
Middle Level Achievement Program (MAP)—Individual Achievement

INDIVIDUAL MEMBERSHIP RECOGNITION PROGRAM OVERVIEW

This individual member program is designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by March 1.

Level 1: Entrepreneur Level—This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level; entries are certified by the local chapter adviser. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

Level 2: Business Level—Certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

Level 3: Enterprise Level—Certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. All documentation must be submitted to the national center. Names of qualifying students and pins will be sent to the state chairman/adviser so that awards can be presented at the district or the state leadership conference, if desired.

All entries become the property of FBLA-PBL, Inc., and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by March 1.

Mail to: Middle Level Achievement Program, 1912 Association Drive, Reston, VA 20191-1591.

***NOTE:** Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.*



COVER SHEET



- Individual Program (check the appropriate level)
 - Entrepreneur Level
 - Business Level
 - Enterprise Level
- Chapter Program
 - Excellence Award

(Please type or print clearly.)

Member's Name: _____	Chapter Number: _____
Lead Adviser's Name: _____	Salutation (circle one): Dr. Mr. Mrs. Ms.
School Name: _____	Lead Adviser's Phone: _____
School Address: _____	Lead Adviser's E-mail: _____
City, State, Zip: _____	
Signature of Lead Adviser: _____	
<i>(National use only)</i>	
Date Received: _____	Date Processed: _____



LEVEL 1: ENTREPRENEUR LEVEL Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities. The first one (1) is required.
<input type="checkbox"/> 1. Donate at least five (5) hours of service to one of your teachers. Hours: _____ Teacher: _____ Adviser's initials: _____	<input type="checkbox"/> 1. Required. Complete the Parliamentary Procedures crossword puzzle. (<i>Attach completed puzzle.</i>)	<input type="checkbox"/> 1. Required. Attend two (2) chapter meetings. Dates of Meetings: _____ Adviser's Initials: _____	<input type="checkbox"/> 1. Required. Interview a family member about his/her career. (<i>Attach completed Family Member Interview Question form on page V-25.</i>)
<input type="checkbox"/> 2. Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. (<i>Attach a 50-word summary of the project.</i>) Adviser's initials: _____	<input type="checkbox"/> 2. Key the FBLA-PBL Mission Statement (page V-25), insert clip art, and center it on a sheet of paper. (<i>Attach a copy.</i>)	<input type="checkbox"/> 2. Participate in an individual FBLA-Middle Level competitive recognition event. Event: _____ Adviser's Initials: _____	<input type="checkbox"/> 2. List five (5) positive characteristics about yourself. (<i>Attach characteristics.</i>)
<input type="checkbox"/> 3. Participate in your chapter's community service project committee. (<i>Attach a 50-word summary of the project.</i>)	<input type="checkbox"/> 3. Read an article or story from <i>Tomorrow's Business Leader</i> . (<i>Attach a 100-word summary of the article or story.</i>)	<input type="checkbox"/> 3. Bring a friend to a meeting. Name: _____	<input type="checkbox"/> 3. Explain the importance of a dress code in the workplace. (<i>Attach a 50-word summary.</i>)
<input type="checkbox"/> 4. Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. (<i>Attach a sample of the flyer, poster, or a picture of the bulletin board.</i>)	<input type="checkbox"/> 4. Identify five characteristics of an effective leader. (<i>Attach characteristics and explain how FBLA-Middle Level can help you achieve them.</i>)	<input type="checkbox"/> 4. Sign up for a local chapter committee. Committee Name: _____	<input type="checkbox"/> 4. List five personal goals. (<i>Attach goals.</i>)

