

FBLA-PBL, Inc.

# **FBLA Action**

**Suggested Activity Packet—**

**For Advisers and Officers who lead FBLA chapters**

Authored by the National FBLA Officer Team—2007-2008



**2008**

## Do you know the Muffin Man?

*General Activity >> Recruitment*

*Chapter: All Sizes Best Time: August or September*

### **Description of Activity**

This activity was shown at the 2006 Institute for Leaders (IFL) and is an effective icebreaker with large groups of people. First, two leaders are needed to initiate this activity: one will begin by singing the “Muffin Man” song\* to the other, who will then sing the song back. Those two will then sing the song to two other people and the process should continue for several minutes until everyone in the room has sung or is currently singing the song.

\*The lyrics to the song are as follows: Do you know the Muffin Man, the Muffin Man, the Muffin Man? Do you know the Muffin Man, who lives on Drury Lane? Yes I know the Muffin Man, the Muffin Man the Muffin Man, yes I know the Muffin Man who lives on Drury Lane.

## Win-Win for Kisses

*General Activity >> Learning*

*Chapter: 76-125 Best Time: Any Month*

### **Description of Activity**

In *Win-Win for Kisses*, the group of participants must first be divided into two teams, and each of those teams must select one representative. Those two individuals will then arm wrestle on a table (or another flat surface). Each time one’s wrist touches the table, his or her opponent’s team wins a Hershey’s Kiss. The players should compete for about 30 seconds, and if neither representative wins the arm wrestling match, nobody wins. After a few rounds, each team should meet for 1-2 minutes to brainstorm up ideas on how to get the most candy for their team. In the end, both teams should realize that in order to win as much candy as possible, both teams’ representatives should take turns purposely “losing,” hence alternately forfeiting the matches. The point of this icebreaker is to teach participants that not everything is a competition and to deal with conflicts in ways to achieve win-win results.

## Afghanistan School Supply Packages

*Community Service >> Awareness*

*Chapter: 5-25 Best Time: Any Month*

### **Description of Activity**

A great way to unite members is to work towards a common cause without receiving anything in return; that’s why Cleveland High School FBLA in Oregon decided to give the gift of education to students in Afghanistan. They obtained various school supplies, including glue, pencil pouches, pencils, pens, colored pencils, etc. They then placed all of these supplies in bags that were to be shipped to an Afghan school for students there to use. In the end the chapter created over 300 bags, which went to help supply students’ educations overseas.

## **Party it Up!**

*General Activity >> Recruitment*

*Chapter: All Sizes Best Time: Any Month*

### **Description of Activity**

A great way to tie together recruitment events and fun social activities is through holding a big chapter party in the beginning of the year. For example, Oregon's Hidden Valley chapter holds an annual bowling pizza party where members and their friends go bowling and get free pizza. Events like these bring in a lot of new members because they can see how much fun FBLA members have.

Coming off of the party idea, another popular activity is to hold winter holiday parties where members can enjoy delicious food (which can be supplied by the chapter or brought in by members through a potluck system), hang out, and even exchange white elephant gifts. Most importantly, these activities create a comfortable atmosphere in which members easily interact with one another, allowing for essential chapter bonding.

## **Disaster Relief Fund**

*Community Service >> Fund-raising*

*Chapter: 26-75 Best Time: Whenever a natural disaster occurs*

### **Description of Activity**

In 2005, Hurricane Katrina devastated the United States of America. This natural disaster encouraged the members of the Centennial High School chapter to raise awareness and collect funds for the cause. So within in a time period of a week, the chapter collected hygiene products and collected funds to donate to all the victims of Katrina. The activities ranged from stadium clean-ups, donation buckets, class to class presentations, and more. In addition, members helped raise awareness to the community about the victims of Hurricane Katrina. This project was also held in partnership with the Northwest Medical Team. Their team helped transport all the products to the necessary location. Overall, this project helped students gain leadership skills in many different ways: Provided through involvement, members learned to work with other individuals, develop a hardworking ethic, and discover the meaning of making a difference. If a natural disaster occurs in any part of the world, FBLA chapters can come together to provide assistance while building leadership and teamwork qualities.

## **Senior Citizen Health Fair**

*Community Service >> Awareness*

*Chapter: 26-75 Best Time: Early Fall, August-September*

### **Description of Activity**

To promote general health wellness to the senior community, FBLA chapters can organize a health fair in which speakers and businesses can come in to make

presentations to senior citizens, such as members of a senior center. Speakers can come from local hospitals, ambulance crews, and even from insurance offices. Also, representatives from rest homes or Hospice can come and talk to seniors about the advantages about living different lifestyles. At the event, chapters can give away door prizes to involve as many chapter members as possible. This is a tremendous way to help the community while providing opportunities for FBLA members to help.

