

A GUIDE TO NAVIGATING FBLA

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Note From the Creators

Nevada Future Leaders and
Advisers,

To new FBLA advisers and members, greetings, and to our veterans, an equally heartfelt welcome back. The state officers are beyond excited to grow, develop, and succeed this membership year. In the creation and development of our state program of work, we made it a priority to give back to the diverse chapters that make Nevada FBLA a vibrant, pivotal state chapter.



The motivation for creating this extensive guide was to provide chapters with an in-depth resource to facilitate the creation of new chapters and the expansion of existing ones. Every member, officer, and adviser who reads this toolkit will become proficient at running meetings, expanding membership, creating fundraisers, organizing service events, getting involved in state and national initiatives, and much more. Note that almost everything that is underlined is a live link to a helpful resource. Take advantage of these! Although we strived to make this an all-inclusive resource, never hesitate to reach out to your state officers. We love connecting with Nevada FBLA!

Sincerely,
Spencer Oshins, Jolie Shah, Eva Lindbloom

What is FBLA?

Future Business Leaders of America, or FBLA, is a student-led organization aimed at honing business skills and facilitating community interaction. FBLA is a Career and Technical Organization (CTSO), so it functions jointly with the Career and Technical Education (CTE) program. FBLA aspires to prepare students for their future endeavors, which it achieves through various conferences, workshops, educational programs, and more.

Reaching over 240,000 students and over 5,200 chapters, FBLA fosters meaningful connections with like-minded individuals. Importantly, FBLA is nationally recognized and carries significant magnitude on a resumé, while simultaneously developing foundational leadership skills in middle schoolers, high schoolers, and college students.



2023-2024 Nevada FBLA State Officer Team

2023-2024 National FBLA Officer Team



Establishing your Chapter

ESTABLISHING A CHAPTER IS EXTREMELY IMPORTANT AND SHOULD BE CELEBRATED. TAKE A MOMENT TO RECOGNIZE YOUR INITIATIVE AND THE NUMEROUS LIVES YOU WILL AFFECT. BEFORE YOU START IMPLEMENTING FBLA ON YOUR CAMPUS, THERE ARE A FEW LOGISTICAL STEPS THAT YOU MUST TAKE TO ESTABLISH YOUR CHAPTER IN THE STATE AND NATION.

1. Find an Adviser (Roles of an Adviser)

The first step in establishing your chapter is finding an adviser. Although FBLA is student-led, advisers play a crucial role in the success of the organization. An adviser can be a teacher, coach, or administrator; no business knowledge is needed. Depending on the chapter's dynamic, advisers will have more or less responsibility. The standard duties of an adviser include registering members for conferences, traveling and ensuring the safety of students, and facilitating growth.

2. Recruit 5 Members and Create an Executive Board

Now that you have an adviser, it's time to recruit members and form an executive board. A chapter needs at least 5 members to be nationally recognized. The executive board is formed to create student leadership and help the development of the chapter. Refer to Elections to learn about creating an executive board. An executive board consists of a president, executive vice president, secretary, and treasurer. Once there is a need for more officers, feel free to add more positions such as historian or grade representatives.

Establishing your Chapter

3. Create Bylaws

The next step is to create bylaws. Simply, bylaws are the rules your chapter will follow to conduct business. Bylaws will have articles in them regarding the mission of the organization, membership, dues, officers, duties, and any other important information that is needed to keep your chapter organized. This might sound daunting, but don't be scared! Organization bylaws should be structured in your school's club bylaws, so be sure to check in with your school's administration.

4. Create a POW (with example)

To help your chapter hit the ground running on your campus, your officer team should create a document called the Program of Work (POW). A POW is a document that will guide your chapter throughout the course of the year. There are different ways to organize your document, but all layouts have the same primary sections: objective, due date, goals to achieve objectives, and officers assigned. The mission is to find overarching goals and then proceed to break them down into months or growth areas. Preparing this document will help you develop achievable goals that you can follow throughout the year. Make a copy of the template and fill it in from there!

5. Set Officer and General Meeting Dates

Once you have created the standard of the chapter and the overarching goals of the year, you should maintain the health of your chapter by setting dates for your officer and general meetings. This allows you to communicate frequently with your board as well as the members. Use this time to talk about announcements, tasks, business

Establishing your Chapter

knowledge, or even prepare for competition. While some chapters utilize monthly meetings, others opt for monthly meetings. An effective method is following general meetings with officer meetings.