Student's Signature

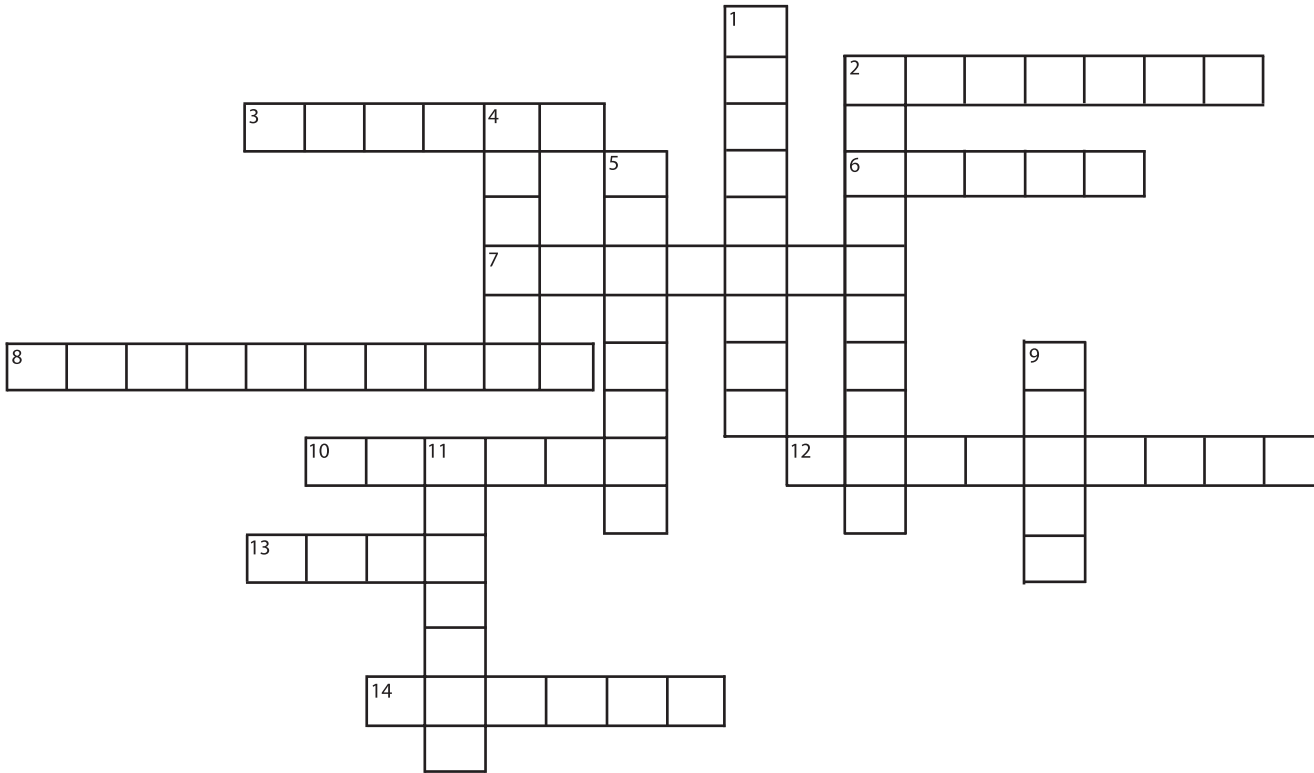
Lead Adviser's Signature

Date



Parliamentary Procedures Crossword Puzzle and Answer Key

Entrepreneur Level



ACROSS

2. To cancel a previous action.
3. A framework for discussion.
6. The person presiding.
7. To close the meeting.
8. Motions that concern matters of immediate importance.
10. To send a pending question to a small group.
12. Prepares and reads the minutes of the meeting.
13. Motions whose introductions bring business before the assembly.
14. A short intermission that does not close the meeting.

DOWN

1. Receives and acts as custodian of chapter funds.
2. To bring back a motion that has already been voted on.
4. Discussion of the merits of a motion.
5. Over half the members present and voting.
9. A motion to modify the wording of a motion.
11. Record of the proceedings of a meeting.

