

Program of Work

Successful businesses could not operate without careful planning. They must develop business plans that incorporate definite goals and objectives with the necessary action steps and costs; they must then follow effective operational plans to maintain success. The successful FBLA chapter imitates the successful business by taking the time and effort to develop a plan of action.

FBLA chapters should plan their yearly program during August or September. Early planning enables chapters to arrange a variety of activities for a well-balanced program and to assign certain phases of the program to individuals and committees far enough in advance to allow sufficient time for completing assignments.

Program of Work Development

A program of work is a chapter's written plan of action that gives a detailed description of what the chapter wants to accomplish during the school year. Chapter members should follow a definite sequence as they prepare the program of work:

1. Review FBLA goals.
2. Review State FBLA program of work.
3. Review previous local programs of work and evaluation reports.
4. Select activities that will definitely be included. For a well-balanced program, at least two activities in each area of Virginia's five-point program should be planned—business knowledge and skills, leadership and promotion, school and community service, financial activities, and social activities.
5. Prepare a tentative program of work to be submitted to the total chapter membership for approval.
6. Incorporate ideas presented by chapter members.
7. Finalize program of work.
8. Approve program of work at a chapter meeting and appoint committees to be responsible for each phase of the program of work.
9. Submit completed program of work ([Program of Work Form \[Due Nov. 1\]](#) or in Appendix F) to the FBLA State Office on or before November 1.
10. Revise the program of work during the year as necessary to include additional activities.

Guide for Planning FBLA Program Meetings

To be successful, programs are planned to meet the needs and interests of the FBLA members. The meetings are arranged well in advance, the school calendar is checked to be certain there are no conflicts, and the meetings begin promptly and have no interruptions. A degree of formality is necessary to facilitate the meetings.

MONTH	SUGGESTED PROGRAMS
August	Executive Board meets to hear reports of Summer Leadership Training Conference and National Leadership Conference and to plan the program of work.
September	This meeting is designed to interest new members. An interesting entertainment feature, such as "Twenty Questions about FBLA," is held. In addition, information about FBLA is given to prospective members. The following activities have been found to be successful in recruiting new members: <ul style="list-style-type: none">• dance• cookout• meeting with refreshments

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	(The program of work should be adopted at the business meeting this month.)
October	<p>Representatives of Business and Information Technology students in schools without FBLA chapters should be invited. In addition to the installation of new members, one of the following activities may be included:</p> <ul style="list-style-type: none"> • films on business or COE • prominent businessperson as speaker • parliamentary procedure skit <p>Parents, school administrators, former FBLA members, school board members, and businesspersons can be invited.</p>
November	<p>Joint meeting with other Career and Technical Education student organizations should be planned. American Education Week, National Education for Business Week, and American Enterprise Day should be observed with an appropriate program on Career and Technical Education, such as</p> <ul style="list-style-type: none"> • skits on various career and technical fields • speaker on human relations in business and industry.
December	<p>Because December is a short school month, it is recommended that the business and program meetings be combined. Suggested programs include</p> <ul style="list-style-type: none"> • holiday service project • holiday social.
	<p>In order to prepare for the Regional Spring Conferences, one of these programs is suggested:</p> <ul style="list-style-type: none"> • program on parliamentary procedure with a panel, speaker, or meeting with parliamentary procedure authority • public speaking event • Professional Dress Week
February	<p>FBLA/Career and Technical Education Week should be observed with an appropriate program such as the following:</p> <ul style="list-style-type: none"> • joint meeting with area FBLA chapters for a special program • legislator as speaker on "Why FBLA Members Should Be Interested in Politics" • high school principal as speaker on "The Place of FBLA in the School" • meeting with parents invited to hear the student who will compete in public speaking at the regional conference
March	<p>Suggested activities include the following:</p> <ul style="list-style-type: none"> • field trip to business firm • panel on careers <ul style="list-style-type: none"> ➤ owning your own business ➤ identifying careers for individuals in Business and Information Technology • banquet • open house in the Business and Information Technology department • report on chapter promotion
April	<p>April's program should focus on these items:</p> <ul style="list-style-type: none"> • State Leadership Conference • Teaching Career Month • Professional Secretaries Week
May	<p>May's program works well with the following activities:</p> <ul style="list-style-type: none"> • installation of new officers

MONTH	SUGGESTED PROGRAMS
	<ul style="list-style-type: none">• entertainment for graduating members
June or July	June/July's program works well with the following conferences: <ul style="list-style-type: none">• National Leadership Conference• Summer Leadership Training Conference

Chapter Activities

Activities should reinforce FBLA goals and capitalize on the different interests and abilities of chapter members. Chapter activities should be in the following areas:

- Business knowledge and skills
- School and community service
- Leadership and promotion
- Financial
- Social

Business and Information Technology Knowledge and Skills Activities

- Invite a guest speaker from a Business and Information Technology school.
- Have former FBLA members speak to the chapter about their work; a homecoming program may be planned in conjunction with this program.
- Team up with other subject areas to help with business/computer-related projects.
- Develop and maintain a Web site for FBLA chapter, department, or school.
- Ask businesspeople to speak to the chapter on appropriate Business and Information Technology topics.
- Sponsor field trips within and outside the local community to acquaint members with industrial methods and current business technology.
- Perform office duties such as filing and phone answering for occasions such as Secretaries Day.
- Show films on Business and Information Technology topics/careers.
- Prepare displays or brochures for special events such as American Education Week, parents' visitation day, FBLA/Career and Technical Education Week, National Education for Business Week, Professional Secretaries Week, or American Enterprise Day.
- Act as computer consultants by troubleshooting and repairing computers within the Business and Information Technology labs or elsewhere in the school.
- Participate in stock market game on the Internet.
- Operate a student-run bookstore, bank, or credit union within the school.
- Teach community members and children one-on-one about computers.
- Engage in public speaking opportunities, such as school announcements or presentations to elementary or middle school students.
- Create résumés for others.
- Hold income tax workshops.
- Set aside days for job shadowing, and create a mentoring program among local businesses and chapter members.
- Partner with local community colleges for Career Focus Day to arrange for tours of campus and business and technology facilities and to engage in career-related learning activities.

