

Future Business Leaders of America



Missouri New Adviser Handbook

2010-11 Edition

Business Education Section
Missouri Department of Elementary
& Secondary Education

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GENERAL INFORMATION



- **GENERAL INFORMATION**

The purpose of Future Business Leaders of America (FBLA) is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9-12) in business and/or business-related fields to develop career supportive competencies and to promote civic and personal responsibilities.

FBLA is a local, state and national organization for secondary students that is composed of active, professional, honorary life and national honorary life members.

- **FBLA PLEDGE**

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

- **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 which 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 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 education 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.

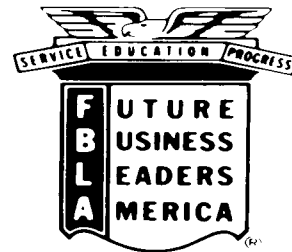
I believe every person should actively work toward improving social, political, community and family life.

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 EMBLEM**



- **FBLA'S MISSION IS:**

To bring business and education together in a positive working relationship through innovative leadership and career development programs.

- **FBLA CODE OF ETHICS**

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my school.

I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.

I will dress and act in a manner that will bring respect to me and my school.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

- **NATIONAL FACTS**

Future Business Leaders of America-Phi Beta Lambda, Inc., is a nonprofit 501 ©(3) nonprofit educational association of student members preparing for careers in business. The association has four divisions: FBLA-Middle Level for junior high and intermediate school students grade 5-9, FBLA for high school grades 9-12, PBL for postsecondary students and a professional division for individuals who support the goals of the association. An additional 13,000 business educators sponsor and support the FBLA and PBL programs on the local level as teachers and advisers. The concept of FBLA was developed in 1937 by Dr. Hamden L. Forkner of Columbia University. In the fall of 1940, official sponsorship of FBLA was accepted by the National Council for Business Education. On February 3, 1942, the first high school chapter was chartered in Johnson City, Tennessee. In 1958, the first Phi Beta Lambda chapter was chartered in Iowa.

- **STRUCTURE**

FBLA-PBL, Inc., is headquartered in Reston, Virginia, and organized on the local, state and national levels. Local chapters operate with the guidance of business teachers and advisers and advisory councils composed of school officials, businesspeople and community representatives. State advisers and committee members coordinate chapter activities and serve as liaisons to the national organization.

A board of directors, composed of professional educators, business leaders and division presidents, set policy and appoints a president and chief executive officer who employs a national staff and directs association programs.

- **MEMBERSHIP**

FBLA-PBL, Inc., has a combined membership of over 240,000 active members in over 13,000 chartered chapters in the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, the U.S. Territories, Canada and Department of Defense Dependent Schools worldwide.

- **NATIONAL AFFILIATIONS**

FBLA is supported by A Presidential Classroom for Young Americans, American Management Association, American Career and Technical Association, Career College Association, Johnson and Wales University, March of Dimes, National Association of Parliamentarians, National Association of Secondary School Principals, National Business Education Association, National Management Association and the U.S. Department of Education.

- **STATE AND NATIONAL AWARDS PROGRAM**

Purpose

The State and National Awards Program recognizes and rewards excellence in a broad range of business and career-related areas. Events are based on projects derived from FBLA goals and business education program curricula. Participation in both the State and National Awards Program:

- Reinforces classroom instruction.
- Relates skills and lessons learned to real-world situations.
- Trains and prepares students for future roles in American enterprise system.
- Provides students with practical experience in goal setting, planning and plan implementation.
- Enhances school curricula.
- Increases conceptual knowledge of business principles.

- **AWARD CATEGORIES**

Competitive events fall into three categories: individual, team and chapter. Chapter awards recognize overall achievement and performance in chapter management and growth; individual and team events focus on specific skills useful in leadership and career development.

Following is a sample list of the state and/or national events.

Individual Events

Accounting I & II
Business Calculations
Business Communication
Business Law
Business Math
Business Procedures
Computer Applications
Client Service
Computer Problem Solving
Computer Gaming and Simulation
Programming
Cyber Security
Database Design & Application
Desktop Application Programming
Economics

Electronic Career Portfolio
FBLA Principles and Procedures
Help Desk
Impromptu Speaking
Intro. to Business
Intro. to Business Communication
Intro. to Parliamentary Procedure
Intro. to Technology Concepts
Job Interview
Management Information Systems
Marketing
Mr & Ms Future Business Leader
Networking Concepts
Personal Finance
Public Speaking I & II
Sports Management
Spreadsheet Applications
Technology Concepts
Who's Who in FBLA
Word Processing I & II

Team Events

Business Ethics
Business Presentation
Business Financial Plan
Desktop Publishing
Emerging Business Issues
Entrepreneurship
Global Business
Management Decision Making
Management Information Services
Network Design
Parliamentary Procedure

Individual and Team Events

Banking & Financial Systems
Business Plan Project
Digital Video Productions
E-Business
Business Presentation
Website Development
Virtual Business Challenge

Chapter Events

American Enterprise Project
Community Service Project
Gold Seal Award of Merit
Local Chapter Annual Business Report
Local Chapter Newsletter
Partnership with Business Project

BYLAWS
for the
FUTURE BUSINESS LEADERS OF AMERICA DIVISION
to the Constitution of the
MISSOURI CHAPTER OF FBLA-PBL, INC.

ARTICLE I

Organization

Section 1. The FBLA Division is composed of active local chapters chartered by FBLA-PBL, Inc., for whom individual membership dues have been received, who abide by the national, state, district, and local constitutions, and pursue the purposes of FBLA.

Section 2. The FBLA Division is organized into districts for the purpose of establishing representation in the Division's State Leadership Conference competitive events and in determining membership on the FBLA Division's State Executive Council. District boundaries are determined by the FBLA Division's State Executive Council.

Section 3. The state committee serves in a liaison capacity with the national organization.

Section 4. The general administration of the FBLA Division is vested in the Executive Council and the Board of Directors. The Board of Directors is the governing authority.

Section 5. Each local chapter shall have an adviser who shall be a faculty member of the business education department. In the event that a business teacher is not able to act as FBLA adviser the adviser may be a faculty member who teaches a business-related course.

ARTICLE II

Membership

Section 1. Membership in the FBLA Division consists of the total members of the chartered local chapters who must also hold membership in the state and national organizations.

Section 2. Classes of individual membership in the FBLA Division.

a (1) Active members are students who become members while enrolled in a business or business related program. They accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations and possess qualities for employment.

(2) Active members pay dues as established by the national, state, district, and local FBLA organization.

(3) Active members are eligible to participate in national, state, district, or local events; to serve as a voting delegate to the national, state, or district leadership conferences; to hold national, state, district, or local offices; and to represent otherwise the national, state, district, or local FBLA organization as approved by the adviser of such organization.

b (1) Professional members are persons associated with or participating in the professional development of FBLA as approved by the FBLA Division. Such members may include advisers, business teacher educators, state supervisors or state directors of business and office education, and other persons from the field of education who are contributing to the growth and development of FBLA.

