





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



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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.

## 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

### Fundraising

Activity	Date	Committee



### Social Projects

Activity	Date	Committee

### Public Relations

Activity	Date	Committee

### Recruitment of Chapters

Activity	Date	Committee

### Promotion of American Enterprise

Activity	Date	Committee



## 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 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 activity.
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. The 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 directs 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 fun.

## PROGRAM OF WORK EXAMPLES

The following pages provide examples of programs of work from Nebraska FBLA chapters representing all sizes of schools. 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.

## Omaha Northwest Program of Work Worksheet

Project	Committee	Project	Committee
<b>September</b> <ul style="list-style-type: none"> <li>• Candy Sales</li> <li>• Recruitment</li> <li>• BOD Selection</li> <li>• FLC</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 • Fundraiser</li> <li>• Elementary 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 • 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>• SLC</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> N/A	N/A

## Raymond Central FBLA Chapter Program of Work

This calendar does not include concession stand work nights.

### September

- 8 New Member Meeting
- 13 Monthly Meeting – 6:15 pm
- 23 Jr. High VB Tournament
- 29 Fall Leadership Conference

### October

- 4 Monthly Meeting – 6:15 pm
- 6 Volleyball Fun Night
- 8 Dues deadline
- 13 Partnership Shadowing Day
- 16 Highway Cleanup

### November

- 1 Hotel Reservations and *Pledge* Deadline
- 1-6 Business Education Week
- 5-7 NFLC
- 11 Area Meeting
- 15 American Enterprise Day
- 29 Monthly Meeting

### December

- 11 Senior Citizens Holiday Plates

### January

- 10 Monthly Meeting
- 15 Business of the Year Application
- 15 SLC Recruit a Sponsor Deadline
- 17 State Officer Application Deadline

### February

- 1 *Pledge* Deadline
- 1 Monthly Meeting
- 5 State Officer Screening
- 6-12 FBLA Week
- 8 Breakfast – Valparaiso
- 9 DPE Leadership Award Application
- 10 Breakfast-Ceresco
- 17 SLC Registration Deadline
- 25 SLC Report Deadline

### March

- 6 Monthly Meeting
- 13-17 SLC Computer Events Testing
- 13-16 Junior High BKB Tournament

### April

- 1 Go for Gold Application
- 6-8 State Leadership Conference
- 17 Meeting and Officer Campaign
- 18 Officer Elections
- 20 Secretaries' Day
- 25 Local Awards Applications Due
- 30 Awards Banquet

### May

- 1 NLC Registration Due
- 2 New member picnic
- 13 Highway Cleanup

### July

- 6-12 NLC

## Cambridge FBLA Chapter Program of Work

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

### 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

### 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

- 5 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
- 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

### March

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

### April

- 8-10 State Leadership Conference
- 15 Chapter meeting: officer elections
- 29 Career Student Organization (CSO) Banquet
- 8 Adopt-a-Highway Project

### June

- 11-12 Medicine Creek Days Promotion
- 24 Bloodmobile