



# MEMBERSHIP HAND BOOK

2020-2021



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# YEAR AT A GLANCE

## SEPTEMBER

### Dates:

- 9 NATIONAL PROGRAM Welcome Back Webinar (check National website for link)
- 14 NATIONAL PROGRAM Fall Stock Market Game Begins

Hold first chapter meeting

Hold recruiting event

Start students in Business Achievement Awards

Plan competitive events with students

## NOVEMBER

### Dates:

#### STATE FALL LEADERSHIP CONFERENCE

9 - 30-day Access to 100XED TV

17 - THE MAIN EVENT

#### NATIONAL PROGRAMS

Prematurity Awareness Month

1 Non-Stop November Begins

8 Life Smarts Fall Competition Ends

15 American Enterprise Day

17 March of Dimes World Prematurity Day

## JANUARY

### Dates:

TBD January/ Region Winter Leadership Conferences

NATIONAL PROGRAM Action Awareness Month

15 NATIONAL DEADLINE

March of Dimes Grant Application Postmark Deadline

Practice for Winter Conference

Pay fees for Region Winter Leadership Conference

March of Dimes Mission LIFT Grant Applications

due to National FBLA

## OCTOBER

### Dates:

- 6 Virtual Business Challenge @ 10 a.m. ET - Challenge 1 Registration Begins
- 20 Challenge Challenge 1 @ 10 a.m. ET to November 13 @ 5 p.m. ET
- 20 Initial Membership Reporting Deadline

PAY DUES!

Choose Competitive Events

Recruit Members

## DECEMBER

#### NATIONAL PROGRAMS

- 4 Fall Stock Market Game Ends
- 10 Non-Stop November Ends
- 15 NATIONAL DEADLINE Dues Deadline to receive winter publications.

Hold chapter holiday celebration

Prepare/practice for Region Winter Leadership Conference

Consider running for state office

## FEBRUARY

### Dates:

- TBD February/ Region Winter Leadership Conferences
- 14-20 FBLA WEEK!
- 16-26 SBLC Role Play Testing

National Career & Technical Education Month

Finalize State Conference Projects

# YEAR AT A GLANCE

## MARCH

### Dates:

- 1** FBLA BAA & CSA Submission Deadline  
Membership Payment due to be eligible for State and National Competitions.
- 5** NATIONAL PROGRAM Spring Stock Market Game Registration Deadline
- 10** SBLC Registration Deadline  
Turn in all state projects by deadline  
Take online tests for State Business Leadership Conference

## MAY

- Submit NLC Registration Materials to Washington FBLA
- Practice for NLC
- Consider holding Elections for the upcoming year

## JULY

### Dates:

- 2** FBLA National Leadership Conference Anaheim, CA

Attend National Leadership Conference

## APRIL

### Dates:

- 21-24** STATE BUSINESS LEADERSHIP CONFERENCE

Attend the State Business Leadership Conference  
Complete National Leadership Conference Intent to Compete Form  
Re-work projects for National Competition and submit to Washington FBLA by the deadline

## JUNE

### Dates:

- 29-2** FBLA National Leadership Conference Anaheim, CA

Attend National Leadership Conference

## AUGUST

Plan for upcoming FBLA Year  
Meet with chapter officers  
Develop chapter Program of Work  
Hold team building activities

# STATE OFFICERS!!!

## State President

Sathvik Nallamalli  
Olympia High School  
president@wafbla.org

## State Secretary

Tina Zhang  
Woodenville High School  
secretary@wafbla.org

## Parliamentarian

Kianna Bolante  
Fife High School  
parliamentarian@wafbla.org

## Capital Region Vice President

Smriti Somasundaram  
Olympia High School  
capitalvp@wafbla.org

## North Central Region Vice President

Kody Richards  
Wenatchee High School  
northcentralvp@wafbla.org

## Northeast Region Vice President

Steven Johnson  
Cheney High School  
northeastvp@wafbla.org

## Northwest Region Vice President

Emily Ney  
Mount Vernon High School  
northwestvp@wafbla.org

## Executive Vice President

Haneol Lee  
Olympia High School  
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## Public Relations

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Hazen High School  
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## Alumni & Business Relations Vice

### President

Ashley Lin  
Union High School  
alumnbusinessrelationsvp@wafbla.org

## Pudget Sound Region Vice President

Abby Sanders  
Port Angeles High School  
pugetsoundvp@wafbla.org

## Southeast Region Vice President

Kaylene Slack  
Dayton High School  
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## Southwest Region Vice President

Jean Lin  
Union High School  
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## West Central Region Vice President

Gary Tou  
Hazen High School  
westcentralvp@wafbla.org



# PRESIDENTS MESSAGE

Dear Washington FBLA Members ,

I hope that you have all had an amazing summer, whether it was Zooming with your friends, picking up new hobbies, or exploring the outdoors! Hopefully, the transition into this virtual school year has been swift and smooth for you. Despite all the challenges and unrest we are seeing in the world today, it is important to stay united and stronger more than ever. Enjoying the little things in life and seizing every opportunity that comes your way will make all the difference in these challenging times. So together, let's aspire to reach new heights!

