

Alabama FBLA
Blueprint for Success
MIDDLE SCHOOL
2022-2023



A Brand New Year

Start Today

Leadership Experience
Service

Competitive Events
Business Education

Awards & Recognition
Experience

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

1	<p>Achievement Level: Complete all “Required” and 10 “Optional” tasks to receive a certificate at the State Leadership Conference.</p>
2	<p>Excellence Level: Complete all “Required” and 15 “Optional” tasks to receive a certificate and a ribbon at the State Leadership Conference.</p>
3	<p>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.</p>
4	<p>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).</p>
5	<ul style="list-style-type: none"> • 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.
6	<p>The Alabama FBLA Blueprint for Success is due in the state office by March 3, 2023. The Blueprint must be <u>bound</u> (spiral bound, 3-ring binder, etc.) – loose papers, paper clips, stapled papers, or papers gathered in rubber bands will NOT be accepted.</p> <p>Mail to: Mrs. Lisa Weeks Alabama Department of Education P. O. Box 302101 50 North Ripley Street, GPB Suite 3152 Montgomery, AL 36130-2101</p>

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

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 Adviser Copy 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	