

# **Developing a Program of Work for an FBLA Chapter**

**Nebraska FBLA  
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# PROGRAM OF WORK

A program of work is a local FBLA chapter's written plan of action. It gives a detailed description of what the chapter plans to accomplish during the school year. Like a road map, the program of work informs members of where they are going, how they will get there, and when they have arrived. In addition, a program of work evaluates what has been done for use in future programs.

## Steps in Developing a Local Program of Work

A chapter should begin slowly to develop its program of work. The planned activities should reinforce the nine FBLA goals while meeting the needs of the local chapter. Activities should be included from the following areas: professional development, civic responsibility, community/school service, financial development, and social projects. As the chapter develops, the areas of public relations, recruitment of members and chapters, and promotion of American enterprise should be included.

The following planning guide can be used for preparing your chapter's program of work. For each category, identify one to three projects to conduct during the FBLA year.

### Professional Development

Activity	Date	Committee

### Civic Responsibility

Activity	Date	Committee

### Community/School Service

Activity	Date	Committee

**Financial Development (Fundraising)**

<b>Activity</b>	<b>Date</b>	<b>Committee</b>

**Social Projects**

<b>Activity</b>	<b>Date</b>	<b>Committee</b>

**Public Relations**

<b>Activity</b>	<b>Date</b>	<b>Committee</b>

**Recruitment of Members**

<b>Activity</b>	<b>Date</b>	<b>Committee</b>

**Recruitment of Chapters**

<b>Activity</b>	<b>Date</b>	<b>Committee</b>

**Promotion of American Enterprise**

<b>Activity</b>	<b>Date</b>	<b>Committee</b>

## **Working with the Members**

1. Each member of the chapter should become familiar with the goals and structure of the organization.
2. The officers of the chapter should identify the standing and special committees needed for the organization.
3. The members should be assigned to the standing and special committees and a chairman and secretary should be appointed by the officers or selected by committee members.
4. Each committee selects and plans activities that are related to the chapter's objectives.
5. The committee chairpersons present to the membership the proposed committee activities with cost estimates for each activity for membership approval.
6. The Financial Committee of the organization develops a budget from the estimated committee expenses.
7. Worthwhile fundraising activities are planned to raise money needed to carry out the program of work.
8. A calendar of activities is compiled by the Executive Committee and presented to the membership for approval (after receiving approval from school officials if needed). The approved calendar is then distributed to the membership and other interested persons (parents, business people, etc.)
9. Activities are conducted as listed on the committee planning sheets and the calendar of activities.
10. The committee responsible for an activity evaluates the activity.
11. Recognition is given to those members and other persons who have been especially important to the success of the chapter in carrying out the program of work.

## **Committee Explanations**

**Executive.** The Executive Committee consists of the chapter officers and may also include standing committee chairpersons. These individuals are responsible for providing direction for the chapter and coordinating chapter activities.

**Community Service.** The Community Service Committee provides activities for the community's betterment so the members will learn to recognize obligations to the community in which they live.

**Financial.** The Financial Committee recommends projects to raise the necessary funds to carry out any given activity in the program of work. The chapter treasurer often serves as chairperson for this committee.

**Membership.** The Membership Committee promotes growth by informing prospective members and maintaining records of chapter membership.

**Program and Professional Activities.** The Program and Professional Activities Committee plans worthwhile meetings for membership in accordance with the goals of FBLA. The chapter vice president should serve as the chairperson of the Program Committee. Examples for programs include speakers, business tours, and shadowing.

**Public Relations and Recognition.** The Public Relations and Recognition Committee stimulates and sustains public support for the FBLA chapter.

**Social.** The Social Committee plans and conducts activities for members to get acquainted and to have some fun.

### **Program of Work Examples**

The following pages provide examples of programs of work from Nebraska FBLA chapters representing all sizes of schools from Class A-D. The program of work is often presented in the form of a calendar, which is presented to the members at the beginning of the school year.

## Cambridge FBLA Chapter 1998-1999 Program of Work

School and local newspaper articles are prepared monthly or after events.

Check out our chapter web site at [www.cambridgefbla.org](http://www.cambridgefbla.org) to see how these activities relate to our local, state, and national goals.