6. Dues (National: \$10, State: \$6)

Finally, your chapter needs to pay membership dues and register members. In Nevada, the membership dues are \$6 per person. If you encounter difficulty, contact hello@nevadafbla.org. As for national dues, each student is required to pay \$10. Membership registration occurs on the national website. Dues must be paid to be eligible to participate in state conferences and national events.

7. Complete “Start or Reactivated Chapter Form”



1. Visit fbla.org



2. Advisers



3. Start or Reactivate a Chapter Form

Officer Positions and Elections

Establishing Effective Officer Positions for Your FBLA Chapter

When establishing officer positions for a chapter, it is important to consider the major responsibilities necessary for effectively managing and organizing an FBLA chapter, including registration, fundraising, and competition preparation. Here are some examples of core FBLA officer positions that should be established:

Position	Description
President	Oversees and delegates all chapter activities.
Executive Vice President	Assists in overseeing chapter activities and assumes leadership following the president.
Treasurer	Coordinates finances of the chapter, such as fundraising and membership dues.
Secretary	Organizes documentation and takes notes of chapter activities and meetings.

Officer Positions and Elections

Historian	Takes photos and videos of chapter events.
Underclassmen Representative	Represents the interests and concerns of underclassmen members.
Vice President of Membership	Oversees chapter recruitment and engagement.
Vice President of Media	Manages social media content and captures photos and videos of chapter events.
Vice President of Community Service	Coordinates service projects, volunteer events, and other community service initiatives.

While these positions provide examples of potential officer roles, it is important to remember that every FBLA chapter is different. Each chapter may have different chapter sizes, areas of growth, and environments. When establishing officer positions, be flexible and create roles that cater to your specific FBLA chapter's needs and goals.

Officer Positions and Elections

Conducting FBLA Chapter Officer Elections

Conducting fair and transparent officer elections is crucial for establishing an effective and functioning officer board. Here is a guide to help you navigate the election process:

1

Position Descriptions

Outline the roles and responsibilities of each officer position, and define expectations associated with each role to ensure candidates have a clear understanding of what the position entails.

2

Candidate Qualifications

Establish eligibility requirements, such as membership status, grade level, and academic record to ensure candidates meet the qualifications of a chapter officer.

3

Application Materials

Determine application materials that candidates must submit, such as letter of intent, letter of recommendation, application forms, documentation of campaign speeches, and other campaign materials.

Officer Positions and Elections

4

Campaigning Guidelines

Hold a chapter officer interest meeting where potential candidates can learn about the available positions and receive an overview of all election guidelines.

Establish clear rules and guidelines for campaigning to provide equal opportunities for all candidates.

Consider designating a specific campaigning period and structuring candidate speeches, including question-and-answer sessions.

5

Interviewing Candidates

Another common method to conduct officer elections is through interviews. Interviews are often used jointly with a written application. Using this process, the adviser and/or graduating chapter leadership ask a series of position-specific questions and score the interviewee based on their answer. This process also enables slating, a process in which the interviewers determine which position candidates run for instead of the position they strictly intended to.

6

Voting Procedures

Determine the voting method that best suits your chapter's needs and resources. This can include paper ballots, online voting platforms, or other methods. Ensure that all voting is conducted confidentially to protect the integrity of the voting process. Set the voting period, including start and end times, to all eligible chapter members.

Officer Positions and Elections

Election and Installment

7

Once the voting period ends, begin the vote-counting process. Consider campaign materials and/or interviews as part of the election of a chapter officer. After the results are determined, hold a meeting to introduce the newly elected officers to the chapter and celebrate their installations.



2022-2023 (left) and 2023-2024 (right)
Nevada FBLA State Officer Installation Ceremony

In addition to elected positions, chapters may also establish appointed positions. Appointed positions are determined by the former chapter officer board, adviser, and other administrative positions based solely on campaign materials and candidate qualifications. Appointed officers do not need to campaign for member votes, and their portfolio and/or their interview is the central factor in the officer selection.

Remember that every FBLA chapter is unique, so adapt the officer election process to fit the specific needs of your chapter. Consider the size, goals, and dynamics of your chapter when conducting elections to ensure a fair and inclusive process.

