

A GUIDE TO CHAMPION CHAPTER



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Introduction to Champion Chapter

About Champion Chapter

Champion Chapter is a series of membership engagement-focused challenges that chapters may complete for national recognition. By completing activities, chapters get points. Completing activities across four sections and collecting points will result in Champion Chapter recognition, along with other incentives. There are three levels including bronze, silver, and gold that the chapters can reach based on the number of points received. Throughout the year there are four different seasons split up into quarters with one season lasting all year long. All seasons are filled with different activities that allow your chapters to earn points. Remember that you can only submit the season ONCE. But, if your chapter starts champion chapter late, NO WORRIES, you can still start even in the second or third season of Champion Chapter!

Benefits of Champion Chapter

Besides, Champion Chapter helping your chapter grow, you will receive national recognition. In honor of your efforts and work you will receive a banner that you can display in your meeting room. And to help you show off your accomplishments, each member in your chapter will receive a Champion Chapter ribbon for their IDs at both SBLC and NLC!

When it comes to more direct benefits Champion Chapter provides advice on what chapters should be doing as they go through the membership year. In addition, it strengthens your chapter and gets you involved within your community. These fun activities work towards building enthusiasm and fostering friendships between members. The benefits of Champion Chapter are immense and no matter how developed your chapter is, it will continue to improve your FBLA experience.

Summer Starter

AUGUST 1st – SEPTEMBER 30th

Summer Starter is the first season for Champion Chapter. It focuses on chapter building and membership strategy. Summer Starter tasks are designed to help chapters set the foundation for a successful membership year. This section is a great way to make sure your chapter is prepared and set up as you go into the beginning of the membership year.

SOME TASKS & GUIDENCE

Develop a chapter Program of Work for the fall with at least three membership recruitment activities:

A Program of Work is a list of tasks that your chapter would like to accomplish by the end of the membership year. A Program of Work can be based on growing membership, finding sponsorships, competition prep, and so much more! For best results completing tasks, chapters can make a team that focuses on completing the items you come up with. Not everyone has to be a part of every task so it is good to delegate that way everyone working on the Program of Work has control on one or two things and no one becomes overwhelmed with their duties.

Elect Local Officers and plan an officer training session:

Within your chapter you can have an election where the members pick the officers that will serve their chapter for that membership year. One way to hold elections is for candidates to come up with a 1-3 minute speech and present it to the chapters membership body. Members can then vote anonymously through written or poll. Chapter officer positions vary from chapter to chapter depending on what officer is needed to support their chapter. Recommended positions include: president, vice president, historian, treasurer, secretary.



credits: west cta officer meeting

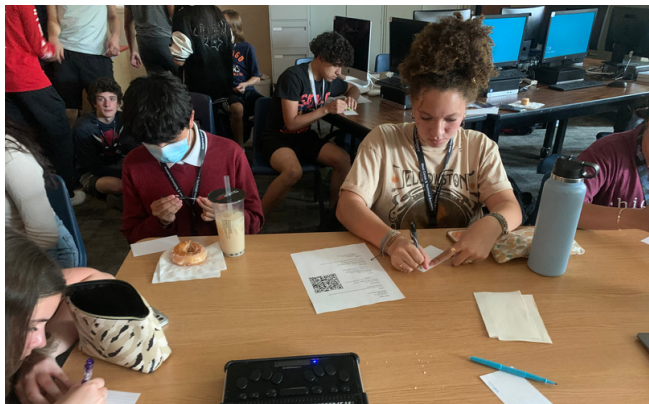
Summer Starter

AUGUST 1st – SEPTEMBER 30th

SOME TASKS & GUIDENCE

Come up with an idea for a community service project:

As one of FBLA's pillars your chapter should demonstrate service, and there's a TON of ways you can get involved. One simple way to get started adding service into your chapter is writing letters to an old person's home or first responders. If you want something your chapter can do as a group, host a car wash, help at a local fair, or even plan a school/park clean up day.



credits: west cta card making



credits: desert pines food pantry volunteering

Review the FBLA sponsorship toolkit and prepare a target list of at least 5 potential sponsors:

[Link to FBLA Sponsorship Toolkit](#)

Set up a communication channel between local officers and members:

In this day and age, there are several communication platforms that will help you stay in touch with your members and the higher levels of FBLA. Slack is a great way to keep in touch and Nevada FBLA has its own channel that is open to everyone and we highly recommend you join to stay involved. Other ways of communication include group chats, remind, group me, teams, and more! It doesn't matter what platform you use. Each chapter is different so choose what works best for your officers and members.