(2) Professional members are ineligible to participate in events, serve as voting delegates, or hold office and are not required to pay dues.

c (1) Honorary members are elected to membership in the FBLA Division by a majority vote of the members of the FBLA Division Executive Council. These members might be employers; supervisors of training stations; other persons in industry, business, professions, or labor; or members of a professional organization, who are or have been active in assisting in the advancement of business and office education, or who are rendering outstanding service to FBLA at any level.

(2) Honorary members are not eligible to vote or hold office and are not required to pay dues.

(3) A limit to the number of honorary members elected each year is established by the FBLA Division's Executive Council.

d (1) Associate members are secondary students who have not yet enrolled in a business program, but who accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment.

(2) Associate members are ineligible to participate in competitive events, serve as voting delegates, or hold office; but to be a participant in other activities at district, state, or national conferences, they must pay the required dues.

Section 3. The FBLA Division is open for membership to all business students regardless of race, religion, color, or national origin.

Section 4. The FBLA Division's membership year is from July 1 through June 30.

ARTICLE III

Board of Directors

Section 1. The FBLA Division's Board of Directors is composed of the advisers of the six student officers, the State Chairman of the Missouri Chapter of FBLA-PBL, Inc., and the FBLA Division's State Adviser. In any year that Missouri has a national officer, that officer's local chapter adviser becomes ex-officio member of the state board of directors.

Section 2. Board of Directors Term of Membership.

(a) The term of each of the local chapter advisers who are members of the FBLA Division's Board of Directors is for the FBLA Division's year in which the youth officer they advise serves as an FBLA Division officer.

(b) The State Chairman and State Adviser serve on a year-to-year basis as confirmed by the National Board of Directors.

Section 3. The FBLA Division's Board of Directors is the governing authority. It reviews the policies and procedures suggested by the FBLA Division's Executive Council, helps administer the policies and procedures, and consults with local chapter advisers about the business of the FBLA Division.

ARTICLE IV

State Committee

Section 1. The state chairman of the Missouri State Chapter of FBLA-PBL, Inc., is designated by the National Board of Directors of FBLA-PBL, Inc.

Section 2. The state adviser of the FBLA Division is designated by the State Chairman.

ARTICLE V

Executive Council

Section 1. The FBLA Division's six officers and a representative from each district are the FBLA Division's Executive Council. In any year that Missouri has a national officer, that officer becomes an ex-officio member of the state executive council.

Section 2. The state chairman of the Missouri State Chapter of FBLA-PBL, Inc., the state adviser of the FBLA Division, and the FBLA Division's Parliamentarian are ex-officio members of the FBLA Division's Executive Council.

Section 3. The FBLA Division's Executive Council suggests policies and procedures, plans the FBLA Division's Leadership Conference, establishes an agenda for the business meeting of the FBLA Division's Leadership Conference, develops a budget, approves expenditures, makes appointment to vacancies, reviews campaign materials of officer candidates, and plans and conducts the FBLA Division's business from one annual leadership conference to another subject to the State and National FBLA Constitutions and in cooperation with the Chapter's State Chairman and the FBLA Division's Board of Directors.

ARTICLE VI

Officers

Section 1. (a) Officers of the FBLA Division consist of a president, vice president, secretary, treasurer, reporter, parliamentarian and other officers as are necessary.

(b) The term for elected officers will extend to the end of the FBLA fiscal year, June 30, corresponding with the school year for which they were elected.

Section 2. Qualifications for an officer position are: must be an active member [as defined in the Bylaws, ARTICLE II, Section 2, a. (1)]; have endorsement of the local chapter; be recommended by the local chapter adviser; have at least one full year remaining in high school; be knowledgeable about parliamentary procedure; and file an official application with the FBLA Division's adviser before the FBLA Division's Leadership Conference in accordance with the officer candidate application guidelines.

Section 3. Duties of the FBLA Division's Officers

a. The president (1) serves as chairman of the FBLA Division's Executive Council; (2) calls meetings of the FBLA Division's Executive Council and the FBLA Division's Leadership Conference; (3) presides at council meetings and the business sessions of the state leadership conference; (4) appoints appropriately needed committees and committee chairmen; (5) maintains close and continuing communication with the state chapter adviser; (6) and performs duties for the promotion and development of local, district, state, and national FBLA.

b. The vice president (1) presides at meetings in the absence of the president; (2) assumes the duties of the presidency should that position become vacant; (3) organizes the officer candidates' briefing session; (4) oversees the campaign table setup; (5) organizes the officer candidate speaking session; (6) conducts the election of officers at the state leadership conference; (7) performs other duties directed by the president; (8) participates in activities for the promotion and development of local, district, state, and national FBLA.

c. The secretary (1) performs duties common to the office; (2) records the minutes of the executive council meeting; (3) keeps an accurate record of any business brought before the voting delegates at the annual leadership conference; (4) presents the state chapter's annual report; (5) performs other duties directed by the president; (6) and participates in activities for the promotion and development of local, district, state, and national FBLA.

d. The treasurer (1) presents the state conference and state chapter financial reports to the executive council; (2) assists with state conference activities; (3) performs other duties directed by the president; (4) participates in activities for the promotion and development of local, district, state, and national FBLA.

e. The reporter (1) prepares material to encourage local chapters to initiate press releases; (2) requests material from local chapters for the state newsletter; (3) arranges for the publication of as many issues of the state newsletter as allowed by the budget; (4) forwards state news to the national office; (5) update and prepare material for FBLA On-Line; (6) performs other duties directed by the president; (7) participates in activities for the promotion and development of local, district, state, and national FBLA.

f. The parliamentarian (1) assists the president and vice president in the use of proper rules of order; (2) ensures that business is conducted properly at the FBLA Division's Executive Council meeting and other business meetings of FBLA; (3) uses Robert's Rules of Order, Newly Revised, as a guide for the decisions not otherwise outlined; (4) performs other duties assigned by the president; (5) participates in activities for the promotion and development of local, state, and national FBLA.

Section 4. The FBLA Division's new officers are installed at the FBLA Division's Leadership Conference or are installed in absentia by the FBLA Division's state adviser if voting is conducted by the mail.

Section 5. The FBLA Division's Executive Council appoints persons to fill any vacancy occurring in the office of vice president, secretary, treasurer, and reporter.

ARTICLE VII

Election

Section 1. The officers of the FBLA Division are elected annually at the FBLA Division's Leadership Conference by a simple majority vote of the authorized voting delegates who are present from active local chapters in good standing with the state and national organization.

Section 2. In the event that the FBLA Division's Leadership Conference is not held, officers are to be elected by a simple majority of valid ballots returned from authorized voting delegates of chapters in good standing with the state and national organization.

