



**Through hard work and dedication,  
You become**

**Simply the best!!!**



**Alabama FBLA-PBL**

**State Blueprint**

**2009-2010**

**HIGH SCHOOL LEVEL**

# Blueprint Guidelines

1	Complete all of the tasks listed on the "Required" page and 10 additional items on the "Optional" pages to receive a certificate, and recognition at the State Leadership Conference. ( <b>Achievement Level</b> )
2	Complete all of the tasks listed on the "Required" page and 15 additional items on the "Optional" pages to receive a certificate, ribbon, and recognition at the State Leadership Conference. ( <b>Excellence Level</b> )
3	Complete all of the tasks listed on the "Required" page and 20 additional items on the "Optional" pages to receive a ribbon, lanyards, plaque, and recognition at the State Leadership Conference. ( <b>Outstanding Level</b> )
4	Check all boxes beside the activities you have completed. Refer to the Chapter Management Handbook to verify tasks needed to accomplish goals of receiving Chapter/Member Recognition Awards.
5	Place the code of the corresponding item in the top, right corner of each piece of documentation. <i>(Example: 020 indicates documentation for - "Create and maintain a chapter website."</i>
6	Make all donation checks payable to Alabama FBLA.
7	Mail checks by <u>March 10, 2010</u> to: Mrs. Lisa Weeks Alabama Department of Education P. O. Box 302101 Montgomery, AL 36130-2101
8	Place the completed project in any bound format.
9	Mail your completed state project to Mrs. Weeks by <u>March 10, 2010</u> .

## REQUIRED

REQUIRED				
Simply the Best	Code		Tasks	Suggested Documentation
	R1	<input type="checkbox"/>	Conduct a planning session for newly-elected local chapter officers to include a program of work. ( <a href="#">See the Local Chapter Organization section of the Ch. Mgt. Handbook.</a> )	Copy of Agenda and completed Program of Work Form
	R2	<input type="checkbox"/>	Recruit 2 new professional members ( <u>Nov. 15, 2009</u> )	List of Paid members
	R3	<input type="checkbox"/>	Increase membership in the local chapter by 5% or have 100% membership in one commerce and information technology class.	Membership Roster/Check
	R4	<input type="checkbox"/>	Make a \$100 donation to the <b>ALABAMA FBLA-PBL Foundation</b> . Mail checks to Alabama FBLA State Adviser.	Check/Purchase Order
	R5	<input type="checkbox"/>	Enter at least 5 competitive events in Regional Online Testing.	Registration Form
	R6	<input type="checkbox"/>	Participate in a project that benefits the March of Dimes and send MissionLift form to your local March of Dimes.	MissionLift Form and Copy of Check
	R7	<input type="checkbox"/>	Promote FBLA Week ( <u>Feb. 8-12, 2010</u> ).	Photos/Letters/ Newspaper Articles
	R8	<input type="checkbox"/>	Sponsor a community service activity with at least 10% of your chapter.	Roster and Photos
	R9	<input type="checkbox"/>	Register for 2010 Alabama FBLA State Leadership Conference with 4 voting delegates.	Registration Form
	R10	<input type="checkbox"/>	Register all chapter members attending 2010 Alabama FBLA State Leadership Conference for the March of Dimes Mini Walk.	Registration Form/Copy of Check

