

OREGON

**FBI A**



2018-2019

# CHAPTER SUCCESS GUIDE

# Table of Contents

|   |    |
|---|----|
| State Adviser Welcome.....                            | 2  |
| Oregon FBLA Management Team.....                      | 3  |
| Oregon FBLA Board of Advisers.....                    | 3  |
| Oregon FBLA Board of Trustees.....                    | 4  |
| Oregon FBLA State Officer Team.....                   | 4  |
| National Leadership Conference Winners.....           | 5  |
| Photo and Video Challenges.....                       | 7  |
| New Chapter Recruitment Campaign.....                 | 8  |
| Membership Information.....                           | 9  |
| Event Payment Policy.....                             | 13 |
| Guidelines to Success for Chapter Advisers.....       | 14 |
| Oregon FBLA Calendar of Events.....                   | 16 |
| Business Achievement Awards Program.....              | 20 |
| Community Service Awards.....                         | 24 |
| State Officer Program of Work.....                    | 25 |
| Oregon FBLA Foundation Chapter Grant Information..... | 26 |
| National Business Honor Roll.....                     | 27 |
| Code of Conduct Form.....                             | 28 |
| Delegate Permission/Medical Release Form.....         | 31 |



August 2018

Greetings Oregon FBLA-PBL Advisers!

Another membership year begins on August 1 and so does a new year for Oregon FBLA. The new theme of the FBLA year is “Create. Lead. Inspire.”

CREATE is being exemplified this year by offering two Adviser Conferences and two Oregon Leadership Institutes. The hope is that by creating events in different parts of the states, more advisers and members will have the opportunity to participate.

LEAD by example. Trentyn Tennant of La Pine High School was elected as the national Western Region Vice President. He had been working toward that goal since his freshman year. Our members have amazing goals and it takes the devotion and support of great advisers to help them along the way. With the leadership of advisers and officers across the state, this year will be a great one!

INSPIRE others. Make sure to take every opportunity to share your experiences and to explore all the programs that FBLA has to offer on both the state and national levels. There is truly something for everyone.

I am excited about the year ahead and celebrating with you the achievements of your chapters and members as we all work together to “Create.Lead.Inspire” in Oregon FBLA-PBL.

Carla Boulton  
State Adviser



## Connecting with Oregon FBLA

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YouTube: [www.youtube.com/oregonfbla](https://www.youtube.com/oregonfbla)

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### Oregon FBLA Board of Advisers:

Tonya Boustead, Chair  
Canby High School

Freddy Maldonado, Chair Elect  
Bonanza High School

Larina Warnock, Ed.D.  
Roseburg High School

Faith Edwards  
FBLA State President

Kelly Fields  
Stayton High School

Mike Oechsner, MBA, CAE, CMP  
Executive Director

Ron Dodge, State Chair  
Oregon Department of Education

Sara Dyche  
Union High School

Sergio Cisneros  
Mazama High School

Susan Yates  
Oakland High School

Jennifer Teeter  
Imbler High School

Carla Boulton, M.Ed.  
State Adviser



**Oregon FBLA Board of Trustees:**

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Mentor Graphics Corporation

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Industry Representative  
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The San Diego Foundation

Richard Goddard  
Business Representative  
Portland General Electric

Gavin Barrett  
FBLA Past State President

Teresa Stratton  
At-large Representative

**Oregon FBLA State Officer Team:**

Faith Edwards, President  
Roseburg High School

Trentyn Tennant, Executive Vice President  
La Pine High School

William Tongsiri, Vice President of Media  
Molalla High School

Ximena Lemus-Hernandez, Cascade Region VP  
Lost River High School

Cypress Barrett Mt. Hood Region VP

Jadyn McAbee, Rogue Umpqua Region VP  
Molalla High School

Roseburg High School

Brian Sung, Willamette Valley Region VP  
Silverton High School



## National Leadership Conference 2018 Winners

On June 28-July 1, more than 250 members had the opportunity to compete at the National Leadership Conference in Baltimore. Oregon placed or made finals in the following events:

