Future Business Leaders of America – Phi Beta Lambda, Inc.

Helpful Hints for Recruitment and Chapter Management
FBLA-PBL Overview

- A QUARTER MILLION members
- 6,000 active local chapters
- No dues for advisers

Divisions
- FBLA
- FBLA-ML
- PBL
- Professional Division
Promote our Mission

To bring business and education together in a positive working relationship through innovative leadership and career development programs.
Conduct a Planning Session With Officers

- Discuss officer duties
- Prepare a Program of Work
# Chapter Program of Work

## Goal #1 – To Recruit and Retain Local Chapter Members

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activities</th>
<th>Officer</th>
<th>Due</th>
<th>Comments</th>
</tr>
</thead>
</table>
| To increase membership by 10 members over last year’s total | • Talk to freshman classes and all business classes  
• Send invitations for a “Build Your Own Banana Split Party” | All  
Secretary | 10/1  
10/5 | |
| To communicate with chapter members using technology | • Get cell phone numbers for all members so meeting info can be texted to them | Reporter | 10/15 | |
Meetings

- How often will you meet?
- What will you do to encourage students to attend?
- How are you going to promote your meetings?

Future Business Leaders of America (FBLA) is the largest, premier business organization in the world dedicated to promoting business knowledge, skills, and leadership among high school students.

Why is FBLA so popular? It's simple.

Unique opportunities to:
- Compete in over 60 competitive events in ALL business areas
- Win trophies, scholarships, and recognition
- Become a local, section, state, or national officer
- Travel to exciting cities
- Network with students and professionals
- Attend socials, business tours, and guest speaker events

New Member Meeting: Thursday, September 9 at Lunch (Auditorium).
Questions? E-mail president@lhsfbla.com.
What Should Happen in a Meeting?

- Prepare an agenda
- Distribute at meeting

Agenda
- Call to Order
- Calendar Overview
- Date of Next Meeting
- Ice Cream Social
- Adjournment
Use the Guide for Local Chapter Advisers to Help Plan Projects and Activities

Chapter Management Handbook

- Important Dates
- Local Chapter Organization
- Recruiting
- Fund-raising
- Programs
- Recognition
- Competitive Events
- Market Place
Recruitment

- Promote FBLA-PBL
  - Membership Poster
  - Membership DVD
    Sent with CMH
    Updates in August

- Pay dues early—
  **October 20** first deadline
Welcome to the 2010-11 Membership Year
The FBLA-PBL membership year is August 1, 2010-July 31, 2011

FBLA, FBLA-ML, PBL Member Registration

DOWNLOAD Online Registration Instructions and Membership Dues Reporting

FBLA-PBL Professional Division Member Registration
JOIN the Professional Division
RENEW Your Professional Division Membership
DOWNLOAD a Professional Division Membership Application

For questions or concerns regarding online registration, please contact the FBLA-PBL membership office at 800.325.2946 or membership@fbla.org.
Logged in as Guest

FBLA-PBL Adviser-Only Area.
To enter this site you must enter your Chapter Number and Site Password below.

Chapter Number: 8811

Site Password: ********

If you are a new chapter, please click on Form a FBLA Chapter, Form a FBLA-MIL Chapter, Form a PBL Chapter.

Enter

Chapter Numbers should be entered without the hyphen or zeroes after the hyphen (Ex. 1111 or 001111.)
Exception: If your chapter number has a decimal point and digit(s) following, enter that information as well (Ex. 1111.01 or 1111.02)

WARNING: These following pages are optimized for Internet Explorer 6 or higher. If you do not have the latest version of Internet Explorer, click the link below to download.

FBLA-PBL - membership@fbla.org - 04/17/2010 9:24:03 AM
WELCOME to the 2010-11 FBLA-PBL membership year!

Below you will find instructions to add your members online. Use this process to report all members for your chapter during the year, and to print out detailed receipts for your records.

Reporting online alone does not activate your chapter. Payment must be received before your chapter is considered official. Click Here for details on your state and national dues. Send payments to:

National Membership Dues
Future Business Leaders of America-Phi Beta Lambda, Inc.
P.O. Box 79063
Baltimore, MD 21218-0063

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Step 1 - School Information: Review current school information. To update contact information click the "Edit School Information" button.

Step 2 - Advisor and Principal Information: Review and update advisor contact information to receive national mailings. There must be at least one person designated as a primary advisor.

Step 3 - Select Prior Year Members or Add New Members: If your school had members last year, select members from last year’s roster to move to the current year and click "Go To Members Page". (Members are shown 50 at a time.) If you are not selecting members from last year, go to the bottom of the page and click "Go To Members Page". If you did not have members last year simply add members for this year. Once all names have been added, click "Post and Continue".
### Step 3: Member Information

Below is a list of student members from the prior membership year who are not yet members for the current membership year. 50 records are displayed per page.

