels. Each chapter may submit one (1) participant at the SLC, and must be a senior with three or more years of involvement in FBLA. The winner will represent Maryland at the 2022 NLC. More information is [Deadline February 9](#)

Chapter Champion

Chapter Champion - Focuses on member recruitment and retention. Shaping Success tasks are designed to promote membership benefits and foster engagement such as hosting special events and registering for programs including the Fall Stock Market Game. The event has four parts that are due at different times during the year.

Summer Starter (August 1 - September 15)
Shaping Success (September 16 - October 31)
Service Season (November 1 - December 15)
CTE Celebration (January 1 - March 1)

Membership Awards

Membership Achievement Award - Awarded to local FBLA chapters that increase membership over last year's total. Winning chapters receive an online certificate of recognition.
(Deadline April 1 by 5pm)

Connect Ten - Awarded to local FBLA chapters that increase membership by 10 members or more over the previous year. Winning chapters receive a name badge ribbon at the NLC.
(Deadline April 1 by 5pm)

FBLA Distinguished Leader Scholarship

This scholarship is designed to recognize outstanding FBLA members for their activity and involvement in the association. The number of scholarships given depends on yearly contributions to the FBLA scholarship fund.
Individual Award: Minimum of \$500; half will be awarded at the NLC and the other half upon joining Phi Beta Lambda.
Criteria: Open to graduating FBLA members who plan to pursue a post-secondary education and become actively involved in PBL at the postsecondary level.
(Deadline April 1 by 5pm)

Business Achievement Awards

The business Achievement Awards have changed. The new levels are:

Contributor Award (Level One)
Leader Award (Level Two)
Advocate Award (Level Three)
Capstone Award (Level Four)
(Deadline for Capstone Award for competitive event review - May 3)

Other Sponsored Challenges

Virtual Business Finance Challenge - The Virtual Business Finance Challenge, members will use this simulation to test their skills at managing their own financial lives and will compete against students across the country. This is 100% web-based. Go to fblla-pbl.org for more information and registration
(Individual or Team - Fall Oct 19 to Nov 12 and Spring Feb 1 to Feb 25)

Virtual Business Management Challenge - This event is based on the Virtual Business Management web-based simulation where FBLA students test their skills at managing businesses individually or as a team. No downloads are required for this online application. Each challenge focuses on different business concepts. Go to fblla-pbl.org for more information
(Individual or Team - Fall Oct 19 to Nov 12 and Spring Feb 1 to Feb 25)

LifeSmarts - This online event challenges students to integrate multiple areas of business knowledge and skills, using critical-thinking skills and teamwork during the competition. Go to fblla-pbl.org for more information
(Team - Fall Oct 18 to Nov 12 and Spring Jan 31 to Feb 25)

Stock Market Game - Students in the FBLA-PBL Stock Market Game (SMG) may work individually or in teams of two to five members to build and manage a successful investment portfolio of stocks, bonds, and mutual funds, using a hypothetical \$100,000. They track their investments over the course of 12 weeks, receiving valuable opportunities to practice core math, English Language Arts, and research skills as well as fundamental business, economics and social studies content in a real-world scenario.
(Team - Fall Oct 11 to Dec 17 and Spring Feb 14 to April 22)

Lead4Change - Lead4Change is a FREE, fully funded leadership program reaching middle and high school students with a proven process to become passionate, service-minded leaders for life. Lead4Change provides teachers with lessons aligned to National Standards such as, Social Emotional Learning, 21st Century Skills, Project Based Learning and more. Student teams can win up to \$10,000 for their non-profit organizations or school.
(Team - Deadline to submit project Feb 11 and May 13)

Conferences

State Fall Leadership Conference

The 2021 State Fall Leadership Conference will be virtual. This leadership conference will allow students to participate in on-demand workshops and discover the opportunities of FBLA. There will also be a live interactive and high-energy keynote speaker who will focus on the four essentials necessary to make a positive impact at home, at school and in your community.

Date:

November 3, 2021

Regional Leadership Conferences

Regional Leadership Conferences (RLC) will be held virtually in 2022. All objective testing events will be tested through school-site testing. Members in performance events will compete virtually.

Deadlines and information for registration, online testing, and performance events will be released soon.

State Leadership Conference

This year's State Leadership Conference is scheduled to be held at the Baltimore Renaissance in Baltimore, MD. This will provide an opportunity for your students and chapter to achieve as they compete among the best in the state in competitive events, as well as campaign and elect the 2022-23 State Officer Team. Also, we will have leadership workshops, a keynote event, and other exciting activities!

Date:

March 10 - 12, 2022

National Leadership Conference

Join over 13,000 FBLA members from across the world at the 2022 National Leadership Conference (NLC) in Chicago, IL. The NLC concludes this year's activities and sets the stage for the upcoming school year. FBLA members and advisers participate in business-related and leadership development workshops, tour the destination city, elect national officers, and participate in the national competitive events program.

Important Facts and Dates:

June 29 to July 2, 2022

Information will be provided in Spring 2022.