School and Community Service Activities

- Make and distribute exam survival kits (pencils, pens—and anything else needed for exams).
- Provide administrative support services for school and community organizations.
- Provide community service to benefit such organizations as the American Heart Association, American Red Cross, United Way, American Cancer Society, Salvation Army, Humane Society, and March of Dimes.
- Adopt a highway.
- Become a teacher's aide.
- Volunteer to tutor or read to elementary school students.
- Publish student directories.
- Operate a government savings bond booth.
- Host walk-a-thons or type-a-thons with proceeds going to the homeless.
- Maintain a job/career vacancy listing for graduating seniors.

- Decorate floats for school or county parades.
- Respond to Santa letters from elementary school students.
- Prepare care packages, meals, or food baskets for needy families.
- “Adopt” a needy child to buy clothing and toys for during the holidays.
- Take responsibility for the school bulletin board.
- Provide hosts and hostesses for school events.
- Conduct book/magazine drives; distribute the items to hospitals, nursing homes, shelters, and prisons.
- Establish an income tax preparation service for senior citizens.
- Help the school or community with spring cleaning or other beautification projects.
- Sponsor safety awareness projects in the school and community (e.g., home/office safety, CPR, safety belts, child restraints).
- Work with local voter registration to “Get Out the Vote.”
- Set up a “Kiddie Korner” during school or community activities. (FBLA members entertain children while parents attend meetings.)
- Set a regular FBLA visiting day each month/week at local nursing/convalescent facilities.
- Volunteer to serve meals at a homeless shelter or soup kitchen.
- Sponsor energy conservation program.
- Sponsor computer day camp for elementary students.

Leadership and Promotion Activities

- Spread the word with a chapter Web site.
- Establish FBLA Speakers’ Bureau.
- Prepare FBLA booth at fair or orientation.
- Publicize FBLA activities in school and local newspapers (attach a copy of published article to activity report).
- Broadcast spot announcements over local radio and television stations.
- Hold officer planning sessions and leadership development days.
- Encourage conference attendance by members in addition to officers.
- Select “FBLA Student of the Month”; student could be honored with small gift and publicity.
- Display in school showcases the awards and plaques won by the chapter and members.
- Organize city or countywide competitive events program.
- Invite Phi Beta Lambda members to speak about activities at college level.
- Sponsor FBLA Week activities, such as cleaning erasers, honoring teachers with flowers, preparing display cases, or developing trivia quiz and fact-of-the-day announcements.
- Develop multimedia presentation on FBLA activities.
- Wear FBLA T-shirt or pin while performing school or community service.

Financial Activities

- Team with another group to produce a dinner theater/musical or variety show.
- Publish and sell an FBLA cookbook.
- Sponsor a résumé-writing service.
- Publish and sell school newspaper or directory.
- Sponsor a clerical service for school and community organizations.
- Publish and sell football programs for the school.
- Sponsor a raffle for artwork contributed by local artists.
- Host and charge admission for a business attire fashion show.
- Sell or sponsor the sale of
 - candy or peanuts
 - magazine subscriptions
 - holiday cards
 - pre-paid calling cards

- flower bulbs
 - photo cubes
 - gift wrapping service at a shopping center
 - balloons
 - maid and butler day (auction athletes)
 - discount/coupon booklets for local businesses
 - prom dresses
 - faculty vs. student games
 - CDs and other school supplies
 - fruit or bottled water
 - concessions at sports events
 - movies in the school.
- Make holiday decorations to be sold or auctioned.
 - Take and sell Valentine photographs in color with varied backgrounds using a digital camera.

Social Activities

- Host a luncheon with Business and Information Technology professionals in the community.
- Host a chapter cookout or dinner party.
- Serve refreshments after meetings.
- Sponsor employee-employer banquet.
- Plan a joint social event (such as visit to museum or a behind-the-scenes tour of a theme park) with area FBLA chapters or with other Career and Technical Education student organizations.
- Host a breakfast for Business and Information Technology teachers and members honoring competitive event participants.

Activity Reports

To earn points, a chapter must submit reports for completed activities—two activities in each of the five areas previously listed. The form to report activities, [Chapter Activity Report Form](#), is also in Appendix F.

An activity report should be submitted online through the Report Management System immediately after the activity is completed. The report is evaluated by the Points Coordinator and, unless the adviser is notified, the report is accepted.

In preparing an activity report, be certain to include the following:

- purpose of activity
- full description of the activity
- time allotted for the activity
- financial information (i.e., how much money was made, prices of articles sold or work done, admission charges)

Point System

The FBLA point system was devised as a means of promoting and recognizing achievement of Virginia FBLA chapters. The purpose of the point system is to encourage participation.

Point's records for each chapter are maintained by the FBLA Points Coordinator. The only point's information submitted by local chapters will be activity reports (See Appendix F). The Points Coordinator obtains additional points information directly from Regional Directors and State Office records. The point's sheets are shown on pages 32–33, 188, and in Appendix E.

Evaluation

An effective FBLA chapter is one that plans, conducts, and evaluates the year's activities. Evaluations are essential for future planning. Each chapter should submit an [FBLA Evaluation Report](#) to the FBLA State Office on or before May 15. The evaluation report form is in Appendix F.

Forms relating to [Program of Work](#) can be found in Appendix F.