

FBLA Top Ten Things to Know

10. Know who to go to with questions:

- High School District Board Member: www.coloradofbla.org/fbla-board-of-directors
- Molly Davis, Colorado FBLA State Adviser: molly.davis@cccs.edu (FBLA questions)
- Aly Johnson, New Teacher Mentor: COBMEFmentor@gmail.com
- Jennifer Cormier, Colorado Business, Marketing, Entrepreneurship & Finance (BMEF) Program Director: jennifer.cormier@cccs.edu (curriculum, program approvals)
- Ashley Manning, Colorado FBLA Program Assistant: ashley.manning@cccs.edu (finance, general questions, new teacher questions)

9. Get to know the FBLA state and national websites.

- National website: www.fbla.org
- National membership database: connect.fbla.org (you'll need to get connected to your new school by Molly Davis)
- State website: www.coloradofbla.org
 - Calendar: www.coloradofbla.org/calendar
 - Adviser Resources: www.coloradofbla.org/adviser-resources

8. Get to know your school/district procedures.

- Field Trip Forms
- Transportation
- Fiscal Policies/Accounting Forms



7. Recruit students as members to your FBLA chapter

- Do you have past FBLA members at your school? FBLA members must be in or have previously taken a business class.
- Visit the National FBLA website or Colorado FBLA Adviser Resources page for recruitment strategies.
- Invite a state officer to present to your classes: <https://www.coloradofbla.org/fbla-state-officer-team>

6. S/elect chapter officers.

- Visit the National FBLA and/or Colorado FBLA websites for sample officer information.

5. Take a few students to the Colorado Fall Leadership Conference.

- Information available on the state website: www.coloradofbla.org/cflc

4. Review Competitive Events with members.

- Review the event guidelines and rating sheets: www.coloradofbla.org/programs

3. Attend the District Leadership Conference and State Leadership Conference.

- Check the Colorado FBLA calendar to get those dates blocked off ASAP

2. Read materials available through the state office.

- Memo Monday emails – contact Molly Davis if you are not receiving these.
- Call to Conference/Adviser Guides – will be put out ahead of each event.
- Colorado FBLA Handbook: www.coloradofbla.org/adviser-resources

1. Give yourself permission to learn, then rest and rejuvenate. Repeat as necessary.

Colorado FBLA Condensed Schedule

Please review the full calendar at www.coloradofbla.org/calendar

<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>
New Teacher Training Day, Denver Metro Area	CBAM (Colorado Business & Marketing Educators) Conference, Breckenridge	Colorado Fall Leadership Conference, Denver Metro Area
<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>
	Membership Deadline Register for HS District Leadership Conference	New Teacher Training Day, Denver Metro Area District Leadership Conferences (HS only - check your district's date) Register for the MS State Leadership Conference
<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
District Leadership Conferences (HS only - check your district's date)	Register for the HS State Leadership Conference MS State Leadership Conference	HS State Leadership Conference
<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>
Register for the National Leadership Conference	National Leadership Conference begins	National Leadership Conference ends CACTE CareerTech Summit