

Welcome Washington FBLA members!

Connections with local businesses have always been an integral part of FBLA. These connections allow students to see the skills and knowledge that they have learned in FBLA put into practice. These local businesses are also great resources as students seek monetary and community support throughout their FBLA career. Below your state officer team has put together various resources that will serve as a guide in attaining business sponsorships and support for FBLA chapters and members.

### **Steps for Attaining Business Sponsorships:**

1. Research local businesses  
*Local businesses and organizations, like a wealth management company or a wholesale business, are great resources to reach out to when seeking business sponsorships. Do some research online or talk to your advisor about what businesses are in your area and have supported various causes in the past.*
2. Choose a business (or multiple) to contact  
*Choose a business that you want to seek a sponsorship from. Make sure to check with other members in your chapter to make sure that you are not all approaching the same business. Find the contact information of the business or the manager or owner if possible.*
3. Contact the business  
*Send a professional letter or email to the manager or owner of the business. In this email or letter introduce yourself and FBLA and explain why you are seeking a sponsorship. You can either directly ask for a sponsorship, or set up a time to meet with the manager or owner in person. Please see our sample letter and email for more detail.*
4. Visit the business  
*Once you have set up a time to visit the business, take some time to prepare and practice what you will say. Consider explaining what FBLA is, how it has impacted you, and what the money will go towards if they choose to sponsor you. Make sure to wear professional attire- preferably following the FBLA dress code. When you arrive, ask for the person you arranged to speak with and wait patiently. Be confident when it comes time to speak and end your ask by providing the Washington FBLA sponsorship form. See the below video for a complete example of how to conduct a sponsorship ask at a business.*
5. Follow up with the business  
*If they agree to sponsor you, guide them on how to do so using the sponsorship form. Collect the form and money, or have them mail a check to your advisor. Send the business a letter or email to thank them for their generous contribution.*
6. Report the sponsorship to your advisor

*Bring to your advisor the completed sponsorship form and any money or check given to you while at the business. If the business agreed to mail the check, make sure to confirm with your advisor in the following days to make sure that the check was received.*

7. Report your sponsorship to the State Office

*The State Office is incredibly proud of all contributions towards your State fees that you are able to gather through business sponsorships. Please use the form on the Washington FBLA website to report your sponsorship. The State Office will keep track of these sponsorships and recognize the chapters who raised the most money through business sponsorships.*