## **Dash for Cash**

*General Activity >> Fund-raising*

*Chapter: All Sizes Best Time: Winter (Basketball Season)*

### **Description of Activity**

This is a very simple fund-raiser to raise money for different events. FBLA members sell tickets during a school sports game and have buyers put their names on the back of their tickets. During the last game (during halftime or after the game), the FBLA chapter lays out the money raised in ticket sales out on the court or field. Then, they randomly pick one ticket, and the person who has that ticket has a certain amount of time to go down to the court or field to run around and collect as much money as he or she can. The chapter keeps the rest of the money.

## **Adopt A Child**

*Community Service >> Awareness*

*Chapter: All Sizes Best Time: November and December*

### **Description of Activity**

A great way to unite one's chapter as well as give back to the community is to "adopt a child" during the holiday season from a low-income daycare or similar location. As a chapter, members can purchase gifts for the child as well as schedule a day to spend time with the child, giving him or her the purchased gifts and personal one-on-one attention. One chapter in Tennessee does this every year, and even holds a big lunch with the child and FBLA members. This creates a special connection with the community and helps students to appreciate the importance of giving to the less

## **Golf Outing**

*General Activity >> Fund-raising*

*Chapter: All Sizes Best Time: April-June*

### **Description of Activity**

This is a great fund-raiser, especially for those attending the National Leadership Conference. Each year, Ohio's West Muskingum High School FBLA chapter raises enough money to pay for everyone's trip; sometimes it even generates enough to provide members with some spending money. The first step is to get in contact with a local golf course and arrange for at least 18 teams of four (one team per hole). Each team pays about \$50 per person (which is usually enough to make a small profit). The tournament is a scramble, as the winners get their money back.

The bulk of the money comes from tee sponsors. Members contact local businesses to see if they will, for around \$100, sponsor a tee (putting their names on a sign that will go at the beginning of a hole). In the first year of running this activity, a chapter will have to pay for signs, but after that, the profit will slowly begin to increase.

## **S'mores for Concessions**

*General Activity >> Fund-raising*

*Chapter: All Sizes Best Time: Fall or Winter*

### **Description of Activity**

Instead of selling all the normal refreshments (such as popcorn or cotton candy) at school sporting events, a chapter can sell something more unique, such as s'mores. The members of the chapter first buy marshmallows, chocolate bars, and graham crackers in bulk to save money, and then use an extension cord and a microwave to heat them up. Before or during the game, the chapter makes the s'mores, and then sells them to hungry spectators. Afterwards, member volunteers can have a delicious time "cleaning up" the broken s'mores as well!

## **Spaghetti Supper**

*General Activity >> Fund-raising*

*Chapter: 26-75 Best Time: Any*

### **Description of Activity**

To hold a successful spaghetti supper, first find a place to host it at (i.e.: the school cafeteria, a local community center, etc.). Then, sell tickets to members of the community and then make the spaghetti, beverages, and other food that will be available at this supper. It's always a good marketing tactic to host this supper in conjunction with a local event, such as a school basketball tournament or play, because then visitors from out of town are enticed to drop by and eat as well. Over time, this activity can even become a traditional fund-raiser for your chapter.

***A detailed activity supplement is available for this suggestion!***

## **Adopt-a-Highway**

*Miscellaneous*

*Chapter: 26-75 Best Time: August, September, April, May*

### **Description of Activity**

Many chapters have conducted an "Adopt-a-Highway" within their chapter in which they pick up trash along a one or two mile stretch of highway. To promote even more involvement in the community throughout your school, invite other organizations to participate. The chapter can bring food and drinks so that everyone can enjoy refreshments and food together after the trash pick up. This is a great way to gain recognition in the community, as others will definitely appreciate the cleanup.

## One Week Wonder

*Community Service >> Fund-raising*

*Chapter: All Sizes Best Time: Any month except December*

### **Description of Activity**

The One Week Wonder is an opportunity to bring the entire school and various local businesses together for one cause--the March of Dimes. First, the chapter must get teacher volunteers who are willing to be pied (for a good cause!) in front of the school. Then, for one week, members sell raffle tickets to students of the school. The purchaser places their raffle tickets in the canister of the teacher that they would like to personally pie. At the end of the week, during an assembly program, the teacher picks out a ticket from his/her canister and that person has the honor of pieing that teacher. A school of 350 students in New York State raised \$600 with this activity.