Expanding Membership

THE BEATING HEART OF FBLA IS THE MEMBERSHIP BODY. CHAPTER SUCCESS CAN BE MEASURED BY THE SIZE AND ACTIVENESS OF THE CHAPTER BODY. ALTHOUGH THERE IS NO RIGHT OR WRONG WAY TO INCREASE MEMBERSHIP, THERE ARE SOME RELIABLE METHODS TO ACTIVATE MEMBERSHIP.

1. Taking Advantage of Social Media

Perhaps the most important tool for an officer team is social media. A functional media channel indicates an active chapter. Besides promoting initiatives and meetings, social media is an excellent networking opportunity to connect with other chapters and states. Social media series, which can be posted on Instagram or Facebook, should be engaging and interactive. A key tip with media is to adjust posts based on the platform and potential audience.

2. Recruitment

Recruitment is simply the ability to bring in new members. Never underestimate the value of connections. Word of mouth is an underutilized expansion mechanism. Other recruitment techniques include socials, school announcements, and presentations to classrooms.

3. Retention

Equally as important as recruitment is retention, or the ability to keep existing members involved in the organization. The ideal FBLA chapter balances business learning and competition preparation with fun, engaging events. This can be achieved through simple incentives such as snacks, ice breakers, member shout-outs, incentive programs, and guest speakers.

Running Meetings

FBLA MEETINGS CATER TO DIVERSE NEEDS AND PREFERENCES BASED ON CHAPTER SIZE, ADVISER INVOLVEMENT, ADMINISTRATIVE POLICIES, AND MORE. WHILE SOME CHAPTERS HOST 20-MINUTE MONTHLY MEETINGS DURING LUNCHTIME, OTHERS OPT FOR 1-HOUR WEEKLY MEETINGS AFTER SCHOOL. FINDING A VENUE, TIME (BEFORE, AFTER, OR DURING SCHOOL), DAY, AND LENGTH OF MEETINGS WILL VARY AT THE EARLY STAGES OF ESTABLISHING A CHAPTER, BUT CONSISTENCY IS A KEY ELEMENT IN ORGANIZATION.

Though it may vary based on the aforementioned factors, FBLA meetings are generally consistent. One effective way to run a meeting uses the following template:

1. Introduction

This stage transitions out of school and into the FBLA environment. Consider tracking membership on a Google Form to determine the demographics of your chapter. Consider handing out snacks at this point.

2. Ice Breakers

Ice breakers are fun, lighthearted activities that kickstart meetings. They range from a physical game to a simple question.

3. Lessons

Lectures form the core of the meetings. Key information about leadership development and conferences will be here. Chapter officers research and present lectures.

Running Meetings

4. Activity

Activities are the application of meetings, and the reason many individuals come to meetings. Although they are informative, activities should be engaging.

5. Reflection/Announcements

Some activities facilitate a reflection, in which members evaluate their performance during the activity. Announcements are necessary to promote chapter and state social media channels, event opportunities, and important dates.

Below are three versatile meetings that utilize this template. Make a copy of the template, adjust any necessary information, and enjoy!



Example Meeting 1:
PUBLIC SPEAKING



Example Meeting 2:
MOCK SHARK TANK



Example Meeting 3:
BUILD A RESUME
WORKSHOP

State Business Leadership Conference

What is SBLC?

The State Business Leadership Conference is a three-day event for Nevada FBLA members to compete to demonstrate business and career skills through competitive events, participate in enriching workshops, expand their network with members and advisers, and earn awards and recognitions. The top competitors at the Nevada FBLA SBLC have the opportunity to advance to the National Leadership Conference! SBLC offers a wide range of events encompassing various fields, providing a platform for members to explore diverse career paths while also putting their knowledge and abilities to the test.



2022 Nevada FBLA SBLC
Behind the Scenes



2022-2023 Nevada FBLA State
Officer Team with National
President Aarav Dagar



2023 Nevada FBLA SBLC
Keynote Speaker, Patricia
Buono



Clark HS at 2022 SBLC



West CTA at 2023 SBLC

State Business Leadership Conference

Objective Tests

Objective tests consist of 100 multiple-choice questions and are to be completed within 60 minutes. Each objective test provides a list of competencies that a competitor must learn. The objective test must be completed within a set online testing period that is set by Nevada FBLA.

Let's look at an example:

These are the guidelines for Economics from the 2023-2024 High School Competitive Event Guidelines, where the objective test competencies are listed.

