

# PARENT INVOLVEMENT TOOLKIT



**Explore Mock Tournament Guides, Showcase Night Tips, Email Templates, and More! It's Time to Get Colorado FBLA Parents Involved in the Action!**

# Intro to **FBLA**

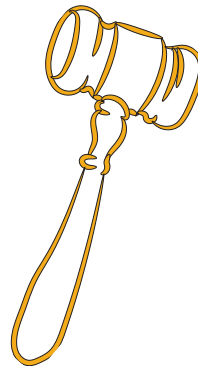
## OUR MISSION:

Colorado FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.



## MEMBER OPPORTUNITIES:

- Grow Leadership Skills
  - Build confidence & teamwork
- Competitive Events
  - Grow your knowledge
  - Win awards & recognition
- Serve Your Community
  - Volunteer & lead service projects
  - Make an impact in your community
- Participate in National Programs
  - Complete peak points

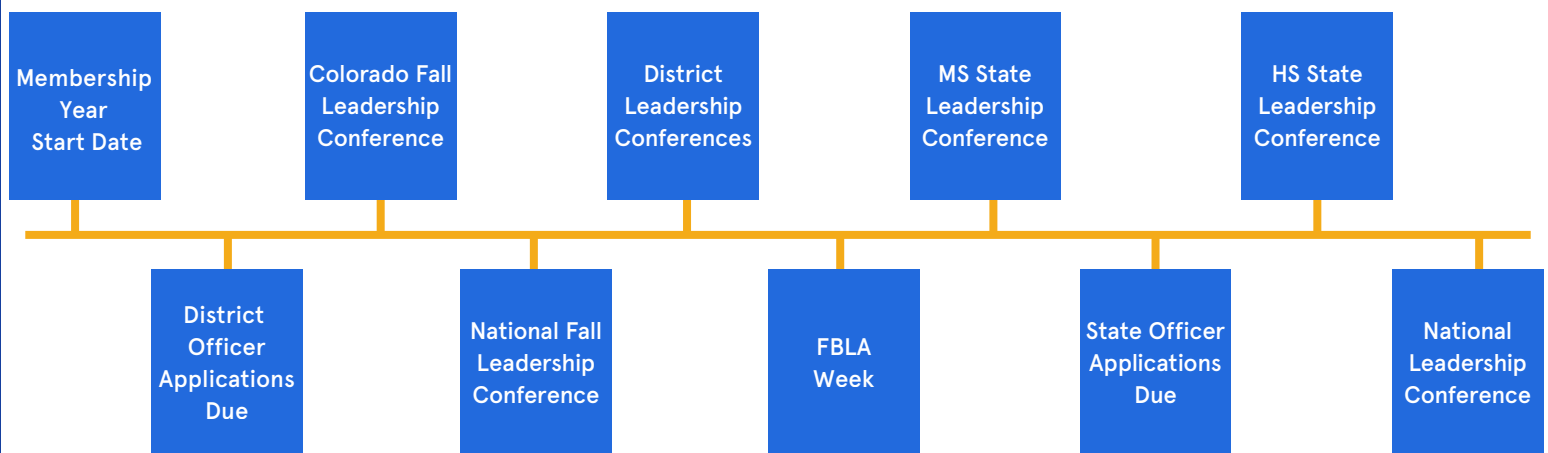


## HOW CAN YOU **HELP**

- Stay Educated
  - Utilize the resources provided by your chapter or the state website.
- Encourage Your Member to...
  - Run for Offices
  - Practice Their Competition
  - Attend ALL Events
- Volunteer
  - FBLA Trip Chaperone
  - Conference Judging
- Support



## ★ MEMBERSHIP YEAR TIMELINE ★



# PARENT INFO SESSION

## 1 STUDENT SPOTLIGHT



Let FBLA chapter members share their stories with parents; it brings the presentation to life and highlights the real impact.

## 3 SUCCESS STORIES



Highlight your chapter's competition wins, scholarships and leadership to show parents FBLA's impact on student growth.

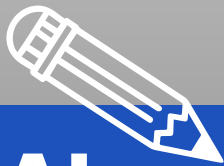
## 5 EVENT CALENDAR



Share key dates and details so parents know what's coming and how to get involved.

## 2 EVENT INSIGHTS

Explain the competitions, skills involved, and benefits. Share key logistics like deadlines and travel info, plus how the school keeps parents informed and offers volunteer and support opportunities.



## 4 VISUAL IMPACTS

Bring FBLA to life with videos and photos that show the excitement and real experiences—let parents see, not just hear, what students do.



