

# 2023 - 2024 Chapter Planning Guide





# SUMMER STARTER

## CHAMPION CHAPTER HIGH SCHOOL TRACKER

(AUGUST 1 – SEPTEMBER 30)

Focuses on chapter building and membership strategy. Summer Starter tasks are designed to help chapters set the foundation for a successful membership year including: electing chapter officers, developing a student-led program of work, setting goals, and mapping out the year.

ACTIVITY		Points Earned	Max Points
<input type="checkbox"/>	1 <b>Elect local officers and plan an officer training session</b> (Upload an agenda for the Training Session)		500
<input type="checkbox"/>	2 <b>Develop a Chapter Program of Work for the fall with at least 3 recruitment activities</b> (Upload a copy of the completed Program of Work template)		200
<input type="checkbox"/>	3 <b>Produce an idea for a community service project.</b> (Upload a one-page description of the project using this form)		100
<input type="checkbox"/>	4 <b>Write cards or emails to members over the summer encouraging them to join again in the fall</b> (Upload a copy of one of the cards)		100
<input type="checkbox"/>	5 <b>Review the FBLA Sponsorship Toolkit and then prepare a target list of at least 5 potential sponsors</b> (Upload a copy of the list)		100
<input type="checkbox"/>	6 <b>Set up a communication channel between local officers and members</b> (Upload a paragraph describing the form of communication used and how it helped your chapter)		100
<input type="checkbox"/>	7 <b>Create a survey for your returning members to capture feedback about what was successful, what was not, and what opportunities they would like to seize in the year ahead. Then, draft a one-page memo to your adviser on your findings</b> (Upload a paragraph describing the form of communication used and how it helped your chapter)		100
<input type="checkbox"/>	8 <b>Develop a chapter T-shirt design</b> (Upload a copy of the t-shirt design)		100
<input type="checkbox"/>	9 <b>Review the 2022-23 Competitive Events Guidelines at a chapter meeting and create a sign-up sheet for members</b> (Upload copy of sign-up sheet)		100
<input type="checkbox"/>	10 <b>Develop a letter to invite guest speakers for meetings during the membership year</b> (Upload a copy of the letter)		100
<input type="checkbox"/>	11 <b>Create a Member of the Month program</b> (Upload a screenshot from Twitter, Facebook, or Instagram of your Member of the Month for August or September)		100
<input type="checkbox"/>	12 <b>Prepare a chapter budget for the membership year</b> (Upload a copy of your budget)		100
	<b>Total</b>		<b>1700</b>
		Submitted by:	Submitted On:
	<b>Deadline: September 30</b>		

## Peak Awards: Recruitment & Chapter Kick Off

Can be done in conjunction with National FBLA Summer Starter, recommended August 1 – September 30

Slide Number	Item	Max Points Possible	Documentation	Chapter Points
1	Maintain Membership (5 pts) OR Increase Membership by 10% (10 pts) OR Increase Membership by 20% (15 pts)	15	Copy of previous and current membership from National website (Pick one of the three options for a maximum of 15 pts.)	
2	100 Percent Class Participation	50	Class roster & membership roster	
3	*Chapter Officer Training (at chapter level)	5	Agenda of officer training/planning session	
4	Chapter Officer List	2	Picture of officer team and a list of their names and positions	
5	Make a list of students who were members and have dropped their membership over the years and send them a "We Want You Back" letter	2	Copy of the letter	
6	*Completed Program of Work (with at least 3 recruitment activities)	5	Screenshot of Program of Work	
7	*Write cards or emails to members over the summer encouraging them to join again in the fall	2	Copy of the cards	
8	*Create a survey for your returning members to capture feedback	2	One-page memo sent to adviser about findings	
9	*Set up a form of communication between local officers and members	2	Describe the communication and how it helped your chapter	
10	*Review the Sponsorship Toolkit and prepare a list of at least 5 potential sponsors	2	List of possible sponsors	
11	Attend National Leadership Conference	5	Picture of student(s) who attended the 2023 NLC	
12	*Chapter T-shirt	2	Copy of T-shirt design	
13	*Review the Competitive Events Guidelines at a chapter meeting & create a sign-up sheet for members	4	Copy of sign-up sheet	
14	*Create a Member of the Month Program	2	Screenshot showing Member of the Month recognition	
15	*Chapter Budget	2	Budget	
16	*Prepare a letter/email to invite guest speakers	2	Copy of the letter	
17	Prepare a flyer/infographic of membership benefits to distribute to chapter members	2	Copy of the flyer	
18	Offer a prize to the person in your chapter who recruits the most members	2	Screenshot of the prize winner on social media	
19	Member Recognition Program (ex: Member of the Month)	5	Description of program and pictures	
20	Chapter Bylaws	2	Submit copy of first page	
21	Member Induction Ceremony	2	Program or picture from ceremony	
22	Officer Installation Ceremony	2	Program or picture from ceremony	
23	Emblem Ceremony	2	Program or picture from ceremony	
24	Recite the FBLA Creed at a meeting	2	An agenda of the meeting with a copy of the FBLA Creed included	
25	CACTE Annual Summit Attendance by adviser	5	Registration Form	
26	CBAM Fall Conference Attendance by adviser	5	Registration Form	
27	Participation in Colorado FBLA Adviser Q&A and Program Director Road Show (5 pts each, max 10 pts)	10	Registration Form	
28	CBAM Board Member	5	Screenshot from website with Board member information	
29	National/Colorado FBLA Board Member	10	Screenshot from website with Board member information	
30	Board Member in other state/national CTE related organization (5 pts each org)		Screenshot from website with Board member information	
31	Colorado State Officer (10 pts each/20 max)	20	Screenshot from website with officer information	
32	Create a Chapter Social Media Plan for the Year	5	Copy of the social media plan	
	Adviser CACTE and other Award Submissions			
33	CACTE: Teacher of the Year application submission	2	Copy of submission (2022 awards)	
34	CACTE: Postsecondary Teacher of the Year application submission	2	Copy of submission (2022 awards)	
35	CACTE: New Teacher of the Year application submission	2	Copy of submission (2022 awards)	
36	CACTE: Administrator of the Year application submission	2	Copy of submission (2022 awards)	
37	CACTE: Career Guidance Award application submission	2	Copy of submission (2022 awards)	
38	CACTE: Carl Perkins Community Service Award application submission	2	Copy of submission (2022 awards)	
39	CACTE: Lifetime Achievement Award application submission	2	Copy of submission (2022 awards)	
40	CACTE: CTE Exemplary Alumni Award application submission	2	Copy of submission (2022 awards)	
41	CACTE: Outstanding CTE Students application submission	2	Copy of submission (2022 awards)	
42	CACTE: Colorado ACTE Service Award application submission	2	Copy of submission (2022 awards)	
43	M-PBEA Awards (1 pt per submission)		Copy of submission	
44	Other Individual Business Award Submissions (teacher or student - 1 pt per submission)		Copy of submission and description of business award	
45	Awards Received (5 pts per award received from above list)		Picture of plaque or certificate	
46	Champion Chapter: Summer Starter	10	Screenshot or PDF of Certificate from Nationals	