Description and benefits of each platform:

Slack: A platform similar to Discord that allows you to have different communication channels.

Remind: A mobile message platform that allows you to send out text reminders.

Group Me: A group mobile messaging app that allows for group conversations.

Microsoft teams: A communication platform that offers workplace discussion and video conferences.

Summer Starter

AUGUST 1st – SEPTEMBER 30th

SOME TASKS & GUIDENCE

Develop a chapter T-shirt design that complies with the FBLA brand guidelines:

[Link to FBLA Brand Guidelines](#)

Develop a letter to invite guest speakers for meetings during the membership year:

Guest speakers are a wonderful way to connect the business community to your chapter. Anyone can be a guest speaker but we suggest that they are part of some business or have some industry experience. The speaker can share information about themselves and tell stories about what they do and how they got to become successful.

Create a member of the month program

Member of the month is a way to grow recognition in your chapter. You can create a form where your members can nominate who they think should be shouted out. All you would need is for members to nominate someone and then share an explanation on why they were doing good things for their chapter.

Prepare a chapter budget for the membership year:

Budgeting is extremely important especially if your chapter is growing. Create a spreadsheet where you can track money coming in and out of your chapters finances. Some things you can include in your spreadsheet is fundraising, sponsorships, donations and any expense that takes money from your chapter.

CHAMPION CHAPTER SUMMER STARTER FULL TABLE LIST

[Nevada FBLA's Summer Starter Fillable Task Table](#)



credits: atech club shirts

Shaping Success

OCTOBER 1st – NOVEMBER 10th

Shaping Success is the second season of Champion Chapter. This section 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.

SOME TASKS & GUIDENCE

Create a project plan for chapter member recruitment:

Chapter are always looking for ways to grow membership! We believe the more the merrier. To help increase membership on your campus, create flyers to pass out in the halls, set out a table during lunches where you talk to people about FBLA, or even ask teachers to do a quick presentation about FBLA to their classes before class starts.

Buddy up! Encourage each returning member to connect with a new member. Plan at least one fun “buddy” activity:

FBLA is all about fostering connections and friendships! To engage in the buddy activity you could host a game night where the buddies work together to win! To help enhance communication, create prompt questions that facilitate conversation during chapter meetings.



Host an FBLA chapter spirit day in which all members show up to school in either FBLA shirts or in blue and gold; post a photo to your social media outlet and tag @FBLA_National

Enthusiasm is an essential part of chapter success. Host a spirit day that encourages members and students to wear FBLA gear or the national colors. Make sure to put it on social media, announcements and enroll as many kids as you can.



Shaping Success

OCTOBER 1st – NOVEMBER 10th

SOME TASKS & GUIDENCE

Using the letter you developed in Summer Starter, secure a guest speaker for a chapter meeting:

Research industry professionals that are willing to come speak to your chapter. Improve your prior letters and make sure that you emphasize the importance of FBLA. Creating a good relationship with business in your community and national can possibly lead to other benefits.

Review the 2023–24 competitive events guidelines at a chapter meeting and create a sign up for members:

[Link to FBLA competitive event guidelines](#)



credits: west cta competition ready

Have one of your officers record a one minute elevator speech about the benefits of joining FBLA and share it on social media, tagging @FBLA_National:

FBLA offers so much! Film a video that includes information about competitions, initiatives, local chapter events, and of course the long lasting friendships and connections made through FBLA.

Review you budget, identify areas of financial need, and plan a fundraiser:

Have your chapter officers sit down with your chapter advisors and discuss what actions must be taken to get as much financial support as possible. For a fundraiser your chapter could sell some sort of food during lunch or at sporting events. If you want to make the fundraiser an event, work with a local business that gives a percentage back.

CHAMPION CHAPTER SHAPING SUCCESS FULL TABLE LIST

[Nevada FBLA's Shaping Success Fillable Task Table](#)

Service Season

NOVEMBER 11th - DECEMBER 31st

Service Season is the third season of Champion Chapter. This section 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.

