

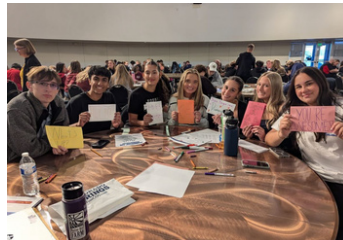


COLORADO FBLA Programs Guide



INSIDE THE TOOLKIT:

- Step-by-step guides to understand, complete, and register for National and Colorado specific programs
- Benefits of participating and tips and tricks along the way
- Information to make your FBLA experience more effective



PURPOSE OF THE TOOLKIT:

This toolkit is designed to provide FBLA members, advisers, and chapters with comprehensive resources and guidelines to effectively engage with and benefit from FBLA's national and statewide programs.



Welcome Message:

Dear FBLA Members, Advisers, and Supporters,
Welcome to the FBLA National Programs Toolkit!
This guide is designed to help you navigate and succeed in FBLA's diverse programs. Whether you're a new member or an experienced adviser, you'll find valuable resources, tips, and templates to enhance your FBLA experience. Dive in, participate and make the most of the opportunities available.

Thank you for being part of FBLA. Together, we are building tomorrow's leaders today,

Annabelle, Mahi, and Lauren

2024-2025 State Officer Team Members

PROGRAM *business achievement awards* INTRODUCTION



Business Achievement Awards (BAAs)

A tiered program designed to enhance students' business skills and leadership abilities. The BAA has **four levels**: Contributor, Leader, Advocate, and Capstone. Students complete the BAA independently on FBLA Connect.

Each level requires students to complete a series of activities in areas such as service, education, and progress, promoting the development of essential skills in communication, teamwork, and problem-solving. These awards aim to prepare members for careers in business by engaging them in real-world projects and leadership experiences. The culmination of the program recognizes students' achievements with **certificates and other honors at various FBLA events**.

Why participate in the BAA's?

FBLA Business Achievement Awards are individual achievement award program for FBLA High School members. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.



BUSINESS *awards* ACHEIVEMENT

CONTRIBUTOR AWARD

Level one of the the BAAs is the **Contributor Award**. Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members.



LEADER AWARD

Level two of the BAAs is the **Leader Award**. This level helps members learn the fundamentals of leadership and explore their personal leadership style.

ADVOCATE LEVEL

Level three of the BAAs is the **Advocate Award**. Members have the opportunity to select a skill or content area that they would like to develop, and can connect to level four if you want.



CAPSTONE LEVEL

This level is the **highest**-encouraging members to create a project and execute it in their local communities. This has a **larger time requirement** and checkpoints throughout the project.

CAPSTONE- STEP BY STEP Annabelle Rusco- VP of Education

The BAA Capstone project can seem daunting at first. After competing with two projects, here are some of my tips:

Think outside of the box- find a need in your community and solve it in a new way. In my case, this was by mailing letters to address mental health.

Mind your target audience- WHO do you want to help and WHY?

Obtain funding from the community- local communities are more than happy to help fund your effort if you ask.

Follow the rubrics- they are designed to help and guide you.

Take photos- you'll need them later.

Have fun with it- passion shines through in a project like this.

SERVICE *based* PROGRAMS



SERVICE ISN'T JUST IN OUR COMMUNITIES

Service based FBLA partner programs offer opportunities for students to share their impact and experiences across the state and the nation. As Future Business Leaders of America, our role is to **shape the future** of not only ourselves but those around us. Our impact is built by the ways we act and the opportunities we seize to **make the world a better place**.



Fundraising ideas can be found online, or in our state fundraising guide!

THE KEY TO SUCCESS

Anyone can complete a project or participate in an event. The individuals who stand out are the ones who put **passion and their personality into the project**. They work consistently to make a difference that resonates with them.

THE COLORADO RELIEF FUND

- The Colorado FBLA Relief Fund was established in 2008 in response to natural disasters around the state.
- Chapters can donate to the Colorado Relief Fund at any time.
- Earn state recognition
- Chapter or members can also apply at any time to receive funds.

LEAD4CHANGE

- Empower students to lead and serve their communities
- Students engage in **real-world projects** addressing community needs
- Opportunities to win prize money for nonprofits and technology products for schools
- Timeline:
 - Dates to be announced each year
- National partner program

LEAD4CHANGE
STUDENT LEADERSHIP PROGRAM

SERVICE based PROGRAMS

HOW DOES THE GAME WORK?