SLC Code of Conduct

Maryland FBLA has an excellent reputation throughout Maryland and the nation. Your behavior reflects on how others see this fine organization. Each conference attendee is expected to follow these practices and procedures.

1. Members are expected to attend all general sessions and conference activities.
2. Members should report to the proper location and be on time for all activities.
3. Conference name badges must be worn at all times.
4. The dress code will be enforced at all times.
5. No member shall leave the conference site unless permission has been received from their local adviser or the state adviser.
6. This is a smoke-free conference. Smoking and the use of tobacco products are not permitted during the conference.
7. Alcoholic beverages or illegal drugs, in any form, shall not be possessed and/or used at any time, under any circumstances. In the event a member is found to be in possession of drugs or alcohol, the situation will be turned over to the local police immediately.
8. Cell phones and other electronic devices are to be silenced during conference workshops and general sessions.
9. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual or chapter responsible.
10. Members shall keep their adult advisers informed of their activities at all times.
11. Stay in the hotel room that you have been recorded. Do not change rooms. If there is an emergency, it will be necessary to locate you according to your room number.
12. At curfew, all members must be in their assigned hotel room, quiet, and remain there until 6 a.m. Curfew will be strictly enforced.
13. Conference activities are limited to those registered. Any individual not registered for the conference and displaying a name badge will not be permitted to participate in conference activities and will be asked to leave.
14. All local school rules and regulations are in effect during this conference.
15. Local chapter advisers are responsible for their students' conduct.
16. Members violating or ignoring any of the conduct practices and procedures will subject their chapter delegation to dismissal, and their candidates or competitive event contestants to be disqualified. Individual students may be sent home immediately at their own expense.

Appearing in MDFBLA Social Media

All Chapter of the Month and Student of the Month submissions may be used for social media posts by MDFBLA. If you have an item you would like posted on MDFBLA Social Media, please send it to the Reporter-Historian, Aaron Ren, aaron.ren@mdfbla.org



[Facebook.com/MDFutureBusinessLeaders](https://www.facebook.com/MDFutureBusinessLeaders)



[@mdfbla](https://www.instagram.com/mdfbla)



[@mdfbla](https://twitter.com/mdfbla)



[Youtube.com/user/MDFBLA](https://www.youtube.com/user/MDFBLA)



Maryland FBLA Foundation

The Maryland FBLA-PBL Foundation, founded in 2012, is a volunteer-based, not-for-profit organization that generates and disburses funds to support the leadership development of Maryland business students in middle school, high school, and college. The Foundation awards scholarships to FBLA-PBL students to participate in national leadership programs and competitive events.



Conference Photo Submissions

To appear in the slide shows at the State Leadership Conferences, following these guidelines:

- Submit pictures using the following link upload to <http://upload.mdfbla.org/>
- Send pictures representing multiple activities.
- Send pictures other than group poses.

Pictures for SLC Slide Show are due March 2.



Tomorrow's Business Leader Submissions

To submit your chapter news to the national FBLA magazine, Tomorrow's Business Leader, submit your information by:

- Submit your news items by completing the form link below:
<https://fblapbl.wufoo.com/forms/ws6d2a1v5v1qy/>
- Please note that only a few of the many articles submitted will actually be published.



Running for State Office 2022-2023

One of the greatest experiences FBLA offers is serving as a Maryland FBLA state officer. This allows students to grow and serve Maryland FBLA by assisting members to Aspire in MDFBLA. All interested individuals should review the State Officer Candidate Handbook and application materials. All state officers will be elected at the 2022 State Leadership Conference. **More information will be forthcoming!**

National FBLA Competitive Events Information - FBLA

- How to Choose Your Competitive Event
- Competitive Events at a Glance
- Event Topics
- Preparation Resources
- And so much more!

<https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/>

National FBLA Competitive Events Information - Middle Level

- How to Choose Your Competitive Event
- Competitive Events at a Glance
- Event Topics
- Preparation Resources
- And so much more!

<https://www.fbla-pbl.org/divisions/fbla-middle-level/competitive-events/>

Maryland FBLA Competitive Events Guide 2021-22

COMING SOON

<http://www.mdflba.org/competitive-events.html>

Who advances from RLC to SLC to NLC?

Please refer to the MDFBLA 2021-22 Competitive Events Guide for specific advancements for each level of competition.

COMING SOON – Check www.mdflba.org





National Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Dress for Success



ACCEPTABLE

- Business suit with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

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No dress code can cover all contingencies, so FBLA-PBL members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local or state adviser.

MDFBLA

***EARLY
BIRD
CHALLENGE***

**SUBMIT 5 OR MORE MEMBERS
WHO HAVE PAID THEIR DUES TO
NATIONAL FBLA**



**Due by
October 20!**



Chapter Challenge

BAA

ROCKSTAR

**DEADLINE:
FEBURARY
10TH**



Any chapter that has over 10% of their membership complete at least one level of the Business Achievement Awards will receive a ribbon at the State Leadership Conference!



