



Go-to Guide for Everything Linn-Mar FBLA

Finally answer that question:

“What is FBLA??”

2017 - 2018



Introduction

Welcome! I'm really glad you decided to pick up a copy and investigate what FBLA is all about. Many people get confused as to what we do and what the benefit of joining is. Well, I'm here to tell you all about that as well as give specific dates and prices that coordinate with the upcoming year that any current or new members would enjoy knowing.

The acronym FBLA stands for Future Business Leaders of America. FBLA helps high school students develop and sharpen primarily their business, social, and leadership skills. But that most certainly is not all there is to it. Members get to attend various conferences anywhere from Iowa City to Baltimore, Maryland! Also, you get to compete at the spring conference to make it nationally, attend tons of workshops, make new friends, work your way to be an officer, and much more! You can learn all about these opportunities through this handout which will touch base on the many components that make up FBLA.

A Note from the Author

For me, my thing has always been art and design. I joined because my sister was an active member and I saw how much fun she had. I had no idea *my* interests would lead me here! Business is everywhere, and no matter what you do or what you enjoy, FBLA will be an asset to you. I have no interest in finance or money, but that didn't matter when I won the National Poster Design Contest. I didn't think that I would be good at public speaking and now, because of FBLA, I can address a crowd without a note card in sight. I see the world differently and so many gates have opened for me. My situation is unique from many others because my interests differ so much from those around me, yet my strengths are essential to all that FBLA does. I am a leader. I am organized. I am creative. I am passionate and I am a hard worker. The definition of FBLA to me is that FBLA is what you make of it. With each project I do, I put my heart and soul into it, and I get immediate rewards. What you put in is what you get out. This organization is full of potential. I went from knowing nothing about business to being the president of the local chapter and third-time Nationals attendee. I've learned so much not only FBLA-related, but also about travel, networking, teamwork, organization, how to be a leader among my peers, and how I can apply what I know and my talents in the real world. I promise you, FBLA has a spot for you. Interested in sports management? Healthcare? What about designing a video game? Do you have a passion for helping others? If you can dream it, you can do it. Once you find the definition of what FBLA is to you, there will be no greater feeling than the success you make for yourself.



How the Booklet Was Made

Through several meetings, we have discussed events we wish to have through the year, and make changes to the year as a whole. Also, as a team, we thought of many confusing aspects of FBLA that have people scratching their heads. We want you to feel as comfortable with FBLA as possible and always have easy access to answers for your questions.

Do I Need to Read Everything?

The answer to this question is no. You don't *need* to read anything; the information is all here for your convenience! So go through the table of contents to find what you're looking for, and then maybe refer back to a different page if you're ever curious or have a question. I mean, you *could* read everything! In fact, I encourage it. The more you know the more fun you can have and the more you can expand your potential.

So let's get started!

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Chapter 1

A Bit of Background

In Chapter 1:

- FBLA Worldwide
- FBLA PBL Creed
- FBLA-PBL Goals
- Many Different Levels
- Electing and Offices
- Officer Violations

In this first chapter, we will look at little at the basic components of the organization, how it works at Linn-Mar, and how to join.

FBLA Worldwide

Linn-Mar is NOT the only school with FBLA. There are tons of schools across Iowa involved. In fact, FBLA not only exists in America, but in several countries all over the world, including Puerto Rico, the Virgin Islands, and even Haiti. It is one of the largest student-run organizations in America and one of the largest business-related organizations in the world. There are more than 215,000 people total who participate in FBLA, and it doesn't stop there! 11,000 participate in PBL and 20,000 in the Middle Level. What are those? Well, I'm glad you asked. I'll tell you about those in the next section.

Though many people are in FBLA, not everyone will be at each conference. The State Fall Leadership Conference is only for Iowa, the National Fall Leadership Conference is only for the North-Central Region, The State Leadership Conference in the spring includes only Iowa, and the National Leadership Conference includes every single person eligible, including those out of the country.

FBLA-PBL Creed

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL Goals

Develop competent, aggressive business leadership.

Strengthen the confidence of students in themselves and their work.