**OPTIONAL**

<b>Code</b>			<b>Suggested Documentation</b>
O11	<input type="checkbox"/>	At least one local chapter member attended the 2009 Institute for Leaders (IFL).	Registration Form
O12	<input type="checkbox"/>	Conduct a student vs. faculty event and donate money raised to the March of Dimes.	Photo(s)/Receipts
O13	<input type="checkbox"/>	Complete the requirements for the <a href="#">Chapter Recognition Program</a> . (Submit to National Office by April 1, 2010)	See Chapter Mgmt. Handbook
O14	<input type="checkbox"/>	Promote Prematurity Awareness Month (November).	Photo(s)/Article
O15	<input type="checkbox"/>	Host a school-wide Career and Technical Student Organization Day during National Career/Technical Education Month (February)	Photo(s)/Flyer/Article
O16	<input type="checkbox"/>	Host an end-of-the-year banquet to recognize outstanding FBLA members.	Agenda
O17	<input type="checkbox"/>	Prepare an Annual Business Report (submit with State materials).	Report Cover
O18	<input type="checkbox"/>	Partner with a local business/corporation.	Photos/Letter
O19	<input type="checkbox"/>	Honor an outstanding chapter member monthly.	Photos/Article/Certificate
O20	<input type="checkbox"/>	Create and maintain a chapter website.	Chapter Website URL
O21	<input type="checkbox"/>	Sponsor a fundraising event such as a hat day, a pool party, sports tournament, video game competition, etc.	Photo(s)/Promotional Items
O22	<input type="checkbox"/>	Participate in Blue Jeans for Babies day on November 13, 2009. (Purchase t-shirts from local March of Dimes Representative).	Photo(s)/ Copy of Reporting Form
O23	<input type="checkbox"/>	Visit a nursing home; support a person with special needs; or host a Senior Citizen Prom.	Photo(s)/Articles
O24	<input type="checkbox"/>	Sponsor secret pals for FBLA members.	Agenda/Photos
O25	<input type="checkbox"/>	Sponsor a volunteer of the year award within the local chapter.	Photo(s)/Certificate
O26	<input type="checkbox"/>	Honor your superintendent/principal/administrator as an honorary FBLA Professional Division member.	Photo(s)/Letter
O27	<input type="checkbox"/>	Promote Free Enterprise through an FBLA activity such as a community wide yard sale.	Photo(s)/Flyer/Article
O28	<input type="checkbox"/>	Hold an FBLA Recruitment Poster Contest "RUSH to be Simply the Best Membership Campaign"	Photo/Award/Poster
O29	<input type="checkbox"/>	Design a chapter t-shirt.	Photo
O30	<input type="checkbox"/>	Submit a "Banners for Babies" to be displayed at the 2010 State Leadership Conference (Form is posted on the State Conference Registration Website)	Form/Copy of check
O31	<input type="checkbox"/>	Develop a points system that recognizes members for participation in local chapter program of work. (See chapter management handbook for examples.)	Copy of Points System
O32	<input type="checkbox"/>	Develop pen pals with local elementary/middle school or another FBLA chapter.	Letter/Photo(s)
O33	<input type="checkbox"/>	Create an FBLA display for Open House.	Photo(s)/Invitation
O34	<input type="checkbox"/>	Host a Multimedia Talent Show Contest.	Copy of Promotional Items/Photos
O35	<input type="checkbox"/>	Sponsor an FBLA booth at a community/school event.	Photo(s)/Copy of Promotional Items
O36	<input type="checkbox"/>	Post a copy of FBLA calendar of events on your school/chapter website.	URL
O37	<input type="checkbox"/>	Conduct a computer workshop for the community.	Photo (s)/Agenda/Flyer
O38	<input type="checkbox"/>	Sponsor a Dress for Success Day.	Photo (s)

