

Alabama FBLA Blueprint for Success MIDDLE SCHOOL 2024-2025



College
Preparation



Scholarships



Academic
Competitions



Career
Exploration



Networking



Travel



Discounts



TO: Alabama Future Business Leaders of America Chapter Advisers

FROM: Lisa Weeks, State FBLA Adviser
Madilyn Hanback, State President; Tisha Hanback, State Officer Adviser
Jared White, State Secretary; Stephanie Summers, State Officer Adviser
Sophia Argueta, District 1 VP; Tisha Hanback, State Officer Adviser
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Sha'Hollene Smith, District 5 VP; Emma Francine Constant, State Officer Adviser
Bailey Maddox, District 6 VP; Sarah Hudgins, State Officer Adviser

DATE: August 1, 2024

SUBJECT: ALABAMA FBLA BLUEPRINT FOR SUCCESS

Below is the 2024-2025 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.
- **Middle School Champion Chapter Award** — Multiple tasks are recognized with the MIDDLE SCHOOL CHAMPION CHAPTER program. See MIDDLE SCHOOL CHAMPION CHAPTER 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 2024-2025 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, recognition at the State Leadership Conference, and preferential reserved seating at Opening Session at SLC. 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: MIDDLE SCHOOL CHAMPION CHAPTER Award, LEAD Awards, and other national programs).</p>
5	<ul style="list-style-type: none"> ● Documentation may extend from May 1, 2024 – March 1, 2025. ● 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 – Accumulate a total of ten (10) community service hours (all chapter members participation combined)) ● 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 7, 2025. 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 style="padding-left: 40px;">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 **@alfbla2025** to **81010** to join “Remind.” “Remind” is a communication platform **for students and advisers** that does not collect personal cell phone numbers. If you are already registered on “Remind” with Alabama FBLA, do not sign up again.

ALABAMA MIDDLE LEVEL FBLA BLUEPRINT FOR SUCCESS 2024-2025

REQUIRED TASKS FOR ALABAMA BLUEPRINT 2024-2025

These tasks focus on national programs and conferences, sponsors and partners, and recruitment.

These activities may be done at any time during the year.

Recommended Timeline: May 1, 2024 - March 1, 2025

Code	Check for Completion	Required Tasks	Champion Chapter
R1	<input type="checkbox"/>	Create a Program of Work and Budget. Copy of the Program of Work & Budget.	
R2	<input type="checkbox"/>	Alabama FBLA Foundation Donation of \$100 or more. Mail check to ATTN: Mrs. Lisa Weeks, Alabama State Adviser Copy of check.	
R3	<input type="checkbox"/>	Register at least two (2) members to compete and/or attend the 2025 Alabama FBLA State Leadership Conference (SLC). Copy of registration form.	March Task #1
R4	<input type="checkbox"/>	Support the Alabama FBLA goal of \$85,000 by donating a minimum of \$200 to support the March of Dimes. *Send the March of Dimes reporting form with chapter donation to: 2751 Legends Parkway, Suite 315 Prattville, AL 36066 Email a copy of the reporting form to Mrs. Lisa Weeks: LWeeks@alsde.edu Copy of donation check and reporting form.	
R5	<input type="checkbox"/>	Celebrate FBLA Week, with activities that promote FBLA Week. Photo(s) with caption and date, letter, flyer, and/or social media post.	February Task R1
R6	<input type="checkbox"/>	Accumulate a total of ten (10) community service hours (all chapter members participation combined) Copy of services hours and description of activities	April Task #3
R7	<input type="checkbox"/>	At least three members complete at least one level of LEAD Awards Program. Copy of certificate/copy of confirmation email.	January Task #1