Create more interest in and understanding of American business enterprise.

Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.

Develop character, prepare for useful citizenship, and foster patriotism.

Encourage and practice efficient money management.

Encourage scholarship and promote school loyalty.

Assist students in the establishment of occupational goals.

Facilitate the transition from school to work.

FBLA-PBL Mission

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA-PBL Pledge

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

Many Different Levels

So, there is more to the organization than just the high school level, as I mentioned previously. Future Business Leaders is for the high school level, but there is also a middle level, a college level, and a professional level. Here is how it works:

1. **Middle Level:** This is for middle school. We currently don't participate in this level. We are looking into it, but the level is relatively new.

2. **FBLA:** This is the high school level. This is the most active level which connects with the high school's business department for advisers. All of the chapter officers are mentioned in the back of this booklet, and the national officers are mentioned in the next section.
3. **PBL:** PBL is the college level of FBLA. PBL stands for Phi Beta Lambda which are the Greek symbols used in the organization's logo.
4. **Professional Level:** The professional division is for former members, employers, educators, educators, advisers, and parents; really any adult interested in FBLA-PBL! These members act as liaisons and mentors for members.

Electing and Offices

So, you may have noticed that I said FBLA is one of the largest student-run organizations. Now, don't be confused since there is a professional level. They're here to help, but there are also many students who play just as much of a part in all of the behind-the-scenes work, if not more. Those would be the elected officers. There are three different levels of office, each available to every FBLA member. In every level of office are different positions which have indicated assignments that are to be taken care of throughout the year. Other than the business assigned, officers do a lot for the organization which are not part of their job. So, you may be asking, what are the levels? Here are the different offices in order from smallest to largest:

1. **Local Chapter Office:** Officers for the local chapter at Linn-Mar help out the school primarily. They plan events, send out reminders, get sponsors, organize fundraisers and donations, hold weekly meetings, and help out general members. Chapter officers still participate in all conferences and have little to no responsibilities at conferences.

These officers work very hard for the Linn-Mar chapter to have a wonderful, successful year! At LinnMar, officers also have committees that they are in charge of, which organize the students into specific categories they can focus on improving, such as activities and community service.

After being a member from the previous year, any student is eligible to be an officer in our Linn-Mar chapter. Students will be selected by Advisers, after completing the application process. Officers will be selected at the end of one school year, to fulfill their Officer roles during the following school year.

Linn-Mar Officer Positions

- **President** - creates agenda for meetings, presides over all meetings, shares chapter information through Remind to membership, master/mistress of ceremonies at Awards Banquet
- **Vice President**-presides over activities when the president is unable
- **Secretary**- takes minutes at all official meetings; sends minutes
- **Treasurer**- presents the proposed budget; registers membership, organizes fundraisers, keeps track of the chapter financials, fills out Booster club request
- **Parliamentarian** - advises officers on correct parliamentary procedure, leads the Parliamentary Procedure team at SLC

- **Communications**- updates the Linn-Mar webpage, Facebook, Twitter, Instagram accounts, and creates promotional material for our club

2. **State Office:** These officers are in charge of responsibilities at the state level, meaning they make decisions that affect all Iowa chapters. State officers have a uniform which they wear to attend all conferences and have specific responsibilities at every conference, including nationals. State officers are in charge of some conferences, but work very hard outside of them as well.

These officers are elected by the student body, more specifically, two representatives from each chapter. Voting and campaigning occur at the State Conference in the spring.

3. **National Office:** National officers hold high responsibility in running and implementing new programs for the entire organization. They plan and operate both national conferences during the year.

At the National Conference in the summer, candidates hold campaigns to run for office. The office of Parliamentarian is determined by application. Regional Vice Presidents are voted on by delegates from each school in the region. The offices of President, Treasurer, and Secretary are voted on by voting delegates from each state.