| Event                          | First Name | Last Name  | School                    | Place    |
|--------------------------------|------------|------------|---------------------------|----------|
| Computer Problem Solving       | Justin     | Lemke      | Tigard High School        | 3rd      |
| E-Business                     | Morgan     | Dodge      | North Valley High School  | 5th      |
| E-Business                     | Jayce      | Leggitt    | North Valley High School  | 5th      |
| E-Business                     | Faith      | Nugent     | North Valley High School  | 5th      |
| Mobile Application Development | Cooper     | Hammond    | Silverton High School     | 5th      |
| Mobile Application Development | Ethan      | Hunter     | Silverton High School     | 5th      |
| Introduction to Financial Math | Kaylee     | Mo         | Tualatin High School      | 7th      |
| Public Service Announcement    | Corrie     | Falleur    | Seaside High School       | 7th      |
| Public Service Announcement    | Annaka     | Garhofer   | Seaside High School       | 7th      |
| Public Service Announcement    | Dylan      | Meyer      | Seaside High School       | 7th      |
| Business Financial Plan        | Kathleen   | Early      | Centennial High School    | 8th      |
| Business Financial Plan        | Wendy      | Hanken     | Centennial High School    | 8th      |
| Community Service Project      | Olivia     | Harms      | Centennial High School    | 8th      |
| Community Service Project      | Makaila    | Susi       | Centennial High School    | 8th      |
| Community Service Project      | Ava        | Fischer    | Centennial High School    | 8th      |
| Business Financial Plan        | Sarah      | Ali        | Centennial High School    | Finalist |
| Business Financial Plan        | Josue      | Silva      | Centennial High School    | Finalist |
| Community Service Project      | Avery      | Flowers    | Parkrose High School      | Finalist |
| Community Service Project      | Raylene    | Kisor      | Parkrose High School      | Finalist |
| Community Service Project      | Averie     | Richter    | Hidden Valley High School | Finalist |
| Community Service Project      | Garrett    | Marcoulier | Hidden Valley High School | Finalist |
| Community Service Project      | Sayge      | Pereira    | Hidden Valley High School | Finalist |
| Impromptu Speaking             | Brian      | Sung       | Silverton High School     | Finalist |
| Sales Presentation             | Elena      | Munoz      | Silverton High School     | Finalist |



### **FIRST MIDDLE LEVEL NATIONAL COMPETITORS**

Members from two chapters attended NLC and competed in the first Middle Level Division competitions. For the first year, only the top two places were awarded. The following students were part of history as national competitors in these events.

| <b>Event</b>                                      | <b>First Name</b> | <b>Last Name</b> | <b>Chapter</b>        |
|---|-------------------|------------------|-----------------------|
| Business Math & Financial Literacy - Middle Level | Phoebe            | Wise             | Baker Middle School   |
| Career Exploration - Middle Level                 | Jadyn             | Berry            | Baker Middle School   |
| Elevator Speech - Middle Level                    | Joshua            | Sutter           | New Hope Middle Level |
| Website and Multimedia - Middle Level             | Noella            | Barnett          | New Hope Middle Level |





## 2018-2019 Photo and Video Challenges!

### Photo Campaign

At any time, all members and advisers are encouraged to take a photo of their #mychampionchapter—a photo of chapter happenings that exemplifies items from the Champion Chapter program. Each month, the state officer team will select the winning photo—which will be featured on the state social media outlets and website. The photographer will also receive a \$10 Amazon gift card.

Submit your photo today on Instagram. Make sure to use #mychampionchapter and tag @oregonfbla in the photo.

### Oregon FBLA Video Challenges

The video challenges are also being updated. There will be a total of three challenges throughout the year, including the one filmed on site at SBLC. Each winning video receives a \$125 Amazon gift card. The length of video for challenges 1-3 is two minutes.

#### Video Challenge 1

Deadline for submission – October 20

URL must be submitted via Twitter with @oregonfbla tagged and use hashtag #howIFBLA. The goal of this challenge is for members and advisers to tell their personal FBLA stories.

Winner announced at OLI

#### Video Challenge 2

Deadline for submission – January 10

URL must be submitted via Twitter with @oregonfbla tagged and the hashtag #ChaptersLeading. The goal of this video is to showcase how chapters are working toward the Champion Chapter award.

One winner per region will be announced at each RSC

#### Video Challenge 3

There will be one final video challenge at SBLC—the topic will be announced at opening session with entries due by Friday at 9 p.m. Entries have a maximum length of 30 seconds and must be filmed and created at SBLC. The state officer team will select the top 3—they'll all be shown at the closing session, and members will get to vote to choose the winner electronically!





## **Chapter Recruitment Campaign**

Calling all chapters! Calling all advisers! Calling all active members! Calling all potential chapters!

Oregon FBLA is continuing the incentive program for recruitment of new chapters!

**First:** If your chapter recruits a new chapter that pays dues and participates in SBLC, you are eligible for a \$400 cash award. This award will be presented at SBLC and will go to every local chapter who recruits a new chapter. You heard that right—if you recruit five new local chapters, your chapter will receive \$2,000 at the State Business Leadership Conference. The only limit on this award is how many new local FBLA chapters you can recruit.

If you are actively recruiting a chapter and would like to get the cash awards, it is necessary to let the state adviser know first so that research can be done to see if it is a new or reactivation. If it is a reactivation, the account balance for that chapter must not be negative.

The name, email and phone number of the new chapter adviser will need to be provided as well so that the new chapter can receive information specific for new chapters from the state office. There will also be a form to complete during the SBLC registration window to submit the names of all the chapters recruited by your chapter for verification.

