

2024 - 2025 Chapter Planning Guide



The information included is accurate as of August 1, 2024.
More event details are available at www.coloradofbla.org/calendar.

AUGUST 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

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

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

Next Month

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

More event details available at www.coloradofbla.org/calendar

SEPTEMBER 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

Fall Stock
Market Game
Opens

4

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11

12

Adviser Q&A,
4 - 5 pm
Virtual

13

14

15

Monthly
Membership
Meeting,
7 - 8 pm
Virtual

17

18
CFLC
Registration
Deadline

19

CBAM,
Breckenridge
National Adviser
Webinar

20

21

22

23

24

25
Summer Starter
Deadline

26

Business of
Baseball
Shaping Success
Opens

27

28

29

30
Peak Awards
Leaderboard
Submission
Deadline

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

- Dressed to Impress Scholarship deadline

More event details available at www.coloradofbla.org/calendar

OCTOBER 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1 Colorado Fall Leadership Conference	2	3	4	5
6	7 Fall Stock Market Game Opens	8	9	10	11 MBA Conclave, Columbus, OH	12
13	14 LifeSmarts and Virtual Business Fall Challenge Opens	15 Dressed to Impress Scholarship Deadline	16	17 National Adviser Webinar	18	19 District Officer Training, Virtual
20	21 Monthly Membership Meeting, 7 - 8 pm Virtual	22	23	24	25	26
27	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

Next Month

- Shaping Success deadline
- National Fall Leadership Conference
- American Enterprise Day

NOVEMBER 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

					1	2
3	4	5	6 Shaping Success Deadline	7 Adviser Q&A, 4 - 5 pm, Virtual Service Season Begins	8 NFLC, Columbus, OH	9
10	11 Monthly Membership Meeting, 7 - 8 pm Virtual	12	13	14	15 American Enterprise Day	16
17	18	19	20	21 National Adviser Webinar	22	23
24	25	26	27	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 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

DECEMBER 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2
DLC
Membership
Deadline

3

DLC
Registration
Opens

4

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13
DLC
Registration
Deadline

14

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16

17

18

19
Final day to
make DLC
registration
changes

20

21

22

23

24

25

26

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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
- New Teacher in-person meeting (date and location TBD)
- SLC and NLC design contest deadline

More event details available at www.coloradofbla.org/calendar

JANUARY 2025



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Spring Stock Market Game Opens	3	4
5	6	7	8 Service Season Deadline	9 CTE Celebration Begins	10	11
12	13 Monthly Membership Meeting, 7 - 8 pm Virtual	14	15	16 National Adviser Webinar	17	18
19	20	21	22	23 Adviser Q&A, 4 - 5 pm, Virtual	24	25
26	27 FBLA LifeSmarts Spring Challenge Opens	28	29	30	31 Colorado Design Contest Deadline	

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 and submit any prejudice assets
- 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
- Submit up to two t-shirt and pin designs to the Colorado FBLA design contest

Next Month

- FBLA Week
- National CTE Month
- CTE Celebration deadline
- District Leadership Conferences

More event details available at www.coloradofbla.org/calendar

FEBRUARY 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			National Career & Technical Education Month		DLC 2 Date TBD	1
2	3 DLC 9 DLC 12	4 DLC 6 DLC 7 DLC 10	5 DLC 1 DLC 3 DLC 8 DLC 11	6 DLC 4 DLC 5	7	8
9 FBLA Week Begins	10 Monthly Membership Meeting, 7 - 8 pm Virtual	11	12	13	14 Peak Awards Leaderboard Submission Deadline	15
16	17	18	19	20 National Adviser Webinar	21	22
23	24	25	26	27	28	

This Month

- After your DLC, 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
- COLLEGIATE: State Leadership Conference
- National Dues payment deadline for NLC

More event details available at www.coloradofbla.org/calendar

MARCH 2025



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Collegiate SLC Date TBD			1 National FBLA Dues Payment Deadline
2	3	4	5 Middle School SLC CTE Celebration Deadline	6	7 Spring Stock Market Game Registration Deadline	8
9	10 Monthly Membership Meeting, 7 - 8 pm Virtual	11	12	13	14	15
16	17	18	19 SLC Survival Series, 4 - 5 pm, Virtual	20 National Adviser Webinar	21	22
23	24	25	26	27	28	29
30	31					

This Month

- Review the Colorado FBLA SLC Call to Conference and all associated deadlines
- 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 scholarship deadlines
- High School State Leadership Conference
- NLC Intention Form deadline

APRIL 2025



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1 HS SLC Early Bird Registration Deadline	2	3	4	5
6	7	8 HS SLC Registration Deadline	9	10 SLC Know Before You Go, 4 - 5 pm, Virtual National Adviser Webinar	11	12
13	14	15 National FBLA NLC Scholarship Deadline	16	17	18	19
20	21 HS State Leadership Conference Begins	22 Collegiate NLC Registration Deadline	23	24	25	26
27	28	29	30 NLC Intent Form Deadline			

This Month

- Hold a parent meeting about SLC
- Prep your students for the State Leadership Conference
- Help students complete their Business Achievement Awards work
- Read the Colorado FBLA NLC Call to Conference and review all deadlines
- Make sure all students who made Top 10 at SLC submit an NLC Intent Form

Next Month

- Champion+ deadline
- BAA capstone submission deadline
- MIDDLE SCHOOL: Champion Chapter deadline

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MAY 2025



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

				1 Champion+ Deadline	2	3
4	5 Colorado NLC Package Deadline	6	7	8	9	10
11	12	13	14	15 MS Champion Chapter Deadline National Adviser Webinar	16	17
18	19	20	21	22	23	24
25	26 Colorado NLC Payment Postmark Deadline	27	28	29	30	31 Collegiate NLC Starts

This Month

- Help students review any feedback from SLC to prep for NLC
- Collect any necessary forms and money for NLC travel
- Complete all travel arrangements
- Hold a parent meeting about NLC
- Hold End of Year FBLA Awards ceremony
- COLLEGIATE: National Leadership Conference
- Make notes for yourself about what did and did not work well this semester

Next Month

- National Leadership Conference

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JUNE 2025



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

MS LEAD 1
Deadline

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BAA Capstone
Submission
Deadline

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MS/HS NLC
Begins,
Anaheim, CA

30

This Month

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

Next Month

- CACTE CareerTech Summit

JULY 2025



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 CACTE Begins, Loveland	21	22	23	24	25	26
27	28	29	30	31		

This Month

- Attend CACTE

Next Month

- Visit the Colorado FBLA website and start getting prepped for the 2025 - 2026 school year