National Office Positions

- **President**- Runs meetings, coordinates officers, communicates with advisers
- **Vice President**- Stands in for the President in their absence, assists in all areas
- **Secretary**- Takes minutes at meetings, reads minutes for each meeting
- **Treasurer**- Keeps track of funds, creates budget
- **Parliamentarian**- Implements proper parliamentary procedure at meetings
- **Reporter**- Writes and sends press releases, takes photos for scrapbook
- **Webmaster**- Maintains website

As you can see, there are tons of opportunities to be a leader. By being an officer you can really learn what it's like to be the boss. You have many different responsibilities and assignments to tend to, while also having creative freedom to help shape the organization to exceed the standard that past officers have set. Each office has some specific rolls in addition to actions taken by all officers. This allows people to truly use the talents they have to benefit the organization. Every position is equally as important as the others:

Officer Violations

Students who have a Linn-Mar Code of Conduct violation will not be allowed to run for an Officer position for one year following the violation.

Should a student be in an elected office and violate the Linn-Mar Code of Conduct, they will be temporarily un-installed as an Officer, unless this is their second offense, whereas they will be removed indefinitely. They can regain their status as an Officer if:

They admit to their guilt and write a letter of apology to the Chapter Advisers and other Officers.

They follow through with all mandatory counseling and follow-up procedures designated by the Linn-Mar Code of Conduct Policy.

They continue to attend all Officer meetings, continue to serve as their respective Officer role dictates, and continues to attend all normal meetings, social events, and community service activities for chapter members for a period of no less than one month. A specific timeline will be established by Advisers on a case-by-case basis.

After a vote from the Chapter Advisers and the other Officers, a majority vote in favor of re-installation of the student is in his or her favor.

Students who have violated the Linn-Mar Code of Conduct more than once will not be allowed to fill or continue to fill an Officer position.

Chapter 2

Conferences

In Chapter 2:

- State Fall Leadership Conference (SFLC)
- National Fall Leadership Conference (NFLC)
- State Leadership Conference (SLC)
- National Leadership Conference (NLC)

Imagine this: you take a charter bus to a new city, far or near with some really awesome friends of yours. You stay at a hotel without your parents and you room with your best friends. The next morning, you wake up and dress up in your most professional attire and walk to a conference room where one of the funniest speakers you've ever heard puts something in a different perspective and motivates you to do something big. That same day, you go out for pizza at some new restaurant down the street, and then go to a dance that same night. Maybe the next day you'll go to an amusement park, help out with some community service or show off the presentation you've been working on for months. Then, when it's time to go home with the plaque you just won, you know you get to do it all over again in a few months.

If you think this sounds like a blast, you're in the right place. The conferences contain some of the best experiences of your life, and there are opportunities to attend four a year! FBLA practically revolves around the conferences, and students every year get pumped up to attend, while not only becoming better people, but having the time of their lives! (And in most cases, missing school!)

State Fall Leadership Conference (SFLC)

SFLC is your first chance of the year to come and see what conferences are all about! It is always held in Iowa, and only Iowa chapters attend. The program is organized by the state officers, who present at a meeting to let the membership know what they have been up to.

The conference kicks off with a guest speaker like Judson Laibley, who created the hit evolution of dance video. This event also features several workshops that you can choose from on a variety of topics from accounting to ACT testing techniques to how to dress professionally. You may also participate in a community service activity. Meanwhile, you are meeting tons of new people from around the state. You might find yourself mingling with friends during an etiquette dinner or cocktail networking activity. Perhaps you will end a fun weekend at the Blue Jeans for Babies dance, which is always a blast and a great way to benefit March of Dimes! This year's SFLC will be held the **1st and 2nd of October**.

National Fall Leadership Conference (NFLC)

NFLC is much like SFLC, except it is bigger! NFLC is coordinated by the national officers and is held in a different state every year. Locations are exciting places like Baltimore, Milwaukee, and Indianapolis. States from all over the region join for this conference. Iowa arrives before the conference begins for a fun activity like a tour of the Indianapolis speedway or the Jelly Belly factory. Often this conference is held in a hotel central to many shopping and dining opportunities that you can take advantage of during free time. NFLC begins and ends with motivational speakers at the opening and closing sessions, where all states in attendance listen. National officers inform the membership about what's going on at their level. In addition to these sessions Iowa holds its own meeting where you receive an update from the state officers. But this conference isn't all about meetings! In addition to the speakers, you get to choose between tons of workshops. Several options are available and presented by talented, high profile individuals. Typically, this conference contains a community service activity as well. And of course, it ends with a Blue Jeans for Babies dance! This year's NFLC will be held **November 10th and 11th in St. Louis, Minnesota.**

