



*Nebraska Future Business Leaders of America*

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## **Business Partnership Instruction Sheet**

TO:            Nebraska FBLA Members and Advisers  
FROM:        Nebraska FBLA Board of Directors  
SUBJECT:    FBLA Business Partnerships

An integral goal for FBLA chapters is to partner with business. This instruction sheet provides you with a recommended procedure for using the items included in the Partnership with Business folder. In this folder, you will also find a sample partnership letter, a business partnership brochure and a business partnership profile sheet.

The business partnership brochure and profile sheet should be delivered to a prospective business partner after contacting the business. A step-by-step guide for presenting the materials is detailed below:

1. Prepare a business letter to arrange a meeting with the business representative using the sample letter as a guide.
2. Make a follow-up phone call to the business to schedule a meeting with the prospective business partner.
3. Meet with the business partner to share the brochure and complete the business profile sheet.
4. Send a thank-you letter with a copy of the completed profile to the business.
5. Utilize the resources the business has offered.

Good luck with your business partnership activities!