KEY: Across – (2) rescind (3) agenda (6) chair (7) adjourn (8) privileged (10) commit (12) secretary (13) main (14) recess and Down (1) treasurer (2) reconsider (4) debate (5) majority (9) amend (11) minutes



Mission Statement

Entrepreneur Level

FBLA-PBL Mission

*Our mission is to
bring business and education
together in a positive
working relationship
through innovative leadership
and career development programs.*



Family Member Interview Questions

Entrepreneur Level

- What is the family member's name and job title?
- What company does he/she work for?
- What are the duties of the job?
- What special training or education does this job require?
- What personal qualifications are helpful for this job?
- What are the advantages and disadvantages of this job?
- What is the salary range of a worker who has this job?
- What forms of technology are used in this job?
- What is the best part of this job?
- Other:



LEVEL 2: BUSINESS LEVEL
Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete three (3) activities. Two (2) are required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Design a FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. <i>(Attach a scanned photo of the exhibit.)</i>	<input type="checkbox"/> 1. Required. Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____ Adviser's Initials: _____	<input type="checkbox"/> 1. Required. Participate in the Night of the Body Snatchers I membership recruitment program. See page V-33. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. <i>(Attach design.)</i>
<input type="checkbox"/> 2. Participate in a literacy project, i.e., a tutoring program for elementary students, a book drive, or reading to elementary students. <i>(Attach a 50-word summary.)</i> Adviser's initials: _____	<input type="checkbox"/> 2. Help present the FBLA-PBL history presentation skit <i>(See the National Organization section of the Chapter Management Handbook on page VII-14)</i> at a local chapter meeting. Meeting Date: _____ Adviser's Initials: _____	<input type="checkbox"/> 2. Required. Complete the FBLA-PBL Creed worksheet on page V-28. <i>(Attach completed worksheet.)</i>	<input type="checkbox"/> 2. Research a career in business. <i>(Attach a one-page report.)</i>
<input type="checkbox"/> 3. Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. <i>(Attach a copy of the flyer or poster.)</i>	<input type="checkbox"/> 3. In 50 words or less, describe why a free enterprise system is important. <i>(Attach paragraph.)</i>	<input type="checkbox"/> 3. Make a presentation about the "Benefits of Joining FBLA-Middle Level" to one of your classes. <i>(Attach outline of presentation.)</i> Adviser's Initials: _____	<input type="checkbox"/> 3. Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. <i>(Attach strength, weakness, and description.)</i>
<input type="checkbox"/> 4. Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. <i>(Attach a 50-word description of this project.)</i>	<input type="checkbox"/> 4. Obtain at least two (2) business cards from businesspeople in your community. <i>(Copy business cards and attach them.)</i>	<input type="checkbox"/> 4. Submit an article about a chapter activity to your school or local newspaper or <i>Tomorrow's Business Leader</i> . <i>(Attach a copy of the article.)</i>	<input type="checkbox"/> 4. List 10 questions that you may be asked in a job interview. <i>(Attach questions.)</i>

 Student's Signature

 Lead Adviser's Signature

 Date



Spelling List and Test

Business Level Award

SPELLING LIST

Study the following words for the spelling test. The test will consist of 20 of these words.

- | | |
|------------------|---|
| 1. accordance | The two agreements, although stated differently, are in accordance . |
| 2. adjacent | Her office is adjacent to mine. |
| 3. aggravate | His hasty, unwise decision tended to aggravate the situation. |
| 4. altogether | That statement was altogether confusing and misleading. |
| 5. approximately | Approximately 100 people attended the meeting. |
| 6. argue | No one could argue with the action she took. |
| 7. attendance | Attendance at the seminar was twice that expected. |
| 8. auxiliary | During holidays, many stores hire part-time auxiliary employees. |
| 9. beginning | Beginning employees receive entry-level wages. |
| 10. categories | Suggestions were made for each of the categories . |
| 11. changeable | The computer market is highly changeable . |
| 12. choose | Employees choose the benefit plan that best suits their needs. |
| 13. claimant | The claimant received a refund. |
| 14. collateral | She pledged her house as collateral for the business loan. |
| 15. compliance | All procedures were in compliance with the rules. |
| 16. consistent | Their actions were consistent with their words. |
| 17. corporation | The corporation issued its annual report. |
| 18. council | The city official attended a council meeting. |
| 19. deductible | The tax laws resulted in many expenses no longer being deductible . |
| 20. desirable | Handling supplies that way is neither economical nor desirable . |
| 21. device | This new machine has an additional safety device . |
| 22. effort | The extra effort paid off. |
| 23. principal | Our principal business is printing sales catalogs. |
| 24. privilege | It is a privilege to serve you fine food at reasonable prices. |
| 25. referred | His problem was referred to an expert. |
| 26. stationery | Be sure to visit our recently expanded stationery department. |
| 27. supersede | The new labor contract will supersede the one signed in 2003. |
| 28. twelfth | This is the twelfth modem that has been installed today. |
| 29. ventilation | A heat pump will control the ventilation in winter and in summer. |
| 30. wrench | The plumber used a wrench to tighten a bolt on the pipe. |