State Leadership Conference (SLC)

SLC is a chance for you to put your business savvy to the test in competitive events! You want to start preparing for these events in the fall, long before the **March 15th through March 17th** conference. To participate, you must choose two national events and one state event. A list of national events and descriptions can be found on the FBLA website or in booklets in Mrs. Lampe's room. Events can be individual or group and presentation or test. Testing events are great if you have taken a business class because you can easily find a corresponding test. Some examples include Accounting, Business Math, and Healthcare Administration. For these events, you go into a huge room at the conference and find the person handing out your test. Then you are given a time limit to complete it on a Scantron.

Performance events are much different and follow diverse procedures. For these events you prepare a project for the conference and are critiqued by judges. Some performance events are Public Speaking, Digital Video Production, and Job Interview. You can find examples on the National FBLA-PBL website.

This coming year, the Iowa chapter will be having a regional competition before students are allowed to attend the State Leadership Conference. For us, this means preparation for projects and studying for tests needs to begin as soon as possible. This regional competition is held by several of the states who place nationally which is why we feel strongly that it should be implemented in Iowa. We want to see everyone up on that stage!

This conference is held in the **Coralville Marriott**, and only Iowa chapters attend. SLC is centered on competitive events and does not contain speakers or workshops. As you walk in the door you are greeted by state officers and later hear their reports at a state meeting. You are given the times of your events and can spend down time preparing for a performance, sleeping, supporting friends' events, or trekking up the hill to Perkins.

You can also check out the campaign booths! New state officers are elected at SLC. Candidates give speeches, participate in a question/answer period, and set up booths which display their talents and ideas and give you a chance to collect tons of free stuff! Later on, two voting delegates from each school select their top choices, and the new officers participate in an induction ceremony.

After you have spent time competing, your placement is announced in the suspenseful awards ceremony where competitors find out where their hard work has placed them. The conference also features a formal dinner, March of Dimes walk, hypnotist, and the dance!

National Leadership Conference (NLC)

NLC is where the best of the best from the whole organization unite. State officers, BAA America Award Winners, CSA America Award Winners, and contestants who placed first, second or third in their event may attend. This conference happens in the summer in cities where there are many fun activities such as Anaheim, Orlando, San Antonio, and Nashville! You are given a chance to explore the city and take advantage of everything it has to offer including the sites, restaurants, and amusement parks.

The conference begins as you enter a room of thousands of people from all over the country cheering to promote their state. You listen to a motivational speaker and are greeted by the national officers. National officer candidates are introduced and give speeches. These candidates spend thousands of dollars on their campaign, so the booths are really worth visiting! Times when the whole conference congregates are great pin-trading opportunities. You are given around 10 pins that say Iowa, and everyone goes around meeting people from new states, trying to collect the *coolest* ones. (For some reason everyone always wants the Iowa ones, especially if they light up!)

As with other conferences there is an Iowa meeting. There is also a North Central Region Meeting. If you are competing in an event you compete just as you did at SLC. Featured is a social event which includes a dance and other activities. Iowa participates in a community service project specific to the area, such as cleaning a beach. The conference concludes with the awards ceremony where you can win monetary rewards for your prestigious placement. Getting up on stage is the ultimate goal for many of our members.

This year's conference will be held **June 28th through July 1st in Baltimore, Maryland!**

Chapter 3

Membership

In Chapter 3:

- Let's Join!
- Paying your Dues
- Conference Prices
- More Than Just a Member
- Parent Involvement
- Robotics: Partnership with Business

Here is some important information regarding how to join, the conferences coming up this year, and details on membership.

Let's Join!