2023-24 Competitive Events Guidelines

Economics



Economics provides members with the opportunity to demonstrate knowledge about economic concepts and principles. This competitive event consists of an objective test. This event aims to inspire members to learn about economics.

Event Overview

Division: High School
Event Type: Individual
Event Category: Objective Test, 100-multiple choice questions (breakdown of question by competencies below)
Objective Test Time: 50 minutes
NACE Connections: Career & Self-Development

Equipment Competitor Must Provide: Pencil
Equipment FBLA Provides: One piece of scratch paper per competitor

Objective Test Competencies

- Basic Economic Concepts and Principles
- Productivity
- Macroeconomics
- Supply & Demand
- International Trade/Global Economics
- Market Structures and Competition
- Investments and Interest Rates
- Role of Government
- Monetary and Fiscal Policy
- Types of Business/Economic Institutions
- Business Cycles/Circular Low



District/Region/Section
Check with your District/Region/Section leadership for District/Region/Section-specific competition information.

State
Check with your State Leader for state-specific competition information.

National
Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

State Business Leadership Conference

Production Tests

Production tests consists of a a product (such as a report) and a sixty-minute objective test administered at SBLC. The production test event incorporates the competencies and guidelines for the objective test section and additional competencies and guidelines for the production portion of the event.

Let's look at an example:

These are the guidelines for Spreadsheet Applications from the 2023–2024 High School Competitive Event Guidelines, where both the objective and production test competencies and guidelines are listed.

2023–24 Competitive Events Guidelines

Spreadsheet Applications



Spreadsheet Applications provides members with the opportunity to demonstrate knowledge around competencies in converting data to information in business. This competitive event consists of an objective test and production test. It aims to inspire members to learn about the skills for spreadsheet development.

Event Overview
Division: High School
Event Type: Individual
Event Category: Production
Event Elements: Objective Test, 100-multiple choice questions (breakdown of question by competencies below) and Production Test
Objective Test Time: 50 minutes
Production Test Time: 60 minutes, due May 14, 2024
NACE Connections: Career & Self-Development

Equipment Competitor Must Provide: Pencil for Objective Test, Computer for Production Test
Equipment FBLA Provides: One piece of scratch paper per competitor for Objective Test, Production Test Tasks

Competencies

- Formulas
- Functions
- Graphics, Charts, and Reports
- Pivot Tables and Advanced Tools
- Macros and Templates
- Filters and Extraction of Data
- Format and Print Options
- Purpose for Spreadsheets



Competency	Number of Questions
Formulas	20
Functions	20
Graphics, Charts, and Reports	15
Purpose for Spreadsheets	5
Pivot Tables	10
Macros & Templates	10
Filters & Extraction	10
Format & Print	10

Production Test Competencies

- Basic Mathematical Concepts
- Data Organization Concepts
- Creating Formulas
- Functions
- Generate Graphs (for analysis purposes)
- Pivot Tables
- Create Macros
- Filter and Extract Data

State Business Leadership Conference

Case Study


Case studies involve an interactive case study scenario that often includes a 60-minute on-site objective test. Participants are presented with a role-play situation and are tasked with completing a specific assignment based on the given scenario. Competitors are provided with two 4" x 6" note cards that they can use before their performance time. These note cards serve as a resource for competitors to jot down important information and key points related to the case study.

Let's look at an example:

These are the guidelines for Marketing from the 2023-2024 High School Competitive Event Guidelines, where both the objective and roleplay competencies are listed.

2023-24 Competitive Events Guidelines

Marketing



Marketing provides members with the opportunity to gain knowledge around marketing. This competitive event consists of an objective test and a role play scenario.

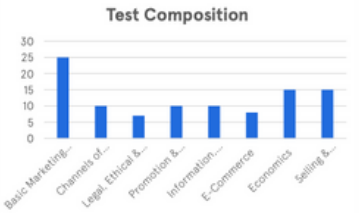
Event Overview

Division: High School
Event Type: Team of 1, 2 or 3 members
Event Category: Role Play Event
Event Elements: Objective Test and Role Play
Objective Test Time: 50 minutes
Role Play Time: 20-minute preparation time, 7-minute presentation time
NACE Connections: Career & Self-Development, Communication, Leadership, Professionalism, Teamwork

Equipment Provided by Competitors: Pencil for objective test
Equipment Provided by FBLA: One piece of scratch paper per competitor for objective test; Two notecards and pencils for each competitor and secret problem/scenario for role play

