

***Great Bend High School's  
Future Business  
Leaders of America***



***Chapter Handbook***

**2011-2012 Officers**

**President: Dylan Dreiling**

**Vice President: Ryan Jacobs**

**Secretary: Sara McAfee**

**Marketing Manager: Haley Deines**

**Historian: Amber Kasselmann**

**Parliamentarian: Donna Craven**

## **FBLA-PBL MISSION STATEMENT**

The mission of FBLA-PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

## **NATIONAL AWARDS PROGRAMS MISSION STATEMENT**

The mission of the National Awards Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools.

## **PLEDGE**

I solemnly promise to uphold the aims and responsibilities of **FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA** and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

## **CREED**

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

## **GOALS**

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects, which contribute to the improvement of home, business and community
- Develop character, prepare for useful citizenship and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

## **CODE OF ETHICS**

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

# **FBLA RULES OF CONDUCT FOR BUSINESS TRIPS & TRAVEL**

1. Must be dressed in business attire (no denim or revealing clothes) when attending conference activities, except at informal dances then denim is acceptable. For ladies, the “fingertip rule” for skirts will apply as well as appropriate shoes. Pantyhose **MUST BE WORN!** The gentlemen are to include a tie, socks, and appropriate shoes in their attire to business functions.
2. Do not leave conference unless supervised by an adult sponsor.
3. Display good, business-like conduct at all times--remember you are representing Great Bend High School FBLA. Don't **SWEAR!!**
4. No possession or drinking of alcoholic beverages and no possession of nonmedical prescribed drugs (narcotics) are allowed. If caught abusing this rule your parents will be contacted and you will leave immediately.\*\*
5. Any possession, use, consumption or sale of tobacco, (chewing or smoking) will result in the loss of your membership.\*\*
6. Follow the posted rules of the hotel. If you have any questions about the rules ask the sponsor for clarification.
7. You must be in your own room at the stated curfew for the conference. Sponsors will check your room frequently.\*
8. No long distance telephone calls from the hotel, except from the pay phones in the lobby. You are responsible for all calls within the city if there is a charge.
9. All other charges to room (examples: movies, room service, etc.) are your responsibility.
10. You must attend the evening activities provided by the conference or stay in your hotel room with a sponsor present.\*
11. Ladies must wear proper business attire (dress, business suit, blouse with skirt or slacks) or formalwear for the awards ceremony at SLC. Gentlemen must wear a shirt and tie with slacks. A jacket is optional but recommended.
12. No tampering with the physical or mechanical operations of the transportation provided to any FBLA activity.\*\*\*
13. Must ride school transportation to and from the contest. unless prior approval is made

\* If violated, you will not be allowed to attend the next overnight conference.

\*\* If violated, you will give up your membership in FBLA and will be disciplined according to school policy.

\*\*\* If violated, you will lose points for activity attended and excess punishment will be decided by current FBLA officers.

# FBLA Guidelines for Great Bend High School

1. To be a current member of FBLA you must be a student in good academic standing and get permission from the FBLA sponsor to join the club.
2. Dues are to be paid by State deadline (consult advisers for the exact deadline date). Dues consist of the following:
  - a. National dues.....\$6.00
  - b. State dues.....\$3.00Total dues .....\$10.00 (one dollar donated to FBLA)
3. To be a current officer, it is encouraged to be enrolled in at least **ONE** business course for the entire year.
4. FBLA members should attend the District FBLA contest held in the spring.
5. It is hoped that all members will attend meetings and participate in any and/or all FBLA activities.

## NOT REQUIRED

1. All of the members can buy a T-shirt that has FBLA on the front. Officers have the option of purchasing a polo. Members can wear these shirts to all field trips, club meetings, group club pictures and other activities.
2. Officer shirts and office pins are encouraged and at each officer's expense.



# Great Bend High School FBLA Chapter Points System

<u>Event/Activity</u>	<u>Point Value</u>
Chapter Meetings	3/meeting
District Conference	30/day
State Conference	40/day
National Conference	15/day
Candidate for Local Office	15
Candidate for State Office	25
Candidate for National Office	45
Duties of State Officer	3/duty
Duties of National Officer	6/duty
Work an FBLA event	10
Attend and FBLA event	5
Attend Kansas FBLA SLS	10/day
Attend NFLC	15/day
Work Craft Fair	25
Recruit new members	2pts p/member
Board member meetings	2
Historian—Complete scrap book	25
Officer—Be responsible for the website	25
Work on the website	15
Community Service	8/event

<u>Contest Placings</u>	<u>District/State/National</u>
1 <sup>st</sup>	5/10/20
2 <sup>nd</sup>	4/9/18
3 <sup>rd</sup>	4/84/16
4 <sup>th</sup>	4/7/14
5 <sup>th</sup>	3/6/12
6 <sup>th</sup>	3/5/10
7 <sup>th</sup>	2/4/8
8 <sup>th</sup>	2/3/6
9 <sup>th</sup>	1/2/4
10 <sup>th</sup>	1/1/2

## FBLA AWARDS GUIDELINES

1. FBLA Plaque award: Only one name plaque will be given. The winner of the nameplate plaque is based on the most accumulated FBLA points. Points start to accumulate at the first official FBLA meeting after SLC and end the next SLC contest. This award is based on outstanding achievement in contests; extra effort given to the club in work related projects, and completing the responsibilities of being an officer or an FBLA member. Secondary items for consideration for this award are appropriate dress at all FBLA contests, congeniality of FBLA member towards others, and attending all FBLA functions like regular meetings, camps, workshops, and contests. The plaque stays at the school and one name is added to the plaque every year.