Chapter Challenge



MDFBLA

Spirit Week

MONDAY: *Adviser/Teacher Appreciation*

TUESDAY: *American Enterprise Day*

WEDNESDAY: *Prematurity Awareness/ March
of Dimes Day*

THURSDAY: *FBLA Memories*

FRIDAY: *FBLA Celebration*

November 15 - 19

Chapter Challenge



MDFBLA MEDIA MADNESS

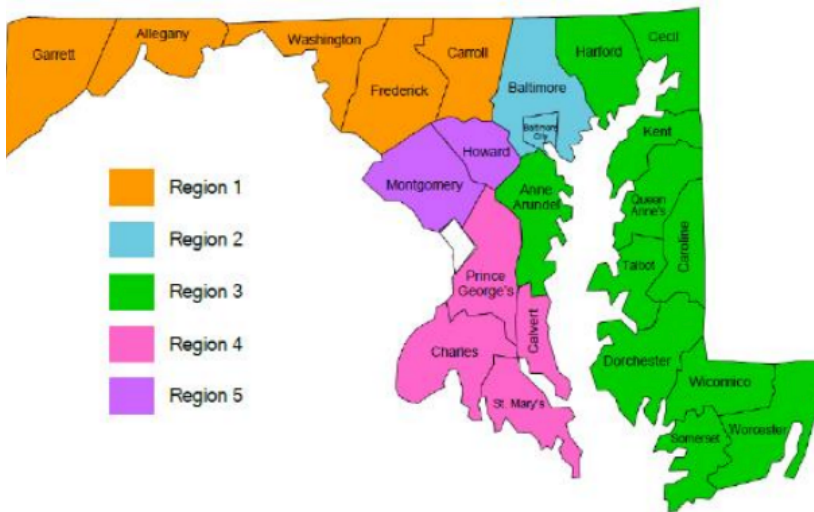


NOVEMBER 2021

SUN	MON	TUES	WED	THURS	FRI	SAT
	1 Chapter Recruitment	2 Community Service	3 Chapter Meeting Picture	4 TBT (post a chapter Alum) <i>#tbt</i>	5 Chapter Fundraising	6
7	8 New Members	9 Oldest Members	10 Outstanding Chapter Member <i>#fblashowcase</i>	11 Local Officers	12 Chapter Advisor	13
14	15 Teacher/Advisor Appreciation	16 American Enterprise Day	17 March of Dimes Day <i>#MDFBLASpirit</i>	18 FBLA Memories	19 FBLA Celebration	20
21	22 Competitive Event Day	23 Financial Literacy Day	THANKSGIVING BREAK			27
28	29 FBLA Posters	30 Presidential Livestream	Use your chapter's Instagram account to participate in a minimum of 10 daily challenges. You must use <i>#MDFBLAmediamadness</i> . All participating chapters will receive ribbons at SLC.			

Chapter Challenge

WE ARE MARYLAND FBLA



MARYLAND FBLA REGIONS BY COUNTY

Region 1	Region 3	Region 4
Allegany	Anne Arundel	Calvert
Carroll	Caroline	Charles
Frederick	Cecil	Prince George's
Garrett	Dorchester	St. Mary's
Washington	Harford	
	Kent	Region 5
Region 2	Queen Anne's	Howard
Baltimore City	Somerset	Montgomery
Baltimore Co.	Talbot	
	Wicomico	
	Worcester	

Board of Directors

David Jones, Chairman
Chief Financial Officer
Maryland Workers' Compensation Commission

Alan Rzepkowski, Vice Chairman
President
Spartan Promotional Group

Nancy Tassa, Secretary
FBLA Chapter Adviser
Northern High School

Dr. Jessica McGowan, Treasurer
FBLA Chapter Adviser
North East High School

Mark Comaty
Senior Accountant
T.Rowe Price

Tamarra Edwards
FBLA Chapter Retired Adviser
Allegany High School

Jason Kahler
FBLA Chapter Adviser
South River High School

Karthik Krishnan
Director of Operations
Innovacore, Inc.

Nisa Mehta
Business Development
Lockheed Martin

Andrew Ondish
Senior Accountant
Weyrich, Cronin & Sorra

Stacey Roig
Secretary of the Commission
Maryland Workers' Compensation Commission

FBLA-PBL Mission

FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

FBLA-PBL Creed

- I believe education is the right of every person.
- I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- I believe every person should actively work toward improving social, political, community and family life.
- I believe every person has the right to earn a living at a useful occupation.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL Pledge

FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.



FBLA-PBL Goals

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

FBLA Code of Ethics

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

Maryland Future Business Leaders of America
Online at www.mdfbla.org



[Facebook.com/MDFutureBusinessLeaders](https://www.facebook.com/MDFutureBusinessLeaders)



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[@mdfbla](https://twitter.com/mdfbla)



[Youtube.com/user/MDFBLA](https://www.youtube.com/user/MDFBLA)