**Alabama FBLA
Blueprint for Success
MIDDLE SCHOOL
2022-2023



A Brand New Year**

**Start Today**

| Leadership Experience | Competitive Events | Awards & Recognition  |
| --- | --- | --- |
| Service  | Business Education | Experience |
| Confidence  | Travel Opportunities | Create a Better Future |

**Future Business Leaders of America**

**Alabama Chapter**

| TO:    | Alabama Future Business Leaders of America Chapter Advisers & Members |
| --- | --- |
| FROM:   | Lisa Weeks, State FBLA Adviser  |
|    | Alexandria Torbert, State President; Mandi Edwards, State Officer Adviser  |
|    | Samantha Kreutz, State Secretary; Monique Lawrence, State Officer Adviser |
|  | Madilyn Hanback, District 1 VP; Michele Cabler, State Officer Adviser  |
|    | Gavin Norton, District 2 VP; LaDonna Beck, State Officer Adviser  |
|    | Jane Wiley Wright, District 3 VP; Kelly Gandy, State Officer Adviser  |
|    | Shamirria Rudolph, District 4 VP; Bridget Davis, State Officer Adviser    |
|    | Estela Padgett, District 5 VP; Kaitlyn Sutton,, State Officer Adviser  |
|     | Nick Cortez Ramirez, District 6 VP; Stacey Turner, State Officer Adviser  |
| DATE:    | August 1, 2022 |
| SUBJECT:  | ALABAMA FBLA BLUEPRINT FOR SUCCESS  |

Below is the 2022-2023 Alabama FBLA Blueprint for Success.  The goal of the Blueprint for Success is to encourage active chapters, help local chapters develop their programs of work, and assist chapters and members in achieving recognition and awards at the state and national levels.  All activities may be completed virtually or in-person at the chapter’s discretion.

Chapters and members achieve recognition for their work in various ways:

* **Alabama Blueprint for Success**—a chapter can be recognized in an Achievement, Excellence, or Outstanding category.  Criteria for these levels are detailed under Blueprint Guidelines.
* **MERIT Award** —  Multiple tasks are recognized with the MERIT Award program. See MERIT Award information on National website

This school year will bring many opportunities and challenges for you and your chapter.  Please do not hesitate to contact your District Vice President with any questions regarding completion of the Blueprint for Success.  Thank you in advance for your dedication in making Alabama FBLA the best.  We are looking forward to a successful 2022-2023 school year.

| **ALABAMA BLUEPRINT GUIDELINES** |
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| 1 | **Achievement Level:** Complete **all “Required” and 10 “Optional” tasks** to receive a certificate at the State Leadership Conference. |
| 2 | **Excellence Level:** Complete **all “Required” and 15 “Optional” tasks** to receive a certificate and a ribbon at the State Leadership Conference. |
| 3 | **Outstanding Level:** Complete **all “Required” and 25 “Optional” tasks** to receive a ribbon, lanyard, plaque, and recognition at the State Leadership Conference, and preferential reserved seating at Opening Session at SLC, plus a $100 stipend for National Leadership Conference. Outstanding Level Chapters completing the Blueprint for Success - Outstanding Level are eligible to apply for the Alabama FBLA Outstanding Chapter Award.  |
| 4 | Refer to the Adviser Welcome Guide or the FBLA Awards and Recognition webpage <https://www.fbla-pbl.org/divisions/fbla/fbla-awards-recognition/>to verify requirements for receiving National Chapter/Member Recognition Awards (for example: MERIT Award, LEAD Awards, and other national programs). |
| 5 | * Documentation may extend from June 1, 2022 – March 3, 2023.
* Check all boxes beside the activities you have completed.
* Place the task coded and corresponding task description in the top, right corner of each page of documentation. **(Example: R6 – Host a community service event with a minimum 10 hours (collectively)**
* Must have at least one page of documentation for each task.
* Copies should be sent rather than important documents.
* No items may be attached to any page in the report.
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| 6 | The Alabama FBLA Blueprint for Success is due in the state office by March 3, 2023.  The Blueprint must be bound (spiral bound, 3-ring binder, etc.) – **loose papers, paper clips, stapled papers, or papers gathered in rubber bands will NOT be accepted.**Mail to: Mrs. Lisa WeeksAlabama Department of EducationP. O. Box 30210150 North Ripley Street, GPB Suite 3152Montgomery, AL 36130-2101 |