Section 3. A lack of a simple majority in the vote for any office results in another round of voting with the candidate having the least number of votes after each ballot being removed from the running until a candidate receives a majority vote.

Section 4. A tie in the vote for any office, whether it be the tied candidates receiving the largest number of votes or the tied candidates receiving the least number of votes, results in a runoff vote to break the tie.

Section 5. After one runoff vote for the FBLA Division's offices of president, vice president, secretary, treasurer, and reporter, the incoming council members and outgoing elected officers who are present are to cast one vote each to break the tie.

Section 6. The offices in the FBLA Division are filled in the following order when the election of the FBLA Division's officers is held at the FBLA Division's Leadership Conference: president, vice president, secretary, treasurer, and reporter.

Section 7. No two state officers shall be elected from the same local chapter.

Section 8. Representation from each district on the FBLA Division's Executive Council is determined by active chapters within the district.

ARTICLE VIII

Voting

Section 1. Each local chapter in good standing with the state and national organizations is entitled to send voting delegates from its active membership to the FBLA Division's Leadership Conference in accordance with the following:

Under 50 members - two voting delegates
50-100 members - three voting delegates
Over 100 members - four voting delegates

All local chapters may provide alternates to the certified voting delegates.

Section 2. All voting delegates and alternates are certified by their local chapter adviser to the FBLA Division's state adviser.

ARTICLE IX

Meetings

Section 1. The FBLA Division's Leadership Conference is held annually at a place and date determined by the FBLA Division's Executive Council.

Section 2. The FBLA Division's Executive Council holds at least one meeting during the time from June 1 to August 31. This meeting is called by the FBLA Division's president in cooperation with the FBLA Division's state adviser. All of the FBLA Division's Executive Council members are given advance notice of this meeting.

Section 3. The FBLA Division's Executive Council, by a simple majority vote, may cancel the FBLA Division's Leadership Conference. This action must then be submitted to the active local chapters in good standing with the state and national organizations for ratification by mailed ballot.

Section 4. Local chapters may petition for an FBLA Division Leadership Conference to be held. A simple majority of the active local chapters in good standing with the state and national FBLA organizations are enough signers to order the FBLA Division's Executive Council or the Chapter's State Chairman to call an FBLA Division Leadership Conference.

Section 5. A quorum for a meeting of the FBLA Division's Executive Council is a simple majority of those present who are duly elected members of the FBLA Division's Executive Council.

Section 6. A quorum for a business session of the delegates to the FBLA Division's Leadership Conference is a majority of the authorized delegates present at the time announced on the program of the FBLA Division's Leadership Conference.

ARTICLE X

Finances

Section 1. The FBLA Division's Executive Council prefers to have dues forwarded to the FBLA Division's Treasurer in separate checks for state and national dues.

Section 2.

a. The amount of the dues is proposed by the FBLA Division's Executive Council after reviewing the budget prepared by the FBLA Division's Treasurer.

b. The proposed dues are approved by a simple majority vote of the authorized voting delegates present at the FBLA Division's Leadership Conference or by a simple majority of valid ballots returned from active local chapters in good standing with the state and national organizations.

c. A deadline for the return of ballots is established by the FBLA Division's Executive Council to be not less than thirty days from the postmark on the envelope in which the ballots were received by the local chapter.

Section 3. A tie vote results in the FBLA Division's President casting the tie-breaking vote.

Section 4. The chapter's fiscal year is July 1 through June 30.

ARTICLE XI

Delegates to National Leadership Conference

Section 1. The authorized voting delegates to the National FBLA Leadership Conference are the incoming vice president and secretary. If either of the delegates is unable to attend the national conference, the president, treasurer, and reporter in that order should be given preference as an alternate voting delegate. Should the five elected officers not be able to serve as voting delegates, the state adviser will designate two voting delegates from the members who are attending the conference.

ARTICLE XII

Emblems and Colors

Section 1. Emblems and insignia are those of FBLA-PBL, Inc.

Section 2. The colors of the Chapter are blue and gold as are those of FBLA-PBL, Inc.

ARTICLE XIII

Amendments

Section 1. Proposed amendment(s) may be submitted in writing by any active member or chapter adviser at least 15 days prior to a meeting of the FBLA Division's Executive Council. If not submitted in time for consideration at a meeting, the proposed amendment(s) may be mailed to the executive council for approval or disapproval.

Section 2. All amendments approved by the FBLA Division's Executive Council are submitted to the FBLA Division's Board of Directors for approval.

Section 3.

a. The FBLA Division's Executive Council submits the proposed amendment(s) which are approved by the FBLA Division's Board of Directors to the authorized voting delegates at the FBLA Division's Leadership Conference or to the active local chapters in good standing with the state and national organizations for ratification by mail.

b. A simple majority of authorized voting delegates at the FBLA Division's Leadership Conference may ratify an amendment(s).

c. A simple majority of the valid ballots returned by the deadline from active local chapters in good standing with the state and national organizations may ratify an amendment(s).

d. A deadline for the return of ballots is established by the FBLA Division's Executive Council to be not less than thirty days from the postmark on the envelope in which the ballots were received by the local chapter.

Section 4. The local chapters are to receive a copy of the proposed amendment(s) at least one week in advance of a business session at the FBLA Division's Leadership Conference, or local chapters are to receive a copy of the proposed amendment(s) in the same mailing in which they receive their ballot.

MISSOURI FBLA HISTORY



- **MISSOURI FBLA HISTORY**

The Missouri FBLA State Chapter received its charter in the spring of 1959. Prior to the chartering of the state chapter, several local chapters were organized and operated independently. Following the receipt of the state charter, State Leadership Conferences were held jointly with Phi Beta Lambda (PBL) chapters. In the early 1960s, separate State Leadership Conferences were organized.

In 1968, Mr. Charles Newman, State Director of Business and Office Education, accepted the appointment as State Chairman of FBLA-PBL. It was at that time the business and office education staff assumed responsibility for conducting the State Leadership Conference.

Through the adoption of a new set of bylaws, the Missouri FBLA State Chapter was organized into districts in the fall of 1969. The districts were organized to help promote FBLA, determine representation at the State Leadership Conference in competitive events and to expand representation on the state FBLA executive council.

The executive council divided the state into 15 districts by taking the following criteria into consideration: travel patterns, population, distance, geographic barriers and potential chapters. A school could appeal its assignment to a district based on one of the previous criteria.

During the last 30 years, the state chapter has grown from 15 districts to 20 districts with over 400 active chapters and 14,673 members. Within each district, one chapter serves as the annual lead chapter. This designation reflects a predetermined rotation of responsibility within the district or corresponds to the election of district officers with the district president's chapter often serving as the lead chapter. The method of determining lead chapter is a district choice and is not designated by the state bylaws.

