

A Guidebook for New FBLA Advisers

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Introduction

Hi new advisers! If you started your FBLA adviser journey recently, this guidebook is for you. Whether you need clarification, some guidance, or support, there are many willing to lend a helping hand. In this guidebook we're going to dive in to national resources available to you and Colorado FBLA specific resources, like Memo Mondays! There are also tips on how to support your students as they prepare for competitive events. Finally, if you have any further questions, there is a list of contacts that can always help!



Colorado FBLA Adviser Resources

LINKS, FORMS, AND MORE!

Colorado FBLA has plenty of resources to help you get a jumpstart on the FBLA year. By going to <https://www.coloradofbla.org/adviser-resources> you can see all the Colorado FBLA has to offer. Upon clicking the link, you will see a couple quick links. If you scroll down, you will see a section that includes "All Divisions," "New Chapter Resources," "Membership," "Chapter Officers," and "Travel" tabs.

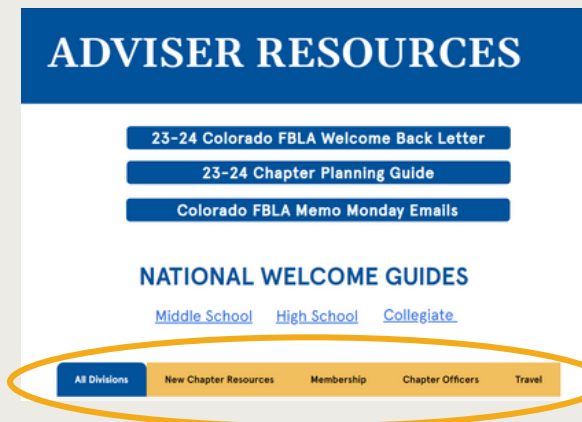
All Divisions: Remind alerts, Branding logos, bylaws, and general Colorado FBLA forms.

New Chapter Resources: New adviser information, POW starters, FBLA Meeting resources, and additional resources that include competitive events.

Membership: Chapter membership samples, FBLA Connect tutorials, and recruitment tools

Chapter Officers: Samples for officer related tasks

Travel: Links to travel documents



Chapter Planning Guide

On the same “Adviser Resources” page, there are three blue buttons. The middle one is the “Chapter Planning Guide.” By clicking this button, you will have access to the guide that lines out the tasks and FBLA happenings for every month and season. This includes Champion Chapter, PEAK Award, and a monthly calendar that includes a general idea of what every chapter should be working on. For example, in August, the tasks include starting to recruit new members, creating a POW, and starting on Champion Chapter: Summer Starter. The calendar will help you from start to finish and even help you prepare for the following year.

The blue button below this one is titled “Colorado FBLA Memo Monday Emails.” If your inbox is piling up with emails, finding the information you need from a Memo Monday can be difficult. This link allows you to access the contents of previous Memo Mondays and search them by date or subject line.



See Previous Memo Mondays!



National Welcome Guide

National FBLA also has a welcome guide. This can be accessed through the Colorado FBLA website on the same page as the adviser resources. The guides can also be accessed on the national FBLA website under Adviser Resources.

The guide includes facts about FBLA, a starting checklist, and a page dedicated to fundraising through Country Meats. It goes on to a year-at-a-glance calendar and in-depth information about FBLA's national programs. These include Champion Chapter, American Enterprise Day, FBLA Week, and Business Achievement Awards. The guide also includes sponsor and partner recognition for organizations such as Lead4Change, March of Dimes, Intuit, and LifeSmarts.

The guide finally reviews numerous opportunities. Financial aid, recognition, and conference opportunities are all listed with plenty of information about each.



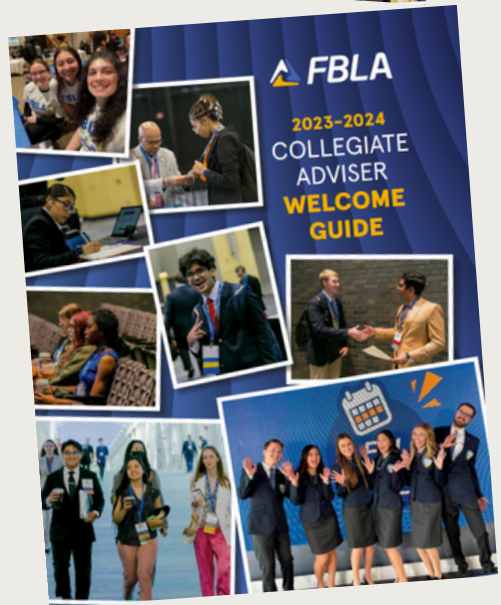
**[Access the High School
Adviser Welcome Guide!](#)**



Access the
Middle School
Welcome
Guide!



Access the
Collegiate
Welcome
Guide!



Competitive Event Help

Colorado FBLA provides some helpful, usable, resources to help your members get started on their projects. There is a document that can be used for members to sign up for competitive events. An additional document can be used to help members get started. It includes questions such as “why are we doing this project?” and “who will benefit from this project?”

Other good tips include creating study folders for competitors and having members take sample objective tests. Creating events like “work nights” and “practice districts” give members time to work in their team and get presentation practice. You can even collaborate for other schools!

As always, make sure competitors are following the rubric and guidelines. Monthly check-ins with members and any extra practice presenting is always helpful.



**How to understand competitive event
guidelines (video)**



Contacts

If you are ever confused, wanting an outside opinion, or just need some extra help, feel free to reach out! The State Adviser, Molly Davis, is always helpful. Her information is here.

State Adviser Information

9101 E Lowry Blvd
Denver, CO 80230
molly.davis@cccs.edu

The BMEF Program Director, Jennifer Cormier, can be reached by: jennifer.cormier@cccs.edu
If it is a question related to your FBLA District, here are the emails of the district board members.

- D1 Jennifer Flummerfelt: jflummerelt@pvre7.org
- D2 Sean McCoy: sean.mccoy@bvsd.org
- D3 Molly Wagner: wagnerm@limonbadgers.com
- D4 Traci Davenport: davenportt@peetzschool.org
- D5 Kaylyn Fergione: kfergione@cherrycreekschools.org
- D6 Jo Powell: jo.powell@asd20.org
- D7 Shawna Frankmore: sfrankmore@lajunta.k12.co.us
- D8 Kalee Buhr: kbuhr@northconejos.com
- D9 Dee James: djames@ourayschool.org
- D10 Caroline Swank: cswank@lps.k12.co.us
- D11 Janna Robinett: janna.robinett@dcsdk12.org