**Second:** Oregon FBLA is invested in our new chapters! We want them to join, and we want them to succeed. Once they are ready to officially charter, Oregon FBLA will cover their activation fee and the program fee for up to their first 15 members. Participation at SBLC is required to receive this award.

**Third:** We want these new chapters exposed to Oregon FBLA events! For brand new chapters wanting to learn about FBLA and participate in events, Oregon FBLA will cover registration for one adviser and up to five members so that they can attend OLI. We will also cover substitute costs for the new adviser during OLI. Hotel and transportation costs must be covered by the local chapter.

We have even more ways to support new chapters—for more details about the new chapter recruitment campaign, please contact [carla@oregonfbla.org](mailto:carla@oregonfbla.org).



## MEMBERSHIP INFORMATION

### DEFINITIONS AND TERMINOLOGY CLARIFICATION

#### **TERM: Co-Curricular**

One of the key reasons FBLA and all CTSOs are recognized by the U.S. and Oregon Departments of Education is their “co-curricular” nature. This is a prime reason that both Federal Perkins as well as State CTE funding is permitted to be used for FBLA (and CTSOs) for decades.

In our communications, we loosely used the term “curriculum fee structure,” which is not 100% accurate terminology.

FBLA as a co-curricular program includes, but is not limited to, curriculum.

FBLA’s competitions, Business Achievement Awards Program, Community Service Awards, Officer Leadership Program, Scholarships, Business Leadership Conferences, partner programs and more are all part of the co-curricular instructional tools and career leadership opportunities available for students and can be used to enhance the business education program as orchestrated by the local chapter adviser.

#### **FAQ:**

- Does FBLA have curriculum? Yes.
- Is FBLA curriculum? No.
- Can FBLA programs be integrated into the classroom curriculum? That’s the goal!

#### **TERM: FBLA School Site License Affiliation**

Oregon FBLA offers two methods of affiliation:

- FBLA Classic Membership
- FBLA School Site License Affiliation

***NOTE: A school must choose one option. There is not an option to switch methods during a membership year after one option has been chosen.***

A school site license authorizes a school to have the FBLA program on campus and allow membership for a designated number of students at a discount packaged rate.



As the Boards received adviser communications and discussed our own intention behind “program based affiliation” it became clear that neither we as a group nor our schools shared the same universal understanding of what “program” means. For this reason, the term “Program Based Affiliation” will not be used with the new affiliation model.

There are many uses, in education and FBLA for the term “program.” We have “business education programs,” the “FBLA program,” “programs of study” and even the term “...innovative leadership and career development programs” found in our FBLA Mission. There are even more “programs” in the mix if you factor in the “officer program,” “competitive events program” and other “programs” as we often refer to in FBLA at both the state and national level.

All of these “programs” can lead to confusion and questions about “which programs are we all referring to?” And, all of this certainly influences both decision making and interpretation depending on your perspective and experience with the term.

Schools are encouraged, but not required, to affiliate their business education programs as FBLA and CTSOs are at their best when integrated into the curriculum of instruction and not exclusively operated as extracurricular organizations.

Teachers/advisers (NOT business education program enrollment) determine the appropriate FBLA site license package.

FBLA membership will still remain available for students who have taken or are currently enrolled in a business or business-related course.

Chapters are welcome to purchase a FBLA School Site License for the number of students in their courses and then add to their discounted package memberships for students who are not currently enrolled in their courses (e.g. they previously took a business or business-related class, were FBLA members last year, want to stay active, but their school schedule does not allow for a class this semester/year).

**FAQ:**

- Does a school have to purchase a FBLA School Site License for all students in a business education program? No, but, it’s encouraged!
- Does a school need to get approval to do traditional or Classic FBLA Membership? No.  
We just want to know which option you are selecting and works best for your unique school setting.



- Can the FBLA School Site License be used for students in business classes plus additional students who are interested or have previously taken business or business-related courses? Yes.
- Can we change the school site license package later in the year? No.  
***A school must choose one option. There is not an option to switch methods for the membership year after one option has been chosen.***
- Are Middle Level and PBL Divisions able to use the affiliation model?  
***Not at this time.***

**NOTE: Any chapter wishing to utilize the affiliation model of membership MUST NOT register any membership in the national center. These schools must notify the state office and will be sent a spreadsheet template to complete. This membership type will be billed from Oregon FBLA instead of paying national FBLA directly.**

### **TERMS: Organization/Association/Affiliation**

FBLA is a global student business *organization*. FBLA is a *professional association* of students with interests in pursuing careers in business or developing business leadership skills to aid them in their ultimate career choice. Schools *affiliate* with FBLA and are known as chapters under the charter granted by FBLA-PBL, Inc. to the Oregon Department of Education who has delegated management and authority to the Oregon FBLA-PBL Foundation, Inc. to administer policies and programs to grow dynamic future business leaders.

While many counselors, administrators, and stakeholders refer to FBLA as a “club,” FBLA and CTSOs are not “clubs” and should not be referenced as such.