- **NATIONAL OFFICERS and BOARD MEMBERS**

Missouri has been represented on the national level by eight national FBLA officers and by three members of the Board of Directors

The first national officer from Missouri was Mark Mehaffey who was elected FBLA National Vice President for the North Central Region in 1973. Since that time, Missouri has proudly supported eight other North Central Regional Vice Presidents.

Missouri National Officers include:

- 1973-74, Mark Mehaffey, Herculaneum High School
- 1979-80, Tim Brown, Normandy High School
- 1981-82, Leslee Wilkerson, Clever High School
- 1988-89, Rachel Adams, LaPlata High School
- 1993-94, Elizabeth Wiley, Crane High School
- 1995-96, Melissa Wilson, Hallsville High School
- 1997-98, Trevor Mitchell, Valley High School
- 1999-2000, Marlena Sweeney, Monett High School
- 2002-2003, Rori Schlender, Green Ridge High School
- 2007-2008, Michael Miller, Carl Junction High School
- 2008-2009, Caleb Harris, Jackson High School
- 2010-2011, Chris Dzurick, South Callaway High School

Missouri has been represented on the National Board of Directors by Lynette Thomas from Willard, Polly Burre from Mokane, Betty Mudd, PBL Adviser from Lincoln University in Jefferson City, and Becky Riney from Jackson.

MISSOURI FBLA STATE PRESIDENTS

1959-60	Brenda Pridemore	Mountain Grove High School
1960-61	Pat Martin	Doniphan High School
1961-62	Walter Larson	Mt. Vernon High School
1962-63	Jackie Evans	Bonne Terre High School
1963-64	Doug Evans	Parkview High School
1964-65	Suzanne Brown	Parkview High School
1965-66	Linda Bayles	Bonne Terre High School
1966-67	Michael Ritcher	Herculaneum High School
1967-68	Jill Jameson	Clopton High School
1968-69	Betty Powers	Sikeston High School
1969-70	Mark Saunders	Jefferson City High School
1970-71	Nancy Weldy	Verona High School
1971-72	Linda McClurg	Verona High School
1972-73	Bruce Taylor	Bloomfield High School
1973-74	Mark Mehaffey	Herculaneum High School
1974-75	Mark Mills	Butler High School
1975-76	Kathy Parrish	Edina High School
1976-77	Cheryl Peppers	Herculaneum High School
1977-78	Robin Leap	Camdenton High School
1978-79	Byrona Waller	Maysville High School
1979-80	Tim Brown	Normandy High School
1980-81	Rachael Norris	Unionville High School
1981-82	Leslee Wilkerson	Clever High School
1982-83	Joseph McCreary	Unionville High School
1983-84	Deon Levingston	Rock Bridge High School
1984-85	Jeff Lester	Sikeston High School
1985-86	Taylor Mathews	Unionville High School
1986-87	Brian Pagnella	Bowling Green High School
1987-88	Kelly Samlow	Smithville High School
1988-89	Matthew Penn	Mexico Area Vocational School
1989-90	Corey Hillhouse	Gainesville High School
1990-91	Shonna Flowers	Houston High School
1991-92	Brian Prewitt	Parkway West High School
1992-93	Elizabeth Wiley	Crane High School
1993-94	Joel Henley	Green Ridge High School
1994-95	Brett Ferrel	Lee's Summit High School
1995-96	Matt Munson	Lee's Summit High School
1996-97	Melanie Bell	Bloomfield High School
1997-98	Dean Bucher	Jackson High School
1998-99	Levi Russell	Greenfield High School
1999-00	Josh Pfefferkorn	Jackson High School
2000-01	Reagan Cunningham	Brookfield High School
2001-02	Matt Walker	Bernie High School
2002-03	Brian Mueller	Central High School
2003-04	Spencer Piland	Poplar Bluff High School
2004-05	Shyrah Perry	Fair Grove High School
2005-06	Ben Main	Gainesville High School
2006-07	Tyler Craft	Poplar Bluff High School
2007-08	Alex Green	Crystal City High School
2008-09	Kadee Brosseau	Crane High School
2009-10	Ben Salmon	Hermitage High School
2010-11	Parker LiaBraaten	Spokane High School

MISSOURI STATE COMMITTEE

1968-1988	Charles Newman, FBLA-PBL State Chairman
1970-1982	J.R. Chaney, FBLA State Adviser
1982-1988	Joanne Newcomer, FBLA State Adviser
1988-2002	Joanne Newcomer, FBLA-PBL State Chairman
1988-1994	Pattie Porterfield, FBLA State Adviser
1995-2002	Carey Smith, FBLA State Adviser
2002-2006	Carey Smith, FBLA-PBL State Chairman
2002-2007	Leslie Kerns, FBLA State Adviser
2006-2007	Julie Lyman, FBLA-PBL State Chairman
2007-Present	Leslie Kerns, FBLA-PBL State Chairman
2007-Present	Christina Hess, FBLA State Adviser

GETTING STARTED



- **STARTING A NEW OR REACTIVATED CHAPTER**

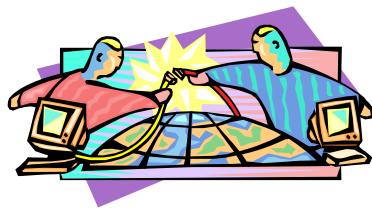
Organizing an FBLA chapter can be achieved by a student or a group of students with the support of a school administrator and instructor. The steps in starting a new chapter or reactivating a chapter are basically the same.

STEPS:

- 1 Request chartering materials and information from the FBLA State or National Office. A **Chapter Organization Packet** will be sent for you to review.
- 2 Coordinate a membership drive.
- 3 Hold an orientation meeting.
- 4 Collect dues.
- 5 Elect officers; vote on bylaws.
- 6 Conduct an officer installation ceremony.
- 7 Fill out and submit to the FBLA State Office:
 - a New Chapter/Reactivation Application
 - b Membership list with at least five members
 - c One check payable to FBLA for \$20 charter/reactivation fee plus state and national dues for each member
 - d Copy of chapter's approved bylaws

Upon receipt of this information, the national office will issue a charter certificate to the state office and forward a *Chapter Management Handbook* to the new local adviser. The state office will forward the charter certificate along with a copy of the *Missouri FBLA State Handbook*.

If you have questions, refer to the Chapter Organization Packet, call the state office at (573) 751-3926 or call the national office at (800) 325-2946.



- **MEMBERSHIP DUES**

State and national dues must be paid by members annually. Membership is open to all students interested in pursuing a business or business-related career. At the beginning of the school year, the FBLA-PBL national office will send membership renewal information to each local chapter that paid dues the previous school year. Membership registration will be done online.

In order to receive the Fall issue of *Tomorrow's Business Leader*, membership dues must be paid by October 20. Additional membership dues may be submitted during the school year. All students participating in district or state competitive events, must be on record as paying state and national dues by February 15.