SPELLING TEST

- | | |
|-----------------|--|
| 1. aggravate | His hasty, unwise decision tended to aggravate the situation. |
| 2. altogether | That statement was altogether confusing and misleading. |
| 3. attendance | Attendance at the seminar was twice that expected. |
| 4. auxiliary | During holidays many stores hire part-time auxiliary employees. |
| 5. categories | Suggestions were made for each of the categories . |
| 6. changeable | The computer market is highly changeable . |
| 7. claimant | The claimant received a refund. |
| 8. collateral | She pledged her house as collateral for the business loan. |
| 9. compliance | All procedures were in compliance with the rules. |
| 10. consistent | Their actions were consistent with their words. |
| 11. council | The city official attended a council meeting. |
| 12. deductible | The tax laws resulted in many expenses no longer being deductible . |
| 13. desirable | Handling supplies that way is neither economical nor desirable . |
| 14. principal | Our principal business is printing sales catalogs. |
| 15. privilege | It is a privilege to serve you fine food at reasonable prices. |
| 16. referred | His problem was referred to an expert. |
| 17. stationery | Be sure to visit our recently expanded stationery department. |
| 18. supersede | The new labor contract will supersede the one signed in 2001. |
| 19. twelfth | This is the twelfth modem that has been installed today. |
| 20. ventilation | A heat pump will control the ventilation in winter and in summer. |



FBLA-PBL Creed Worksheet

Fill in the blanks of the Creed. You may find the FBLA-PBL Creed in the National Organization section of the *Chapter Management Handbook*, page VII-3 or on the Web site at www.fbla-pbl.org.

I believe _____ is the _____ of every person.

I believe the _____ depends on mutual _____ and _____ among business, industry, _____, religious, family, and educational institutions as well as _____ around the world. I _____ to do my utmost to bring about _____ and _____ among all of these groups.

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

I believe every _____ should actively _____ toward improving _____, _____, community, and _____ life.

I believe every _____ has the right to _____ a living at a useful _____.

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

I believe I have the _____ to work efficiently and to _____ clearly. I _____ to use my _____ to make the world a better place for everyone.



LEVEL 3: ENTERPRISE LEVEL

Entry Form

Note: Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete 10 activities from four (4) sections. Enterprise Level recipients receive lapel pins at the district/regional or state level. The national center staff will remit the names of winners and pins to state advisers/chairs.