***A detailed activity supplement is available for this suggestion!***

## Free Carwash

*General Activity >> Fund-raising*

*Chapter: All Sizes Best Time: August - October, May*

### **Description of Activity**

Although carwashes are common fund-raisers, they can be extremely lucrative. The key is to find a business to host your carwash that is willing to match your resulting profits. Wal-Mart stores (a national FBLA sponsor) will match earnings up to \$500. It is usually required that carwashes are scheduled six or more weeks in advance, so be sure to check with your local store. Proof of your organization's status as a nonprofit is also required.

Carwashes are also easy to organize and can involve many people. In fact, by having more people help, the fund-raiser will be more productive. If necessary, the event should be divided into shifts, and everyone can be assigned different supplies to bring (sponges, towels, hoses, etc.). Chapters can charge a flat fee or accept donations (the latter is usually more effective). By the end of the carwash fund-raiser, chapters will have earned at least a couple hundred dollars, and members will have had the opportunity to work as a team and socialize. It's a win-win situation! A school

## Project Pals

*Community Service >> Awareness*

*Chapter: 26-75 Best Time: Every month*

### **Description of Activity**

Project Pals is a monthly project which many FBLA members participate in. The goal of Project Pals is to help the elementary school students develop innovative ideas, enhance vocabulary, improve their verbal linguistic skills, and most of all increase their self esteem. Each month, the chapter travels to a local elementary school, and

each member is paired with a "buddy" with whom they interact with for the rest of the year. Each time the buddies visit each other, they do some sort of education activity together—reading stories, doing arts and crafts, and writing letters to Santa around the holiday season. This is a great way to know the children in one's community!

## **Competition Fever!**

*General Activity >> Awareness*

*Chapter: All Sizes Best Time: August-October, May*

### **Description of Activity**

Of course, the pinnacle of many FBLA students' years is the spring competition! However, many FBLA members are not properly prepared for their competitive event. Once the officer team returns from their National Fall Leadership Conference or fall equivalent, their heads should be filled with ideas about their competitive events. They should begin testing the students in late November to see how well prepared the members are for their competitive events. Then, a month before competition, the chapter should get together as a whole on a Saturday and create a lock-in and study competitive events or even discuss future goals with the chapter. This is a great way to open the doors of communication with your local chapter, while helping them study for their events!

## **Happy Grams**

*General Activity >> Social*

*Chapter: All Sizes Best Time: Any*

### **Description of Activity**

Each year at the closing of a conference you hear the infamous words, "We'll keep in touch!" However, in most cases, things happen and people forget to contact each other, so the networking is lost. However happy grams are like miniature letters that are dropped off in the "commons" in mailboxes (labeled A-D, E-H, etc. for last names). Then, in between sessions, the members check their mailbox for happy grams! The happy-gram is then turned into a networking device. The happy grams are written on any form of paper, and they are folded for privacy! There are no specific rules to the happy grams, but they can be used to write to officers in your local chapter as well!

## **Canned Food Drive**

*Community Service >> Awareness*

*Chapter: 5-25 Best Time: November, December*

### **Description of Activity**

For this food drive, first put boxes in all classrooms for a period of three weeks or so. Then ask all students to participate by bringing canned food to donate in the boxes. A great way to create incentives for students is to have the teachers' support on your side and turn the drive into a friendly competition by promising a pizza party to the

class with the most canned donations. After all the food is collected, it goes to a local food bank (Second Harvest, Elks Club, etc.) to be dispersed to families in need. The thought of doing something to help families less fortunate is an amazing experience that will bring great value to your chapter.

## **Hoops for Bucks**

*General Activity >>Fund-raising*

*Chapter: All Best Month(s): Any*

### **Description of Activity**

This activity is a fund-raiser, social event, and recruitment tool all rolled in one—it's an intramural basketball tournament that pits the various classes (freshmen, sophomores, juniors, seniors) against each other. First, form teams between the different class groups and allow them time to practice, strategize, etc. Existing varsity basketball players are prohibited from participating (as it would be unfair), but can serve as coaches, and the actual school basketball coaches can serve as game referees. Then, conduct the tournament over the course of four days, with all of the games open to members of the student body. Students pay an admission fee for each day they go to watch, which helps raise money for the chapter as well.