Both the state and national dues must be submitted to the national office. Write one check (payable to FBLA) for both state and national dues. Send checks to:

**FBLA Membership Lockbox
P.O. Box 79063
Baltimore, MD 21279 0063**

State Dues:	\$2.00
National Dues:	<u>\$6.00</u>
Total	\$8.00

Do not send any dues or membership forms to the state office.

Complimentary adviser membership will be given to each of the advisers listed on the membership renewal form. The membership entitles each adviser to receive a copy of the FBLA mailings.

• **CHAPTER CEREMONIES**

Structured ceremonies heighten awareness of a special occasion, such as member installation, chapter installation, officer installation, etc.

The Chapter Management Handbook from the FBLA National Association is a good resource for a chapter installation, officer installation, and a new member induction. Another example of an officer installation that is used for state officer installation follows:

• **OFFICER INSTALLATION**

(You will need 6 white roses with different colors of ribbon and a vase with one taller white rose in a vase. Gray, violet, blue, yellow, orange, and red are the colors of the ribbons)

Installing Official: The tallest white rose symbolizes the unity of this state association. . . with all its members working in harmony. With this symbol, each officer is charged to do the job for which he or she was elected.

(To Officers) You each have been elected officers of (school) F-B-L-A. As members of the (school) Leadership Team, you are to serve this state chapter in promoting F-B-L-A, helping local chapters follow the goals and objectives of the state and national associations, and conducting meetings in accordance with the bylaws.

Installing Official: (name of parliamentarian), Parliamentarian. Do you accept your responsibilities and promise to fulfill your duties to the best of your ability? (I DO) (Exchange white rose with gray ribbon)

(name of reporter), Reporter. Do you accept your responsibilities and promise to fulfill your duties to the best of your

ability? (I DO) (Exchange white rose with violet ribbon)

(name of treasurer), Treasurer. Do you accept your responsibilities and promise to fulfill your duties to the best of your ability? (I DO) (Exchange white rose with blue ribbon)

(name of secretary), Secretary. Do you accept your responsibilities and promise to fulfill your duties to the best of your ability? (I DO) (Exchange white rose with yellow ribbon)

(name of vice president), Vice President. Do you accept your responsibilities and promise to fulfill your duties to the best of your ability? (I DO) (Exchange white rose with orange ribbon)

(name of president), President. Do you accept your responsibilities and promise to fulfill your duties to the best of your ability? (I DO) (Exchange white rose with red ribbon)

Members and advisers of (school) F-B-L-A, you have just witnessed the vows your officers have taken. By placing their roses into the state association vase, they have formed a bouquet of leadership symbolizing their commitment of working together as a team. Standing together they take on the beauty of togetherness. I now declare them officially installed as the (school) F-B-L-A Leadership Team! (Lead Applause)



- **ADVISER'S ROLE**

Like any good manager, your role as an adviser is to ensure that your students have the resources and support they need to meet their goals and the goals of FBLA. Think of yourself as a facilitator who lets members grow and develop. Advisers are involved in all aspects of the chapter's operation but will mostly:

LISTEN rather than do.

GUIDE rather than lead.

ENCOURAGE rather than implement.

- **ADVISER'S DUTIES AND RESPONSIBILITIES**

GENERAL MANAGEMENT

- Be adaptive, innovative, and creative.
- Know the history, principles, bylaws, ceremonies, activities, and other essentials for the active operation of a local chapter.
- Be aware of the guidelines for local and national competitive events.
- Be up-to-date with all FBLA-related policies, documents, publications, procedures, etc.

ADMINISTRATION

- Share and disseminate with members all materials received from national and state offices.
- Schedule regular chapter meetings.
- Ensure that chapter meetings are conducted in a businesslike manner using parliamentary procedure.
- Help maintain necessary chapter records (financial, membership, state and national dues, annual report of activities, etc.).
- Assist with the chapter's fiscal management (receipt, recording, depositing, expenditure, etc.).

LIAISON

- Ensure that the school administration, faculty, students and public are informed of chapter activities and outstanding student achievements.
- Serve as a liaison between the chapter and the school administration.
- Encourage parents to get involved in chapter projects and activities.
- Contact local businesses to promote FBLA in the community.

LEADERSHIP DEVELOPMENT

- Use the chapter as an instructional tool to develop and refine leadership skills.
- Work cooperatively with students and academic teachers in developing skilled leaders.
- Encourage members to elect officers who are able and willing to provide leadership for the chapter.
- Organize the process by which chapter officers will be selected.
- Help develop an effective officer team.
- Identify training opportunities for chapter officers on an ongoing basis.
- Advise chapter officers on an ongoing basis.
- Help chapter officers administer the program of work.
- Establish rules that will help members lead themselves and remain consistent with school policies and FBLA bylaws.

HUMAN RESOURCE DEVELOPMENT

- Encourage civic responsibility through professional contacts, chapter activities, school improvement projects and support of community activities.
- Encourage members to use group consensus-making principles to overcome difficult problems facing the chapter.



- Recruit members and coordinate their preparation for participation in local, state and national activities and competitive events.

PROGRAM DEVELOPMENT

- Facilitate the development of a meaningful program of work that includes a budget, calendar and committee assignments.
- Help members plan, organize and conduct fundraising projects to finance chapter activities.
- Plan, collect, prepare and arrange materials promoting the chapter and its events.
- Direct, chaperone and coordinate supervision of chapter activities conducted before, during or after the regular school day.

EDUCATION

- Understand the relationship of membership to career- and business-related curricula.
- Determine how best to integrate FBLA activities into the classroom and vice-versa.
- Develop, refine and evaluate national, state and local materials, methods and techniques.

INTEGRATING FBLA INTO THE CURRICULUM

FBLA can and should be a part of the business education curriculum. The following ideas can assist with this integration.

1. For keyboarding warm-up exercises, supply students with items that contain current information about the activities of FBLA.
2. In order to develop decision making, problem solving, listening, team building skills, students can:
 - a. work with the local chamber or economic development committee on a community project
 - b. assist with a local business expansion project

- c. help with developing a community brochure or other items needed
- d. work with civic organization to promote a community need

3. Have chapter members volunteer to use their computer skills (desktop publishing, data entry, etc.) on behalf of other school or community organizations. Have students do the planning and printing for FBLA conferences, meetings, workshops and more.
4. Assist with writing/keying business plans for entrepreneurs who are attempting to start a business. Formatting, graphics, business plans, ethics and confidentiality would all be part of the learning process.
5. As part of an automated accounting curriculum, have students develop ways to automate FBLA financial procedures.
6. When requesting a variety of assigned correspondence within the curriculum (memos, letters, telephone skill development, e-mail, fax, etc.) complete needed FBLA correspondence.
7. Provide a “seminar” for local businesses and civic groups in using proper parliamentary procedure for business meetings. Members could plan, schedule, program/agenda development, etc.
8. Utilize computer databases for keeping track of FBLA information.
9. Host a “career day” for students which includes: round tables, mock interviews, discussion of new and emerging careers, resumes, etc.