Local school clubs are certainly important aspects of a healthy school ecosystem for engaging, involving, and providing opportunities for students outside the classroom. FBLA and CTSOs are intended to be co-curricular or inter-curricular with the flexibility to operate in an extracurricular fashion.

If CTSOs like FBLA are operating primarily as an extracurricular model (for whatever reason) then the next phase of growth and evolutionary goal for the chapter would be to advance in the direction of integrating FBLA into the classroom and operating it as a co-curricular instructional tool.

### **FAQ:**

- Is FBLA a “club?” No, and it should not be referenced as such by members and advisers.



- Our FBLA chapter is considered a “club and organization” by ASB/Activities Director/Administration/School Board on campus. Is this okay? It depends.

Many schools adopt global policies for student organizations regarding risk management and student safety, chaperone duties, academic/citizenship standards, bookkeeping and operations for organizations on campus. This is necessary for coordination, collaboration, and cooperation of all the scholastic opportunities and activities available ranging from athletics and band to community youth organizations and CTSOs. Local FBLA chapters should cooperate and comply with all their school/district regulations.

However, not all school leaders and decision-makers are versed in the co-curricular advantages and nature of CTSOs and FBLA and how they aid counselors, teachers, and administrators in the classroom instruction to benefit students.

If a school for whatever reason is preventing FBLA from being administered and used as co-curricular instructional tool, Oregon FBLA and the Oregon Department of Education can assist you.

### **FBLA Program Based Affiliation**

The curriculum fee structure, based on your total enrollment, is as follows:

| <b>Total Enrollment:</b> | <b>Program Fee:</b>        |
|--------------------------|----------------------------|
| 10 to 50                 | \$650                      |
| 51 to 75                 | \$950                      |
| 76 to 100                | \$1,250                    |
| 101 to 125               | \$1,550                    |
| 126 to 150               | \$1,850                    |
| 151 to 175               | \$2,150                    |
| 176 to 200               | \$2,450                    |
| 201 to 225               | \$2,750                    |
| 226 to 250               | \$3,050                    |
| 251 to 275               | \$3,350                    |
| 276 to 300               | \$3,650                    |
| 301 to 325               | \$3,950                    |
| 326 to 350               | \$4,250                    |
| Over 350                 | Contact Executive Director |



### **Why Program Based Affiliation?**

FBLA enhances the preparation for college and careers by providing co-curricular programs that integrate classroom instruction, apply learning in the context of business, connect schools to industry and the community, and promote the spirit of free enterprise and competition.

FBLA is a co-curricular Career and Technical Education program for students with career interests in business. Chartered by the Oregon Department of Education and used in more than 2,000 schools around the country, FBLA brings classroom learning to life through a robust mix of classroom curriculum tools, business and career leadership competitions, recognition programs, partnership opportunities, and leadership development experiences.

**NOTE: Any chapter wishing to utilize the affiliation model of membership must not register any membership in the national center. These schools must notify the state office and will be sent a spreadsheet template to complete. This membership type will be billed from Oregon FBLA instead of paying national FBLA directly.**

### **FBLA Classic Membership**

For chapters choosing the traditional method, dues are \$15 per student, which includes the \$6 national dues and \$9 state dues.

### **EVENT PAYMENT CLARIFICATION AND UPDATE**

At the 2017 Annual Meeting of the Board of Trustees, the board identified the need to focus on invoice payments and collections so that chapters do not accrue large balances. Payment deadlines have been in place, but there has not been clarification on payment expectation or consequence.

Chapters must have completely paid invoices for one event prior to having registration finalized for the next event. For example, RSC invoices must be paid before SBLC. SBLC invoices must be paid prior to the state NLC Travel Form deadline. NLC invoices must be complete prior to NLC by the June 1 deadline.

Chapters who find that they are not able to fully pay their invoices by the deadlines must contact the state adviser to set up a payment schedule to be logged in the online invoice information.



## Guidelines to Success for Chapter Advisers

### Summer:

- Plan for upcoming FBLA Year
- Meet with chapter officers
- Develop chapter Program of Work
- Hold team building activities
- Develop paperwork for students, parents, and supporters about FBLA dues

### September:

- Register and attend the Oregon CTSO Adviser Conference
- Hold first chapter meeting
- Hold recruiting event (like pizza night, bowling, etc.)
- Distribute information about Oregon Leadership Institute
- Have students visit and review FBLA State and National Websites
- Start students in Business Achievement Awards
- Plan all competitive events with students (and start working on projects)
- Recruit members to attend OLI
- Register for OLI hotel
- Register for OLI

### October:

- Register members by October 20 to be recognized as an official chapter for fall publications
- Review information about National Fall Leadership Conference
- Attend Oregon Leadership Institute

### November:

- Consider attending National Fall Leadership Conference
- Celebrate American Enterprise Day