Over these past few months, your State Officer team has been hard at work developing our state Program of Work, the objectives and key results which will guide our state forward this year. Our focus will be on member engagement, business connections, new resources, and communication, including our social media. One of the key projects of our Resources Program of Work group has been this Membership Handbook. It is a comprehensive guide to chapter success for FBLA members and provides a working balance of information for new members, as well as specific tips & tricks for returning ones.

The officer team encourages you to reference this handbook often, Additionally, there are resources available on the Washington FBLA State Officer Projects page (<https://wafbla.org/state-officer-projects>) to help you make the most of the membership year. We will be continuing to upload our new programs to this page. If you are looking for opportunities identified in the Program of Work or at conferences, this is a good place to start your search! Especially this year, it is important that you keep an eye on any of our social media platforms, especially our Instagram, @wafbla, where we post weekly Tips & Tricks Tuesdays, new programs and opportunities, and share exciting information.

This is our year to show that nothing can stop us. It is time for us to step up and take our chapters to new heights. It's time for us to unite around a set of ambitious goals for Washington state. Your enthusiasm and dedication will be critical for us to reach success together. Please contact the State Officers via our contact information provided in this handbook and/or by requesting a virtual chapter visit via the State Officer Projects page on the wafbla.org website. We are excited to hear your thoughts and feedback to help improve the FBLA experience! We are all in this together! As you move through the membership year, we invite each and every person to think about how you can more fully engage in FBLA opportunities and invite others along. This year's theme is Aspire higher, but let's remember to Aspire together!

Sathvik Nallamalli, 2020-21 Washington FBLA State President



# ABOUT FBLA

## Our Mission

FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.



**230,000 Members**  
**World Wide**

**70+ EVENTS OVER**  
**10 CAREER**  
**CLUSTERS**



Create

Lead

Inspire

"Your playing small / Does not serve the world. / There's nothing enlightened about shrinking / So that other people won't feel insecure around you." – Marianne Williamson

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# GENERAL INFO



## Code Of Conduct!

Everyone should be following the code of conduct at all times



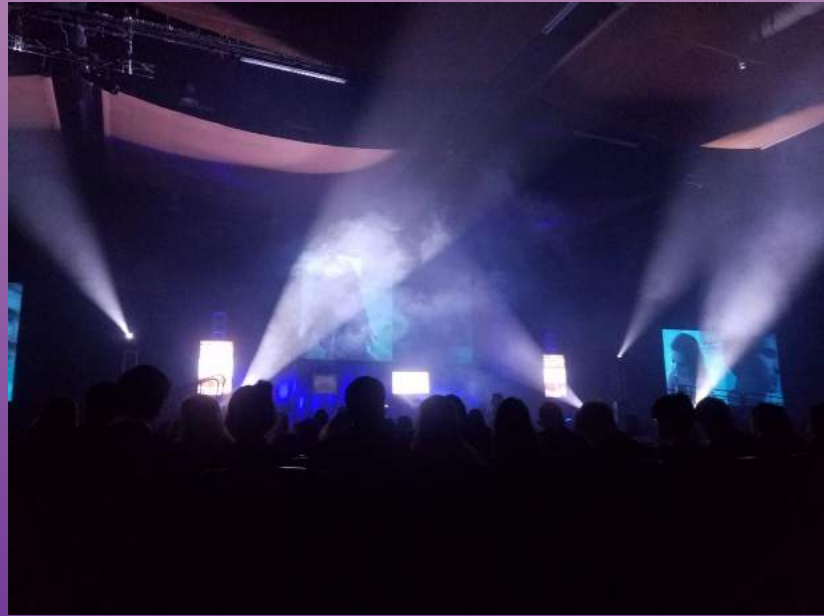
### Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every...