- **PUBLICATIONS**

Chapter Management Handbook

Designed to assist the adviser in chapter management throughout the year. The handbook contains information on involvement in national programs and practical tips for chapter development. The National Awards Program Guide is also contained in the handbook. The guide contains all rules, regulations and requirements for each competitive event.

Tomorrow's Business Leader

Tomorrow's Business Leader is the primary FBLA member publication. It is sent to all advisers and FBLA members three times a year and provides thought-provoking articles, suggestions for chapter projects, programs, and activities, career and business-related articles and news of local chapter activities.

FBLA Advisers' Hotline

The *Hotline* keeps advisers current with the association's programs, publications, policies, partnerships and events. It also reports association news and developments in FBLA-PBL chapters.

Professional Edge

The *Professional Edge* provides information to professional members on member and state activities, business trends and updates on the professional division's program of work.

National Leadership Conference Guide

The guide is mailed to all active chapters in March and offers pre-conference information and registration forms.

National Fall Leadership Conference Guide

The guide is published by the national office and distributed in late summer to assist local chapters in planning for the NFLC. Registration forms and hotel information is included in the guide.

Missouri State Handbook

The handbook contains bylaws, policies and procedures for the Missouri state chapter. The handbook also contains competitive event guidelines for the state chapter.

Missouri Business Leader

The Missouri Business Leader is a newsletter published four times a year by the state Reporter. The newsletter contains state and local chapter information.

- **RESOURCES**

Event Preparation Guides

Event Preparation Guides are available for written objective tests, interview and performance events, skill events and written reports.

National Officer Candidate Guide

A comprehensive guide providing prospective national officer candidates with information on qualifications for office, officer and adviser responsibilities, election rules, a sampling of campaign materials and a sample campaign budget/financial statement.

Marketplace Catalog

Contains a description of items available to assist with recruitment/visibility, participation in the competitive events program and teacher aid materials. Order online at www.fblamarketplace.com.

Missouri State Officer Preparation Guide

The guide provides state officer candidates information on qualifications for office, responsibilities, and election rules and regulations.

National FBLA-PBL Webpage

www.fblal-pbl.org/

Missouri Business Education Webpage

http://www.dese.mo.gov/divcareer/business_ed_index.htm

PROGRAM OF WORK



- **SAMPLE FBLA PROGRAM OF WORK**

SEPTEMBER

Recruit new members
Recruit new chapters
Attend district fall planning meeting
Induct new members and install officers
Plan for Chapter & Individual Awards
Select a service project
Register for NFLC
Plan four leadership workshops for the year

OCTOBER

Plan Fall FBLA picnic
Submit article for Missouri Business Leader
Submit article for Tomorrow's Business Leader
Attend FBLA Funtastic Days
Register membership online, mail state and national dues before Oct. 20
Participate in Make a Difference Day
Plan service project
Select and schedule leadership workshop presenters

NOVEMBER

Invite guest speaker from business community
Attend NFLC
Celebrate American Enterprise Day
Make plans for February FBLA Week
Obtain media coverage of service project
Carry out service project
Conduct first leadership workshop

DECEMBER

Submit an article for March/April issue of TBL
Plan Christmas Activity
Evaluate service project
Plan annual fundraiser(s)
Encourage members to run for district, state and national office
Attend Middle Level State Leadership Conference

JANUARY

Publicize and implement fundraiser
Invite new members and parents to potluck dinner meeting
Plan field trip(s) to local businesses to promote career awareness
Finalize FBLA Week plans and publicity
Make SLC hotel reservations

Promote participation in competitive events program
Conduct second leadership workshop

FEBRUARY

Plan campaigns for officer candidates
Observe FBLA Week
Submit article for Missouri Business Leader
Register additional members online and mail dues by Feb. 15 to the national office
Conduct third leadership workshop
Hold local competition to determine district competitive event participants
Prepare for district competition (DLC)
Attend DLC

MARCH

Attend DLC
Mail SLC entry forms and conference registration form
Finalize SLC lodging plans
Conduct fundraiser for SLC travel expenses
Invite former FBLA members back to speak
File state officer application before March 15
File Chapter and Individual Business Achievement forms before April 1
Contribute to state NLC travel fund

APRIL

Conduct fourth leadership workshop
Prepare for SLC competition
Attend SLC
Publicize SLC participation
Make NLC hotel reservations

MAY

Mail anticipated attendance form to state office
Register online for NLC and send fee to national office
Mail registration for summer executive council meeting and officer training
Plan end-of-year activity

JUNE

Conduct fundraiser for NLC travel expenses
Contact local businesses for donations toward NLC travel expenses
Prepare for national competition
Attend NLC

JUNE/JULY

Attend NLC

AUGUST

Attend summer executive council meeting
and officer training
Plan local Program of Work for new school year

D-1

PARLIAMENTARY BASICS



- **PARLIAMENTARY PROCEDURE**

Parliamentary Procedure will help to expedite business, maintain order, provide equal treatment for all members and help an FBLA chapter to achieve its purpose.

A few basic principles include:

- 1 *The organization is first.* Decisions of the organization take precedence over those of individuals. The power of any FBLA meeting is in the hands of the voting members.
- 2 *All members have equal rights.* Member participate in meetings by making motions, debating and voting.
- 3 *A minimum number of voting members* (quorum) must be present in order to transact FBLA business.
- 4 *Only one main proposal* may be before the assembly at a time and only one member may have the floor at one time.
- 5 There must be *full debate before voting* on any proposal unless this is suspended by a two-thirds vote.
- 6 *A proposal is the item under discussion* and not the person who introduced it.
- 7 Personal remarks are always out of order.
- 8 *A majority vote* (more than half the votes cast) decides a question except in cases where basic rights of members are involved.
- 9 *Silence gives consent.* Those who do not vote agree, by their silence, to allow those who do vote to make the decision.
- 10 Each chapter should have available a copy of *Robert's Rules of Order Newly Revised, 1990 Edition.*

- **MAIN MOTION**

Business is introduced in a meeting by a main motion. The term "motion" means a formal proposal that certain action be taken. A main motion is the motion used to propose that an assembly take certain action or express certain views. It is the motion heard most frequently in an FBLA meeting. A main motion can be made only when no other motion is pending. All main motions are debatable.