R8	<input type="checkbox"/>	Meet or beat your membership numbers from the previous year. Copy of previous year & current year membership roster.	March Task #1
OPTIONAL TASKS FOR ALABAMA BLUEPRINT 2024-2025			
These tasks focus on national programs and conferences, sponsors and partners, and recruitment. These activities may be done at any time during the year. Recommended Timeline: May 1, 2024 - March 1, 2025			
Code	Check for Completion	Optional Tasks	Champion Chapter
O1	<input type="checkbox"/>	Elect local chapter offices for the 2024-2025 program year. Brief description of project and/or photo(s) with caption and date.	May Task #1
O2	<input type="checkbox"/>	Ask an elected official to sign a proclamation for FBLA Week. Copy of proclamation and/or photo(s) with caption and date of chapter representative(s) with the elected official.	
O3	<input type="checkbox"/>	Chapter members attend a webinar with the members of the State Officer team. Copy of written essay member reflection of the webinar.	
O4	<input type="checkbox"/>	Attend the 2024 Joint Leadership Development Conference (JLDC). JLDC Registration Confirmation email, and/or screenshot of attendee list, and/or photo(s) with caption and dates of members at event with captions and date.	
O5	<input type="checkbox"/>	Become a pen pal with a high school FBLA chapter member Copy of letter sent to or received from pen pal.	
O6	<input type="checkbox"/>	Celebrate Prematurity Awareness Month: Wear purple, pass out ribbons, etc. (November 2024) Brief description and/or photo(s) with caption and date from Prematurity Awareness Month celebration.	
O7	<input type="checkbox"/>	Complete the Chapter Checklist (National FBLA website). Copy of checklist and/or verification email.	October Task #1
O8	<input type="checkbox"/>	Create a bulletin board where new members will be recognized. Photo of bulletin board with caption and date.	
O9	<input type="checkbox"/>	Create a poster, flyer, social media post, or video promoting your FBLA chapter. Copy of recruitment flyer.	August Task #3
O10	<input type="checkbox"/>	Host a “Welcome Back” meeting/event. Copy of meeting agenda or event program and photo(s) with caption and date.	September Task #1
O11	<input type="checkbox"/>	Create/maintain a chapter social media platform. URL and/or screenshots of the social media home page.	

O12	<input type="checkbox"/>	Create a point system to recognize your chapter members' accomplishments. Copy of point system.	
O13	<input type="checkbox"/>	Create a survey for members to provide recommendations and changes they would like to see in the future. Copy of survey questions.	
O14	<input type="checkbox"/>	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.	August Task #5
O15	<input type="checkbox"/>	Design a chapter shirt with the new FBLA logo in compliance with National FBLA branding guidelines. Photo of shirt with caption of date.	
O16	<input type="checkbox"/>	Design member business cards to share with local businesses, elected officials, and at conferences. Copy of at least (1) business card.	September Task #5
O17	<input type="checkbox"/>	Create a highlight video, slideshow to showcase chapter activities and accomplishments. Copy of slideshow, link to video.	
O18	<input type="checkbox"/>	Plan an Emblem Ceremony as part of October's New Member Induction. Copy of Emblem Ceremony plan/outline.	September Bonus
O19	<input type="checkbox"/>	Display uplifting messages to encourage students at your school. Photo(s) with caption and date of messages around school.	
O20	<input type="checkbox"/>	Request a high school member or Alabama FBLA State Officer to speak at a meeting about how FBLA has helped them (virtual or in-person). Copy of invitation email, letter or online form submission.	April Task 5
O21	<input type="checkbox"/>	Host or participate in a joint CTSO activity. Description of activity and photo(s) with caption and date.	
O22	<input type="checkbox"/>	Plan a "Welcome Back" event for returning & prospective members. Brief description; copy of flyer, social media post, and photo(s) with caption and date of meeting/event.	August Task #4
O23	<input type="checkbox"/>	Have at least one member to attend the 2024 National Fall Leadership Conference (NFLC) in Columbus, Ohio November 8-9. Copy of registration and agenda.	November Bonus
O24	<input type="checkbox"/>	Have at least one member and adviser to attend the 2024 National Leadership Conference in Orlando, Florida June 29-July 2.	May Bonus