## **Candy Catchers**

*General Activity >>Recruitment*

*Chapter: All Best Time: Any*

### **Description of Activity**

When it comes to students at school, giving away candy is like throwing cash at a crowd—it's an inexpensive way to recruit FBLA members. FBLA chapter officers can hand out candy invitations to all prospective members, inviting them to the next meeting. You can get creative and use candy to create clever puns; for example, a Payday bar can have an attachment to it saying, "Come join FBLA and see how to increase your PAYDAY!" and a Starburst candy can have the message "Be a STAR in FBLA" fastened to it. Also, chapter officers can place similar signs on lockers with attached candy to generate more interest in FBLA.

## **Scarves and Hats Sales**

*General >>Fund-raising*

*Chapter: All Best Time: September-February*

### **Description of Activity**

Selling scarves and hats during the fall and winter sports seasons is the perfect way of generating funds for any chapter. If your school or chapter owns an embroidery machine, the most economical way to produce the scarves and hats is to have your chapter purchase the products in bulk and embroider them. By using an embroidery machine, it is possible to take any image and turn it into a design for the scarves and

hats. Depending on the quality of the materials it is possible to make a profit of over \$8 per scarf and \$5 on hats. These can be sold as a package deal or separately.

## **Charity Basket Auction**

*Community Service >>Fund-raising*

*Chapter: State Best Time: Any*

### **Description of Activity**

At a conference, all of the chapters that attend can be encouraged to bring a themed basket valued at around \$30–\$40. Upon arrival, register all baskets and put on display for all chapter members and advisers to view throughout the workshop. Then sell tickets to FBLA members and advisers, with proceeds going towards your state community service project. Then, at the closing session, draw the winners of the raffle as members and guests eagerly await the calling of the tickets. This is fun way to get members and advisers involved!

***A detailed activity supplement is available for this suggestion!***

## **Pre-Senior Prom or Graduation Dinner**

*General Activity >>Fund-raising*

*Chapter: Any Best Time: The Week Before Prom or Graduation*

### **Description of Activity**

Organize a special dinner on the eve of prom or graduation in the school cafeteria for students, parents, friends and siblings. Choose a theme for the evening and decorate the cafeteria appropriately. Ask local restaurants to offer their food at a special discount. In exchange for this discount, advertise them in the program. Have a presentation of special senior notables, awards given by teachers/coaches, and play a slideshow of submitted pictures. You can sell tickets at a discounted price prior to the event and charge a little more at the door. This will raise awareness of FBLA in your community and your chapter will earn lots of money just in time for the National Leadership Conference!

## **Group NBA Game and Presentations**

*General Activities >>Recruitment*

*Chapter: All Best Time: Winter Season*

### **Description of Activity**

It seems as though numerous high school students want to enter careers in sports. However, they have little knowledge about what careers are available to them and how they can attain them. This activity can help demonstrate career opportunities while providing a fun activity to bring your members together.

Contact your local NBA sports team's group sales manager to see about a reduced ticket price for your students. It's possible that your chapter may even be able to go on a tour, listen to employees speak about their careers, and meet a player from the team. Not only do your members get an opportunity to attend an NBA game for a

lower rate, they'll also get to hear from business people who work in the sports and entertainment industry.

## **Dancing without the Stars**

*General >>Recruitment*

*Chapter: Any Best Time: Autumn*

### **Description of Activity**

Students can compete in a ballroom dancing competition in groups of two. They can pick their dance from a list you provide them (i.e. the cha cha, the waltz, or the rumba). Your FBLA chapter will need to provide judges with backgrounds in dance who then will score and place your competitors who will win prizes. This works as a recruitment tool or fund-raiser if you charge money for admission to the event.

## **Subway Challenge**

*General Activity >> Recruitment*

*Chapter: All Sizes Best Time: August-October*

### **Description of Activity**

At your chapter's first meeting, announce that there will be a competition between the classes to recruit the most people. At the following meeting, put four sign-up sheets on a desk, one for each grade, for members to sign in on (new members would sign in on the paper for the grade the person who recruited them is in). The secretary should keep record of the signups and at the end of the membership drive, add up how many new paid members are on the list. Once a winner is determined, have the members in that grade group fill out an order form with the type of sub they would like. Then, their food should be delivered at lunch sometime in the next week for the winning members to enjoy!