Debate:

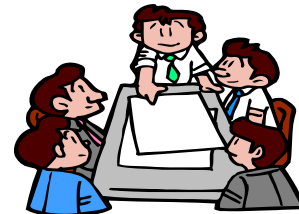
- 1 Each member has the *right to speak twice on the same question* on the same day. The second speech cannot be made until all who wish to speak have spoken once. The maker of a motion has the right to debate first.
- 2 *No one may speak longer than ten minutes* at a time without special permission of the assembly.
- 3 All debate must be limited to the *merits of the motion* being considered.
- 4 *Debate can be limited*, extended or closed by a two-thirds vote.
- 5 All speakers must *address their remarks to the presiding officer*, be courteous and never question the motives of members.

- **OBTAINING THE FLOOR**

- 1 Addressing the chair. A member rises and says, "Mr. (or Madam) President" using the chair's proper title.
- 2 Assigning the floor. The chair recognizes the member and assigns the floor by calling the member's name or nodding.

- **HANDLING A MOTION**

- 1 *Making the motion.* A member introduces a motion by saying, "**I move that...**"
- 2 *Seconding the motion.* Without rising, another member says, "**I second the motion**" or simply "**Second.**"
- 3 *Stating the motion.* The chair states the motion. "**It is moved and seconded that...**" and opens it to debate by saying, "**Are you ready for the question?**" The expressions "**Is there debate?**" or "**Is there discussion?**" are also common.



- 4 *Debating the question.* After stating the motion, the chair looks toward the maker of the motion who has the right to speak first in debate. The maker must claim this right immediately or lose it.
- 5 *Putting the question.* When debate seems to have stopped, the chair again says, **“Are you ready for the question?”** or asks **“Is there further debate?”** If no one responds, the chair puts the question to vote by saying, **“The question is on the adoption of the motion that...(repeating the motion). Those in favor, say aye. Those opposed, say no.”** The chair pauses for each vote, listening carefully.
- 6 *Announcing the results of the vote.* The chair announces: **“The ayes have it and the motion is carried,”** or **“The noes have it and the motion is lost.”** The chair may then add a brief explanation of the resulting action and steps needed to carry out the decision. Action is not complete until the chair has announced the results of the vote and the next item of business.
- 7 *Debating the question.* After stating the motion, the chair looks toward the maker of the motion who has the right to speak first in debate. The maker must claim this right immediately or lose it.
- 8 *Putting the question.* When debate seems to have stopped, the chair again says, **“Are you ready for the question?”** or asks **“Is there further debate?”** If no one responds, the chair puts the question to vote by saying? **“The question is on the adoption of the motion that...(repeating the motion). Those in favor, say aye. Those opposed, say no.”** The chair pauses for each vote, listening carefully.
- 9 *Announcing the results of the vote.* The chair announces: **“The ayes have it and the motion is carried,”** or **“The noes have it and the motion is lost.”** The chair may then add a brief explanation of the resulting action and steps needed to carry out the decision. Action is not complete until the chair has announced the results of the vote and the next item of business.

- **PREPARE FOR FBLA MEETING**

Regularly scheduled, well-planned FBLA meetings maintain member interest and participation and help to promote FBLA in general.

Before an FBLA meeting is held, the chapter executive board and the adviser should meet. Members of the executive board should discuss the business that needs to be discussed with the chapter and arrange an agenda for the upcoming meeting. The president should contact the chairperson of any committee to see if they will have a report for the meeting.

The president and secretary should have copies of the agenda and the minutes for each member of the chapter. This will allow members to think about agenda items before they reach the floor.

- **AGENDA EXAMPLE**

- 1 Opening the meeting
 - Call to order
 - Patriotic ceremony or other opening formality (recite FBLA pledge)
 - Roll call of members
- 2 Business
 - Reading and approval of officer reports (secretary & treasurer)
 - Reports of standing committees* (leadership development, career development, community service)
 - Reports of special committees** (March of Dimes, fundraising, FBLA Week, Christmas Party)
 - Special orders
 - Unfinished business & general orders (pending or postponed questions from last meeting)
 - New business
- 3 Announcements, program and adjournment

*Standing committees serve all year and are provided for in the bylaws. (fundraising, community service, leadership)

**Special committees are appointed for a specific purpose and for a limited time. (membership, FBLA Week, nominating)

• **THIRTEEN RANKING MOTIONS**

Privileged Motions are such that, while having no relation to the pending question, are of such urgency, or importance that they are entitled to immediate consideration; relate to members, and to the organization, rather than to particular items of business.

Subsidiary Motions are those that may be applied to another motion for the purpose of *modifying* it, *delaying* action on it, or *disposing* of it.

Main Motion is the basis of all parliamentary procedure--provides method of bringing business before the assembly for consideration and action. Can only be considered if no other business is pending.

Name of Motion	Is it in order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?	
*Fix the time which to adjourn	No	Yes	No	Yes	M	Yes	Privileged
**Adjourn	No	Yes	No	No	M	No	Privileged
*Recess	No	Yes	No	Yes	M	No	Privileged
Raise a question of Privilege	Yes	No	No	No	(1)	No	Privileged
Call for the orders of the day	Yes	No	No	No	(2)	No	Privileged
Lay on the table	No	Yes	No	No	M	No	Subsidiary
Previous question	No	Yes	No	No	2/3	Yes	Subsidiary
Limit or extend limits of debate	No	Yes	No	Yes	2/3	Yes (3)	Subsidiary
Postpone to a certain time (definitely)	No	Yes	Yes	Yes	M (4)	Yes	Subsidiary
Commit (refer to a committee)	No	Yes	Yes	Yes	M	Yes (5)	Subsidiary
Amend	No	Yes	Yes (6)	Yes	M	Yes	Subsidiary
Postpone indefinitely	No	Yes	Yes	No	M	aff. Only	Subsidiary
Main Motion	No	Yes	Yes	Yes	M	Yes	Main

Based on Robert's Rules of Order Newly Revised (RONR)

* A main motion if made when no business pending

** Check RONR for specific rules

(1) Chair grants

(2) No vote; Demand work

(3) Unexecuted part may be reconsidered

(4) 2/3 vote if made a special order

(5) Only if committee has not started

(6) If applied to a debatable motion

CONFERENCES



- **CONFERENCES**

FBLA offers a variety of meetings that promote leadership development of members. Whether at the district, state, regional or national level, conference participation offers members the opportunity to form contacts and learn about career opportunities available through speakers and workshops.



Officer Leadership Conference

Local, district and state officers are encouraged to participate in the Summer Officer Leadership Conference. Members work on leadership skills they will need during their tenure in office. Also, the Executive Council votes on bylaws and policies regarding Missouri FBLA for the next year.

National Fall Leadership Conference

Held in several cities across the U.S. each fall, the National Fall Leadership Conference (NFLC) provides members and advisers with an opportunity to share ideas and learn from peers across the country. Members participate in general sessions and leadership and professional development workshops.

District Leadership Conference

The District Leadership Conference (DLC) is held in February or March in each of the 20 districts. District winners are given the opportunity to compete at the state level. Many districts also elect district officers for the next year at the DLC.