To receive updates, text the keyword @alfbla2023 to 81010 to join “Remind”.  “Remind” is a communication platform that does not collect personal cell phone numbers.

| **ALABAMA MIDDLE LEVEL FBLA BLUEPRINT FOR SUCCESS 2022-2023** |
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| **REQUIRED TASKS FOR ALABAMA BLUEPRINT** |
| **Code** | **Tasks** | **Merit Award** |
| **R1** | **Create a Program of Work and Budget**Copy of the Program of Work & budget |  |
| **R2** | **Alabama FBLA Foundation Donation of $100 or more**Mail check to attn: Mrs. Lisa Weeks, Alabama State AdviserCopy of check |  |
| **R3** | **Register at least two (2) members to compete and/or attend the 2023 Alabama FBLA State Leadership Conference (SLC)**Copy of registration form | \* |
| **R4** | **Participate in a project that benefits the March of Dimes that helps meet our state fundraising goal of \_\_\_\_\_\_\_\_\_\_\_.****Send the March of Dimes reporting form with chapter donation to: 2500 Blue Lake Drive Suite 198****Birmingham, AL 35243****Email reporting form to Mrs. Lisa Weeks: LWeeks@alsde.edu**Copy of donation check and reporting form | \* |
| **R5** | **Celebrate FBLA Week**Photo, letter, flyer, and/or social media post | \* |
| **R6** | **Host a community service event with a minimum 10 hours (collectively)**Photos and description of event | \* |
| **R7** | **At least three members complete at least one level of LEAD Awards Program.**Copy of certificate/copy of confirmation email |  |
| **R8** | **Meet or beat your membership numbers from the previous year**Copy of previous year & current year membership roster | \* |
| **OPTIONAL TASKS** |
| **O1** | **"Adopt" a family for the holidays: provide them with gifts and/or dinner**Brief description of project and/or pictures |  |
| **O2** | **Ask your mayor to sign a proclamation for FBLA Week**Picture of proclamation and/or picture of chapter representative(s) with the mayor | \* |
| **O3** | **Chapters members attend a webinar with the members of the State Officer team**Member reflection of the webinar |  |
| **O4** | **Attend Joint Leadership Development Conference (JLDC)**JLDC Registration Confirmation email, and/or screenshot of attendee list, and/or pics of members at event |  |
| **O5** | **Become a pen pal with: a senior citizen, a child in a hospital, a child in another country, or a member of the military**Copy of letter sent to **or** received from pen pal |  |
| **O6** | **Celebrate Prematurity Awareness Month: wear purple, pass out ribbons, etc.**Brief description and/or pictures from PAM celebration | \* |
| **O7** | **Complete the Chapter Checklist**Copy of checklist and/or verification email | \* |
| **O8** | **Create a bulletin board where new members will be recognized**Photo of bulletin board |  |
| **O9** | **Create a chapter recruitment flyer**Recruitment flyer | \* |
| **O10** | **Create a chapter webpage**URL and/or screenshots from website |  |
| **O11** | **Create a point system to recognize your chapter member's accomplishments**Copy of point system |  |
| **O12** | **Create a survey for members to get recommendations and changes they would like to see in the future**Copy of survey questions |  |
| **O13** | **Create different committees assigned to complete different tasks such as membership, community service, March of Dimes fundraising, Blueprint for Success, etc.**Copy of meeting agenda discussing committee assignments | \* |
| **O14** | **Design a chapter shirt with new FBLA logo**Photo of shirt | \* |
| **O15** | **Design member business cards to share with local businesses, elected officials, and at conferences**Copy of at least four (4) business cards | \* |
| **O16** | **Develop a video, scrapbook, or video scrapbook of your chapter activities**Video/Video scrapbook URL or pictures of some scrapbook pages | \* |
| **O17** | **Discuss an article or story from Tomorrow’s Business Leader at a chapter meeting**Write an overview of your discussion | \* |
| **O18** | **Display uplifting messages to encourage students at your school**Picture of messages around school |  |
| **O19** | **Have a high school member speak at a meeting about how FBLA has helped them (virtual or in-person)**Brief description and photo of meeting event |  |