### December:

- Submit membership by December 15 to receive winter publications
- Hold chapter holiday celebration

### December/January:





- Receive and complete Regional Skills registration materials
- Receive and review SBLC Registration materials from Oregon FBLA

#### **January:**

- Practice for Regional Skills Conference (speeches, topics, tests)
- Pay fees for Regional Skills Conference
- March of Dimes Mission LIFT Grant Applications due to National FBLA

#### **February:**

- Attend FBLA Regional Competition
- Plan and hold events for FBLA Week
- Register for SBLC
- Finalize State Conference Projects

#### **March:**

- Make hotel reservations for SBLC
- Final national dues deadline (March 1)
- Turn in all state projects by deadline
- Take online tests for State Business Leadership Conference

#### **April:**

- Attend the State Business Leadership Conference
- Complete National Leadership Conference Intent to Compete Form
- Re-work projects for National Competition and submit to Oregon FBLA by the deadline

#### **May:**

- Submit NLC Registration Materials to Oregon FBLA
- Ensure that NLC payment has been made
- Check competitors in national system

#### **June:**

- Attend National Leadership Conference
- Report success to local media outlets



## 2018-19 Calendar of Events

|                           |   |
|---------------------------|---|
| August 2                  | Board of Advisers Work Session  |
| August 3                  | Board of Advisers Meeting   |
| August 3                  | Combined Board of Advisers/Board of Trustees Strategy Meeting                                 |
| August 4                  | Board of Trustees Meeting   |
| <b>August 24</b>          | <b>DEADLINE</b><br>Registration for Adviser Academy   |
| September 26              | Oregon CTSO Adviser Academy – Pendleton   |
| September 28              | Oregon CTSO Adviser Academy - Tigard  |
| <b>September 21</b>       | <b>DEADLINE</b><br>Hotel Reservations for Oregon Leadership Institute                         |
| <b>October 1</b>          | <b>DEADLINE</b><br>Registration for Oregon Leadership Institutes                              |
| <b>October 20</b>         | <b>NATIONAL DEADLINE</b><br>Initial Membership Reporting Deadline                             |
| October 28-29             | Oregon Leadership Institute – Pendleton   |
| October 31-<br>November 1 | Oregon Leadership Institute – Medford   |
| November 15               | American Enterprise Day   |
| November 30               | Board of Advisers Meeting<br>VIRTUAL  |
| December 1                | Board of Trustees Meeting/Annual Corporate Meeting<br>VIRTUAL                                 |
| <b>December 14</b>        | <b>Region Skills Conference Registration DEADLINE</b><br>Deadline to register members for RSC |
| <b>December 15</b>        | <b>NATIONAL DEADLINE</b><br>Dues Deadline to receive winter publications                      |



|                             |  |
|-----------------------------|--|
| December 18-<br>January 17  | RSC Testing Window – Objective Tests   |
| December 18 -<br>January 11 | RSC Production Test Window<br>(Computer Applications, Database Design, Spreadsheet, Word Processing)   |
| January 4                   | RSC Job Interview Materials Due  |
| January 15                  | <b>NATIONAL DEADLINE</b><br>March of Dimes Grant Application Postmark Deadline   |
| February 16                 | NOTE – No RSC may be held 1/24-1/26 due to State Officer Retreat   |
| January 19 -<br>February 16 | Regional Skills Conferences Window Opens   |
| January 24-26               | State Officer Winter Retreat<br>Portland, OR   |
| February 10-16              | FBLA Week  |
| February 22                 | <b>DEADLINE FOR REGISTRATION</b><br>Oregon FBLA State Business Leadership Conference   |
| February 27                 | School Site Testing Materials Available  |
| February 27                 | SBLC Online Testing Opens  |
| March 1                     | <b>NATIONAL DEADLINE</b><br><b>Membership Payment Due</b> to be eligible for State and National Competitions. Members added after December 15 may only compete in State Events not offered at the Regional Level.  |
|                             | <b>NATIONAL DEADLINE</b>   |
|                             | <ul style="list-style-type: none"> <li>▪ <i>Business Achievement Awards—Individual</i></li> <li>▪ <i>100% Class Participation</i></li> <li>▪ <i>Membership Madness (members who recruited 5 other members)</i></li> <li>▪ <i>Membership Mania (members who recruited 10 other members)</i></li> <li>▪ <i>Membership Achievement Award (membership maintained or up)</i></li> <li>▪ <i>Distinguished Business Leader Scholarship Application</i></li> <li>▪ <i>Outstanding Chapter</i></li> </ul> |