State Leadership Conference

The State Leadership Conference (SLC) is held in April each year. The conference features competitive events, general sessions, state officer elections and workshop presenters. State winners are given the opportunity to compete at the national level.

State Middle Level Leadership Conference

The State Middle Level Leadership Conference (MLC) is held in December each year. The conference features competitive events, general sessions, and workshop presenters.

National Leadership Conference

The National Leadership Conference (NLC) is held during the summer months. The NLC provides students with leadership development and business-related workshops, tour business and corporate facilities, elect national officers and participate in the National Awards Program competitive events.

- **ADVISER CONFERENCE RESPONSIBILITIES**

- 1 Adviser will be responsible for making and confirming all arrangements including: travel, registration, hotel and competitive events.
- 2 Let members know what is expected of them while at the conference. Review behavior and curfew with students. Many advisers require students to sign a code of conduct and parents to sign medical release forms.
- 3 Review the FBLA dress code with members.
- 4 Meet with students at the conference. Make arrangements for meals, meetings, competitive events, etc.
- 5 Know whereabouts of students at all times.

Remember: It is the responsibility of the adviser(s) to see that members display

proper appearance; proper conduct at all times, and follow the curfew. Advisers are expected to check on students they bring to any conference. A copy of a medical consent form and a parent consent form is available in the *Chapter Management Handbook*.

SCHOLARSHIPS



FBLA-PBL SCHOLARSHIPS

GENERAL INFORMATION

Scholarships will be awarded to outstanding business students who attend or will attend a college/university in Missouri.

ELIGIBILITY REQUIREMENTS

1. The applicant must be a current member of the Missouri Chapter of FBLA or PBL.
2. **The student must be nominated by an instructor who is a current member of the Missouri Business Education Association.** Only one student application per school or college/university may be submitted.
3. Applicant must be taking/or have taken at least three business courses. In career- technical schools, the equivalent of three hours of business instruction would be accepted.
4. Applicant must be enrolled or planning to enroll as a business major.
5. A complete transcript with cumulative grade point average of high school or college/university credits should be sent. Class standing/rank must be included for high school applicants.

APPLICATION PROCESS

1. Applicant **must submit an original and four copies** of each of the following:
 - a. Application Form (completed on front and back)
 - b. Letter of Application addressed to Scholarship Committee. Letter should contain a brief explanation of career goals and biographical (background) information.
 - c. Letter of Recommendations
 - (1) Letter from nominating teacher
 - (2) Letter from nonbusiness teacher/or administrator
 - (3) Letter from club/activity sponsor (in school or outside of school) or business employer
 - d. Transcript

Application must be postmarked by: February 15th

SUBMIT TO: Christina Hess, P. O. Box 480, Jefferson City, Missouri 65102

Application and Judging Information can be found online at
http://www.dese.mo.gov/divcareered/fbla_scholarships.htm

RESOURCES



IMPORTANT DATES

September - 2010

- 15th Online registration deadline for Funtastic Days
17th **Receipt** deadline for Six Flags, Silver Dollar City & Worlds of Fun money

October - 2010

- 2nd FBLA Six Flags Day
TBD Online deadline for early bird NFLC registration to nationals
9th FBLA Worlds of Fun Day
16th FBLA Silver Dollar City Day
20th Early Deadline for FBLA membership dues for fall publications and chapters/state/individual awards

November - 2010

- 1st Deadline for submitting news to *Missouri Business Leader*
5th-6th National Fall Leadership Conference, Des Moines*
12th-13th National Fall Leadership Conference, New Orleans*
15th American Enterprise Day
15th Online registration opens for all DLCs

DECEMBER~2010

- 22nd Online registration closes, 5pm for all DLCs.

January 24 - February 25, 2011

WINDOW FOR DISTRICT LEADERSHIP CONFERENCES

January ~2011

- 10th Opening of DLC online testing window
24th Beginning of window to host District Leadership Conferences (through Feb. 25)

February - 2011

FBLA-PBL and National Career & Technical Education Month

- 6th-12th FBLA-PBL Week
8th Deadline for submitting news to MBL
TBA..... ACTE Legislative Day
15th Postmark deadline for FBLA State and National dues
15th Receipt deadline for FBLA scholarship application
Feb 20th -26th National Entrepreneurship Week

February 7 - March 11, 2011

WINDOW FOR ONLINE REGISTRATION FOR SLC

MARCH - 2011

- 1st **Receipt** deadline for FBLA Individual Business Achievement Awards to nationals
11th Receipt deadline for FBLA state officer candidate material
11th Receipt deadline for forms, reports, resumes, and prejudged events for SLC competition
11th Deadline for SLC online registration

MARCH 17 - 31, 2011

SKILL TESTING FOR SLC AT SCHOOL SITE (RECEIVED back AT STATE OFFICE BY APRIL 4)

March 22-April 1, 2011

ONLINE TESTING FOR SLC AT SCHOOL SITE (All EVENTS) Closes at 5 pm

APRIL - 2011

- 1st **Receipt** deadline for National Membership Awards (Membership Madness, Membership Achievement Award, 100% Class Participation, Membership Mania, Chapter Business Achievement Award, Outstanding Chapter, FBLA Adviser Wall of Fame, Distinguished Business Leader Scholarship Application, Presidential Freedom Scholarship, Adviser Wall of Fame)
1st Deadline for online testing for SLC at school site, 5 pm
4th Receipt deadline for returning skill tests to state office
17th-19th State Leadership Conference (SLC), Columbia
29th **Receipt** deadline for NLC anticipated attendance, reports, resume, prejudged events (*Must be received at the state office by 4/29/2011*)

MAY - 2011

- TBD Online deadline for early bird NLC registration to nationals
6th NLC Skills test **receipt** deadline (*Must be received at the State Office by 5/7/2011*)
6th Deadline for submitting news to MBL
13th Receipt deadline for National Officer Candidate Application in the State Office
TBD..... Receipt deadline for March of Dimes Mission Lift to nationals

DIRECTORY

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FBLA DIRECTORY

STATE OFFICE

FBLA State Adviser
Department of Elementary & Secondary Education
P.O. Box 480
205 Jefferson Street
Jefferson City, MO 65102
(573) 751-3926
Fax: (573) 526-4261
<http://www.dese.mo.gov/divcareered/fbla.htm>

NATIONAL OFFICE

FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
1-800-325-2946
Fax: (703) 758-0749
<http://www.fbla-pbl.org/>

SUPPLIER

FBLA membership
items & chapter
management tools

FBLA-PBL Marketplace
866-325-2725
<http://www.fblamarketplace.com/>

MEMBERSHIP LOCKBOX

FBLA state and
national dues

FBLA Membership Lockbox
P.O. Box 79063
Baltimore, MD 21279-0063

Missouri event registration
Website

www.missourifbla.org

MISSOURI FBLA 2010-2011 STATE OFFICERS

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Vice President

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