# AUGUST 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1 Summer Starter begins Dressed to Impress opens	2	3	4	5
6	7	8	9	10	11	12
13	14	15 NFLC Registration opens	16	17	18	19
20	21	22	23	24	25	26
27	28 Monthly Membership Meeting, 7 - 8 pm Virtual	29	30	31 BMEF New Teacher Meeting, 9 am - 4 pm, Centennial, CO		

## This Month

- Start recruiting members
- Begin creating your chapter's Program of Work (POW)
- Select which activities from the Champion Chapter: Summer Starter you want to complete
- Select which activities from the Colorado Peak Awards: Recruitment & Chapter Kick Off you want to complete
- MIDDLE SCHOOL: review the MERIT Award Program, which opens on August 1st

## Next Month

- Summer Starter deadline
- Colorado and National PD conferences - look into registration

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)

# SEPTEMBER 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

					1 Fall Stock Market Game opens	2
3	4	5	6	7	8	9
10	11	12	13 Business of Baseball	14 Adviser Q&A, 4 - 5 pm Virtual	15	16
17	18 Monthly Membership Meeting, 7 - 8 pm Virtual	19	20 ACTE Postsecondary Summit begins, Denver	21 CBAM Conference begins, Breckenridge	22	23
24	25 Program Director Road Show begins	26	27 Summer Starter Deadline District Officer Training, Virtual	28 Shaping Success opens	29 Peak Awards Leaderboard Submission deadline	30

## This Month

- Select/elect and install chapter officers
- Complete your chapter's POW
- Continue to recruit members
- Submit all FBLA travel dates to your school to secure a sub, buses, etc.
- Sign up your chapter to attend the Colorado Fall Leadership Conference
- Encourage your students to begin working on the Business Achievement Awards (BAAs)

## Next Month

- Registration deadline for NFLCs
- Colorado Fall Leadership Conference registration deadline
- Dressed to Impress Scholarship deadline

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)



# SHAPING SUCCESS

## CHAMPION CHAPTER HIGH SCHOOL TRACKER

(OCTOBER 1 – NOVEMBER 10)

Focuses on member recruitment and retention. Shaping Success tasks are designed to promote membership benefits and foster engagement such as hosting special events, securing guest speakers, and project planning.

*Chapters receive a minimum of 1,000 points for challenge recognition which includes a digital certificate of recognition and a digital badge for the chapter.*