Step 1: Print a poster-size graphic of the Virtual Walk to Anaheim game board and display it on your classroom wall.

Step 2: Download the registration form containing the documentation that must be submitted.

Step 3: Appoint an Officer to be a Team Captain and to manage the documentation required.

Step 4: Encourage your members to participate in the Virtual Walk and register your FBLA Local Chapter Team

Step 5: Recruit members to your Team throughout the year.

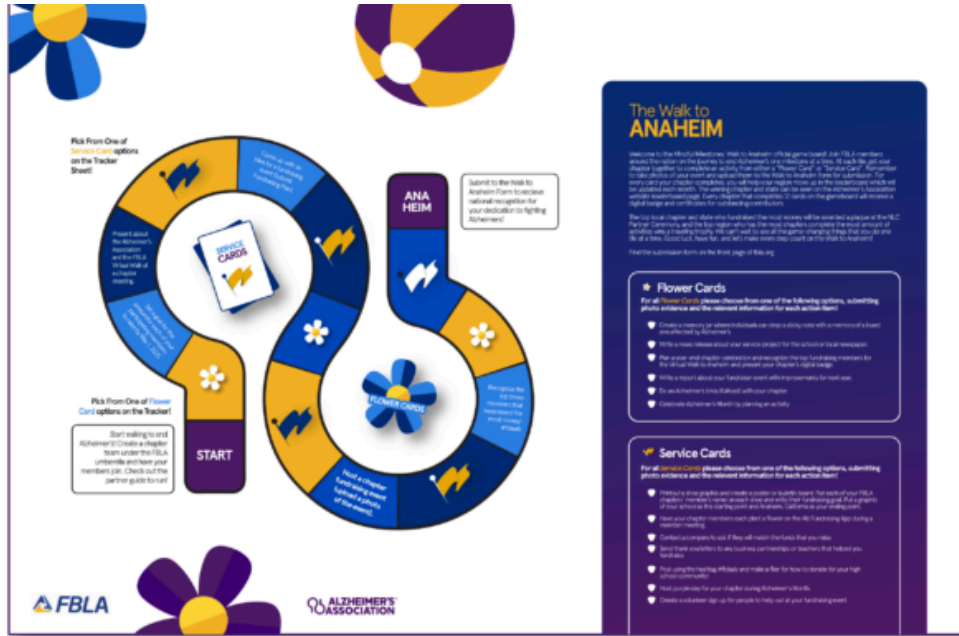
Step 6: Track your fundraising project throughout the year [HERE](#).

Step 7: Save your documentation in a share drive as you complete the game.

Step 8: When you have completed the required documentation for the game, upload your work.

Step 9: Submit your Virtual Walk to Anaheim Form when you have completed and uploaded the required activities.

Step 10: Celebrate your accomplishments with a chapter pizza party! (via fbla.org)

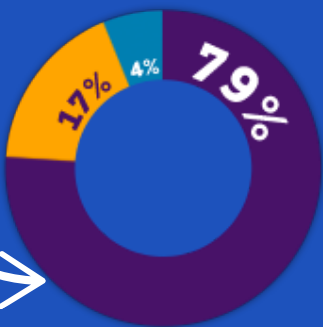


THE WALK TO ANAHEIM

National FBLA has created a virtual gameboard with the Alzheimer's Association. Gain recognition, rewards, and more while you participate in the game! Want more information? Visit the National FBLA website!

Partner with FBLA National's service partner, the Alzheimer's Association

DONATIONS AT WORK



- Alzheimer's care, support, research, awareness and advocacy
- Fundraising
- Administrative



EDUCATION *focused* PROGRAMS



Why?

To Educate young people about **capitalism**, the **American entrepreneurial spirit**, and **economic freedoms**

American Enterprise Day

FBLA Celebrates American Enterprise Day on **November 15th**. Here are some ways to get your chapters involved!

- Invite local businesses to speak at schools
- Organize class skits
- Running essay contests
- Connect with employers for students



**Virtual Business
Challenge**

The Virtual Business Challenge

What? Participants engage in online simulations related to various business scenarios

Where? Regional: Held at local FBLA chapters

- National: Top performers compete nationally

When? Dates are announced each year, keep your eye out on the FBLA website!