So now, after getting pumped up by all of the new information you've learned, you're probably wondering, "Where do I sign up??" That's a fabulous question. The answer is these easy-to-follow steps:

1. Attend the majority of the meetings held once a month, every **first and third Friday of the month at 7:45 am. This year, we have three first general meetings. Please attend on either August 25th, August 29th or September 1st at 7:45 am in the Food Court.** Our meetings will usually be in the Food Court or in one of the business classrooms.
2. Sign up on one of the sheets provided for you. If you miss any meetings where this happens, you may want to ask an adviser for assistance or check the FBLA Board for extra sheets. Turn the sheets in to the FBLA Board.
3. Pay your dues by **November 1st**. (See *Paying Your Dues*)

Technically, that's all there is to be an official member. But, to be a true member, there is so much more you can do! (See *More Than Just a Member*) We encourage you to attend conferences, our community service events, or even just drop by one of our local planned events to have a good time. I mean, if you pay your dues, you may as well join the fun!

Paying Your Dues

As you can see, there are a lot of different opportunities available in FBLA. Some of it is a bit costly, which is why we have dues. Dues are annual membership fees to help pay for conferences, planned events, and even little things like donuts for the meetings. This year, our asking price is this:

Due Payment with T-Shirt: \$25

Due Payment w/o T-Shirt: \$20

This money should be turned into the cashier's office. The first deadline for paying dues is **October 1st**. In order to receive a T-Shirt. The second for paying dues (will not include T-Shirt) is **November 1st**. Potentially, students may join after this date, however, it would need to be arranged with Mrs. Lampe.

Conference Prices

Each conference has costs which you will need to pay in advance to attend. Trust me; they are most certainly well worth it! This year, we are really pushing for fundraising to help raise money for you guys to go to conferences. The following are tentative prices so you can plan your FBLA year in advance:

- SFLC: \$75+
- NFLC: \$400+
- SLC: \$100+
- NLC: \$900+

The money doesn't necessarily cover the cost of food or additional expenses. Sometimes, there will be a continental breakfast at the hotel we stay at, but it is always good to bring enough extra cash.

If you need help paying or have any questions, always feel free to ask the advisers or officers for assistance. We want everyone to be able to go, so your needs are our priority.

One great way to afford conferences is through sponsorships. Members are needed to go out to businesses and ask for sponsorships which can cover these costs. You would be amazed by how many donations you can rack up just by going out to ask!

More than Just a Member

Of course, FBLA isn't all about conferences and offices. You can easily be an active member without leaving Marion! Once you have paid dues you are automatically eligible to participate in fundraisers such as the March of Dimes' Dime Wars and social events such as our bonfire and holiday party. Community service

opportunities like stuffing packages at the General Mills' Especially for You race or planning an elementary school family fun night become available once you are a member. Our chapter has unique opportunities such as partnerships with the Marion Chamber of Commerce and the FOX local radio station. Once you are an FBLA member doors to great connections suddenly open.

Our committees also leave wonderful opportunities for involvement. They allow the officer team to focus their time with you to build up a specific part of our chapter. When you fill out your membership sheet, you can choose your tentative preference of your committee interest. We will go into depth about each committee at our meetings.

Parent Involvement

Parents are welcome to be a part of FBLA. Parents are needed to help chaperone at conferences, be a "speaker" representing Business and Industry, prepare students for competitive events, and help at the State Conference in March. Parents are our current "Business Leaders" and can provide a wide range of knowledge for our students as they strengthen their leadership skills and explore careers. Parents who are interested in working with our students, chaperoning a conference or organizing an event please contact one of the advisers for more information on how to be involved.

Robotics: Partnership with Business

Linn-Mar Robotics is awaiting confirmation of FBLA's intent to form a partnership with them, whereby each organization would benefit from the strengths of the other. FBLA, for example, has a Partnership with Business competitive event that could utilize this situation of partnering with Robotics. Then, Robotics would benefit greatly from the business/planning/entrepreneurial focus of FBLA. The officer team and the advisers are discussing our future plans and deciding the amount of involvement we are going to have with this partnership. We will keep you updated on the decisions we are making about it.

If you have any ideas or opinions, let the officers know! We love hearing about what ideas you have to help our club be successful.