ACTIVITY			Points Earned	Max Points
<input type="checkbox"/>	1	<b>Submit membership dues for 10 paid members</b> (Register at my.FBLA)		500
<input type="checkbox"/>	2	<b>Create a project plan for a recruitment d that focuses on increasing chapter membership</b> (Upload a copy of the project plan)		200
<input type="checkbox"/>	3	<b>Buddy up! Encourage members to connect returning FBLA members with a new member. Plan at least one fun "buddy" activity</b> (Upload a screenshot of the "buddy" activity from Facebook, Instagram, or Twitter)		100
<input type="checkbox"/>	4	<b>Organize a special outing for FBLA members to a business, professional sports game, or amusement park</b> (Upload a flyer or other promotional content and a photo of members who attended)		100
<input type="checkbox"/>	5	<b>Host an FBLA Chapter Spirit Day in which all members show up to school in either FBLA shirts or in blue and gold; and post a photo to one of your social media outlets. Do not forget to tag us @fbla_pbl</b> (Upload a screen shot)		100
<input type="checkbox"/>	6	<b>Using the letter you developed in Summer Starter, secure a guest speaker for one of your chapter meetings</b> (Upload an agenda or program from the speaking event)		100
<input type="checkbox"/>	7	<b>Prepare a letter to send to one of the sponsors on your contact list created during SUMMER STARTER</b> (Upload a copy of the letter)		100
<input type="checkbox"/>	8	<b>Create a Community Service Project Committee</b> (Upload a copy of the minutes from at least one committee meeting)		100
<input type="checkbox"/>	9	<b>Meet with your officers and review your Program of Work</b> (Upload a revised copy of your Program of Work with comments or track changes)		100
<input type="checkbox"/>	10	<b>Hold an informational meeting for prospective members</b> (Upload a copy of the meeting agenda)		100
<input type="checkbox"/>	11	<b>Have one of your officers prepare and record a one-minute video elevator speech about the benefits of joining FBLA</b> (Upload a link to the video)		100
<input type="checkbox"/>	12	<b>Review your budget, identify areas of financial need, and plan a fundraiser</b> (Upload a fundraiser plan)		100
<b>Total</b>				<b>1700</b>
			Submitted by:	Submitted On:
<b>Deadline: November 10</b>				

## Peak Awards: Membership Retention

Can be done in conjunction with National FBLA Shaping Success, recommended October 1 - November 10

Slide Number	Item	Max Points Possible	Documentation	Chapter Points
47	*Establish an effective "buddy system" with membership and plan at least one fun "buddy" activity	2	Screenshot of the activity posted on social media	
48	*Tour a local business (5 pts per visit/max 20)	20	Name of business and picture/description of tour	
49	*Plan a first semester Recruitment Drive	5	Show copy of recruitment/marketing plan	
50	Participate in Colorado FBLA Fall Leadership Conference	10	Photo of attendees at the event	
51	*Create a community service committee	5	Agenda of a meeting	
52	*Secure a guest speaker	5	Copy of agenda	
53	*Prepare a letter and/or email to local businesses about potential sponsorships	2	Copy of the letter	
54	*Host an informational meeting for prospective members	5	Copy of the agenda	
55	Create a Membership Committee to focus on new ways to bring in and retain members	2	Copy of the committee minutes	
56	*Have one of your officers prepare and record a one-minute video elevator speech about the benefits of joining FBLA	2	Link to the video	
57	*Develop a list of possible fundraisers for the year	2	List of possible fundraisers	
58	Plan a financial leadership activity (2 pts per activity/max 6)	6	Copy of the activity plan	
59	Request a state officer visit	5	Submission Confirmation (email)	
60	Chapter Meetings were held (1 pt per agenda/max 4)	4	Dated agendas (See CO FBLA Handbook for proper agenda format)	
61	Chapter Minutes were kept (1 pt per set of minutes/max 4)	4	Dated minutes (See CO FBLA Handbook for proper minutes format)	
62	Member point system (could be used for FBLA lettering)	2	Screenshot of point system	
63	Actively using member point system	5	Screenshot of spreadsheet using point system	
64	Chapter members follow Colorado FBLA on Facebook	1	Screenshot showing individual accounts following	
65	Chapter members follow Colorado FBLA on Twitter	1	Screenshot showing individual accounts following	
66	Chapter members follow Colorado FBLA on Instagram	1	Screenshot showing individual accounts following	
67	Chapter members follow National FBLA on Facebook	1	Screenshot showing individual accounts following	
68	Chapter members follow National FBLA on Twitter	1	Screenshot showing individual accounts following	
69	Chapter members follow National FBLA on Instagram	1	Screenshot showing individual accounts following	
70	*Host a FBLA chapter spirit day in which all members show up to school in FBLA shirts/colors and post a photo to a social media outlet	2	Screenshot of social media post	
71	Other Chapter Public Relations Activities (5 pts per activity/max 25)	25	Picture and brief description of presentation/activity	
72	Champion Chapter: Shaping Success	10	Screenshot or PDF of Certificate from Nationals	

# OCTOBER 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

Fall Virtual Business Challenge opens (10/2)

2

CFLC Registration deadline

3

4

5

Program Director Road Show begins

6

7

8

9

Fall Stock Market Game opens

10

11

12

13

14

15

Dressed to Impress Scholarship deadline

16

FBLA LifeSmarts Fall Challenge opens

17

18

NFLC Registration deadline

19

20

Colorado Fall Leadership Conference, 8 am - 12 pm Denver

21

22

23

Monthly Membership Meeting, 7 - 8 pm Virtual

24

25

26

27

Fall Stock Market Game Registration deadline

28

29

30

31

## This Month

- Select which activities from the Champion Chapter: Shaping Success you want to complete
- Select which activities from the Colorado Peak Awards: Membership Retention you want to complete
- Help students explore FBLA competitive events in preparation for District Leadership Conferences
- Submit up to two t-shirt designs to the Colorado FBLA SLC design contest (deadline in November)

## Next Month

- Shaping Success deadline
- National Fall Leadership Conferences
- American Enterprise Day
- March of Dimes - Prematurity Awareness Day

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)





# SERVICE SEASON

## CHAMPION CHAPTER HIGH SCHOOL TRACKER

(NOVEMBER 11 – DECEMBER 31)

Focuses on service and engagement. Service Season tasks are designed to meet the core of the FBLA mission: being community-minded business leaders. Tasks are designed to find ways to contribute to the community, as well as connect with alumni and business and industry professionals.