## **Demolition Dodgeball**

*Community Service >> Fund-raising*

*Chapter: All Sizes Best Time: During the time of your chapters' service project.*

### **Description of Activity**

The Demolition Dodgeball Tournament is a way for your chapter to bring about awareness for FBLA as well as raise money for an organization of your choice. First, open signups to the school (each team from your school will pay around \$3 per member). These teams will be in charge of creating a team name as well as creating uniforms that represent their team. Teams can be of any amount of people from 5-8. This Demolition Dodgeball Tournament will be refereed by members of your chapter and can be held in the school gym. This event can be promoted to all members of your community so that parents, friends, etc. all attend the tournament.

## **Showcase Cafe**

*General Activity >> Fund-raising*  
*Chapter: All Sizes Best Time: Any*

### **Description of Activity**

A great way to fund-raise and promote the FBLA name is to organize a concert in your school cafeteria, featuring local bands and school musicians. Then, contact local pizzerias and sandwich shops to receive food donations for your event and decorate your cafeteria so that it resembles a café (i.e.: holiday or festive themes, Hard Rock Café, etc.). Charge students a reasonable amount of money to attend the concert and receive lunch, such as \$5, and serve preset meals with FBLA members acting as the wait staff. It is always a nice if the fund-raiser also sponsors a charity such as a March of Dimes Showcase Café, so you can distribute literature at the concert and donate a percentage of your profits. Montville High School in New Jersey raises over \$600.

## **Walk for Cancer**

*Community Service >> Awareness*  
*Chapter: 76-125 Best Time: Spring*

### **Description of Activity**

One could organize a walk to cure cancer, diabetes, or for the March of Dimes to aid in the foundation for premature babies. To prepare for the walk, you must have enough volunteers to help set up, activities to participate in, and perhaps a DJ if necessary. A publicity or advertising committee could also be created to publicize the event at your school and in your community, as this could be a community event where the host chapter raises funds and community awareness of the foundation or of the identified disease as well as awareness of FBLA as an organization itself.

## **Student Film Festival**

*General Activity >> Fund-raising*  
*Chapter: 50-150 Best Time: March, April*

### **Description of Activity**

To coordinate a Student Film Festival in your school, first open film submissions to your student body, school faculty, and even community members. Then, after screening through the submissions (for inappropriate content), hold the event in an auditorium, gym, etc. Your chapter can even be creative with the film festival, such as picking a theme for decorations, food, etc. Revenue for the event can be generated from ticket sales, concession stands, raffles, and local sponsorship.

## **Dime Wars**

*General Activity >>Fund-raising*

*Chapter: All Sizes Best Time: Any Month*

### **Description of Activity**

In Dime Wars, your FBLA chapter first must set out four jars (one for each class group: freshmen, sophomores, juniors, and seniors) in the middle of your school's main court, open to donations from members of the student body. If dimes are put in the jars, the class group gets a point; however, if anything else (ie: pennies, quarters, etc.) are inserted, the group loses points. At the end, the group with the least amount of money has to send forth representatives to be pied in front of the entire school (usually the class officers)! Students can even purchase pies themselves from your chapter to throw at the representatives.

## **Restaurant Fund-raiser**

*General Activity >>Fund-raising*

*Chapter: All Sizes Best Time: Any Month*

### **Description of Activity**

This is a simple fund-raiser that requires very little planning on the chapter's end. First, contact the manager(s) of a local popular restaurant. Together, decide on a date on which the chapter can advertise to its members, families, etc. to eat at that restaurant. In turn, the restaurant will donate 15% of the profits generated from that day. Most restaurants will request that the chapter distribute special flyers or a "password" and the 15% will be only taken from those customers; regardless, at the end of the night, a payment from the restaurant will be attributed to your fund-raising efforts.

## Spaghetti Super Supper

*Supplement to submission on page 5.*

As many of you have probably already experienced, raising funds needed to maintain a successful FBLA chapter can sometimes be hard to do. Fowler High's FBLA chapter in Colorado has come up with an excellent solution to this dilemma.

Each year their chapter holds a spaghetti dinner to raise funds for local chapter operations. Club members sell tickets to the event and post flyers around the town and school. A good idea is to ask each member to sell a certain number of tickets to their family members, neighbors, and friends. Set a ticket sales goal as a chapter and try to achieve your goal. Make sure you have a set deadline for ticket sales so you know ahead of time how many dinners you will need to prepare. Also, consider making extra dinners to accommodate walk-ins. An ideal place to hold the event is probably the school cafeteria or gymnasium (you could set up tables and chairs in the gym). To help with cost, you can ask local supermarket owners to donate supplies needed for the event.