Chapter 4

Business Attire

In Chapter 4:

- Business Casual and Business (What's the Difference?)
- What To Wear
- What Not To Wear

Time to get classy! Business clothes are a very important part of FBLA, as members learn throughout their experiences. It not only keeps everyone looking sharp, but helps with your confidence and poise, which is rather beneficial when giving an important speech, presentation, and meeting new people.

Business Casual and Business (What's the Difference?)

Well, believe it or not, there's a big difference. Business and Business Casual are used in separate situations, and, if used incorrectly, can cause some problems. More often than not, the advisers are there to let you know when and where to wear which outfit.

So, the question still remains, "What's the difference?" Well, business casual is used for more informal events. At FBLA, Business Casual is typically worn at conference meetings, opening and closing sessions, or social events. Business casual makes anyone look nice, but if worn in the wrong circumstance, such as a job interview or a business presentation, it can sometimes give off the wrong impression to whoever you're looking to dazzle.

To give off the more professional look and sophisticated vibe, Business Professional clothes are used. That means that they are worn for the most important events, or even, for some jobs, worn daily. Business clothes not only give you the confidence you need to succeed, but also help to sway your listeners, boss, or customers into paying more attention to you, choosing you over a different employee, or even buying your product. For FBLA, business clothes are worn the most of all of your outfits. Any presentation you go to or give, test you take, seminar you attend, or business proposition you give, professional clothes are the best route to go.

What to Wear

For girls, things like a sweater and dress pants with heels, or a skirt, flats, and a collared shirt, and even sometimes a dress can be worn for the more casual look. For guys, a Polo shirt and Kakis or dress pants, or a more casual suit with a tie is typically the way to go.

Here are examples of business casual outfits:



Business Professional looks something more like this:



This time, girls wear a suit, very nice dresses with a blazer and heels, or maybe even a skirt with a tucked in blouse, and a jacket with flats. Boys, again, are typically found wearing a suit and tie. They also wear dress shoes and maybe a watch.

Hair should also be pretty nice. For girls ponytails and conservative buns are good, as well as braids or just wearing your hair down. Boys should keep their hair nice and groomed.

What Not To Wear

As you can imagine, there are a lot of ways you can go wrong when you want to look sharp. I won't go on to tell you every single thing you can't wear, but I will tell you some common problems that have been noted at FBLA conferences:

Girls:

- Keep skirts conservative. This has been a BIG problem. A trick to test it is to stick your hands down by your sides. If the skirt or dress is shorter than your longest finger, it's too short. Also, if you have to keep pulling it down, it's probably not a good idea.
- No flip-flops (peep toe shoes are okay)
- Keep shirts and blouses conservative. People won't be impressed if you look inappropriate.
- Don't have any crazy color hair streaks. It's really unprofessional. If you're unsure if your hair isn't okay, ask an adviser or an officer.
- If you're wearing a no-sleeve shirt, blouse, or tank top, ALWAYS wear a jacket or a blazer. Even if it's really hot outside, it's a good idea when you're in a professional workplace to have your arms covered, at least to your elbow.
- Try to avoid extremely flashy jewelry or articles of clothing. Big, over-the-top gems or sparkles can be very distracting and even take away points on a presentation. Less is more!
- Keep your visible piercings very minimal. That means, practically only a single and maybe a double piercing. Any nose or other body piercing is greatly discouraged.
- Any visible tattoos, including permanent, temporary, or henna tattoos should be covered up or, in the temporary case, should be removed. Again, before a conference, try not to get any sort of body art. Also, don't write or draw on yourself. If you do, try the best you can to cover it up.

Boys:

- Never wear tennis shoes. Dress shoes are always the best way to go. You can always ask to see if they're appropriate.
- Don't have any crazy color hair streaks. It's really unprofessional. If you're unsure if your hair isn't okay, ask an adviser or an officer. Also, don't get a crazy haircut right before a conference. A Mohawk doesn't really give off the right impression.
- Make sure your dress pants and sleeves on your jacket aren't too long or too short
- Don't wear any visible piercings. Not even earrings.
- Any visible tattoos, including permanent, temporary, or henna tattoos should be covered up or, in the temporary case, should be removed. Again, before a conference, try not to get any sort of body art. Also, don't write or draw on yourself. If you do, try the best you can to cover it up.