Chapters receive a minimum of 1,000 points for challenge recognition which includes a digital certificate of recognition and a digital badge for the chapter.

ACTIVITY			Points Earned	Max Points
<input type="checkbox"/>	1	<b>Celebrate American Enterprise Day by planning an activity</b> (Upload a photo or event agenda)		500
<input type="checkbox"/>	2	<b>Host a thank-you-note-writing event for members to write letters of appreciation to a group of hometown heroes of your choice, such as first responders, veterans or senior citizens</b> (Update a copy of one of the thank-you-notes)		200
<input type="checkbox"/>	3	<b>Lead a community service event based on your planning in <b>SUMMER STARTER</b> and <b>SHAPING SUCCESS</b></b> (Upload a one-page description of the project)		100
<input type="checkbox"/>	4	<b>Accumulate a total of 10 hours of community service</b> (Chapter members' hours combined. Upload a description of the different projects with hours)		100
<input type="checkbox"/>	5	<b>Host an in-person or virtual business tour for members</b> (Upload a photo)		100
<input type="checkbox"/>	6	<b>Host a competitive events study night</b> (Upload a photo)		100
<input type="checkbox"/>	7	<b>Identify an area of need in your community and host a critical needs drive. Examples: sock drive, food drive, toy drive</b> (Upload a photo)		100
<input type="checkbox"/>	8	<b>Present a workshop to a middle school about FBLA and the importance of servant leadership in business</b> (Upload an outline of the workshop)		100
<input type="checkbox"/>	9	<b>Meet with your officers and review your Program of Work</b> (Upload a revised copy of your Program of Work with comments or track changes)		100
<input type="checkbox"/>	10	<b>Send a thank-you note to all your sponsors sharing how their contributions have impacted your chapter this year</b> (Upload a copy of letter)		100
<input type="checkbox"/>	11	<b>Review the FBLA Resource Center and identify a resource from your own chapter to submit for consideration in the Resource Center library</b> (Upload a copy of your resource)		100
<input type="checkbox"/>	12	<b>Have 1 member volunteer to help your adviser with chapter management tasks</b> (Upload a summary of the tasks)		100
		<b>Total</b>		<b>1700</b>
			Submitted by:	Submitted On:
		<b>Deadline: December 31</b>		

## Peak Awards: Service & Engagement

Can be done in conjunction with National FBLA Service Season, recommended November 11 - December 31

Slide Number	Item	Max Points Possible	Documentation	Chapter Points
73	*Plan and conduct a free enterprise project for American Enterprise Day	10	Description of activities and picture	
74	*Have members send thank you notes to first responders such as nurses, doctors, police or firefighters	5	Copy of a thank you note	
75	*Chapter Community Service (5 pts per activity/max 35)	35	Picture of members participating in each activity with description	
76	Submit Service Sunday through Colorado FBLA	5	Submission Confirmation (email)	
77	Submit a Community Service Project for competition	5	Show summary/outline of the report	
78	Local businessperson presented to class (2 pts per instance/max 10)	10	Picture of event and topic spoke about with name and title of businessperson	
79	Thank sponsors for their contribution	2	Copy of the letter	
80	Other financial leadership activities (5 pts per activity/max 25)	25	Picture of members participating in activity and specify the amount raised/goal achieved	
81	*Have one volunteer assist the chapter adviser with chapter management tasks	2	Explanation of the task(s)	
82	*Complete an activity with a FBLA Middle School or Collegiate chapter	10	Pictures and brief description of activity	
83	*Host a competitive events study/prep event	10	Photo of the event	
84	Attend Monthly Membership Meetings hosted by the State Officers (1 non-state officer member = 2 pts, up to 10 pts per meeting/80 maximum)	80	Screenshot and Meeting Reflection for each meeting	
85	FBLA Night at the Nuggets/ FBLA Night at the Avalanche/ Business of Baseball Event (5 pts/event, 15 pts max)	15	Picture of members participating in activity and brief description of activity	
86	Recruit a new FBLA, Middle School FBLA or Collegiate FBLA chapter	15	Evidence of the recruited chapter	
87	Social Media: Chapter using Facebook and tagging #COFBLA	2	Screenshot of tagged activity	
88	Social Media: Chapter using Twitter and tagging #COFBLA	2	Screenshot of tagged activity	
89	Social Media: Chapter using Instagram and tagging #COFBLA	2	Screenshot of tagged activity	
90	Social Media: Other (ex: Snapchat, TikTok)	2	Screenshot	
91	Chapter Website (Google classroom, Schoology, website)	4	Screenshot of home page	
92	Submission for Peak Award Leader Board (3 pt ea/max 6)	6	Copy of Confirmation email	
93	Other Membership Activities (5 per activity/max 15)	15	Picture of members participating in activity and brief description of activity	
94	Champion Chapter: Service Season	10	Screenshot or PDF of Certificate from Nationals	