School/Community Service Complete two (2) activities.	Education All four (4) activities are required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Volunteer to participate in a project to benefit senior citizens; i.e., yard work, spend time with nursing home residents, decorate pumpkins for a nursing home, organize an Internet class for senior citizens. <i>(Attach a 100-word summary describing how you benefited from the project.)</i>	<input type="checkbox"/> 1. Required. Complete the Business Plan Project by yourself or with a partner. See the instruction sheet following this section on page V-30. <i>(Attach completed project.)</i>	<input type="checkbox"/> 1. Required. Participate in the Night of the Body Snatchers II membership recruitment program. See page V-34. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Write down one personal achievement from each age period. 2–5 years: _____ _____ 6–9 years: _____ _____ 10–13 years: _____ _____ <i>(In 100 words reflect on the significance of each.)</i>
<input type="checkbox"/> 2. Mentor a new FBLA-Middle Level member or shadow a high school FBLA member. <i>(Attach a 100-word summary describing the experience.)</i>	<input type="checkbox"/> 2. Required. List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.	<input type="checkbox"/> 2. Serve as a local officer or chairman of a local chapter committee. Position: _____	<input type="checkbox"/> 2. Shadow a businessperson in a career that interests you. Person Shadowed: _____ _____ Business: _____ Date: _____ Adviser's Initials: _____
<input type="checkbox"/> 3. Design a card to distribute to your local adviser during Adviser Appreciation Day. <i>(Attach the card.)</i>	<input type="checkbox"/> 3. Required. Complete the FBLA-Middle Level Business Math test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____	<input type="checkbox"/> 3. With your local adviser, plan a social activity for the chapter. <i>(Attach completed Project Planning Form on page V-32.)</i> Activity: _____ Date: _____	<input type="checkbox"/> 3. Write a letter to an area business requesting information about desirable employee characteristics. <i>(Attach copy of the letter.)</i>
<input type="checkbox"/> 4. List ten fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. <i>(Attach fun activities/icebreakers.)</i>	<input type="checkbox"/> 4. Required. Research a person from history that you admire for his/her leadership skills. Give an oral presentation in one of your classes or at a chapter meeting. Person: _____ Date Presented: _____ Adviser's Initials: _____	<input type="checkbox"/> 4. Write a letter inviting a businessperson to speak at a chapter meeting or activity. <i>(Attach letter.)</i>	<input type="checkbox"/> 4. Explore a business career and use the Internet to research what this career is like in three different countries. <i>(Attach written report.)</i>

Student's Signature _____

Lead Adviser's Signature _____

Date _____



Business Plan

Project Instructions

Enterprise Level

Through this activity, FBLA-Middle Level members will team up with a partner or they may complete this as an individual project. Members will learn to identify a market and reach that market through different promotional activities. Each team has received the funding necessary to start a new business. All activities need to be turned in to the FBLA-Middle Level adviser in a report format once everything has been completed.

Report (all reports must be bound)

Include the following sections in developing the report for the Business Plan. The report must be word processed and the body of the report must be at least three pages in length. Pages may be single or double spaced.

Business Overview. This introduction to the student's report should describe the business concept and explain the rationale behind the slogan and logos of the business. It should also discuss how students plan to create interest in their business.

Company Description. This should include the business mission statement. It should also include a vision for the business and the strategies that the student is going to use to achieve this. Goals or objectives of the business should be listed in this section of the report.

Industry Analysis. Students are to prepare a description of the relevant industry for their business. Make sure size, growth rates, nature of competition, history, and trends and opportunities within the industry are included in the plan.

Marketing Plan. Students need to identify their target market in this section of the report. They should determine the needs of consumers and the components of marketing for their business (product, place, price, promotion, and people); design their business so that it will meet the customer's needs; and identify the different promotional efforts in this section including the different types of advertising that will be used (i.e., slogans, logos, billboards, brochures, print ads, and commercials).

Human Resources. Students should identify key employees needed for the business and indicate how the employees will be recruited.

Summary. Where do you see the business in three, five, and ten years? Include an evaluation of the business's potential for success or failure and identify priorities for directing future business activities. Students should reflect on any long-term business goals and any risks that they may face within the industry they have chosen.

Appendices

Include the following documents in the appendix.

Business Name/Goals. FBLA-Middle Level members must come up with a name for their new business. They need to develop a vision for this business, develop strategies for reaching this vision, and establish goals or objectives for the business. This information will be used in the final phase of the project, when students prepare a written report with the appendices below.