Objective Test & Role Play Competencies

- Basic Marketing Functions
- Channels of Distribution
- Legal, Ethical, and Social Aspects of Marketing
- Promotion and Advertising Media
- Marketing Information, Research, and Planning
- E-Commerce
- Economics
- Selling and Merchandising



Competency Area	Percentage
Basic Marketing	25
Channels of Distribution	10
Legal, Ethical & Social Aspects of Marketing	10
Promotion & Advertising Media	10
Marketing Information, Research, and Planning	10
E-Commerce	10
Economics	15
Selling & Merchandising	15

District/Region/Section
Check with your District/Region/Section leadership for District/Region/Section-specific competition information.

State
Check with your State Leader for state-specific competition information.

National
Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

State Business Leadership Conference

Nevada Success Series

Nevada FBLA offers the virtual Nevada Success Series that allows members to compete in up to five online objective tests. Members can use this opportunity to their advantage by testing their knowledge and proficiencies in event competencies, helping competitors better prepare for SBLC. For more information, visit the Nevada FBLA website on the [Nevada Success Series](#).

Presentation Events

Presentation events consist of delivering a presentation or participating in an interview with judges. These events typically include a national prompt, along with a five-minute equipment setup, a seven-minute performance time, and a three-minute question and answer session. Chapter events, including American Enterprise Project, Community Service, Local Chapter Annual Business Report, and Partnership with Business Project, are presentation events that revolve around chapter activities and the FBLA community. Some of these events require a prejudged submission of a report, video, or document before SBLC.


Let's look at an example:

These are the guidelines for Graphic Design from the 2023-2024 High School Competitive Event Guidelines, where the NLC topic and guidelines are listed.

State Business Leadership Conference

2023-24 Competitive Events Guidelines

Graphic Design



Graphic Design provides members with the opportunity to showcase their skills in designing. This competitive event consists of a presentation component where the program is demonstrated for the judges.

Event Overview

Division: High School
Event Type: Team of 1, 2 or 3 members
Event Category: Presentation
Event Elements: Presentation with a Topic
Presentation Time: 3-minute set-up, 7-minute presentation time, 3-minute question & answer time
NACE Connections: Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Teamwork, Technology

Equipment Provided by Competitors: Technology and presentation items for preliminary and final round presentation
Equipment Provided by FBLA: Table for preliminary round presentation; table, power, projector & screen for final round presentation

2023-2024 Topic

Your marketing firm has been asked to create a branding package for a new business in your community. The branding package needs to showcase your unique style and highlight your skills in today's design industry. Branding package to include:

- Brand and logo design
- Infographic or brochure of the business
- Advertisements for the promotion of the business
 - Magazine advertisement
 - Billboard (14 feet high and 48 feet wide)
 - Two different social media posts

District/Region/Section

Check with your District/Region/Section leadership for District/Region/Section-specific competition information.

State

Check with your State Leader for state-specific competition information.

National

Policy and Procedures Manual

Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.

How to Select Competitive Events

Selecting from a list of over seventy events may seem confusing and overwhelming, especially without an idea of what event is best for you. FBLA National offers a great resource on what aspects to consider when choosing an FBLA event. It is important to note that members can compete in a maximum of five events, including up to two presentation events. Carefully consider your strengths, interests, and potential career path when selecting your events. The amount of time a member should invest in their event will vary on the event, but to ensure the greatest chance at placing, invest ample time in studying and preparing for your events.

State Business Leadership Conference

Competitive Event Resources

1. Rating Sheets (HS/MS)

Rating sheets are what judges use to score your event. Each event with a performance time and/or a report has a rating sheet that competitors can use to see what is expected from their event. A piece of advice when competing in these events is to use the rating sheet as a checklist of what to include in your event.

2. Event Guidelines (HS/MS)

This huge resource covers every detail from every event, including the event type, event category, equipment, competencies, prompts, eligibility, recognition, administration, penalties, and more.

3. National FBLA Preparation Resources (HS/MS)

This resource includes a database of sample case studies and objective tests.

4. Quizlets

Quizlet offers many sets of practice flashcards and study guides to help with definitions and concepts for objective tests.

To find more specific resources, manually search up the event on the internet. Many study guides, recommended textbooks, and YouTube videos on past performances are available, which can help competitors prepare for events.