# NOVEMBER 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1 SLC T-shirt Design Contest deadline	2	3	4
5	6	7	8 Adviser Q&A, 4 - 5 pm, Virtual  Shaping Success deadline	9 Service Season begins	10 LifeSmarts & Virtual Business Challenge end  NFLC, Providence, RI	11
12	13	14	15 American Enterprise Day	16	17 NFLC, Dallas, TX  World Prematurity Day	18
19	20	21	22	23	24	25
26	27 Monthly Membership Meeting, 7 - 8 pm Virtual	28	29	30		

## This Month

- Register your members with National FBLA
- Select which activities from the Champion Chapter: Service Season you want to complete
- Select which activities from the Colorado Peak Awards: Service & Engagement you want to complete
- Do a chapter activity to support, or increase awareness for, March of Dimes
- Do a chapter activity for American Enterprise Day
- Talk about District Leadership Conferences

## Next Month

- Membership registration deadline for participation at DLCs
- Registration deadline for DLCs

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)

# DECEMBER 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

					DLC Membership Registration deadline 1	2
3	4	5	6	7	8	9
10	11	12	13	14	DLC Registration deadline 15	16
17	18	19	Final day to make DLC registration changes 20	21	22	23
24	25	26	27	28	29	30
31						

## This Month

- Complete registration for District Leadership Conferences
- Collect all necessary forms and money for DLC
- Complete any other travel requirements/requests with your school
- Make notes for yourself about what did and did not work well this semester
- Read your DLC Call to Conference and review all deadlines
- Enjoy a few weeks off - you deserve it!

## Next Month

- Service Season deadline
- District Leadership Conferences begin
- New Teacher in-person meeting

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)



# CTE CELEBRATION

## CHAMPION CHAPTER HIGH SCHOOL TRACKER

(JANUARY 1 – MARCH 1)

Focuses on chapter excellence and CTE Awareness. CTE Celebration tasks are designed to showcase FBLA excellence and achievements, as well as promote the mission of the organization.

*Chapters receive a minimum of 1,000 points for challenge recognition which includes a digital certificate of recognition and a digital badge for the chapter.*

ACTIVITY		Points Earned	Max Points
<input type="checkbox"/>	1 <b>Review the FBLA Week Planning Guide and decide as a chapter which events you will participate in</b> (Upload a document)		500
<input type="checkbox"/>	2 <b>Review the Public Policy Toolkit, have your officers or members complete a PSA, flyer, bulletin, display, or video blog about the importance of career technical education</b> (Upload a copy of your project)		200
<input type="checkbox"/>	3 <b>Ask an elected official to sign an FBLA Week Proclamation</b> (Upload a copy of the proclamation)		100
<input type="checkbox"/>	4 <b>Prepare a report about your community service project that you planned through the CHAMPION CHAPTER program</b> (Upload a copy of the report)		100
<input type="checkbox"/>	5 <b>Have at least one member participate in an FBLA Week forum or panel and submit one question</b> (Upload a screen shot of the member participating in the Forum)		100
<input type="checkbox"/>	6 <b>Plan a social activity for your chapter during FBLA Week</b> (Upload a press release)		100
<input type="checkbox"/>	7 <b>Have at least one member share their story on social media during FBLA Week</b> (Upload a screenshot of the social media post)		100
<input type="checkbox"/>	8 <b>Sponsor a teacher/adviser appreciation activity</b> (Upload a flyer or press release)		100
<input type="checkbox"/>	9 <b>Give a presentation about CTE &amp; CTSOs at your school to your administrators/school board</b> (Upload an outline form the presentation)		100
<input type="checkbox"/>	10 <b>Prepare a memo to your school administrators alerting them to the number of competitors your chapter plans to send to regional and/or state conferences</b> (Upload the memo and be sure to include details such as member names and events)		100
<input type="checkbox"/>	11 <b>Invite an FBLA alumnus or community business leader to speak at a local chapter meeting</b> (Upload an agenda of the meeting and bio/photo of the speaker)		100
<input type="checkbox"/>	12 <b>Connect with a FBLA collegiate member to join your meeting and talk about the FBLA experience at the college level</b> (Upload a summary of what you learned)		100
<b>Total</b>			<b>1700</b>
		Submitted by:	Submitted On:
<b>Deadline: March 1</b>			

## Peak Awards: Chapter Excellence

Can be done in conjunction with National FBLA CTE Celebration, recommended January 1 - February 15

