

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	

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	

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	

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	

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	