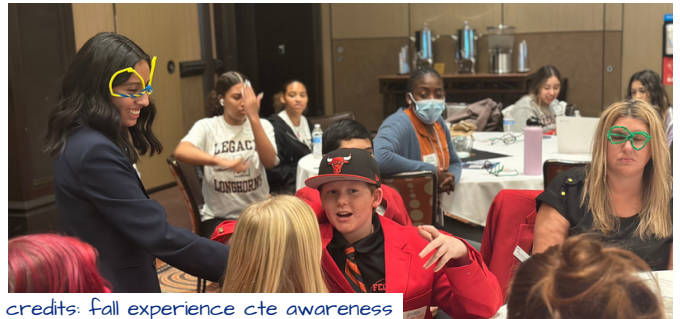
SOME TASKS & GUIDENCE

Celebrate American Enterprise Day (November 15) by planning an activity:

American Enterprise Day recognize free enterprise and how it has contributed to the economy. To get your chapter involved, plan an activity. You can invite a guest speaker to share their industry experience or host a shark tank themed meeting to get your members in the business mindset.

Identify an area of need in your community and host a critical needs drive:

Hosting a drive is one of the easiest ways to get your chapter involve. Work with local non profits to host winter, hygienic, or food drives. Don't limit yourself to fall/winter. It's always a good time to get involved.



credits: fall experience cte awareness

Present a workshop to a middle school about FBLA and the importance of servant leadership in business:

Yay you get to do a workshop! Make sure the workshop is both informational and fun. You could have ice breakers or an activity. Anything that gets the students moving around and connecting. Time it out as well so that you don't go over too much information at one time.

Send a thank-you note to all your sponsors sharing how their contributions have impacted your chapter this year:

Thank you notes go a long way! Send a card that thanks them for their contributions and how the money helped your chapter.

CHAMPION CHAPTER SHAPING SUCCESS FULL TABLE LIST

[Nevada FBLA's Service Season Fillable Task Table](#)

CTE Celebration

JANUARY 1st – MARCH 1st

CTE Celebration is the fourth and final season of Champion Chapter. This section 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.

SOME TASKS & GUIDENCE

Review the FBLA Week Toolkit and decide as a chapter which events you will participate in.

Link to toolkit for members to choose what they want to do for their chapter

Have your officers or members complete a PSA, flyer, bulletin, display, or video about the importance of CTE.

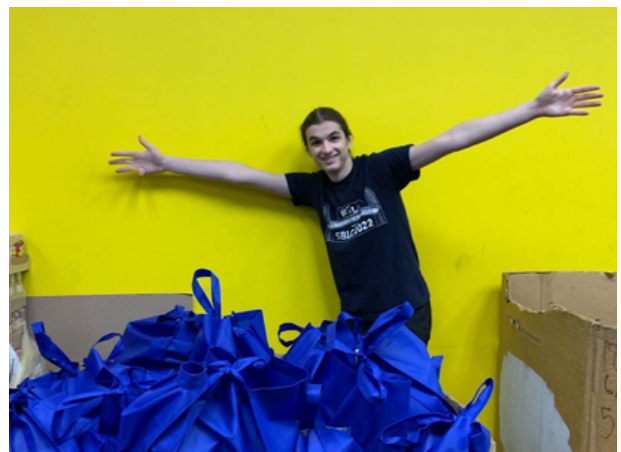
PSA's are so important because they raise awareness. This task is even more important as it is about Career and Technical Education. Make sure when creating your product to include the many sides of CTE and how it is beneficial. Going into detail about the concrete details is great, but make sure you also add some real life examples from some chapter members about how CTE has helped them.

Prepare a report about your community service project that you planned through the Champion Chapter program.

Find a time for your chapter officers and interested members to sit down and work together on this report with your advisors. This report is a great way to show how your chapter is helping out in the community. You can post this report on a bulletin board or in your schools paper.



credits: advisor conference



credits: desert pines food pantry volunteering

CTE Celebration

JANUARY 1st – MARCH 1st

SOME TASKS & GUIDANCE

Plan a social activity for your chapter during FBLA Week.