For both boys and girls, try to bring wrinkle-prone outfits on a hanger and in a sleeve to keep them fresh. Also, it's a good idea that, for whatever you can't bring in a sleeve to fold neatly and hang up immediately after arrival. Typically it's a good idea to bring extra hangers since everyone in your room needs them. In each room, there is usually an iron if something needs fixed. Otherwise, you may want to invest in some anti-wrinkle spray. You may wish to bring a small sewing kit along too, just in case that loose button is on its last leg.

Chapter 5

Award Opportunities

In Chapter 5:

- BAA Awards
- Community Service Award
- Outstanding Chapter Award
- FBLAopoly

So, you compete at State Leadership Conference and maybe even Nationals, but what's beyond that? Well, you can also win even more awards. There are so many different things you can do, but these are the main three that have been sought after at Linn-Mar in the past. If you want to investigate further on any of these, you should go to www.fbl.pbl.org to learn all about the opportunities available.

BAA Awards

Many members get confused about the BAA Awards. BAA stands for Business Achievement Awards. The FBLA-PBL website gives an excellent overview of the awards. It reads, "The Business Achievement Awards (BAA) are an aggressive, self-directed, results-based business and leadership program designed to compliment academics while accelerating a student's leadership skills. The awards focus on the words surrounding the FBLA Crest: Service, Education, and Progress. There is a heavy emphasis on education with integrated classroom projects."

The website also does a great job of giving an understanding of the benefits of receiving such award. Again, it reads, "The individual recognition is a four-tier program (Future, Business, Leader, America) aligned with the FBLA-PBL Goals, NBEA Standards, and Career Clusters.

"In addition to receiving their America level pin at the National Leadership Conference, all recipients of this award who attend the NLC will receive America ribbons and certificates of recognition."

If you fell asleep during those paragraphs, basically you get recognized for entering proof that you completed specific business oriented activities, many of which happen through FBLA!

You are probably still a little confused. Well, it would help to know what you can do for the award, and what the levels are. These are the levels, again, taken from the FBLA-PBL website:

1. **Future Award**

This award focuses on basic business skills, introduction to community service, and FBLA

involvement at the local level. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA event.

2. **Business Award**

Prerequisite: Future Award. This award focuses on local and district/regional and state involvement; intermediate business skills; and leadership in the community. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA event.

3. **Leader Award**

Prerequisite: Future and Business Awards. This award focuses on local, district/regional, state, and national involvement; advanced business skills; and community leadership. Names of qualifying students and pins will be sent to the state chair/adviser to be presented at the state leadership conference, if desired.

4. **America Award**

Prerequisite: Future, Business, and Leader Awards. This award focuses on total association leadership, business skills, and involvement in community. Students qualifying for this award will receive pins at the National Leadership Conference.

The rest reads as follows, “The local adviser determines a member's ability to advance in award levels. Advisers should allow students to advance to higher levels when tasks at the lower levels have been completed and/or if timing is appropriate. Students may complete as many levels as they wish, upon adviser approval, in a one-year time period. Work and documentation will be completed online through interactive forms. Activities not completed in one year may be carried over into the next year. Projects completed for each level must be different.”

In case you're *still* confused, or you are interested in participating and want the list of activities, please do visit the website for more information, including tutorials, a list of activities, and several other useful guides.

Community Service Award

Ever wonder if you can benefit from helping others in a big way? The best reward is to know that what you did is greatly appreciated, but there is more! You can now be recognized for your hard work to improve others' lives. The FBLA website reads, “The Community Service Awards Program recognizes members with extraordinary commitment to community service. It has four levels:

- CSA Future (50 hours),
- CSA Business (150 hours), □ CSA Leader (300 hours),
- CSA America (500 hours).

“Hours for the CSA are cumulative and build throughout a student's FBLA career.

