

# **ADVISER'S GUIDE**

**Future Business  
Leaders of America**

**1912 Association Drive  
Reston, VA 20191**

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**[www.fbla.org](http://www.fbla.org)**

# INTRODUCTION

This guide is developed as a tool to offer hints and guides to the new adviser and to serve as a reminder for the experienced adviser. This does not replace your national Chapter Management Handbook (CMH) but should serve as a supplement to that publication.

## **Membership Financial Benefits & Discounts**

Members and Advisers can benefit from several different discounts from FBLA's corporate partners, even a 40% discount from Mens Warehouse!

<http://www.fbla.org/fbla/membership-benefits/discounts-added-benefits/>

## **Chapter Recognition & Awards**

FBLA has several opportunities to recognize and celebrate the accomplishments of chapters. The link below outlines all the Chapter programs that chapters can participate in and be recognized for.

<http://www.fbla-pbl.org/fbla/membership-benefits/discounts-added-benefits/>

# RESOURCES FOR LOCAL CHAPTERS

## Chapter Management Handbook Guide (CMH)

The Chapter Management Guide centralizes all the chapter resources in one place, easy to access. The CMH can be found here:

<http://www.fbla.org/fbla/chapter-management-handbook/>

## Google Document Resources

This year, the National Officers have compiled an online source that can be used for students and chapters. This includes BAA resource packets, Social Media Chapter Guide, etc. More resources will be added regularly throughout the year

<https://docs.google.com/document/d/1ZLKnM53kK2S8IDL4OzTTceKQnEm7S0i6Eo0wJP-sWOY/edit?usp=sharing>

## Conferences

Information about all of our National Conferences can be found at the link below. Regional & State Conferences are coordinated by your State Adviser

<http://www.fbla.org/conferences/>

# CURRICULUM & ADMINISTRATIVE RESOURCES

## Curriculum Alignments

Membership programs align with National Standards for Business Education, as well as other Career & Technical Education Career Clusters. This allows for FBLA to work inside and outside of the classroom

**The Business Achievement Awards** - <http://www.fbla.org/fbla/programs/education/baa/alignments/>

**FBLA Competitive Events** - <http://www.fbla.org/fbla/competitive-events/> (click on an event to see the alignments)

## Educational & Certification Partners

FBLA offers members and advisers several educational partnerships that offer great opportunities for certifications, manuals, online curriculum, and much more!

**FBLA Education Partner Programs** (There are a lot to choose from!) - <http://www.fbla.org/fbla/programs/education/partners/>

# NEW ADVISER CHECK LIST

- Read through Chapter Start-up. Check out FBLA-PBL website ([www.fbلا.org](http://www.fbلا.org)).
- Secure approval for chapter from principal/administrator.
- Set date for first organizational meeting.
- Advertise meeting/prepare bulletin board.
- Talk about FBLA in classes.
- Hold first meeting/elect officers.
- Collect initial state and national dues (Refer to website for online membership form with state dues amounts).
- Complete New Chapter/Reactivation Application. Enclose check. Mail to the address on the application form.

## Important reminders

As you organize your year in FBLA-PBL, keep these things in mind:

1. For the names, e-mail addresses for the national officers and national staff, check the state FBLA-PBL website under Contacts at [www.fbla.org](http://www.fbla.org).
2. Familiarize yourself with the **Advisers Area**. This is where you find national programs registration forms, etc.
3. Familiarize yourself with conference regulations and membership information.
4. Visit the national website, [www.fbla-pbl.org](http://www.fbla-pbl.org), to locate national publications and FBLA Marketplace. You will also find useful information for making yearly plans for your chapter. Marketplace is the official source for FBLA-PBL products such as event study guides, winning report examples, banners, and other promotional items.
5. Important dates for national FBLA activities can be found on the home page of the website. Post these in a visible location to aid in meeting deadlines.
6. Find out what your local system requires for travel arrangements at the beginning of the school year.
7. Events that require travel include National Fall Leadership Conference (NFLC), State Leadership Conference (SLC) and National Leadership Conference (NLC).
8. Encourage your members to participate in national programs.
9. The most successful FBLA-PBL adviser is one who is dedicated.

**THANK YOU FOR SERVING AS  
AN ADVISER!**

Questions?

Don't hesitate to contact  
Lisa Smothers, the FBLA  
Membership Director!

[membershipdir@fbla.org](mailto:membershipdir@fbla.org)