If possible, schedule the dinner to coincide with another major event in your school or community. For example, Fowler High FBLA holds their spaghetti dinner during the school's annual basketball tournament. This draws many people to the event who may not have known about it in advance.

Here is a basic step-by-step list of items that should help your event run more smoothly.

1. Plan a date and time for the event, and check with your school principal to see if you can use the school cafeteria or gym.
2. Estimate food costs, and make sure the amount of food needed is securable. If you don't want to dedicate the time necessary to prepare the food yourselves, you can take the option of ordering food from a restaurant. However, if you order the food from a restaurant, you will probably have to make your tickets more expensive to make up for the extra cost that will probably result. (You may also ask the restaurant to give you a special price because FBLA is a non-profit organization).
3. Decide on ticket prices that will ensure an adequate profit. Fowler FBLA sells children's tickets for \$3 and adult tickets for \$5.
4. Be sure to have a sign-up sheet for members to sign up to help the day of the dinner.
5. Start advertising the event at least three weeks beforehand to ensure as much participation as possible. Also, begin selling tickets in this time frame.
6. Ask each member to sell a certain number of tickets. The number of tickets that should be sold will vary based on the size of the chapter.
7. Ask local supermarket owners for donations of meat, noodles, tomatoes, and other supplies needed to hold a successful event.
8. Before the day of the event, hold a meeting for members and adult volunteers to go over the logistics and give each person an assignment.
9. Make sure you have all members and volunteers at the location of the event in

plenty of time to prepare the food and eating area before the dinner.

10. To put a fun spin on things, you could decorate the cafeteria to resemble a quaint Italian restaurant with red and white checked table cloths.

## One Week Wonder

*Supplement to submission on page 6.*

This will be a FUNd-raiser, so don't forget to have a blast with it! The brief run-down: you will sell raffle tickets for one week and on the final day have a pie-throwing contest.

1. Organize a committee to plan and carry out this fund-raising idea, and have a relatively small committee that will be the inner group. The inner group will be responsible for making information known to the chapter, school, community, etc. Communication is essential to ensure the progress of One Week Wonder.

You will want about seven people in the inner group. You can give everyone titles such as Public Relations, Publicity, Historian. You want to document your actions carefully, but have a group that will sufficiently know what is going on.

2. Decide on an organization to which you want to send the money. A suggested organization is March of Dimes, the main national fund-raiser for FBLA. You could also use this as a fund-raiser for your local or state chapter.

3. Find a time frame (a week would be best) that you want to carry out this project. It will be a Monday-Friday event: sell Monday through Friday, and have the pie-throwing assembly on Friday. Any time during the year would work, but it would be a good idea to hold the fund-raiser at a time when you do not have to compete with other events for the money of the students.

It doesn't matter as much *when* you do it, but make sure that it is about two weeks before you will need the money. Times which you would not want to do it would include mid-November and any time in December, as many other charity organizations are running at this time. Give time for people to put money back into their wallets.

4. Coordinate with the administration to receive approval for the fund-raiser, and ask permission for an assembly. This will need to be done at the earliest stages of planning because administrative support is *crucial*.

If an assembly is not possible, ask to plan it right after school, and allow students to stay to participate. If even that is not possible, you could do it during half-time of a school sport—basketball (either lay plastic on the gym floor or make sure you have plenty of time to clean up), do it during soccer season in a surrounding field area, etc. Football season might be too cold, but if it works out, you could try that. You could do it during FBLA Week and have the final raffle that Friday, or do it during the week of November 15 to incorporate American Enterprise Day. The possibilities are endless! You can mix it up and alter this idea to fit any

time frame you want!

5. Decide the number of people you will want to pie—this could include students, faculty, or parents.
6. Figure in the cost of the pies. Your committee will decide if you should limit the number of people who can volunteer if you don't think the increase in revenue made from additional people will account for the cost of the pies.
7. Publicize! Put word on the announcements, send out fliers to classrooms, hang banners in your school, or even put it on a popular teen radio station.
8. Send out surveys to classrooms, asking students who they would like to pie. Let them select students, faculty, or parents. You will want to do this about three weeks before your projected week for the selling of the raffle tickets. After you get the surveys back comes the fun part—tabulating and eliminating!

Gather the committee, and evenly distribute the surveys to the members. From here they can gather mini sub-committees (A.K.A. friends) to help tabulate. Keep track on a computer which people were nominated, and tally for that person as necessary.