Slide Number	Item	Max Points Possible	Documentation	Chapter Points
95	Plan a second-semester recruitment drive	5	Copy of the recruitment/marketing plan and a copy of a news release with at least one photo	
96	*Participate in FBLA Week	5	Agenda and picture	
97	Communicated with city/county leaders (mayor, city council, etc.)	5	Copy of communication	
98	Communicated with state legislators	5	Copy of communication	
99	Communicated with federal legislators	5	Copy of communication	
100	Visited with city/county leaders (mayor, city council, etc.)	5	Picture and name of leader(s)	
101	Visited with state legislators	5	Picture and name of state legislator	
102	Visited with federal legislators	5	Picture and name of federal legislator	
103	Host a tour of CTE programs with legislators	5	Pictures and brief description of activity	
104	Complete the CTE Advocacy Lesson Plan with members/classes	5	Pictures and brief description of activity	
105	Host a Town Hall meeting at school with a legislator	5	Pictures and brief description of activity	
106	Invite legislators to serve as mock interviewers/judges	5	Copy of invitation	
107	Participate in the Virtual Colorado CTE Showcase	5	Pictures and brief description of activity	
108	*FBLA Week Proclamation signed by an elected official	5	Picture	
109	Participate in CTE Month	5	Agenda and picture	
110	*Prepare a PSA, flyer, bulletin board, display or video blog about the importance of Career and Technical Education	5	Copy of the print ad and a link to the PSA or video blog	
111	*Plan a social activity for members during FBLA Week	5	Screenshot of social media post	
112	*Connect with a FBLA collegiate member to join your meeting and talk about the FBLA experience at the college level	2	Share a summary of what was learned	
113	Attend District Leadership Conference	10	Submission Confirmation (email)	
114	Recruit a judge/workshop presenter for DLC (1 pt each/max 5)	5	Email from Board of Directors Representative	
115	District Leadership Role - Ex: Reporter/Secretary/Committee (5 pts each)		Email from State Officer	
116	Gained local support from business/industry	3	Copy of submission form from CO FBLA	
117	Other Business & Industry Connections Activities (5 pts per activity/max 25)	25	Picture of members participating in each activity with description	
118	*Sponsor a Teacher Appreciation Day	2	News release with at least one photo	
119	*School Board Presentation	10	Picture and brief description of presentation	
120	Advisory Committee Presentation	10	Picture and brief description of presentation	
121	Local officer presentation to all business classes	5	Picture and brief description of presentation	
122	FBLA Members present competition material to adults (other than adviser/s)	5	Picture and description of event(s)	
123	FBLA Chapter event with FBLA Alumni	10	Picture and description of event	
124	FBLA Chapter working with school administration (principal, superintendent, counselor, etc)	10	Picture and description of event	
125	FBLA Chapter is featured on School District's social media page or newsletter	5	Screenshot of social media post	
126	Article submitted to Colorado FBLA Today	5	Submission Confirmation (email)	
127	Article published in Colorado FBLA Today	5	Screenshot of article in newsletter	
128	Article submitted to Tomorrow's Business Leader	5	Submission Confirmation (email)	
129	Article published in Tomorrow's Business Leader	5	Screenshot or picture of article in magazine	
130	Social Media Challenge: Why I Serve	5	Use the "Why I Serve" hashtags, screenshot	
131	FBLA specific Bulletin Board (2 pts per bulletin board/max 6)	6	Picture of FBLA bulletin board	
132	Article in school/district newspaper/newsletter	2	Screenshot of article in media (not just the article)	
133	Story in local newspaper, radio, TV	5	Screenshot of article in media (not just the article)	
134	*Prepare a memo to your school administrators alerting them to the number of competitors your chapter plans to send to district and/or state conferences	4	Copy of the memo	
135	Adviser Participation in District Grading Day	2	Email confirmation from Board member	
136	Adviser is a member in other state/national CTE related organization (1 pt each org)		List of organizations	
137	Adviser implemented FBLA into the classroom (5 pts per lesson/25 max points)	25	Screenshot of submission form receipt from CO FBLA	
138	Who's Who application submission	2	Submission Confirmation (email)	
139	Outstanding Local Adviser application submission	5	Submission Confirmation (email)	
140	New Adviser of the Year application submission	5	Submission Confirmation (email)	
141	Businessperson of the Year award submission	5	Submission Confirmation (email)	
142	Administrator of the Year application submission	5	Submission Confirmation (email)	
143	School Counselor of the Year application submission	5	Submission Confirmation (email)	
144	Honorary Membership award submission	5	Submission Confirmation (email)	
145	Dave Sanders Memorial Scholarship (2 pts per submission)		Submission Confirmation (email)	
146	Alumni Scholarship for FBLA (2 pts per submission)		Submission Confirmation (email)	
147	CBAM Scholarship (2 pts per submission)		Submission Confirmation (email)	
148	Point for each award received (from the above list - 5 pts each)		Certificate or Plaque picture	
149	Champion Chapter: CTE Celebration	10	Screenshot or PDF of Certificate from Nationals	

# JANUARY 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1	2	3	4	5	6
7	8	9	10 Adviser Q&A, 4 - 5 pm, Virtual Service Season deadline	11 CTE Celebration begins	12	13
14	15	16	17	18	19	20
21	22 Monthly Membership Meeting, 7 - 8 pm Virtual	23	24 BMEF New Teacher meeting, 9 am - 4 pm, Denver	25	26	27
28	29 FBLA LifeSmarts Spring Challenge opens	30 DLC 6, Colorado Springs DLC 7, Otero College	31 DLC 1, UNC DLC 3, NJC			