O39	<input type="checkbox"/>	Apply for the Alabama FBLA Foundation Scholarship (Oct. 30, 2009).	Application
O40	<input type="checkbox"/>	Attend a school sponsored event with at least 15% chapter attendance.	Roster/Photo (s)
O41	<input type="checkbox"/>	Participate in Virtual Business Challenge or Stock Market Game (must register through FBLA).	Application/Registration
O42	<input type="checkbox"/>	Have at least one FBLA member take a credentialing exam from www.brainbench.com	Photo (s)/Certificate
O43	<input type="checkbox"/>	Host a get-to-know-you event in your local chapter.	Photo (s)
O44	<input type="checkbox"/>	Sponsor a copper/silver war between grades as a March of Dimes fundraiser.	Photo/Letter
O45	<input type="checkbox"/>	Publish a FBLA chapter quarterly newsletter.	Copy of Newsletter
O46	<input type="checkbox"/>	Place March of Dimes coin boxes at local business/school.	Photo/Reporting Form
O47	<input type="checkbox"/>	Have members sign a petition for preemies at www.marchofdimes.com/petition	List of signed members
O48	<input type="checkbox"/>	Participate in the <a href="#">Adopt-A-Mile Program</a>	Photo(s)
O49	<input type="checkbox"/>	Host a school-wide Mini Walk for March of Dimes. Submit reporting form by April 1.	Photo(s)/Receipt/Reporting Form
O50	<input type="checkbox"/>	Conduct a fundraiser for a non-profit dedicated to medical research.	Copy of Check/Picture
O51	<input type="checkbox"/>	Honor teachers during American Education Week. (November 15-21, 2009)	Photos
O52	<input type="checkbox"/>	Adopt a child/family for the holidays.	Photo(s)/Receipts/Article
O53	<input type="checkbox"/>	Sponsor an activity with another Career and Technical Student Organization.	Agenda, Photo(s)
O54	<input type="checkbox"/>	Sponsor student voter registration.	Flyer/Photos
O55	<input type="checkbox"/>	Assist victims of a disaster.	Photos/Article/Certificate
O56	<input type="checkbox"/>	Host a can food drive for your local food bank.	Photo(s)
O57	<input type="checkbox"/>	Partner with local businesses to participate in "Take an FBLA Member to Work" Day.	Photo(s)/Invitation
O58	<input type="checkbox"/>	Sponsor a Thanksgiving meal for a family.	Photo(s)/Receipt
O59	<input type="checkbox"/>	Develop an FBLA member recruitment committee.	Roster of Members
O60	<input type="checkbox"/>	Design a bulletin board featuring FBLA in a high traffic area within the school.	Photo(s)
O61	<input type="checkbox"/>	Enter a candidate for District Who's Who in FBLA at State Conference.	Copy of Registration Form
O62	<input type="checkbox"/>	Enter at least one of the following FBLA competitive events at State Conference: American Enterprise Project, Community Service Project, Financial Business Plan, Banking and Financial Systems, Desktop Applications Programming, Website Development, or E-business.	Copy of Registration Form
O63	<input type="checkbox"/>	Partner with Habitat for Humanity.	Photo(s)/Newspaper Article
O64	<input type="checkbox"/>	Sponsor an activity that benefits the Armed Forces.	Photo(s)/Letters
O65	<input type="checkbox"/>	Sponsor an activity with a <b>non</b> -Career and Technical Student Organization.	Agenda, Photo(s)
O66	<input type="checkbox"/>	Sponsor a Field Day.	Photos
O67	<input type="checkbox"/>	Sponsor a School Support Personnel Day.	Photo(s)/Sign in Sheet
O68	<input type="checkbox"/>	Start a small business at your school.	Photo(s)/Receipts

O69	<input type="checkbox"/>	Honor local veterans in a Veterans' Day program.	Photo(s)
O70	<input type="checkbox"/>	Host a Career and Technical Student Organization Adviser Appreciation Day.	Photo(s)
O71	<input type="checkbox"/>	Participate in the <a href="#">FBLA Go Green Project</a>	Photo(s)/List of Activities
O72	<input type="checkbox"/>	Sponsor a "Campus Clean-Up Day" at a school.	Photo(s)
O73	<input type="checkbox"/>	Present the FBLA-PBL History Presentation or Emblem Ceremony at a local chapter meeting.	Presentation/Photo(s)
O74	<input type="checkbox"/>	Plan an induction ceremony for new officers/members.	Program
O75	<input type="checkbox"/>	Submit an application for a National FBLA Scholarship. (April 1, 2010)	Application
O76	<input type="checkbox"/>	Serve as a tutor in an After-School Tutoring Program.	Photo(s)/Progress Reports/Sign in sheet
O77	<input type="checkbox"/>	Send two (2) pictures from each conference attended to your District Vice President.	Photos
O78	<input type="checkbox"/>	Send 2 pictures of chapter activities to the District Vice-President.	Photo(s)
O79	<input type="checkbox"/>	Local chapter complete at least 20 hours of community service.	Log/Photo(s)
O80	<input type="checkbox"/>	Promote "American Free Enterprise Day". (Nov. 15, 2009)	Photo(s)/Promotional Items
O81	<input type="checkbox"/>	Attend the Joint Leadership Development Conference (JLDC). (Sept. 28-29, 2009)	Registration Form
O82	<input type="checkbox"/>	Promote Financial Literacy among the Business/Marketing Classes.	Photo(s), Handouts, Lesson Plans
O83	<input type="checkbox"/>	Have 2 members complete the requirements for the Business Achievement Awards. (Submit documentation no later than February 28, 2010).	Copy of Entry Form
O84	<input type="checkbox"/>	Run a candidate for state office by February 15, 2010.	Registration Form
O85	<input type="checkbox"/>	Present a PowerPoint on Leadership based on the FBLA Goals.	Copy of Handouts
O86	<input type="checkbox"/>	Create business cards for your chapter.	Printout of card
O87	<input type="checkbox"/>	Provide each chapter member with a copy of the FBLA Creed.	Copy of handout