### August

1 Officer Training  
8 Officer Training  
24 Membership Recruitment Picnic

### September

5 Adopt-a-Highway Project  
10 Chapter Meeting: Topic on International Business  
13 Assist Alpha Omicron, ESA with St. Jude's Bike Ride  
17 Paint windows for Homecoming  
28 Fall Leadership Conference – North Platte

### October

1 Chapter Meeting: Topic on Technology (Video Conferencing)  
1-24 Fundraiser: Selling Watkins Products  
16 Football concessions  
16 Trash pickup at football field  
24 Assist Alpha Omicron, ESA with the Holiday Bazaar: bus tables, do dishes  
29 Football concessions  
29 Trash pickup at football field

### November

Shopping Consumer Survey: mail and process  
12 Chapter Meeting  
29 Help serve the Butler Memorial Library Dinner fundraiser

### December

5 Decorate Christmas tree for Christmas Fantasia  
6 Act as hosts and hostesses at Christmas Fantasia

### December continued

19 Assist at wrestling tournament  
19 Wrestling concessions

### January

12 Chapter Meeting  
14 Dundy County – Area Meeting via Distance Learning  
14 Basketball concessions  
30 Basketball concessions

### February

2 Groundhog Job Shadowing Day  
8-13 FBLA Week  
10 Faculty Recognition  
11 Open House for Business Professionals  
12 Speaker in business classes  
13 Cake Raffle – MADD project

### March

4 Chapter Meeting: Field trip  
30 Senior interview practice for SLC

### April

8-10 State Leadership Conference  
15 Chapter meeting: officer elections  
29 Vocational Student Organization (VSO) Banquet

### May

8 Adopt-a-Highway Project

### June

11-12 Medicine Creek Days Promotion  
24 Bloodmobile

**Genoa FBLA Chapter  
1999-2000 Program of Work**

Each month the Genoa FBLA designs, duplicates, and prepares for mailing the school's newsletter and the Chamber of Commerce newsletter. In addition, the chapter prepares a quarterly care center newsletter for residents and their families. Therefore, time schedules are established monthly to facilitate the completion of these projects. FBLA also does concessions at sporting activities on an assigned basis.

Our school has a homeroom at the end of each day where we can have class and organizational meetings. Our officer team meets the first Wednesday of each week of the month and our chapter has a regular meeting the second Wednesday of each month. Additional chapter and committee meetings are held when possible during homeroom and in the evenings and after school.

**July**

- 13 Genoa Bloodmobile
- 8-11 Pawnee Days Activities
- 19 Preparation of tickets and programs for Genoa Indian School Reunion
- 26-28 Update Student Handbook and Activity Book  
Update school database and print labels for August/September newsletter

**August**

- 2-4 Booth at County Fair
- 21 Genoa Indian School Reunion and Banquet
- 25 FBLA Organizational Meeting
- 30 Booster Club Meeting

**September**

- 7 Community Development Meeting
- 13 Board of Education Meeting
- 14 Chamber of Commerce Meeting
- 23-24 Display at Parent-Teacher Conference
- 27 Fundraiser Kickoff
- 28 Fall Leadership Conference
- 30 Indian School Foundation Meeting

**October**

- 5 Vocational Advisory Council Meeting
- 11 Lions Club Meeting
- 12 Chamber of Commerce Meeting
- 19 Community Development Meeting
- 20 FBLA dues deadline
- 29-30 Community Halloween Costume Party and Haunted House

## November

- Participate in American Education Week
- Start Christmas favor preparations for the local care centers and hospital
- Plan for Joint VSO Activity
- 1 Hotel reservations for State Leadership Conference
- 1 Submit article to *Pledge* and *Tomorrow's Business Leader*
- 9 Booster Club Meeting
- 15 American Enterprise Day
- 16 Community Development Meeting
- 18 Assist with NCA Visitation
- 22-24 Help with Community Thanksgiving Promotion

## December

- Implement Joint VSO Activity
- Visitations and favor deliveries to residents in local care centers and hospital
- Prepare Music Department Christmas Programs
- Assist Guidance Counselor with post-graduate alumni follow-up
- Help with Country View Care Village's Christmas Open House
- Help with Santa Train for Community Youth
- Help with the Alumni Basketball Tournament
- 14 Join the Chamber of Commerce's Christmas Get Together

## January

- Assist Guidance Counselor with post-graduate alumni follow-up
- SLC Recruit a Sponsor Deadline
- Prepare for Vocational Education Week
- Prepare for SLC
- 11 Assist with Genoa Firemen Open House
- 13 Chamber of Commerce Meeting
- 21 State Officer Application Filing Deadline
- 25 Vocational Advisory Council Meeting

## February

- Recognize Vocational Education Week with daily activities
- Display at Parent-Teacher Conferences
- Joint VSO Activity
- 1 *Pledge* Deadline
- 1 Entrepreneurship Scholarship Application, Southeast Community College Scholarship Application, Community Link Award, McCook Community College Application Deadlines
- 5 State Officer Screening
- 8 Chamber of Commerce Meeting
- 10 Community Development Meeting
- 15 DPE Leadership Awards Deadlines, Eisenhower Scholarship and FBLA Scholarship Deadlines
- 18 SLC Registration, Quality Member, and Who's Who Deadlines
- 22 Knights of Columbus Meeting

## March

- Prepare for Chamber of Commerce's Annual Banquet
- Home testing for SLC computer events
- SLC preparation
- 1 SLC hotel registration finalized
- 1 SLC reports deadlines and Outstanding Reporter Award deadline
- 9 Community Development Meeting