## This Month

- Collect all necessary forms and money for DLC
- Share your DLC travel plan with students and parents
- Prep your students for District Conferences
- Select which activities from the Champion Chapter: CTE Celebration you want to complete
- Select which activities from the Colorado Peak Awards: Chapter Excellence you want to complete

## Next Month

- FBLA Week
- National CTE Month
- CTE Celebration deadline

# FEBRUARY 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			National Career & Technical Education Month	DLC 4, NJC		DLC 2, Longmont HS
4	5	DLC 10, Arapahoe County Fairgrounds DLC 8, Adams State	DLC 11, Arapahoe County Fairgrounds	DLC 5, Arapahoe County Fairgrounds	9	10
11 FBLA Week begins	12	13	14	15 Peak Awards Leaderboard submission deadline	16	17
18	19	20	21	22	23 FBLA LifeSmarts & Virtual Business Challenge end	24
25	26 Monthly Membership Meeting, 7 - 8 pm Virtual	27	28 CTE Celebration deadline	29		

## This Month

- Submit list of SLC qualifiers that are attending to your District Board member
- Plan chapter activities for FBLA Week - follow along with National FBLA social media prompts
- Review any feedback from DLC with students to begin prepping for SLC
- Review the Colorado FBLA SLC Call to Conference and begin budgeting and planning

## Next Month

- SLC registration deadline
- MIDDLE SCHOOL: State Leadership Conference
- National Dues payment deadline for NLC

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)





# CHAMPION+

## CHAMPION CHAPTER HIGH SCHOOL TRACKER

(DEADLINE: MAY 1)

Focuses on national programs and conferences, sponsors and partners, and recruitment. These activities may be done at any time during the year.

*Chapters must earn a minimum of 1,000 points for challenge recognition, which includes a ribbon (provided at NLC), a digital certificate of recognition, and a digital badge for the chapter.*

ACTIVITY			Points Earned	Max Points
<input type="checkbox"/>	1	<b>Complete Connect Ten</b> (Upload a summary of recruitment activities and include the number of members that you added over last year)		500
<input type="checkbox"/>	2	<b>Have at least 2 members complete a level of the BAA</b> (Upload the names of the members and the levels that they completed)		200
<input type="checkbox"/>	3	<b>Participate in Lead4Change</b> (Upload a copy of your project)		100
<input type="checkbox"/>	4	<b>Invite a national officer to virtually attend a chapter meeting</b> (Upload a screen shot of the officer attending your meeting via Zoom)		100
<input type="checkbox"/>	5	<b>Attend the National Fall Leadership Conference</b> (Upload a copy of a press release with a photo of the member or members who attended the conference)		100
<input type="checkbox"/>	6	<b>Participate in the Stock Market Game</b> (Upload a list of the members of your team)		100
<input type="checkbox"/>	7	<b>Bring a non-FBLA friend to a meeting</b> (Upload a photo)		100
<input type="checkbox"/>	8	<b>Plan an activity for the March of Dimes</b> (Upload a press release)		100
<input type="checkbox"/>	9	<b>Write a letter to middle school graduates inviting them to join your FBLA chapter for a special meeting</b> (Upload a copy of the letter and agenda from the meeting)		100
<input type="checkbox"/>	10	<b>Register for the 2023 FBLA NLC</b> (Upload a copy of NLC registration)		100
<input type="checkbox"/>	11	<b>Participate in the Virtual Business Challenge or the Virtual Business Personal Finance Challenge</b> (Upload the names of your team members)		100
<input type="checkbox"/>	12	<b>Adviser Bonus: Log in to the Leadership Community and share an accomplishment from your chapter that others can benefit from</b>		100
		<b>Total</b>		<b>1700</b>
			Submitted by:	Submitted On:
		<b>Deadline: May 1</b>		

## Peak Awards: National Programs

Can be done in conjunction with National FBLA Champion+, done any time throughout the year, but must meet the Peak Awards deadline