		Photo(s) of chapter members at an NLC session.	
O25	<input type="checkbox"/>	Prepare and post flyers and/or posters advertising FBLA Week. Copy of flyer and/or photo(s) of poster with caption and date.	January Task #3
O26	<input type="checkbox"/>	Host a social activity for your members during FBLA Week. Copy of FBLA Week outline with social activity.	February Task #4
O27	<input type="checkbox"/>	Have chapter members attend Alabama FBLA District Workshop. District Workshop registration confirmation and/or photo(s) with caption and of members at the event.	
O28	<input type="checkbox"/>	Have chapter officers attend the 2024 Academy for Chapter Excellence (ACE) or JLDC. Confirmation email and/or photo(s) with caption and date of members at the event.	
O29	<input type="checkbox"/>	Plan an activity for Random Acts of Kindness month in February. Description and photo(s) with caption and date of activities.	
O30	<input type="checkbox"/>	Have your chapter host a school-wide recycling/clean-up day. Brief description of volunteer project and/or photo(s) with caption and date.	
O31	<input type="checkbox"/>	Have your chapter officers or members prepare a visual promotional item for FBLA Week: bulletin board, flyer, poster, etc. Photo(s) with caption and date of bulletin board/flyer/poster.	
O32	<input type="checkbox"/>	Have your local March of Dimes representative speak at a virtual or in-person chapter meeting. Photo(s) with caption and date from meeting event.	
O33	<input type="checkbox"/>	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(s).	
O34	<input type="checkbox"/>	Have your officers make a presentation about FBLA Middle level to an international service club, class of upcoming middle level students, and/or school administration or school board. Copy of presentation, photo(s) with captions and date	
O35	<input type="checkbox"/>	Have your officers write letters to your local chamber of commerce, city council, or government officials about the benefits of CTSOs and FBLA Middle Level. Copy of letter.	
O36	<input type="checkbox"/>	Hold/sponsor an end of the year awards ceremony or celebration. Brief description and photo(s) of meeting event with date and captions.	May Task #2
O37	<input type="checkbox"/>	Have members write thank you notes to show appreciation to a group of your choice. Photo(s) of thank you notes with caption and date of activity.	December Bonus

O38	<input type="checkbox"/>	Plan a "Socktober" event in October by collecting new warm socks of all sizes to donate to a homeless shelter. Photo(s) with caption and date(s) from the event.	
O39	<input type="checkbox"/>	Sponsor a "Dress for Success" day for members to highlight the Dress Code. Photo(s) with caption and date of members dressed professionally for the event.	February Task #3
O40	<input type="checkbox"/>	Host a "Bring a Friend" meeting. Photo(s) with caption and date of member and friend at meeting.	November Task #4
O41	<input type="checkbox"/>	Host a "Get to Know You" icebreaker with your local chapter. Brief description and photo(s) with caption and date of meeting event.	September 2024
O42	<input type="checkbox"/>	Sponsor a member Appreciation Breakfast. Agenda and photo(s) with caption and date from the event/meeting.	December Task #3
O43	<input type="checkbox"/>	Plan a holiday party for members. Photo(s) with caption and date and description of event.	December Task #2
O44	<input type="checkbox"/>	Discuss an article for Tomorrow's Business Leader. Copy/photo(s) of article discussed, and/or photo(s) with captions and date of group with caption.	January Task #4
O45	<input type="checkbox"/>	Sponsor a Spirit Day where all members wear FBLA branded or blue and gold apparel. Photo(s) with caption and date of members in spirit wear and/or screenshot of social media posts.	November Task #5
O46	<input type="checkbox"/>	Conduct an emblem and new member induction ceremony. Ceremony program and/or photo(s) of ceremony.	October Task #5
O47	<input type="checkbox"/>	Incorporate FBLA games into meetings (i.e. FBLA Scavenger Hunt, Goosechase, Escape Room, Trivia, etc.). Meeting agenda that indicates game played and photo(s) with caption and date(s) of students participating in the game at the meeting.	March Task #5
O48	<input type="checkbox"/>	Invite a business person or FBLA alum to speak at a chapter meeting or event. Photo(s) with caption and date with speaker and brief overview of topics discussed.	September Task #4
O49	<input type="checkbox"/>	Conduct a meeting that includes a guest speaker. Copy of invitation and/or photo(s) with caption and date of event.	October Task #4
O50	<input type="checkbox"/>	Invite your school administrator(s) to attend a local chapter meeting or event. Copy of invitation email/letter and/or photo(s) with caption and date of principal with members.	
O51	<input type="checkbox"/>	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 photo(s) with caption of the finished project.	