| **O20** | **Have a joint CTSO activity**Description of activity and pictures |  |
| **O21** | **Have a member attend National Fall Leadership Conference**Copy of registration and agenda | \* |
| **O22** | **Attend the 2022 National Leadership Conference in Chicago**Photo(s) of chapter members at an NLC session |  |
| **O23** | **Have at least one member shadow a business person for the day.**Student write-up and/or picture of event | \* |
| **O24** | **Have at least two of your members shadow a high school FBLA member for the day**Description of event and pictures | \* |
| **O25** | **Have chapter members attend Alabama FBLA District Workshop**District Workshop registration confirmation and/or pictures of members at event |  |
| **O26** | **Have chapter officers attend the 2022 Academy for Chapter Excellence (ACE)**ACE Confirmation email and/or pictures of members at event |  |
| **O27** | **Have members plan activities for Random Acts of Kindness month in February**Description and picture of activities |  |
| **O28** | **Have your chapter host a school-wide recycling/ clean-up day**Brief description of volunteer project and/or pictures |  |
| **O29** | **Have your chapter officers or members prepare a visual promotional item for FBLA Week: bulletin board, flyer, poster, etc.**Picture of bulletin board/flyer/poster |  |
| **O30** | **Have your local March of Dimes representative speak at a virtual or in-person chapter meeting**Photo from meeting event |  |
| **O31** | **Have your members write a letter to themselves outlining their future goals, and the steps they will take to achieve them**Copy of meeting agenda discussing the letter |  |
| **O32** | **Have your officers make a presentation about FBLA-Middle level to a service club, class of upcoming middle level students, or school board**Description and picture from presentation | \* |
| **O33** | **Have your officers write letters to government officials about the benefits of CTSOs and FBLA-Middle Level**Copy of letter | \* |
| **O34** | **Hold an end of the year celebration**Brief description and photo of meeting event | \* |
| **O35** | **Honor your local first responders, veterans, or members of the armed forces by making thank you cards or planning a special event**Description and picture of activity |  |
| **O36** | **Plan a "Socktober" event in October by collecting new warm socks of all sizes to donate to a homeless shelter**Picture(s) from event |  |
| **O37** | **Sponsor a "Dress for Success" day to promote the National Dress Code**Pictures of members dressed professionally for event | \* |
| **O38** | **Hold a “bring a friend” meeting**Picture of member and friend at meeting | \* |
| **O39** | **Host a “Get to Know You” icebreaker with your local chapter**Brief description and photo of meeting event |  |
| **O40** | **Offer a breakfast meeting**Pictures from event |  |
| **O41** | **Host a costume party/contest for members or have members trick or treat for canned goods**Photo and description of event | \* |
| **O42** | **Write an Article for Tomorrow’s Business Leader**Copy of article submitted, and/or submission confirmation, and/or pic of article in publication | \* |
| **O43** | **Host a FBLA chapter spirit day with FBLA members wearing either FBLA shirts or blue and gold. Post a photo on social media and tag FBLA.**Pictures of members in spiritwear and/or screenshot of social media post |  |
| **O44** | **Host an induction ceremony for new chapter officers and members**Ceremony program and/or photo of ceremony |  |
| **O45** | **Incorporate FBLA games into meetings (i.e. FBLA Scavenger Hunt, Goosechase, Escape Room, Trivia, Etc.)**Meeting agenda that indicates game played and picture of students participating in the game at the meeting | \* |
| **O46** | **Invite a business guest speaker to one of your meetings**Brief description and photo of meeting event | \* |
| **O47** | **Invite a local business leader to speak at a chapter meeting**Pictures with speaker and brief overview of topics discussed | \* |
| **O48** | **Invite a state officer to present at a chapter event**Copy of invitation and/or photo of event |  |
| **O49** | **Invite your principal to attend a local chapter meeting or event**Copy of invitation email/letter and/or picture of principal with members | \* |