Slide Number	Item	Max Points Possible	Documentation	Chapter Points
150	*BAA: Contributor Awards (1 point for each member)		National Verification that award was submitted	
151	*BAA: Leader Awards (2 points for each member)		National Verification that award was submitted	
152	*BAA: Advocate Awards (3 points for each member)		National Verification that award was submitted	
153	*BAA: Capstone Awards (4 points for each member)		National Verification that award was submitted	
154	*Register for and participate in Lead4Change Challenge	50	Memo to the adviser detailing project	
155	*Bring a non-FBLA friend to a chapter meeting	2	Photo of the member	
156	*Invite middle school graduates for a special meeting	10	Pictures and brief description of activity	
157	*Connect 10	5	Screenshot of 10 more members than last year	
158	*Attend the National Fall Leadership Conference	15	Submission Confirmation (email)	
159	Attend State Leadership Conference	15	Conference Invoice	
160	Recruit a judge/workshop presenter for SLC (2 pts each/max 10)	10	Submission Confirmation (email)	
161	*Request a national officer virtual visit	10	Screenshot of video call	
162	Student(s) participate in a Job Shadow or Career Fair	5	Picture and description of activity	
163	*Register a team for the Stock Market Game	5	Copy of the registration confirmation	
164	*Register a team for Virtual Business Challenge	5	Copy of the registration confirmation	
165	Register a team for LifeSmarts Competition	5	Copy of the registration confirmation	
166	Other Chapter Professional Development Activities (5 per activity/max 25)	25	Picture of members participating in activity and brief description of activity	
167	*March of Dimes Educational Activity	10	Picture and description of activity	
168	*Plan an activity to promote World Prematurity Awareness Day/March of Dimes	5	One-page report with a picture	
169	Membership Achievement Award	5	Screenshot or PDF of Certificate from Nationals	
170	Market Share Award	5	Screenshot or PDF of Certificate from Nationals	
171	Colorado Selection Committee Application OR Colorado State Officer Candidate (5 pts each/15 max)		Submission Confirmation (email)	
172	End of Year Activity (banquet, social, etc.)	5	Picture of activity or program or letter from adviser describing activity	
173	Other Chapter Social Activities (5 per activity/max 25)	25	Picture of members participating in activity and brief description of activity	
174	Collaboration with another CTSO/school organization (2 pt ea/max 10)	10	Verification Form	
175	Contribute to March of Dimes fund (minimum \$25)	5	Screenshot of submission form receipt from CO FBLA	
176	Contribute to Colorado Relief Fund (minimum \$25)	5	Screenshot of submission form receipt from CO FBLA	
177	Contribute to Colorado Scholarship Fund (minimum \$25)	5	Screenshot of submission form receipt from CO FBLA	
178	Business Sponsorship to Colorado FBLA (minimum \$150)	10	Screenshot of submission form receipt from CO FBLA	
179	Contribute to National Scholarship Fund (minimum \$25)	5	Copy of submission form/receipt from National FBLA	
180	Pin Design Contest (2 pts per entry/max 4)	4	Submission Confirmation (email)	
181	State T-shirt Design Contest (2 pts per entry/max 4)	4	Submission Confirmation (email)	
182	National T-shirt Contest (2 pts per entry/max 4)	4	Submission Confirmation (email)	
183	Champion Chapter: Champion+	10	Screenshot or PDF of Certificate from Nationals	

# MARCH 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 National FBLA dues payment deadline	2
3 SLC Early Bird registration deadline NLC shirt and pin contest deadline	4	5	6	7	8 Spring Stock Market Game registration deadline	9
10 SLC registration deadline	11	12	13 Middle School State Leadership Conference, Brighton, CO	14	15	16
17	18 Monthly Membership Meeting, 7 - 8 pm Virtual	19	20	21	22	23
24 31	25	26	27 SLC Survival Series, 4 - 5 pm, Virtual	28	29	30

## This Month

- Review the Colorado FBLA SLC Call to Conference and all associated deadlines
- Hold a parent meeting about SLC
- Prep your students for the State Leadership Conference
- Select which activities from the Champion Chapter: Champion+ you want to complete
- Select which activities from the Colorado Peak Awards: National Programs you want to complete

## Next Month

- National FBLA submission deadline for multiple recognition awards
- High School State Leadership Conference
- NLC Intention Form deadline

# APRIL 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Multiple National FBLA award submissions due (4/1)

1  
HS State Leadership Conference begins

2

3

4

5

6

7

8

9

10

11

12

13

14

15  
National FBLA NLC scholarship deadline

16

17

18  
NLC Intent Form deadline

19

Spring Stock Market Game ends

20

21

22

23

24

25

26

27

28

29

30

## This Month

- Help students complete their Business Achievement Awards work
- Hold End of Year FBLA Awards ceremony
- Help students review any feedback from SLC to prep for NLC
- Read the Colorado FBLA NLC Call to Conference and review all deadlines

## Next Month

- Champion+ deadline
- BAA capstone submission deadline
- MIDDLE SCHOOL: MERIT and LEAD submission deadlines

More event details available at [www.coloradofbla.org/calendar](http://www.coloradofbla.org/calendar)

# MAY 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1 Champion+ deadline	2 BAA Capstone submission deadline (5/3)	3 Colorado NLC registration deadline	4
5	6	7	8	9	10 Lead4Change deadline	11
12	13	14	15 Middle School: MERIT and LEAD submission deadlines	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 BAA deadline for recognition	31 Colorado NLC payment deadline	

## This Month

- Collect any necessary forms and money for NLC travel
- Complete all travel arrangements
- Hold a parent meeting about NLC
- Make notes for yourself about what did and did not work well this semester

## Next Month

- National Leadership Conference

# JUNE 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29 NLC begins, Orlando, FL

## This Month

- Remind students to prepare for NLC
- Enjoy your summer break - you deserve it!

## Next Month

- CACTE CareerTech Summit

# JULY 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 CACTE begins, Grand Junction	22	23	24	25	26	27
28	29	30	31			

## This Month

## Next Month

- Visit the Colorado FBLA website and start getting prepped for the 2024 - 2025 school year