

# Chapter Charter Toolkit

# 5 STEPS

## TO CHARTER YOUR CHAPTER:

Follow these steps to make an FBLA chapter at your school!

**1** Talk to your school's business teacher about serving as the chapter adviser



**2** Ask your new adviser to submit an official FBLA chapter request form through National FBLA



**3** Ask your adviser to contact the Colorado FBLA State Adviser



**4** Host meetings & recruit members



**5** Plan your chapter's Program of Work



# How to Secure an FBLA Chapter Adviser

## A Step-by-Step Guide

1

### Understand Requirements

Such as requirements for starting a chapter, time commitments, FBLA national/state expectations for advisers, and student leadership.



2

### Identify Candidates

Look for enthusiastic CTE teachers experienced in mentoring.

3

### Prepare Your Pitch

Recruit 5-10 committed students and prepare club mission and goals.



4

### Make Initial Contact

Send a concise email requesting a short meeting (Examples at end), attaching the pitch and being respectful of workload or schedule.



5

### Secure Admin Approval

Once someone agrees, meet together with admin to settle paperwork and register chapter with state/national FBLA.

# Email Template

Subject: Interest in Starting an FBLA Chapter

Dear [Mr./Ms./Dr. Last Name],

My name is [Your Name], and I am interested in starting an FBLA (Future Business Leaders of America) chapter at our school. I believe it would provide students with unique opportunities in leadership development, business competitions, and career exploration in sectors that are not currently offered at our school.

I have gathered interested students and linked a chapter proposal mentioning club structure and overall benefits. If your current availability allows, I was wondering if you would be open to a brief meeting to discuss the possibility of serving as the chapter adviser for this chapter.

Thank you for your time, and I would appreciate the opportunity to connect with you soon!

Sincerely,  
[Your Name]  
[Grade]

# How To: FBLA Firsts

## Recruitment Initiatives

Recruitment is the backbone of starting any FBLA Chapter. When creating recruitment initiatives, it's important to decide how you want to appeal to other students. Choosing a recruitment theme centered around that "how" will make your campaign stand out and leave a lasting impression. Common recruitment strategies can include flyers, engaging videos, or even a booth to represent your chapter if you have the option to do so.



## Chapter Fundraising

Organizing fundraisers is an essential step in growing your chapter, as the funds can support competitions, activities, and other initiatives. Begin by reaching out to local businesses and restaurants to propose a partnership. Share your chapter's mission, focus, and the purpose behind your fundraising efforts. Successful fundraisers not only strengthen your chapter financially but also build community connections that can benefit your members for years to come.



## Chapter Meetings

Once you've gathered the members who will form your chapter, the next step is to decide how to structure your meetings. These meetings are key opportunities to share important information such as deadlines, competition dates, and upcoming events. Beyond announcements, meetings can also serve as a way to engage members, such as through competitive event workshops, leadership development, or community service activities. However you choose to organize them, your chapter meetings should always reflect and support your goals for the year.



# Need Help?

We're happy to answer questions or connect you with the right resource, email us!

**Visit [coloradofbla.org](http://coloradofbla.org) for info and contacts under the leadership tab**

## Pro Tips

**Your first year doesn't need to be perfect.**

Focus on:

- Building a strong community
- Hosting consistent meetings
- Encourage members to compete and be involved