“The Future and Business award winners will receive a certificate, available online to be printed out when a CSA Award is submitted by the adviser. The CSA Leader awards will be awarded a pin at the NLC (in the future years, at SLCs). The CSA America award winners will be awarded a pin at the NLC.

“The chapter adviser must register the student for the Community Service Awards. An email will be sent to the adviser containing the student's login credentials. When a student logs hours equal to the requirements for a CSA Award, the adviser will login to the adviser area of the CSA, review the student's hours and will find a link to submit the award. Students may continue logging hours after the submission deadline, but the award levels reached may not be submitted until August 1 of the next school year once submission closes for the current school year.”

Once again, if you're still confused, you can always ask the advisers and officers or go to the website for more information and a link to direct your questions to.

Outstanding Chapter Award

This award we are really setting as a goal for this year. Many of the activities which are required to be an outstanding chapter, we already do! The complete list is on www.fbla-pbl.org/focrp/preview.asp if you're interested in helping the officers and advisers to complete the activities. The Outstanding Chapter will receive recognition for their hard work at NLC where they will be announced and chapter members will wear ribbons showing off their achievement.

FBLAopoly

FBLAopoly is an exciting initiative started by the state officers last year. The goal of the program is to provide local chapters with ideas to get more involved in FBLA and receive additional recognition at the 2016 State Leadership Conference. Some examples of activities include hosting an opening social, conducting a March of Dimes Fundraiser, participating in BAA's and Regional Testing, and attending conferences!

This competitive program has deadlines at the first of each month, starting in October. Resources and submission links are located on the Iowa FBLA website. The officers will take care of submissions, but it is your job as members to stay active and participate in as many events as you can!

Chapter 6

Bonus Information

In Chapter 6:

- FBLA Code of Conduct
- Linn-Mar FBLA Code of Conduct
- Who's Who in Linn-Mar FBLA?
- Acronym Index
- National Competitive Events At a Glance
- National Competitive Events by Career Cluster

FBLA Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of all FBLA Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the business like atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfew as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.
8. Cell phones are not to be used during conference sessions, competitive events, regional meetings, and workshops. They are allowed during evening and social activities.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified, and FBLA-PBL reserves the right to notify law enforcement.

Linn-Mar FBLA Code of Conduct

In addition to the above state and national FBLA Code of Conduct, here at Linn-Mar, we want our members to know that they are held to a higher standard. Because of this, below are additional expectations that our members should be prepared to be held to.

1. Members who violate the Code of Conduct will not be allowed to travel to conferences or events outside of Cedar Rapids, for one year following their violation.
 - a. If the violation occurs during the school year and following the SFLC and NFLC, members will not be allowed to compete at the SLC, held in Cedar Rapids.
 - b. If a violation occurs after the SLC, and the member qualifies for NLC, that student will forfeit the opportunity to attend the NLC, regardless of whether paid for or not; Money will not be refunded after the due date, and instead be deposited in the Linn-Mar FBLA general account.
2. Members who violate the Code of Conduct more than once will not be allowed to travel to any conference, for one year following their violation.
 - a. If the 2nd violation occurs during the school year, and this penalty is unenforceable due to the timing of the violation and the timing of the conferences, the penalty will carry over into the next school year and be applied.
(For example, a student violates the LM Code of Conduct a second time between the end of one school year and the next, they will not be permitted to attend the conferences during the upcoming school year).
 - b. If both violations occur during the same school year (Aug-July), the student will lose privileges for both the current and next school years.
3. Members who are not in good standing with the Linn-Mar Code of Conduct policy will forfeit the right to attend the NLC during that school year and indefinitely should a second violation occurs.

Who's Who in Linn-Mar FBLA?

Officers:

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Mr. Hoefle:

Acronym Index

BAA	Business Achievement Awards
CSA	Community Service Award
FBLA	Future Business Leaders Of America
NFLC	National Fall Leadership Conference
NLC	National Leadership Conference
PBL	Phi Beta Lambda
PR	Public Relations
SFLC	State Fall Leadership Conference
SLC	State Leadership Conference
UFLC	
	United Fall Leadership Conference