[fbla-pbl.org](http://fbla-pbl.org)



<https://www.fbla-pbl.org/conferences/forms/code-conduct/>



## Dress For Success

### Business suit with:

Blouse

Collared dress shirt and neck or bow tie

### Dress pants or skirt with:

Blouse

Collared dress shirt and neck or bow tie

Business dress

### Blazer with dress pants and:

Blouse

Collared dress shirt and neck or bow tie

Dress shoes/dress boots

<https://www.fbla-pbl.org/cmh/dress-code/>

## Dues!



<https://www.fbla-pbl.org/cmh/fbla-pbl-membership-dues/>



"life is short so don't hold back. Forget like you gave amnesia, believe like a kid, love like crazy, and most importantly be yourself"





# SERVING AS AN OFFICER

## Chapter Officers!

Provide an environment where all members will grow professionally.

Include all members in a dynamic program of work.

Conduct the business of the chapter in proper parliamentary procedure.

Maintain complete current records and minutes.

Encourage individual and chapter participation in conferences.

Develop and implement a strong publicity program

## State Officers!

Plan and work on the Program of Work.

Contribute social media content.

Be an exemplary member of  
Washington FBLA.

Submit a monthly report about FBLA activities.

Conduct chapter visits.

Participate fully as a local chapter member

"When one door of happiness closes, another one opens; but often we look so long at the closed door that we do not see the one which has been opened for us." - Helen Keller

"You may never know what results come of your actions, but if you do nothing, there will be no results."-Mahatma Gandhi

# ASPIRE 2020-2021



## FBLA: Aspire Together

Wednesday, 5pm PST

We may not be able meet physically together as FBLA members, but we can certainly Aspire Together virtually! Join us for these valuable online sessions brought to you by your State Officer teams throughout the school year! More information can be found on your state's FBLA website and social media!

Host State	Session Title	Date
Washington	Become a Parli Pro Workshop	23-Sep
Oregon	How to Make a Meeting More Fun	7-Oct
Washington	National Officer Panel	21-Oct
Oregon	College Admission Tips	4-Nov
Nevada	Tips to Opening Up Communication	18-Nov
Oregon	Being a Chameleon Leader	2-Dec
State Advisers	Holiday Party	16-Dec
Washington	Down to the Like: How to Maintain an Engaging Social Media	6-Jan
Oregon	Starting Your Event Grind	20-Jan
Oklahoma	Becoming The Leader You Want To Be	3-Feb
Nevada	The Grass is Always Greener Where You Decide	17-Feb
Nevada	High Caliber Communication	3-Mar
Nevada	Market to Your Target	17-Mar
Washington	Alumni Panel	7-Apr
Oklahoma	Who Knew FBLA-PBL?	21-Apr

"If it was easy, everyone would be doing it". - Jon Norlin



# MEMBER/CHAPTER OF THE MONTH

Nominate an inspiring member for Member of the Month and an active chapter for Chapter of the Month. They will receive honorable recognition on our social media, website, and at SBLC for their exemplary behavior!



## Visit

<https://trileadership.wufoo.com/forms/washington-fbla-member-of-the-month-application/>

"Try not to become a man of success. Rather become a man of value." - Albert Einstein



# STATE OFFICER VISITS

## Topics:

- Membership
- Competition
- FBLA Programs and Opportunities
- Introduction to FBLA
- FBLA Goals
- Fundraisers
- Community Service
- Business and Leadership
- Installation Ceremony
- Greetings at an FBLA Banquet or Recognition Event
- Other topics can be requested



Over Zoom/Teams/Meet  
And Possibly in Person

## Visit

<https://trileadership.wufoo.com/forms/washington-fbla-chapter-visit-request-form/>



"chase excellence, and  
success will surely follow"





# NATIONAL PROGRAMS

## BUSINESS ACHIEVEMENT AWARDS (BAA)

- Recognizes FBLA members for achievements
- Portfolio of real-world accomplishments
- Develop business and leadership skills
- Talk to your local adviser to get started!

<https://www.fbلا-pbl.org/fbla/programs/education/baa/>

1  
Future

2  
Buisness

3  
Leader

4  
America

"When you are completely absorbed or caught up in something, you become oblivious to things around you, or to the passage of time. It is this absorption in what you are doing that frees your unconscious and releases your creative imagination." – Dr. Rollo May

## COMMUNITY SERVICE AWARDS (CSA)

- Recognizes members with extraordinary commitment to community service
- Track your volunteer hours through Google Sheets, Excel, etc., then upload your hours on the entry form on the National website!