- **Logo.** FBLA-Middle Level members must design a logo and a slogan for their business to be used on correspondence, letterhead, and promotional pieces. This logo will represent the image of the business in the industry.
- **Business Cards.** Students are to design business cards for themselves that include their name, title, business address, phone number, and e-mail address.
- **Letterhead.** FBLA-Middle Level members are to create letterhead that will be used for all correspondence. The letterhead must include the name of the company, student's name and title, company address, company phone number, and company e-mail address.
- **Brochure.** Students are to create a brochure advertising their business. This brochure must include the business logo and a list of the business merchandise or services offered. Include appropriate clip art and pictures.
- **Grand Opening Flyer.** Students are to create a flyer for the grand opening of their business. The flyer should be carefully designed, look professional, and provide a brief description of the products or services that the company provides.
- **Door Sign with Hours.** Students are to create a sign designating the hours the company is open for business. Include the company logo.
- **Welcome Letter.** Students are to prepare a welcome letter in proper business format that could be mailed to prospective customers. This letter should be on the business letterhead and should include a description of the business and an invitation for them to attend the grand opening. Students should include a coupon at the bottom of the page that customers can use on their first visit. The letter should be addressed to "Dear Prospective Customer:" and include the business location, hours, and any other relevant information.

Report Guidelines

1. Include a cover page on card stock paper with graphics, student's name, class, and name of business.
2. Page number the report.
3. Include a Table of Contents.
4. The following appendices should follow the report:
 - a. Appendix A—Logo and Business Slogan
 - b. Appendix B—Business Card
 - c. Appendix C—Letterhead
 - d. Appendix D—Brochure
 - e. Appendix E—Grand Opening Flyer
 - f. Appendix F—Door Sign with Hours
 - g. Appendix G—Welcome Letter



Business Math Test and Answer Key

Enterprise Level

(Calculators may be used.)

Divide and write the remainders as fractions, reduce to lowest terms.

- _____ 1. $\frac{9}{10} \div \frac{3}{4}$
 _____ 2. $2\frac{1}{4} \div 1\frac{3}{4}$
 _____ 3. $36\frac{2}{3} \div 9$ (Fraction formats should match.)

Multiply.

- _____ 4. $12\frac{7}{8} \times 6\frac{3}{4}$
 _____ 5. $33 \times 7\frac{1}{3}$
 _____ 6. 18 radios @ \$37.50 each
 _____ 7. $62 \times 28 \times 74$

Change the percentages to fractions, reduce to lowest terms.

- _____ 8. 37.5 percent
 _____ 9. $16\frac{2}{3}$ percent

Change the fractions to decimals.

- _____ 10. $\frac{5}{7}$
 _____ 11. $2\frac{3}{4}$
 _____ 12. $\frac{15}{16}$

Change the following to percentages.

- _____ 13. $\frac{3}{5}$
 _____ 14. 0.2187
 _____ 15. 20.6
 _____ 16. Ginger earned \$29.54 on Monday, \$72.85 on Tuesday, and \$54.15 on Wednesday, took Thursday off, and earned \$72.96 on Friday. Find the total earnings for the week.
 _____ 17. A fast-food franchise with a monthly advertising budget of \$3,200 decides to set up a media budget. They plan to spend 20 percent for television, 30 percent for newspapers, 15 percent for outdoor signs, 30 percent for radio, and the remainder for bumper stickers. What percent of the total budget do they plan to spend on bumper stickers?
 _____ 18. Ms. Morris spent \$134 on supplies and \$150.62 on visual aids for her accounting class. She then found that 25 percent of her budget remained. What amount remained?
 _____ 19. A college with 12,000 students has 4,800 students who are majoring in business. What is the ratio of the business students to the total?
 _____ 20. Five crates of parts are to be shipped by Federal Express. The crates weigh 56.7 kilograms, 46.3 kilograms, 74.8 kilograms, 68.5 kilograms, and 60.8 kilograms, respectively. What is the total weight of the crates to be shipped?