THE STOCK MARKET GAME

- **What?** Simulation program teaching investing and financial decision making
- **Who?** Students work in **teams** (teams can be 1-5 members)
- **When?** Competitions run throughout the year, they are announced on the FBLA website www.fbla.org



LIFESMARTS

- **What?** A program that focuses on essential life skills related to consumer rights, health, finance, and more
- **Where?** Online and live events
- **Leadership and community service:** Encourages student involvement.
- **Scholarships:** Offers scholarships for impactful community service projects

CHAPTER PROGRAMS

focused

SUMMER STARTER

August - September
Focuses on chapter building and membership strategy. Summer Starter tasks are designed to help chapters set the foundation for a successful membership year including: election chapter officers, developing a student-led program of work, setting goals, and mapping out the year.



SHAPING SUCCESS

September - November
Focuses on member recruitment and retention. Shaping Success tasks are designed to promote membership benefits and foster engagement such as hosting special events and creating working committees.



SERVICE SEASON

November - January
Focuses on community service and engagement. Service Season tasks are designed to meet the core of the FBLA mission: being community-minded business leaders. Tasks are designed to find ways to contribute to the community as well as connect with alumni and business industry professionals.



CTE CELEBRATION

January - March
Wrap up the membership year with a focus on chapter excellence and Career and Technical Education (CTE) awareness. Tasks are designed to highlight your achievements and promote our mission.



COLORADO FBLA TODAY

Annabelle Rusco- VP of Education

Check out the Colorado FBLA Today Newsletter with important information about everything Colorado FBLA. Run by our VP of Education, the newsletter is posted every month. Each month includes the service project initiatives and articles with helpful advice written by the state officers. In the newsletter, there is a monthly recap including the Monthly Membership Meeting, and other events during the month run by Colorado FBLA. There is also important information about National initiatives including American Enterprise Day or FBLA Week. You can even submit your own articles to the newsletter to get published! **This is your one stop shop for everything you need to know about Colorado FBLA. Check it out!**

STATE *specific* PROGRAMS



Did you know


FBLA Chapters can adjust the programs to fit the needs of their chapter, community, and members? Make the activities your own!

The Importance of a Community

Colorado FBLA has 12 Districts from different backgrounds and areas- despite this, our members and officers work hard to create a community of opportunity and growth! Here's why...

- We work better together
- Members can connect over common interests
- Each person offers a valuable insight into a problem





PEAK AWARDS HIGH SCHOOL ONLY

- **What?** A state program recognizing high school chapters for completing activities. The Colorado Peak Awards were designed to further local chapter involvement in program of work and statewide activities, increase membership and boost the morale and spirit of Colorado FBLA. In order to receive points, a spreadsheet and visual documentation must be uploaded to the JotForm submission link!



Chapters of all sizes can gain recognition!

HOW TO GET RECOGNIZED

- Categories
 - Peak I: 200–299 points
 - Peak II: 300–399 points
 - Peak III: 400–499 points
 - Peak IV: 500–599 points
 - Peak V: 600+ points
- Timeline of Activity Documentation
 - March 1, 2024 – Date of Submission (March 17, 2025)

FREQUENTLY ASKED *questions*



WHAT ARE THE BENEFITS FOR A STUDENT-MEMBER?

FBLA is a starting point for members to learn essential skills for any career. You can learn how to network with other individuals, improve public speaking, confidence, and many more skills you can't learn in a classroom!

WHAT ARE THE BENEFITS FOR A SCHOOL?

The ultimate goal is to help any school is achieve their ultimate mission and vision. FBLA equips each active student-member with the necessary knowledge, skills, and abilities as well as opportunities to demonstrate these things whether it's in competitive events, community service, and / or leadership roles in the chapter. By helping active student - members we look to help the school increase the graduation rate, close the achievement gap, and the skills gap.

HOW CAN I NETWORK WITH OTHER FBLA MEMBERS?

Networking is a big part of FBLA! Attend local meetings, the State Leadership Conference (SLC), and the National Leadership Conference (NLC) to meet other members. You can also connect with other members through social media, or by participating in online groups and accounts hosted by Colorado FBLA.

ARE THERE ANY ADDITIONAL RESOURCES TO HELP ME GET MORE INVOLVED?

Yes! Visit the **Colorado FBLA** website for resources such as event guidelines, leadership training tools, and scholarship opportunities. You can also attend local or state workshops, webinars, or training events to enhance your skills and stay engaged.