State Business Leadership Conference

Other SBLC Information

Dress Code

It is important that competitors dress in business attire to display a professional impression and image as a future business leader. Competitors are required to dress professionally for all conference-related activities unless otherwise indicated.



DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.



ACCEPTABLE ITEMS

BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots


BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.



- Denim or flannel clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Graphically printed clothing

No dress code can cover all contingencies, so FBLA 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 adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2021

State Business Leadership Conference

Workshops

Workshops are interactive sessions conducted by Nevada FBLA State Officers and professional business leaders. These sessions are designed to develop essential skills for success in both personal and professional settings. Open to all conference attendees, workshops provide valuable learning opportunities and serve as a platform for networking and connecting with other competitors. Take advantage of these sessions to enhance your knowledge, gain insights from industry experts, and establish connections with like-minded individuals.



2022-2023 National President hosting a workshop at Nevada FBLA SBLC



West CTA at 2023 SBLC

Networking

Networking at SBLC offers a unique chance to connect with fellow members who share similar interests. It's an opportunity to build professional relationships and expand your network. With participants from across the state, take advantage of this platform to learn from one another, exchange experiences, and gain different perspectives. Engage in general sessions, workshops, regional meetings, and other conference activities to build new connections and meaningful relationships.

State Business Leadership Conference

State Elections

Each year, Nevada FBLA conducts state elections for various positions, including the State President, Executive Vice President, Vice President of Membership, Middle-Level Vice President, and the Northern, Eastern, and Southern Region Vice Presidents. Candidates interested in these positions go through an interview process before SBLC. Approved officer candidates have the opportunity to promote their campaigns at their exhibit booths and deliver a three-minute campaign speech, followed by a question and answer session, during SBLC. Voting delegates will cast their votes for state officer candidates during the Annual Business Meeting held at SBLC. Election results are determined by a majority vote of the voting delegates, and the newly elected officers will be officially installed at the Awards of Excellence.

Applying for State Office

Becoming a Nevada FBLA State Officer is a significant responsibility that brings valuable opportunities. State officers play a crucial role in driving the growth and success of Nevada FBLA. If you aspire to be a state officer, we highly recommend reviewing the State Officer Candidate Guide, which provides detailed information about the application process, responsibilities, and the impact of serving as a state officer. It's an exciting experience that requires commitment and drive to contribute to the advancement of Nevada FBLA.

Fundraising

SUCCESSFUL FUNDRAISING OPENS NEW DOORS TO HIGHER QUALITY EVENTS, MORE ENGAGING MEETINGS, AND CHEAPER CONFERENCES.

Setting up a Budget

A budget is a tool that should be used to organize and track funds. They provide a visual to track spending, saving, and profit. Use [this template](#) for reference.

Fundraising Ideas

There are numerous ways to fundraise. Each method has its own benefits and it's up to your chapter to decide what is best. The two most common types of fundraising are reselling/service fundraisers and restaurant fundraising. Reselling/service fundraisers are fundraisers that you hold on campus and get 100% profit. Restaurant fundraisers are organized at dining establishments. In return for buying food, the restaurant will contribute a portion of the proceeds generated during the event to support your chapter. When organizing Restaurant fundraisers, don't be afraid to ask workers in-person or email corporate to help set up fundraisers.

Reselling/Service Fundraisers

- Sandwiches at lunch
- Popsicles after school
- Car wash

Restaurant Fundraisers

- Raising Canes
- Chipotle
- Menchi's frozen yogurt

Fundraising

Strategies to Succeed

1: BE CREATIVE, BUT THERE'S NO NEED TO REINVENT THE WHEEL!

Make sure that your event is special and you stand out to your audience but also don't create more work for yourself. There is always a way to add something unique to a classic fundraiser. For example, you can add a plushie, keychain, or wooden rose to a Valentine gram card.

2: ADVERTISE, ADVERTISE, ADVERTISE!

Regardless of the fundraiser you are holding, be sure to spread the word. Utilize social media, school media outlets, flyers, and word of mouth to help others gain knowledge of your event.

3: PREPARE AS MUCH AS YOU CAN!

Work with your officer team to prepare for the fundraiser. This might be getting the officers to gather a couple friends to attend a restaurant fundraiser or maybe teaching them how to work a cash register. There is always a new challenge that may come up when fundraising but you can always prepare to try and have your event go as smoothly as possible.

4: SEEK SPONSORSHIPS!