- March 1**                    **State Deadline**  
*All reports, prejudged items, awards*  
*End of Event Registration Review, Change Fees Begin after 5:00 pm*
- March 1**                    **CHANGE/REVIEW DEADLINE**  
*No changes will be made to SBLC event entries after this date*
- March 12**                    **DEADLINE**  
**Upload Deadline for School Site Testing Materials at 5:00 pm**
- March 18**                    **SBLC Online Testing Closes at 5:00 pm**
- April 4-6**                    **State Business Leadership Conference**  
Portland, OR
- April 19**                    **DEADLINE**  
**NLC Intent to Compete Forms Due by 5:00 pm**  
*(All competitors who placed 1-10 must notify the state of their intention to attend NLC if they become eligible to compete; deposits are transferable but not refundable)*
- April 23**                    **NLC School Site Tests Distributed to NLC Competitor Proctors**
- May 1**                        **DEADLINE**  
**ALL NLC Registration Forms and Pre-Submitted Competition Materials**  
*DEADLINE is 5:00 pm(the only exception is School Site Skill Tests)*
- May 8**                        **DEADLINE**  
**School Site Skill Tests Due (upload directly to National Center)**
- May TBD**                    **State Officer Welcome Retreat**  
Portland, OR
- May TBD**                    **Board of Advisers Meeting**  
Portland, OR
- May TBD**                    **Board of Trustees Meeting**  
Portland, OR
- June 1**                        **DEADLINE**  
**Balance Due for NLC Registration & Travel**



**June TBD**

**NLC Prep Camps**

**June 27-July3**

**FBLA National Leadership Conference (Oregon Travel Dates)**

San Antonio, TX

This is a six-night trip.



## Business Achievement Awards Program

*(Be sure to check the official activities list online.)*

**Future Level** (complete ten total activities):

- Service (complete three, first two are required):
  - Donate five hours to an educational or service organization
  - Prepare a bulletin board or display promoting FBLA
  - Assist with an American Enterprise Day or FBLA-PBL Week activity
  - Participate in a chapter community service project
  - Participate in a promotional or fundraising project for the March of Dimes
  - Write a one-page report on a service organization in your community and present it to a business class
- Education (complete three, first one is required)
  - Complete the FBLA Knowledge Quiz with a score of 92 percent or higher
  - Complete the Advertising Slogans worksheet
  - Using a spreadsheet, create a one-month budget for yourself or your chapter
  - List at least five goals and include a description of how you will accomplish them
  - Read a business article or story from *Tomorrow's Business Leader* and write a letter to your local adviser summarizing the article
  - Write a one-page paper on a business career
  - List five personal strengths and one personal weakness and write a 100-word summary of how you can overcome the weakness
- Progress (complete four activities, first two are required):
  - Bring a friend who is not a member to a chapter meeting
  - Attend three chapter meetings and write a paper outlining the highlights
  - Complete the National Programs worksheet
  - Invite a business leader to speak at a meeting with a written letter
  - Attend a local chapter event and write a summary
  - Recite the Creed at a chapter meeting and explain what it means to you
  - Prepare an invitation encouraging students to attend the next meeting
  - Recruit one Professional Division member.



**Business Level** (complete twelve total activities):

- Service (complete three activities, first two are required):
  - Make a 1-3 minute presentation about FBLA
  - Design a poster encouraging students to join your chapter
  - Research community service grants that are available and present your findings
  - Prepare a print ad and an audio podcast about American Enterprise Day or FBLA-PBL Week
  - Participate in a community service project sponsored by your chapter
  - Help plan and conduct one of FBLA's ceremonies
  - Help organize an activity to promote American Enterprise Day or FBLA-PBL Week
  - Participate in a literacy project
  - Prepare a local calendar of activities for your chapter
  - Help create and present a skit to elementary children
- Education (complete five activities, first two are required):
  - Complete the interactive Business/Internet Scavenger Hunt
  - Prepare a resume, cover letter, and job application, applying for your dream job
  - Complete the interactive Internet Ethics and Safety Quiz
  - Develop a green product/invention
  - Explain the importance of high ethical standards in the preparation of financial statements
  - Successfully complete a business course with a B or better
  - Prepare an agenda for two chapter meetings
  - Visit and tour a business in business attire
  - Complete a report on a local, state, or national business leader
  - Read an article from the internet or a business magazine on a new trend in technology and write a summary
- Progress (complete four activities, first one is required)
  - Prepare a recruitment brochure
  - Complete Interactive Parliamentary Procedure form
  - Plan an icebreaker for your local chapter
  - Recruit a Professional Division Member
  - Submit an article to *Tomorrow's Business Leader*
  - Participate in the Virtual Business Challenge
  - Write a letter to your superintendent about the benefits of FBLA
  - Participate in a task that is assigned by your local chapter adviser
  - Like and follow FBLA on social media
  - Attend a community or school meeting (Rotary, School Board)