**April** Elect FBLA Leadership Team  
1 National FBLA individual and chapter recognition awards deadlines  
6-8 State Leadership Conference  
13 Genoa Bloodmobile  
20 Community Development  
22 Assist with Community Easter Egg Hunt

**May** Prepare invitations and programs for Honors' Night  
Prepare graduation programs  
2 Recognize National Teacher Day  
9 Chamber of Commerce Meeting  
15 Board of Education Meeting  
Joint VSO End-of School Activity

## **Kearney FBLA Chapter Program of Work**

### **August – September**

Monthly meeting: scavenger hunt  
Fall Leadership Conference  
Miniature golfing  
Sand volleyball and watermelon feed with other VSOs

### **October**

Monthly meeting: Guest speaker with pizza following meeting  
Homecoming float  
Halloween Safety Skit for elementary schools  
Cat Card sales  
Boss's Day: Cookies to administrators  
Area meetings with surrounding schools  
Adopt-A-Highway project with PBL

### **November**

Food Bank Drive  
National Fall Leadership Conference  
Middle School Dance for MADD  
Monthly meeting: guest speaker  
Decorate Christmas trees for Target

### **December**

Christmas party and gift exchange  
Bowling for Goodfellows  
Christmas caroling at retirement centers

### **January**

Host area meeting: invite PBL chapters

### **February**

Concessions for district basketball  
Vocational Education/FBLA Week  
Monthly meeting  
State Leadership Conference registration deadline

### **March**

State Leadership Conference report deadline  
Monthly meeting

### **April**

State Leadership Conference  
Secretaries' Day  
Elect next year's officers

### **May**

Vocational Banquet with other VSOs

### **June-July**

National Leadership Conference  
Retreat for officers to plan program of work

## **Creating a Program of Work Omaha Northwest FBLA**

**Step 1:** An officer retreat is held, usually by the end of the school year. The retreat is an overnight event where the officers meet to discuss the plan for the upcoming year. The retreat is held after the state has decided its theme for the year so our chapter activities also may reflect this theme.

**Step 2:** Based on the state theme and our chapter's needs, the officers decide the activities FBLA will coordinate for the year. The officers make sure that there are a variety of events, from social to fundraisers to community service activities.

**Step 3:** After the projects are decided, the officers delegate a committee to each of the items. We have several standing committees and also have committees for special events.

**Step 4:** Using the worksheet on the following page, the officers decide when to conduct each activity. They make sure that the events are spread out equally over the year.

**Step 5:** After developing our calendar, each officer and member receives a copy of the program of work to ensure that all members are aware of upcoming activities. The calendar is also submitted to the school newsletter.

### **Committees**

**Social:** plans social events

**Community Service:** plans the community service project

**Ways and Means:** plans fundraisers

**Program:** develops the itinerary for meetings and special meetings

**Membership:** recruits members and keeps track of membership points

**American Enterprise:** develops the American Enterprise project

**Partnership with Business:** organizes the Partnership with Business project

**Omaha Northwest  
Program of Work Worksheet**

<b>Project</b>	<b>Committee</b>	<b>Project</b>	<b>Committee</b>
<b>September</b> <ul style="list-style-type: none"> <li>• Candy Sales</li> <li>• Recruitment of Members</li> <li>• Board Member Selection</li> <li>• Fall Leadership Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising</li> <li>• Recruitment</li> <li>• Officers</li> <li>• Officers/Board</li> </ul>	<b>October</b> <ul style="list-style-type: none"> <li>• Hayrack Ride</li> <li>• Boo Bash</li> <li>• Induction Ceremony</li> </ul>	<ul style="list-style-type: none"> <li>• Social</li> <li>• Com. Service</li> <li>• Program &amp; Social</li> </ul>
<b>November</b> <ul style="list-style-type: none"> <li>• Canned Food Drive</li> <li>• Club Choice Fundraiser</li> <li>• Elementary School Project</li> </ul>	<ul style="list-style-type: none"> <li>• Com. Service</li> <li>• Fundraising</li> <li>• American Enter.</li> </ul>	<b>December</b> <ul style="list-style-type: none"> <li>• Movie Buckets</li> <li>• Holiday Potluck &amp; Secret Santa</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising</li> <li>• Social</li> </ul>
<b>January</b> <ul style="list-style-type: none"> <li>• SLC Report Preparation</li> <li>• Area Mtg. Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Officers</li> <li>• Program</li> </ul>	<b>February</b> <ul style="list-style-type: none"> <li>• Area Meeting</li> <li>• FBLA Week</li> <li>• Carnation Sales</li> </ul>	<ul style="list-style-type: none"> <li>• Program</li> <li>• Fundraising</li> </ul>
<b>March</b> <ul style="list-style-type: none"> <li>• Recycle Dance</li> <li>• State Officer Campaign Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising &amp; Social</li> <li>• All</li> </ul>	<b>April</b> <ul style="list-style-type: none"> <li>• State Leadership Conf.</li> <li>• Officer Elections</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> <li>• Officers</li> </ul>
<b>May</b> <ul style="list-style-type: none"> <li>• Year-end Banquet</li> </ul>	<ul style="list-style-type: none"> <li>• Social</li> </ul>	<b>June</b> ??????	