## GBHS CONFERENCE GUIDELINES

1. What is the limit on how many members can go to the following conferences?
  - a. KS FBLA SUMMER SEMINAR (SLS) has no limit. The FBLA club may pay registration for officers and advisers if the Board of Education does not pay for the seminar.
  - b. STATE LEADERSHIP CONFERENCE (SLC) has no limit but members must meet eligibility requirements. The FBLA Club pays registration if the funds are available.
  - c. NATIONAL LEADERSHIP CONFERENCE (NLC) is limited to only those members who win a national event at SLC by placing either first or second or if moved up by the state.
2. Requirements to attend SLC or State Leadership Conference:
  - a. Anyone who wins or places second through tenth at the District V Contest.
  - b. If funds are available any Member of FBLA who has contributed to the FBLA club by fulfilling duties and attending conferences and activities even though he/she didn't qualify at a business or district contest.
3. How are the FBLA candidates chosen to receive the SLC recognition award for Who's Who in Kansas?
  - a. The FBLA sponsors are allowed to submit three (3) members or 5% of membership whichever is greater. The candidate's selection is based entirely on FBLA points, better known as **FBLA PARTICIPATION!**
  - b. If the chapter has a state officer, he or she is automatically recognized for Who's Who in Kansas.

# FBLA RULES FOR CONTESTS

1. The District V FBLA business contest held in the winter is the only business contest before SLC that can qualify members to attend SLC at Topeka, KS. The District V contest offers ten places in every event except team events, such as current events, which are limited to only five places. To qualify for SLC you must score in the top ten places of your event.
2. Additional requirements to attend SLC not mentioned in the conference guidelines are:
  - a. Must be a paid member by the State deadline, and your name has been sent to the State FBLA Treasurer and the National FBLA headquarters as a paid member.
  - b. The FBLA registration director must have received the SLC registration form for the event you entered.
3. Selection of FBLA members for contests after District V Contest will be based on the best qualified (to be determined by the advisors and officers) member and then the next best qualified member if the top contestant cannot or does not wish to attend the contest.
4. Schools that we compete against in our district are:
  - a. And any other schools invited to District III
5. Attending contest is HIGHLY recommended for all members. If a member does not attend and registration is paid for him/her, the member will reimburse the club for the registration fee.

## OFFICER SELECTION

1. Officer selection will be held in the Spring.
2. The FBLA student must be enrolled in a business class for the year if running for office or have taken business courses.
3. An application (with teacher recommendations) must be submitted to the FBLA sponsor by the deadline.
4. An interview will be set by the selection committee. The candidate must wear for the interview business attire and answer all questions to the best of his/her ability.

## SELECTION COMMITTEE

1. The selection committee consists of:
  - a. FBLA Advisers (in need be)
  - b. FBLA President (unless he/she is running for office again)-outgoing senior only
  - c. 1 or 2 other community business people chosen by the advisor

## **ABSENCE OF OFFICE**

1. If the office of President becomes vacant, the Vice President assumes the office President.
2. If the office of Vice President, Secretary, or Treasurer becomes vacant, that office shall be filled by the current presiding officers. There will be an executive (special) meeting of all remaining officers. The procedure to fill offices will be as follows: The existing officers can change to the vacant offices or elect to stay in their same offices.
3. If the offices of Secretary, Reporter, Historian and Parliamentarian becomes vacant, those offices shall be filled from the current membership of the FBLA club. The FBLA adviser should be present. Only officers are allowed to vote. The candidate must have the majority of the votes. If no majority can be reached the office will remain vacant and duties assumed by other officers.

## **DISMISSAL**

An FBLA member can be dismissed, lose his/her membership, from the club without any compensation (dues rebate) and lose all previously earned awards if any of the following violations are displayed during school FBLA activities:

- a. Disobedient or disrespectful to any FBLA adviser, FBLA officer, any club and FBLA bus driver. Not following the member rules and guidelines could also lead to dismissal.
- b. Defacing school property anytime, anywhere in the buildings. This does not mean only in FBLA meetings.
- c. The use of tobacco products, alcohol, and drugs (not prescription) at school, at any FBLA contest, FBLA field trips, and/or any FBLA party.
- d. If there is a district dismissal policy for school organizations the club will follow the Board of Education policy and parts “a” to “c” would be eliminated.

**DUE PROCESS:** The member will have the right to a hearing before the FBLA Board and Adviser’s act on a member’s dismissal.