Bring all the results together and make one big master list. Then, as a committee, eliminate who you think may not get many donations. Remember: stick to your goal of how many people you want to pie depending on your school size.

9. Ask the people who were nominated in the top for permission—they must agree to do this! The more people the better! If there are more people who volunteer to get pied, students will be more likely to buy multiple raffle tickets.

10. You are now to the week of the pie-throwing. Congratulations for making it this far! Now you will have jars for the people nominated—each person will have their own jar with their face taped to the front. Set up a table with these on them in the commons, or most open area you have. Chapter and committee members will alternate times as they sell raffle tickets at the table before, during, and maybe after school. Also, ask permission to sell during any school events that week (sports events, competitions—anything!)

Besides publicity, this is the time to use your chapter members and allow them to become involved!

When selling the raffle tickets, your committee will determine the price. An idea to work with is something like \$1 for 1 ticket, \$5 for 7 tickets, and \$10 for 16 tickets—some kind of system where the purchaser gets a cheaper average price per ticket if they buy more tickets.

Use the computer to create raffle tickets--just make tickets for people to write their names on when they purchase the tickets. The tickets they purchase can be put in the jar and there is no need for the purchaser to worry about carrying around a raffle ticket with a number on it.

11. Friday rolls around, and it is time to chuck some pies!

Using the in-school assembly idea, have the assembly near the end of the school day on Friday. Have the entire school meet in one place (a gym or auditorium) and watch someone draw names from the jars of the people. Whoever gets his or her name drawn gets to pie the owner of the jar in the face. Students will have a great time watching fellow students, teachers, and parents get pied!

12. Clean up!

13. Calculate how much you made from the project, and divide funds according to how you had planned. Talk as a committee one last time to discuss how it went—see what worked for you or what you could do differently, and write it down. You will want to see what could have happened differently to help you in the future.

## **Charity Basket Auction**

*Supplement to submission on page 9.*

Each year, Jackson High School holds an auction fund-raiser to pay for projects they complete throughout the year. The auction takes plenty of time and effort, but creates a significant profit if done correctly.

1. Obtain administrative approval to use the school's gymnasium. Set the date of the auction for an evening during the weekend. Saturday night is best to ensure that last-minute things can be worked on that day before the auction begins.
2. Hold an initial planning meeting to go over general ideas and recruit help from the membership of FBLA.
3. Advertise with posters or by word of mouth. Start selling tickets early. Depending on the size of your auction and whether or not you will provide food, you could make the tickets cost anywhere from \$5 to \$20.
4. Consider whether or not to provide food. If you do, decide if you should order food from a caterer or make the food yourself. Predict all costs and plan a budget to estimate your potential profit.
5. Call local businesses to find out if they would be willing to make some kind of donation—items they sell at their business, gift certificates, items they would be

willing to buy for you to sell at the auction, or even cash (donated cash can be used to buy items for the auction). Make sure the business realizes that they will be recognized at the auction for their donations (you can do this by announcing the donors, listing them in the program, and placing tags with their names on the items they donated).

6. Organize the FBLA members into groups of 4 or 5 people called “basket groups.” Each basket group should buy items for a themed basket (John Deere themed, office supply themed, etc.). The basket price range should be from \$20–\$50.

Each basket group will select a team captain. The captain is responsible for making sure the team carries out what they are supposed to do.

7. Create an attractive program with a schedule for the night.

8. Plan a dessert auction. Create a sign-up sheet for students to volunteer for their parents or grandparents to make homemade desserts to be auctioned off. Also, plan for a blackboard auction (which can be done on a blackboard, whiteboard, or by using a laptop and projector), an oral auction, and a silent auction. The silent auction should contain smaller items and baskets. The dessert auction and silent auction should have papers that allow each new bidder to see what the previous bidder offered, then write their own bid. The oral auction is exactly like it sounds. Get an auctioneer, and have him auction off the bigger items orally. The blackboard auction is best for gift certificates or any other items you want to throw in there.

9. Have a registration table where people sign in (with name, address, and phone number) and receive their auction number. The auction number is used when bidding on any item. The buyer doesn’t have to write their name for prizes; they can write their number instead.

10. Set up tables and chairs through the middle of the gym for dinner time. Have tables set up all around for the silent auction, set up tables for the blackboard auction, and set up tables for the dessert auction. Make sure there is a bidding paper for each item in the dessert auction and silent auction. Keep plenty of people stationed around the gym near the silent auction in case there are questions. Keep a few people operating the blackboard auction at all times.