O52	<input type="checkbox"/>	Make thank you cards or host a special event to recognize the cafeteria and/or custodial staff at your school. Description and photo(s) with caption and date of activity.	
O53	<input type="checkbox"/>	Tour a business either virtually or in person. Event reflection paper and photo(s) with caption and date/screenshot.	November Task #3
O54	<input type="checkbox"/>	Compete in the Annual Chapter Activities Presentation or Community Service Presentation chapter event at FBLA State Leadership Conference. Copy of SLC registration form.	
O55	<input type="checkbox"/>	Participate in a community service project or volunteer for a nonprofit, such as an animal shelter, homeless shelter, non-perishables for food bank, etc. Brief description and/or photo(s) with caption and date of the event.	
O56	<input type="checkbox"/>	Participate in a March of Dimes Mini Walk. Photo(s) with caption and date or social media posts from the March of Dimes Walk.	
O57	<input type="checkbox"/>	Participate in at least one of the panels or forums presented by the National Center during FBLA Week. Screenshot those participating in the event.	February Task #2
O58	<input type="checkbox"/>	Participate in the Blue Jeans for Babies shirt fundraiser for March of Dimes. Copy of flyer, social media post, and group photo(s) with caption and date.	December Task #1
O59	<input type="checkbox"/>	Submit a project for the Lead4Change Challenge. Description of project submitted, and/or Lead4Change submission confirmation, and/or photo(s) with caption and date of students involved in project.	
O60	<input type="checkbox"/>	Participate in the Fall and/or Spring LifeSmarts FBLA Challenge. Registration email and/or certificate.	
O61	<input type="checkbox"/>	Volunteer to help a local business, charity, or teacher. Brief description of volunteer project and/or photo(s) with caption and date.	December Task #4
O62	<input type="checkbox"/>	Plan and implement a fundraiser. Copy of fundraiser plan/financial report.	January Task #5
O63	<input type="checkbox"/>	Plan a joint activity with another FBLA chapter in your area. Description of activity and photo(s) with caption and date.	
O64	<input type="checkbox"/>	Plan a literacy project (e.g., a tutoring and/or reading program or a book drive, for or to elementary students). Description of event and photo(s) with caption and date.	February Task #5
O65	<input type="checkbox"/>	Host a Member Appreciation Day. Photo(s) with caption, date and description of event.	
O66	<input type="checkbox"/>	Host a Recruitment Week. List of activities and corresponding.	September Task #2

O67	<input type="checkbox"/>	Attend the American Enterprise Day webinar. Description and photo(s) with caption and date of event.	November Task #1
O68	<input type="checkbox"/>	Plan at least one "buddy" activity connecting a returning member with a new member. Photo(s) with caption and date of "buddies" doing activity.	
O69	<input type="checkbox"/>	Prepare an agenda for a chapter meeting. Copy of the agenda.	
O70	<input type="checkbox"/>	Record minutes from four (4) or more meetings. Copy of meeting minutes.	
O71	<input type="checkbox"/>	Register and participate in the Fall and/or Spring Stock Market Game. List of students and copy of your registration.	
O72	<input type="checkbox"/>	Host a local chapter officer seminar to make sure that officers understand their duties. Copy of email with submission provided to District VP.	August Task#1
O73	<input type="checkbox"/>	Send your Alabama FBLA District VP, an email including a photo and description of an outstanding chapter member. Copy of email with submission provided to District VP.	
O74	<input type="checkbox"/>	Set up a form of communication between local officers and members. Screenshot/photo(s) of platform used.	
O75	<input type="checkbox"/>	Review a competitive event at a meeting and encourage members to choose an event. Copy of event agenda and photo with caption and date.	November Task #2
O76	<input type="checkbox"/>	Sponsor a movie night with a theme for members. Photo(s) with caption and date and description from the event.	March Task #3
O77	<input type="checkbox"/>	Sponsor a teacher/adviser appreciation activity. Photo(s) with caption and date from the event.	May Task #4
O78	<input type="checkbox"/>	Email your Alabama FBLA District VP and make suggestions that can improve Alabama FBLA. Copy of email to District VP.	
O79	<input type="checkbox"/>	Utilize the school intercom to remind members of events and recognize members for their accomplishments. Provide email sent to the front office for the announcement request.	
O80	<input type="checkbox"/>	Any other activity that is unique to your chapter that you would like to share. Brief description and photo(s) with caption and date.	