### Selecting Students
- To enroll a student in the current membership year, use your mouse to check the box next to the student name.
- An e-mail field has been added as an optional field.
- After reviewing the students on the current page, click Next to view the next group of prior members.
- If you are not selecting any names from last year, go to the Bottom of the page and click Go To Members Page.

**NOTE: STUDENT YEAR MUST BE UPDATED BEFORE CONTINUING TO NEXT PAGE.**

<table>
<thead>
<tr>
<th>Id</th>
<th>Student Name</th>
<th>Student Year</th>
<th>Enroll in Current Membership Year?</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Libby Buckley</td>
<td>11</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Drew Casebeer</td>
<td>12</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chase Collins</td>
<td>10</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ben Creelman</td>
<td>11</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sam Creelman</td>
<td>9</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Nicole Daett</td>
<td>3</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Jillian Delong</td>
<td>11</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bailey Derenne</td>
<td>9</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Haley Donat</td>
<td>6</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Jalen Franko</td>
<td>11</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>
Below is a preview of your current membership roster.

Corrections 'Current' member names can be emailed to the national office at custserv@fbla.org

Please Note: Javascript must be enabled on your computer in order for your changes on this screen to be saved.

Click here to see if Javascript is enabled

To add a new member, click on the + image.

To edit fields other than Name make changes below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Id</th>
<th>Member Name</th>
<th>Year</th>
<th>Office</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
</table>

No Records Found.

To add a new member, click on the + image.

Step 3c: Member Invoice Information

<table>
<thead>
<tr>
<th>Current</th>
<th>After Updating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members Invoiced: 0</td>
<td>0</td>
</tr>
<tr>
<td>Members Entered: 0</td>
<td>0</td>
</tr>
</tbody>
</table>

*If the above information is correct, press the button labeled "Continue to Step Four"*
*** indicates student has NOT been paid for.

Member Ethnicity/Gender Statistics (For Paid Members Only):

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Asian</th>
<th>African-American</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Caucasian</td>
<td>0</td>
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</tr>
<tr>
<td>Count</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Hispanic</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Count</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Other</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Members: 0

Professional Members:

<table>
<thead>
<tr>
<th>ID</th>
<th>Member Name</th>
<th>Invoice #</th>
<th>Inv. Date</th>
<th>Invoice $</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>188</td>
<td>Lisa Smothers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>231</td>
<td>Craig Stone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Due: $0.00

2010 Invoices:

<table>
<thead>
<tr>
<th>Invoice#</th>
<th>Invoice Date</th>
<th>Students</th>
<th>National $</th>
<th>SState $Fees</th>
<th>Invoice Amt</th>
<th>Paid &amp; Adjusted</th>
<th>Balance</th>
<th>Pay?</th>
</tr>
</thead>
</table>

National Scholarship Donation:

| National Scholarship Donation | $0.00 |

Total due: $0.00
(Donation Amount Included)

Total to Pay Now: $0.00

Print either the Invoice Receipt form or the Statement form and mail along with payment or official purchase order to:

**National Membership Dues**

**Future Business Leaders of America-Phi Beta Lambda, Inc.**

P.O. Box 79063

Baltimore, MD 21279-0063

Please make check or money order payable to FBLA-PBL, in U.S. funds.

[Logo] FBLA-Phi Beta Lambda
Get Individual Members Involved

- Business Achievement Awards (BAA)
  - 4 individual levels
    - Future
    - Business
    - Leader
    - America

- Career and Membership Achievement Awards (CMAP)
  - 3 individual levels
    - Director
    - Executive
    - President
Attend the National Fall Leadership Conference

2011 National Fall Leadership Conference

Philadelphia, PA—November 4-6
Milwaukee, WI—November 11-12
Little Rock, AR—November 18-19

- Exhibits
- Leadership training
- Membership and conference awards
- Motivating and entertaining speakers
- Networking
- Personal and career development workshops
Promote National Celebrations

- American Enterprise Day
  - November 15
- FBLA-PBL Week
  - February 5-11
- Community Service Day
  - February 11
Take Advantage of Social Media

- National Web site
  - www.fbla-pbl.org

- Social Media
  - Twitter
  - LinkedIn
  - Facebook
  - FBLA-PBL blog
Encourage Members to attend IFL in San Antonio, Texas

- Institute for Leaders
  
  *FBLA IFL June 28-29*
  
  - Two day program
  - Held in conjunction with the NLC
  - Concentrated training
  - Focused leadership

- Adviser Track
  - Adviser Leadership

- Leadership Tracks
  - Business Leadership
  - Career Leadership
  - Communication Leadership
  - Entrepreneurship
  - Finance Leadership
  - Technology Leadership

- Officer Tracks
  - Principles of OfficerShip
  - Advanced OfficerShip
  - Mastering OfficerShip
Attend the National Leadership Conference

- 2011 National Leadership Conference – San Antonio, Texas

FBLA: June 29–July 2

- Awards of Excellence Program
- Competitive Events
- Exhibits
- Motivational Keynote Speaker
- National Officer Elections
- Networking
- Personal and Career Development Workshops