| **O50** | **Create a photo collage board that includes your chapter’s accomplishments, conference participation, service projects, photos, etc. to be displayed at Alabama FBLA State Conference and future school activities**Submit photos of the finished project |  |
| **O51** | **Make thank you cards or host a special event to recognize the cafeteria and/or custodial staff at your school**Description and picture of activity |  |
| **O52** | **Members attend an in-person or virtual business tour**Event reflection paper and picture/screenshot | \* |
| **O53** | **Compete in the Annual Chapter Activities Presentation or Community Service Presentation chapter event at FBLA State Leadership Conference**Copy of SLC registration form |  |
| **O54** | **Participate in a community project or help out a nonprofit such as an animal shelter, homeless shelter, etc.**Brief description and/or pictures of event | \* |
| **O55** | **Participate in a March of Dimes Mini Walk**Picture at March of Dimes walk |  |
| **O56** | **Participate in at least one of the panels or forums presented by the National Center during FBLA Week**Screenshot those participating in the event | \* |
| **O57** | **Participate in Blue Jeans for Babies shirt fundraiser for March of Dimes**Copy of flyer,social media post, and group picture |  |
| **O58** | **Participate in the Lead4Change Challenge**Description of project submitted, and/or Lead4Change submission confirmation, and/or pictures of students involved in project |  |
| **O59** | **Compete in the spring LifeSmarts FBLA Challenge**Registration email and/or certificate | \* |
| **O60** | **Partner with your local non-profits or nursing homes and have your chapter volunteer**Brief description of volunteer project and/or pictures |  |
| **O61** | **Plan a fundraiser**Copy of fundraiser report | \* |
| **O62** | **Plan a joint activity with an FBLA chapter in your area**Photo and description of activity | \* |
| **O63** | **Plan a literacy project (e. tutoring program for elementary students, a book drive, or reading to elementary students)**Description of event and pictures | \* |
| **O64** | **Host a Member Appreciation Day**Photo and description of event |  |
| **O65** | **Plan a recruitment campaign**Recruitment campaign | \* |
| **O66** | **Plan an activity to promote American Enterprise Day**Description and picture(s) of event | \* |
| **O67** | **Plan at least one "buddy" activity connecting a returning member with a new member**Picture of "buddies" doing activity |  |
| **O68** | **Prepare an agenda for a chapter meeting**Copy of the agenda |  |
| **O69** | **Record minutes from four (4) or more meetings**Copy of meeting minutes |  |
| **O70** | **Register and participate in the Stock Market Game**List of students and copy of your registration | \* |
| **O71** | **Send your District VP an email including a photo and description of a chapter activity**Copy of email with submission provided to District VP |  |
| **O72** | **Send your District VP an email including a photo and description of an outstanding chapter member**Copy of email with submission provided to District VP |  |
| **O73** | **Set up a form of communication between local officers and members**Screenshot/Photo of program used |  |
| **O74** | **Sponsor a competitive events study night**Screenshot or copy of message invite and/or photo during study night | \* |
| **O75** | **Sponsor a movie night with a theme for members**Pictures and description from event | \* |
| **O76** | **Sponsor a teacher/adviser appreciation activity**Pictures from the event |  |
| **O77** | **Email your District VP and make suggestions that can improve Alabama FBLA**Copy of email to District VP |  |
| **O78** | **Utilize the school intercom to remind members of events and recognize members for their accomplishments**Provide email sent to front office for the announcement request |  |
| **O79** | **Any other activity that is unique to your chapter that you would like to share**Brief description and photo |  |
| **O80** | **Any other activity that is unique to your chapter in regards to community service and chapter engagement**Brief description and photo |  |