<https://www.fbلا-pbl.org/fbla/programs/recognition-awards/csa/>

Community  
50 Horas

Service  
200 Horas

Achievement  
500 Horas

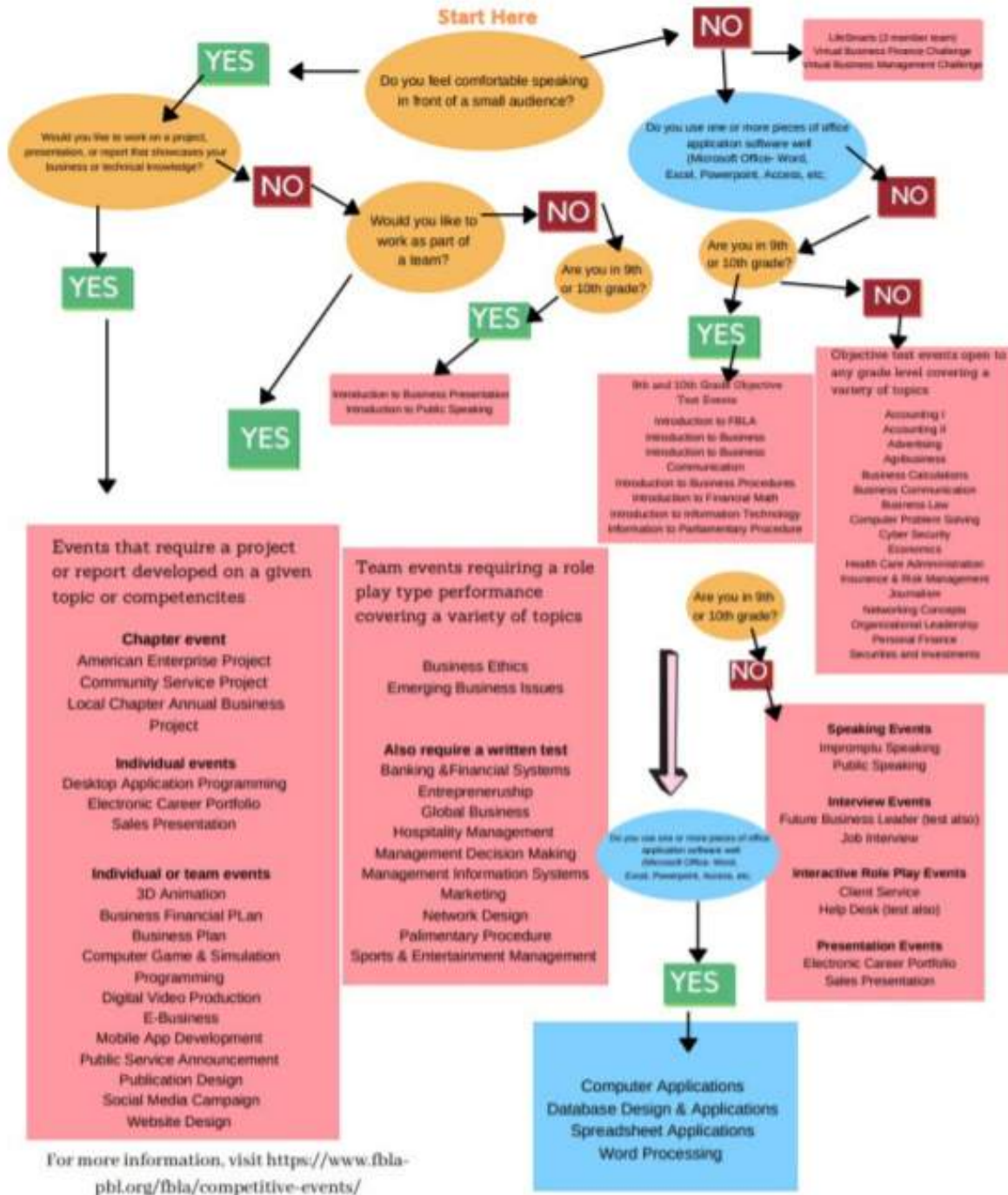
"Life is what happens to you while you're busy making other plans" -John

Lennon



# COMPETITIVE EVENTS

From the over 70 different competitive events, there is an event for everyone.



# Monthly Newsletter

## Chapter Competition

Look forward to  
the chapter  
competition in  
the  
monthly  
newsletter for  
recognition at  
SLBC



"The best way to predict the  
future is to create it"

# Send Off

Insert photo from meeting

As the WA FBLA Team We Hope that you have an amazing upcoming Year in FBLA as we navigate this unique experience together, and can take this information and implement it in your own circle of influence throughout your chapter.

Lets ASPIRE together to be WAFBLA