**Raymond Central FBLA Chapter  
1999-2000 Program of Work**

This calendar does not include concession stand work nights.

<b>July</b>		<b>February continued</b>	
29	Wahoo Parade	10	Breakfast – Ceresco
		17	SLC Registration Deadline
<b>September</b>		25	SLC Report Deadline
8	New Member Meeting	<b>March</b>	
13	Monthly Meeting – 6:15 pm	6	Monthly Meeting
23	Jr. High VB Tournament	13-17	SLC Computer Events Testing
29	Fall Leadership Conference	13, 14, 16	Junior High BKB Tournament
<b>October</b>		<b>April</b>	
4	Monthly Meeting – 6:15 pm	1	Go for the Gold Application
6	Volleyball Fun Night	6-8	State Leadership Conference
8	Dues deadline	17	Meeting and Officer Campaign
13	Partnership Shadowing Day	18	Officer Elections
16	Highway Cleanup	20	Secretaries' Day
<b>November</b>		25	Local Awards Applications Due
1	Hotel Reservations and <i>Pledge</i> Deadline	30	Awards Banquet
1-6	Business Education Week	<b>May</b>	
5-7	NFLC – Wichita, Kansas	1	NLC Registration Due
11	Area Meeting	2	New Member Picnic
15	American Enterprise Day	13	Highway Cleanup
29	Monthly Meeting	<b>June</b>	
<b>December</b>		5-9	State Officer Workshop
11	Senior Citizens Holiday Plates	<b>July</b>	
<b>January</b>		6-12	NLC – Long Beach, California
10	Monthly Meeting	14	<i>Pledge</i> Copy Deadline
15	Business of the Year Application		
15	SLC Recruit a Sponsor Deadline		
17	State Officer Application Deadline		
<b>February</b>			
1	Senior Scholarship Applications		
1	<i>Pledge</i> Deadline		
1	Monthly Meeting		
5	State Officer Screening		
6-12	FBLA Week		
8	Breakfast – Valparaiso		
9	DPE Leadership Award Application		

**Sandhills FBLA Chapter  
1998-1999 Program of Work**

<b>September</b>	Recruit a Member!	<b>January continued</b>	
1	Kick Off Meeting	15	Recruit an Event Sponsor Deadline
10	FLC Registration Deadline	21	FBLA State Officer Application
22	FBLA Meeting and Highway Cleanup	31	TBL Copy Deadline Work on Reports Get Ready for SLC Remember your little brother or sister!
25	Concession Stand		
28	Fall Leadership Conference in North Platte		
<b>October</b>	Make Posters for Homecoming Save Your Pop Tabs!	<b>February</b>	
2	NFLC Registration Deadline	1	Final Dues Deadline
5	TBL Copy Deadline	1	Scholarship Deadline: Southeast and McCook Community Colleges, Community Link Award
12	Recycling PSA Deadline		
13	FBLA Meeting	2	<i>Pledge</i> Deadline
20	Initial Dues Deadline	6	FBLA State Officer Screening
28	Red Cross Bloodmobile Red Ribbon Week	7-13	FBLA Vocational Education Week
31	Halloween Party	9	FBLA Meeting
<b>November</b>		15	FBLA Scholarship and DPE Leadership Awards Deadline
National Education for Business Month		18	SLC Registration Deadline Work on Reports Remember your little brother or sister!
1	<i>Pledge</i> Deadline		
11	FBLA Meeting	<b>March</b>	
12	Reception for Veteran's Day	1	Outstanding Reporter Award Deadline
15	American Enterprise Day	1	Reports Deadline
25	Reception for NHS Begin work on reports Remember your little brother or sister!	2	Teacher Recognition Day
<b>December</b>		10-24	Computer Events Testing
8	FBLA Meeting Help with Food and Toy Collection Letters from Santa Christmas Caroling Sledding Party Work on Reports Remember your little brother or sister!	16	FBLA Meeting
		31	Sandhills FBLA Scholarship Applications Due Remember your little brother or sister!
<b>January</b>		<b>April</b>	
9	Board of Directors' Meeting	1	Go for the Silver & Gold Deadline
13	FBLA Meeting	8-10	State Leadership Conference Meeting and Election of Officers and Highway Cleanup
		13	Secretaries' Day
		21	FBLA Banquet
		30	