**Leader Level** (complete fourteen total activities):

- Service (complete four activities, first three are required):
  - Run for local, state, or national office or serve as a campaign manager
  - Participate in a National FBLA service program
  - Prepare a three-minute electronic presentation promoting FBLA
  - Design three new items for FBLA-PBL MarketPlace
  - Help your chapter organize an environmental service project
  - Prepare a feature story on your community for *Tomorrow's Business Leader*
  - Volunteer to be a teacher's aide
  - Volunteer ten hours to a service or charity of your choice
  - Research volunteer organizations or businesses in your community
- Education (complete five activities, first three are required)
  - Participate in a mock interview for your dream job
  - Create a travel brochure and movie OR podcast about the upcoming NLC
  - Create an electronic business presentation on a foreign country
  - Complete a half-day job shadow experience
  - Design an environmental newsletter
  - Analyze the FBLA chapter financial statement
  - Identify the different ways businesses compete with each other
- Progress (complete four activities, first one is required):
  - Complete Membership Madness
  - Serve as a voting delegate at a regional, state, or national conference
  - Prepare and present a workshop
  - Write a letter to a government official about FBLA
  - Write a letter that secures a donation
  - Design an advertisement or public service announcement about FBLA Competitive Events
  - Participate in a task that is assigned by your local chapter adviser
  - Recruit a Professional Division member



**America Level** (complete fifteen total activities):

- Service (complete four activities, first three are required):
  - Complete the FBLA International Recruitment Project
  - Create an online autobiographical scrapbook
  - Participate on a committee to plan a free enterprise project for elementary or junior high students
  - Do something special for Adviser Appreciation Day for your adviser
  - Plan and participate in a leadership project to help recruit and retain members
  - Contact local businesses to find door prizes for chapter meetings
  - Help your chapter sponsor an environment slogan contest
  - Plan a special Power Lunch chapter meeting. Invite a guest speaker from a business and prepare a program
  - Help prepare a skit about the benefits of saving money and present to middle school students
- Education (complete six activities, first three are required)
  - Create a blog
  - Complete the E-Portfolio Project
  - Create a magazine cover and feature story about the upcoming NLC
  - Watch the video “Social Media, is it a Fad” and submit a plan for a nation-wide project
  - Develop a FBLA game show, music video, or reality show
  - Develop a YouTube video about how FBLA has helped you prepare for your future career
  - Plan and prepare a report for competition
  - Research virtual reality, artificial intelligence, and holographic entertainment worlds and create a report
- Progress (complete five activities, first three are required):
  - Complete Membership Mania
  - Secure a letter of recommendation
  - Complete the Etiquette Quiz with a 92% or better
  - Participate in a National Fall Conference or Institute for Leaders
  - Submit an application for the Distinguished Business Leader Scholarship
  - Plan an activity or social event for your chapter to host middle school or college students
  - Visit one school that does not have FBLA and promote FBLA
  - Invite a school administrator to a chapter meeting or conference
  - Make a personal visit to an elected official and talk about Perkins funding
  - Recruit two Professional Division members.



## Community Service Awards Program

The FBLA Community Service Awards (CSA) recognizes FBLA members for their extraordinary commitment to community service.

It has four levels of recognition, based on the cumulative number of hours a member contributes to community service activities:

- CSA Community—50 hours
- CSA Service—200 hours
- CSA Achievement—500 hours
- CSA hours are cumulative and build throughout an FBLA member's career.

### Recognition for the FBLA CSA

The Community and Service award winners receive a certificate of recognition, which the local chapter adviser prints when a CSA is submitted. The CSA Achievement awards are presented at the National Leadership Conference (NLC).

### How to Register and Submit Hours for the FBLA CSA

Chapter advisers must register their members for the Community Service Awards. Advisers will receive an email containing student login credentials. When a member logs enough hours to reach one of the CSA levels, the adviser must login to the CSA adviser area, review the member's hours, and submit the Award.

### Deadlines for the FBLA CSA

Community and Service awards must be submitted by **March 1**. Achievement awards must be submitted by **April 25**. Students may continue logging hours after the submission deadline. However, after the deadlines members cannot submit new community service hours until August 1 of the next school year.

Please direct all questions about the CSA program to [membershipdir@fbla.org](mailto:membershipdir@fbla.org).



## State Officer Program of Work

The state officer team met in May to develop a Program of Work. They are confident that with the help of advisers and members across the state, these goals will be accomplished during the 2018-2019 membership year!

### Goal 1 Maintain Membership

- Create seven (7) promotional videos
- Encourage chapters to submit videos of testimonies and experiences
- Provide leadership skill training at OLI and online events
- Utilize social media to promote membership
- Engage alumni and feature their stories on social media
- Promote chapter visits
- Promote the membership challenge

### Goal 2 Increase Middle Level in Oregon

- Promote resources available for Middle Level chapters
- Promote Middle Level chapter visits including through neighbor chapters and participation at joint ML/FBLA events

### Goal 3 Increase Participation in the Champion Chapter Program

- Promote the Champion Chapter Program through social media and video campaigns
- Upload videos about the Champion Chapter Program and encourage local chapters to share videos with their CC experiences.