Another simple way to generate funds is to simply ask individuals or businesses for monetary donations. Emphasize their contribution to aspiring business students. As an incentive, consider adding the donor's logo to your chapter T-shirt.

Community Service

A PIVOTAL PART OF FBLA IS COMMUNITY INTERACTION. IN FACT, ONE OF THE THREE FBLA VALUES IS SERVICE. FBLA LOOKS TO BUILD FUTURE BUSINESS LEADERS WHO WILL HELP CREATE A BETTER WORKING ENVIRONMENT AND COMMUNITY.

How to get Involved

There are many ways for your chapter to jump right into the amazing world of service. Start by researching your community needs. Oftentimes, there will be events in your area that are looking for volunteers, such as walks, festivals, and even business holiday events. If this doesn't work for your chapter, look for organizations within your city that have activities open to participation. Simple service opportunities are often drives or crafts that you donate back to the organization.

Service Ideas

- Food Bank
 - Three Square
- Drives
 - Canned food
 - Shoes
 - Books
- Park/Campus Clean Up
- Cards
 - First responders
 - Elderly
- Hygienic bags

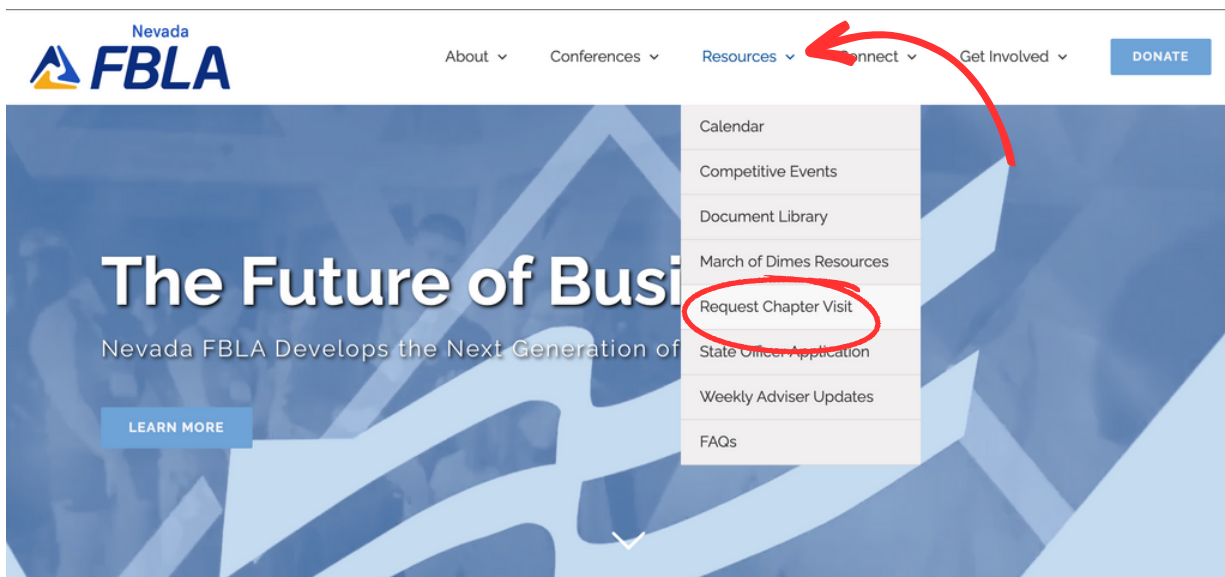


Carson High donating gifts and wrapping presents for the Angel Tree

Getting Involved With Nevada FBLA

GETTING INVOLVED WITH NEVADA FBLA IS CRUCIAL IN REAPING THE FULL BENEFITS OF FBLA. ACTIVE CHAPTERS AT THE STATE LEVEL HAVE MORE NETWORKING, FINANCIAL, AND LEADERSHIP OPPORTUNITIES. THE STATE OFFICERS, WHO SERVE ANNUAL TERMS AND ARE ELECTED AT SBLC, OPERATE STATE INITIATIVES. ANY QUESTIONS ABOUT FBLA SHOULD BE DIRECTED TO THEM, EITHER THROUGH EMAIL, SLACK, OR SOCIAL MEDIA.

One way to get involved with state officers is through chapter visits, in which state officers will present a full meeting (either virtually or in-person based on availability). To request a chapter visit, visit the Nevada FBLA Website (nevadafbla.org), hover over the “Resources” tab, then click on the “Request a Chapter Visit” header.