11. Don’t do all of the auctions at the same time. You could split them up so people have plenty of time and can concentrate on each auction when it is time for that auction. Close all of the auctions before the oral auction begins. That way, you can start determining the winners of the items in all other auctions while the oral auction takes place. During the oral auction, hand out the items to the winners as the auction takes place. As soon as possible, near the end of the night, all winners of silent, dessert, and blackboard auctions should be posted. The winners can claim their prizes and report to the cashier table to pay for their

items. Winners must have their auction numbers with them to show that they won the items they are claiming.

This event can vary a lot. The more time and effort you put into planning and executing the event, the more money you will raise for your chapter or whatever charity for which you choose to designate the funds.

## **Demolition Dodgeball**

*Supplement to submission on page 10.*

The Demolition Dodgeball tournament is a way for a local chapter to bring about awareness for FBLA as well as for your Community Service project.

1. Go to your school Administrator or Student Activities Director and request the use of your school gym for a fund-raising event (some schools may even let you use the gym during school so you can have an in-school match). A Saturday tournament may be best as it would allow plenty of time for the tournament to be completed.
2. All the students at your school will be able to join a group with no less than 5 people and no more than 8, and each member will pay to participate (suggestion: \$3.00). The numbers do not have to be exactly like this; you can customize the size of teams and the cost to fit your needs. Also, you can charge an entry fee per team rather than per member. It is best to offer a discount to students who sign up for FBLA when they register to participate in the Dodgeball tournament—it is a good way to increase membership.
3. Each team will be in charge of creating a team name (i.e. Team Powerball) and creating team uniforms that the team thinks best represents their team. This can be done by ordering shirts from a company who creates custom shirts. Teams can also create their own shirts by buying blank shirts and using paint, markers, iron-on materials, etc.
4. The Dodgeball Tournament will be refereed by members of your FBLA chapter and held in your school gym. Make sure a copy of the rules is handed out to each team before the tournament begins. There should be no question as to what specific rules are being used during the tournament.
5. The FBLA chapter should work to make posters and prepare announcements to promote the event and get as many people there as possible.
6. The FBLA chapter will need to schedule people to referee and to work the registration table at lunches or in your FBLA adviser's classroom.
7. If possible, offer a prize for the winning team. Potential prizes could be food items, gift cards, or a Dodgeball.

## Runway Extravaganza

*Original activity.*

Has your chapter ever wanted to host a unique fund-raising event that would incorporate many aspects of your community? Has your chapter ever wanted to show off the modeling talents of your school's students? Then perhaps your chapter should host a fashion show!

To begin planning this fun-filled event, your chapter should divide into several committees. Committees to include are: publicity, sales/marketing, judges/emcees, and modeling scouts. Each committee has a distinct role in planning the show, but each must work together for the show to be a success.

The publicity committee should solicit donations for the show and awards for the top models, as well as design posters and tickets for the event. Donations can be in the form of a carpentry company creating the runway, clothing companies donating clothes for the show, or even refreshments for an intermission. Awards may include a photo shoot with a local photography company, a free limousine ride to a formal school dance, or keeping the clothes he/she modeled. As you work to design the posters and tickets, be creative and look for eye-catching designs and colors to entice people to read what the poster says. Also, don't forget the K.I.S (keep it simple) method to only include necessary text on the posters.

The sales/marketing committee should work with the publicity committee to display the posters and develop a sales plan to sell the tickets. In addition, it can be the sales/marketing committee's job to find a charitable organization such as the March of Dimes to donate the proceeds to, or the committee may choose for the proceeds to go directly to the chapter.

The judges/emcee committee should begin work immediately to find qualified judges and emcees for the show. Judges may include area celebrities (athletes, musicians, actors, politicians, etc.) or experts in the modeling industry (photographers, magazine editors, clothing designers, etc.). As you select your emcees, make sure to find the most fun students who can use their forensics skills to grab the audience's attention during lulls in the show.

The modeling scouts committee must begin work before all other committees, scouting prospective models in your school/community. Next, the committee should hold auditions (depending on the number of models) to select the most qualified and entertaining students. Finally, once the models are selected, the modeling scouts committee needs to work with the clothing companies the publicity committee has recruited to finalize all fitting for models.

Committee chairs should consider meeting weekly, in addition to the meetings with their committee, to ensure each committee is on the same page in the overall plans. Be sure

to include all members and prepare committee reports for each chapter meeting. With some hard work and creative efforts, this event is guaranteed to be a success and an excellent fund-raiser for your chapter!