FBLA Week is February 4th through the 10th. While following the national FBLA week Champion Chapter encourages you to plan a social activity for your chapter. Making sure fun things get planned is so important to maintain a thriving chapter! If you want it to be at school it could be a chapter lunch or a board game party after school. Other options include bowling or mini golfing.



credits: atech bowling social

Sponsor a teacher/adviser appreciation activity.

Giving thanks is something that can light up a person's day. We encourage your chapter to do something for your school's teachers and for your chapter advisor(s). Plan a day for chapter members to meet and write thank you cards to their favorite teachers or staff. This should also thank your advisors so members can sign a small sentence on a card. Other things your chapter could do include a teacher lunch, teacher gift bags, or a bulletin board that thanks the teachers at your school.

Invite an FBLA alum or community business leader to speak at a local chapter meeting.

A great way to learn for about the business world or FBLA is to ask people with experience. For a business leader go into a local business and ask if their manager would want to talk at your chapter meeting. Going in person is more professional and this way you are more likely to get a speaker. Another way you can reach out is through email or a letter. For alums to talk at a meeting ask your advisors or check your chapter following on social media to see if past members are still following your chapter. Make sure to have a plan to get your chapter members to this meeting. After your speaker is finished at your meeting make sure to say thanks for their time You can also get gift if that is something your chapter would be interested in.

CHAMPION CHAPTER CTE CELEBRATION FULL TABLE LIST

[Nevada FBLA's CTE Celebration Fillable Task Table](#)

Champion +

August 1st – May 1st

Champion + is open during all of the Champion Chapter seasons.

This section focuses on national programs and conferences, sponsors and partners, and recruitment. These activities may be done at any time during the program year before May 1.

SOME TASKS & GUIDENCE

Have at least two members complete a level of the Business Achievement Awards (BAAs).

This task wants members to complete a level of the BAAs. This task should be super easy. The first level is all about FBLA such as fun facts and programs. The first level doesn't take a long time so you can do it! Register through the national website and get these points!

Invite a National Officer to attend a chapter meeting virtually.

National Officers love to see how chapters are doing. Getting a National Officer meeting is really motivating and can be used to help boost your chapter. All of the officer's emails are on the national website so it should be easy to reach out. If something doesn't work out there are 9 National Officers so find another one.



credits: national officer chapter officer training

Write a letter to middle school graduates inviting them to join your FBLA chapter for a special meeting.

Raising awareness as early as middle school can be great for your chapters membership. By inviting middle schoolers to a meeting might get them more excited about FBLA when they join high school.

Register for the 2024 NLC in Orlando, Florida.

The National Leadership Conference is an experience of a lifetime. The connections and experiences provided through this program allow members to grow as leaders. This year the FBLA National Leadership Conference is in Orlando, Florida. If you qualify for nationals and can make it we highly recommend you go.

CHAMPION CHAPTER CHAMPION + FULL TABLE LIST

[Nevada FBLA's Champion + Fillable Task Table](#)

Conclusion



guide creators

Words of Advice

TODD GOSSELIN - Vice President of Public Relations

Nevada FBLA! Champion Chapter is one of the best programs to take part in. Not only does it give your chapter to be recognized on a National level but also helps build your chapter. My favorite part about the Champion Chapter is how it grows friendships between members. As you go through the seasons be sure to HAVE FUN! If you have any questions please reach out I am always happy to help.

GABY RENTERIA - State President

Hello Nevada FBLA! Champion Chapter is one of my favorite programs that FBLA has to offer. The tasks align perfectly with FBLA's mission, as well as sets up your chapter for success. I've completed champion chapter all 3 years and have learned a lot. I know that the tasks can be overwhelming but I promise one you get started its easy!! Also, if you missed the first, second or even third season you should still try and get involved. If you have any questions never hesitate to reach out!!

Need help and more resources?

Who do I go to for problems within Connect FBLA?

Email stateadviser@nevadafbla.org OR help@nevadafbla.org

Who do I go to for clarification on Champion Chapter tasks?

Email vppublicrelations@nevadafbla.org OR president@nevadafbla.org

How will I know my point total?

Point totals will be posted in the advisor hub a several weeks after the season closes. It takes time for nationals to calculate the totals so, be patient.

How do we stay motivated to complete tasks?

Creating a committee within your chapter helps get tasks done. This way those interested can take part in building their chapter.