Another way to stay active in the Nevada FBLA is through Slack, the state-wide media channel. Slack is a messaging platform that connects members, advisers, and officers all in one place. Different channels hold different applications, such as regional channels for networking, “Chapter Involvement” to voice chapter successes, “Announcements” to stay up-to-date on pertinent FBLA information, and “General” for fun and collaborative prompts.

Getting Involved With Nevada FBLA

NEVADA FBLA OFFERS VARIOUS STATE AWARDS AND SCHOLARSHIPS TO INDIVIDUALS AND CHAPTERS. THESE CAN BE ACCESSED AT THE [STATE WEBSITE](#).

- Magnificent Member: Recognizes a local member for their participation and contribution in their chapter.
- Administrator of the Year: Recognizes support of local administration.
- Adviser of the Year - Recognizes local advisers for exceptional service.
- Alumni of the Year - Recognizes an alumnus for exceptional service.
- Businessperson of the Year - Recognizes a businessperson for exceptional service.
- Chassey Ako Community Service Award - Recognizes a member for exceptional community involvement.
- Erin Hackman National Travel Scholarship - \$100 NLC scholarship to members for community involvement.
- Retiring Adviser Recognition - Recognizes retiring advisers.
- National Business Honor Roll - Recognizes members who excel as business leaders in their chapters.
- Who's Who - Recognizes one member for excellence in the FBLA community.

National Initiatives

AS WITH NEVADA FBLA, THE NATIONAL FBLA PROGRAM PROVIDES A MULTITUDE OF OPPORTUNITIES, AWARDS, AND EDUCATIONAL PROGRAMS. OFTEN, THE SHEER NUMBER OF INITIATIVES CAN BE OVERWHELMING AND DIFFICULT TO NAVIGATE. HERE ARE A COUPLE NOTABLE PROGRAMS:

Champion Chapter is a series of challenges that accumulate points. By completing the tasks across four sessions, chapters are guided as to how to run their chapter. Additionally, by succeeding in Champion Chapter, ribbons at conferences, national recognition, and plaques serve as incentives. For more information, refer to the [2023-2024 Nevada Champion Chapter Guide](#).

The pinnacle of FBLA is the National Leadership Conference (NLC), where thousands of students network, attend workshops, trade state pins, visit tourist attractions, and vote for national officers to represent them. Individuals who place top four in their event at SBLC may compete (or other competitors if they slide down), although all members are encouraged to attend NLC.



Nevada FBLA at the National Leadership Conference

National Initiatives

BUSINESS ACHIEVEMENT AWARDS (BAAS) CONSTITUTE ANOTHER NATIONAL PROGRAM. ACCESSIBLE TO ALL HIGH SCHOOL MEMBERS,

BAAs can be accessed through the learning center on the national website and consist of four levels:

- (1) Contributor
- (2) Leader
- (3) Advocate
- (4) Capstone

The levels were designed to build on the last, so it is encouraged to follow that order.

Summary of Each Level:

1. Contributor:

- Contributor introduces members to the FBLA environment by covering the history and operations of the organization.

2. Leader:

- Leader emphasizes foundational leadership concepts critical to thrive in the business world.

3. Advocate:

- The only level with multiple iterations, Advocate prepares members for the capstone level by promoting design thinking and business ethics (based on the current editions).

4. Capstone:

- Capstone is the culmination of the other levels; it invites members to design a project to address problems within their community.

National Initiatives

THE PARTNERS OF FBLA OFFER VARIOUS OPPORTUNITIES TO SHINE ON THE NATIONAL STAGE AND EARN MONETARY AWARDS. PARTNERSHIP PROGRAMS INCLUDE:

- Equedi - Showcase your creativity and online skills by building the perfect online profile to compete at NLC.
- Intuit Social Innovation Challenge - Partake in a six-week innovation challenge in a team of two to eight individuals to address real-world problems.
- Lead4Change Challenge - Design a project in your community and track your progress.
- LifeSmarts - Hone your personal finance skills in this interactive competition.
- The Stock Market Game - With a fictional portfolio of \$100,000 manipulate the stock market to track investments and generate a profit.
- Virtual Business Challenge - Pursue either management or personal finance through a simulated business.

Equedi



The Stock Market Game



Lead4Change