### Goal 4 Increase the presence of Oregon FBLA on Social Media Platforms

- Focus on video development
- Ensure weekly posts to social media platforms
- Utilize Live Stream technologies to engage members

### Goal 5 Promote Community Service through Super Service Awards supporting Recycle for Hope, Valiant Seed, and the Community Service Project Event

- Add Recycle for Hope as a state community service project
- Increase awareness of Valiant Seed within FBLA
- Encourage chapters to participate in the Community Service Project Event
- Promote Super Service Awards for chapters that participate in Recycle for Hope, Valiant Seed and Community Service Project Event



## **FBLA Foundation Inc. Chapter Grant Information**

**Purpose:** The purpose of the Oregon FBLA Foundation in making this grant available is to assist members and chapters with the costs associated with and related to sustainable operations.

**Criteria for funding:** Funding is designed and available to assist chapters in reaching a situation of sustainability. The intent is to plant seeds which would aid in both solving a current need and developing future resources. For example, grant funding could be requested to purchase an espresso machine so that a chapter could use that espresso machine for future fundraising efforts. Another example could be to support the expenses of a Freshman member going to nationals with the return that they would be committed to recruiting five new members each year. Funding may also be requested for hardship needs, but preference will be given to chapters requesting assistance to develop items which will help local activity funding to become sustainable.

**Eligibility:** Any active Oregon FBLA Chapter may apply; it must have at least 5 members to be considered eligible.

**Directions:** Complete the online form, uploading a PDF document addressing the items listed below.

- Explain the details of your requested funding and anticipated outcome.
- How many FBLA members will this grant affect?
- Please explain how this grant will create future sustainability for your chapter – be it funding, membership, or other.
- Are matching funds available from your district? If so, have you requested them?
- Who do we reimburse or submit payment to?
- Date you need decision by?
- Will you be willing to write a newsletter article about the impact on your chapter if funding is received?

**Decisions:** Once the form is received, the executive committee from the Board of Trustees will make the appropriate judgment of funding. Distribution of funds shall be at discretion of the Oregon FBLA Board of Trustees. All decisions are final. The Board of Trustees may discontinue this program at any time. Decisions will be made at each board meeting. Meetings are held in May, August and December.



## National Business Honor Roll

The National Business Honor Roll is designed to recognize those members of FBLA who truly excel in academic preparation for college and an eventual career in the business world. Oregon FBLA recognizes that in order to succeed as a true business leader, our members need to be well prepared in terms of their academics, career skills, and leadership development.

FBLA chapters in Oregon are encouraged to nominate members to be recognized in the National Business Honor Roll who meet the following criteria:

- High School: Overall cumulative GPA of at least 3.5 on a 4.0 scale
- Demonstrated leadership potential through service as a chapter officer, committee leader, or other participation in chapter activities
- Clearly defined career objectives



Members accepted in the National Business Honor Roll will be recognized during the State Business Leadership Conference.

The National Business Honor Roll materials will be an online form to submit. When you submit the form, you will be required to attach an unofficial copy of your transcript as well as a one-page resume. Please have the following information ready when you apply for the National Business Honor Roll:

- Name
- Chapter
- Home Address
- Phone Number
- Email
- School Address
- Year in School
- Years in FBLA
- GPA

**CODE OF CONDUCT FORM**  
**ALL OREGON FBLA SPONSORED ACTIVITIES 2018-2019**  
**- Revised September 2012 -**

**CODE OF CONDUCT**

Attendance at any Oregon FBLA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisers, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an OREGON FBLA activity and submitted to the chapter adviser prior to the respective registration deadline. The chapter adviser must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *OREGON FBLA* and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the OREGON FBLA organization. The standards outlined in this document constitute the Oregon FBLA Code of Conduct.

**The following shall be regarded as severe violations of the OREGON FBLA Code of Conduct:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.



4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

**The following shall be other violations of the OREGON FBLA Code of Conduct:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Trustees or local Adviser.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.

10. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
12. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

**Individual School District Policies may supersede the code of conduct.**

**OREGON FBLA DELEGATE PERMISSION/MEDICAL RELEASE FORM**  
*(Students and Alumni are collectively referred to as "Delegates" in this document)*

**Conduct Code Endorsement, Permissions to Attend Oregon FBLA Sponsored Activities, and  
Authorization to use pictures or student name in publications.**

**Release of Claim for Damages, Emergency Medical Treatment Authorization:**

Name of Delegate: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ Phone: \_\_\_\_\_  
Adviser (s) in Charge: \_\_\_\_\_

This is to certify that *the above named delegate* has my permission to attend all Oregon FBLA sponsored activities for the 2018-19 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release Oregon FBLA, the school officials, the FBLA chapter advisers, conference staff, and Oregon FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above named adviser or the Oregon FBLA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Oregon FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oregon FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Oregon FBLA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL INFORMATION**

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

**INSURANCE INFORMATION**

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_