



FBLA Collegiate Monthly Implementation Guide DECEMBER 2022

MEMBERSHIP MANAGEMENT

- Sign the [Data Usage Agreement](#).
- Register your members by December 31 for the early bird membership registration deadline.

FBLA COLLEGIATE OUTSTANDING CHAPTER

- Keep track of your chapter's activities and save documents throughout the year. When you are ready to submit, [complete the submission form](#) by May 1.

CHAPTER ENGAGEMENT

- Share the December issue of *Tomorrow's Business Leader* with students when it is published [here](#).
- Review your chapter's Program of Work; delegate tasks to committees.
- Begin FBLA Week planning by forming a committee to help lead activities. Review the daily themes.

FBLA COLLEGIATE EXCELLENCE AWARD

- The FBLA Collegiate National Officer Team hosts monthly Coffee Chats where your members can earn 1 credit toward their Excellence Award. Sign up for upcoming Coffee Chats in the Learning Center.
- Visit the Learning Center to learn about other opportunities to earn credit for the Excellence Award. Need help getting started? [Check out the getting started guides found here](#).

STUDENT CHALLENGES

- Discuss with your members and plan ahead for the spring [Stock Market Game](#) (*Registration Opens January 1*).

COMPETITIVE EVENTS

- Check with your state FBLA website, communications, and/or adviser to understand your state leadership conference plans as they relate to competitive events.
- Begin prepping for competitive events. Create a timeline/calendar for students.

PROFESSIONAL DEVELOPMENT

- Log in to the [Leadership Community](#) and post an update about how your FBLA year is going!

Information is as 10.20.2022. This implementation guide is a non-exhaustive list of activities meant to provide some main highlights that will keep chapters on track for the year. Chapters should refer to the FBLA website (www.fbla.org) and state websites for additional activities, events, and deadlines. Some activities and resources are limited to active, paid members and their advisers.