# SAMPLE FBLA EMAIL TEMPLATES

## FBLA COMPETITION JUDGE REQUEST

Dear [Parent's Name],

I hope this message finds you well. I am reaching out on behalf of [School Name]'s FBLA chapter to share an exciting opportunity to get involved with our students' growth and success.

Our chapter will be participating in the upcoming FBLA competition on [date], and we are currently seeking volunteer judges to help evaluate student events. Judging involves reviewing presentations, projects, or performances based on provided guidelines — no prior FBLA experience is required. All materials and training will be provided in advance, and we will make sure you are fully prepared and supported throughout the process.

**Event Details:**

**Location:** [Location or indicate if virtual]

**Date:** [Date]

**Time:** [Time or time commitment, e.g., 8:30 AM – 12:30 PM]

If you are interested or would like more information, please reply to this email or reach out to me at [Adviser Name, contact info]. Thank you for considering this opportunity.

## FBLA DISTRICT CONFERENCE INFORMATION

Dear [Parent's Name],

I hope you are doing well! I am writing to inform you that some of our FBLA students have qualified for the upcoming FBLA District Competition on [Date] in [Location]. This is an exciting opportunity for our students to showcase their skills and represent [School Name] at the district level!

**Key Details:**

**Event:** FBLA District Competition

**Date:** [Event Date]

**Location:** [Venue Name/City]

**Travel Info:** [Details on transportation, if applicable]

If you have any questions or need more details, feel free to reach out to me.

Thanks for your support!

## MONTHLY NEWSLETTER

Dear [Parent's Name],

I hope you are doing well! Below is the FBLA Monthly Newsletter for [Month]. It includes important updates, events, and ways to get involved. Please take a moment to read through and feel free to reach out with any questions.

**FBLA Newsletter – [Month]**

### 1. Upcoming Events

- [Event Name] – [Date], [Location]
- State/National Competition – [Date(s)], [Location]

### 2. Student Achievements

- Congratulations to our students who qualified for [State/National competition]!

### 3. Ways to Get Involved

- Volunteer as a judge or chaperone for upcoming competitions.
- Support your students in their event preparation!

### 4. Important Dates

- Payment Due for [Event Name]: [Due Date]
- Parent Meeting: [Date & Time]

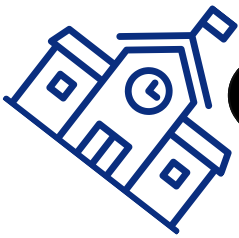
### 5. Contact Info

- If you have any questions or need more information, feel free to contact me at [Phone Number] or [Email Address].

Thank you for being an important part of our FBLA community! We appreciate your support and involvement.

# FBLA MOCK TOURNAMENT STEP-BY-STEP GUIDE

MOCK TOURNAMENTS OFFER STUDENTS A CHANCE TO SHARE THEIR ACHIEVEMENTS WITH LOCAL PARENTS. IT'S AN OPPORTUNITY FOR PARENTS TO ENGAGE WITH THE CHAPTER AND SEE FIRSTHAND THE SKILLS AND EFFORT THEIR CHILDREN HAVE INVESTED.



1



## Step 1: Choose the Date, Time, and Location

To begin planning your chapter's mock tournament, coordinate a specific date, time, and location with your FBLA adviser and school administrators. If your event is just for your chapter, consider using a large open space such as the cafeteria or library, preferably after school hours for convenience and flexibility.

2

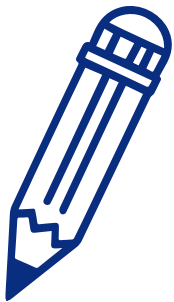


## Step 2: Recruit Parent Judges and Volunteers

A mock tournament is a great way to involve parents. Invite them to serve as judges or volunteers alongside FBLA members. Officers and members can assist as timekeepers, room monitors, or general staff. Providing clear instructions beforehand helps everyone understand their role and keeps the event running smoothly.



3



## Step 3: Print Rubrics/Guidelines

Ensure there are enough rubrics and guidelines for both students and judges. Typically, 2 to 3 judges are assigned to each table. Students present to the judges at their assigned time, bringing their rubrics with them to help maintain clear and consistent feedback throughout the event.

4



## Step 4: Create a Check-In Station

Set up a check-in table run by chapter officers where students receive their rubrics, event info, and assigned presentation time. At their scheduled time, students go to their judges' table with their rubrics. Each presentation lasts about 7 minutes before the next group begins.

In a real tournament, judges already have rubrics, but having students bring them in a mock event lets parents focus on giving feedback without worrying about logistics!

5



## Step 5: Run the Event!

Keep the event on schedule by having chapter officers track presentation times and guide students. Make sure parent judges are supported throughout the day with breaks and any materials they need to stay focused and comfortable. And of course, have fun!