16. \$229.50	17. \$160 or 5 percent	18. \$94.87	19. 2:5	20. 307.1 kg
11. 2.75	12. .9375	13. 60 percent	14. 21.87 percent	15. 2060 percent
6. \$675	7. 128,464	8. $\frac{3}{8}$	9. $\frac{1}{6}$	10. 7143
1. $1\frac{1}{5}$	2. $1\frac{7}{7}$	3. $4\frac{2}{27}$	4. $86\frac{29}{32}$	5. 242

Business Math Test Answer Key



FBLA-Middle Level Project Planning Form

Enterprise Level and Chapter Excellence Award

Name of Project: _____

Proposed Date and Time: _____

Why are we doing this project? _____

Who will benefit from this project? _____

Names of people assisting: _____

Funding Required: \$_____ Received approval: Yes No

Description of the project (what will be accomplished, what impact will it have, etc.): _____

Description of publicity planned: _____

Other: _____



Night of the Body Snatchers I

Goal – To ignite recruiting efforts at the local level by offering incentives to individual members who “snatch” two (2) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Business Level.

Night of the Body Snatchers

FBLA-Middle Level Members who recruit two NEW members and submit the accompanying *Body Snatchers I* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Business Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below.



Member's Name: _____ Chapter No: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Lead Adviser: _____

Lead Adviser's E-mail: _____ School Phone: _____

Recruited two new members: (List names of new members in the blanks below.)

1. Name: _____

2. Name: _____

Member's Signature: _____ Date: _____

Lead Adviser Signature: _____ Date: _____

Must be received by April 1 to:

FBLA-Middle Level Membership Awards
1912 Association Drive
Reston, Virginia 20191-1591
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.



Night of the Body Snatchers II

Goal – To double recruiting efforts at the local level by offering incentives to individual members who double their recruiting efforts and “snatch” four (4) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Enterprise Award.

Night of the Body Snatchers II

In this sequel award, FBLA-Middle Level Members who recruit four NEW members, doubling their recruitment efforts, and submit the accompanying *Body Snatchers II* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Enterprise Level of the Middle Level Achievement Awards—Individual Membership Recognition.

Clip off and send the form below.



Member’s Name: _____ Chapter No: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Lead Adviser: _____

Lead Adviser’s E-mail: _____ School Phone: _____

Recruited four new members: (List names of new members in the blanks below.)

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

Member’s Signature: _____ Date: _____

Lead Adviser Signature: _____ Date: _____

Must be received by April 1 to:

FBLA-Middle Level Membership Awards
1912 Association Drive
Reston, Virginia 20191-1591
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.



Outstanding Chapter Award of Merit Chapter Excellence Award Program

OUTSTANDING CHAPTER AWARD OF MERIT

Program Overview

The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.

Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the national center.

Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in the Middle Level Achievement Program (MAP).
- Participated in school and community service activities.

- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

National Recognition

Chapters receiving this award will receive certificates of achievement.

CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- Certificate of Recognition.
- Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

Due Date: Must be postmarked by April 1.

**Mail to: FBLA-Middle Level Achievement Program—
Chapter, 1912 Association Drive, Reston, VA 20191-1591.**



CHAPTER EXCELLENCE AWARD Entry Form

Note: Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete 10 activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

School/Community Service Complete three (3) activities.	Education Complete three (3) activities. The first two (2) are required.	Leadership Complete four (4) activities.
<input type="checkbox"/> 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). <i>(Attach the completed Project Planning Form on page V-32.)</i>	<input type="checkbox"/> 1. Required. Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: _____ Program Level: _____ Date Submitted: _____	<input type="checkbox"/> 1. Required. Complete the Leadership/Chapter Checklist. <i>(Attach completed form on page V-38.)</i>
<input type="checkbox"/> 2. Donate at least one (1) of your member's services to a local business or a faculty member. <i>(Have a member attach a 100-word summary describing what he/she learned from this experience.)</i>	<input type="checkbox"/> 2. Required. Have one of your officers prepare minutes from a local chapter meeting. <i>(Attach completed minutes worksheet on page V-37.)</i>	<input type="checkbox"/> 2a. Required. Increase or maintain your chapter membership. <i>(Attach membership roster.)</i> _____ 2006–07 members 2007–08 members OR <input type="checkbox"/> 2b. Required. Sign up all students in a business class. <i>(Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)</i>
<input type="checkbox"/> 3. Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. <i>(Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)</i>	<input type="checkbox"/> 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings. <i>(Attach a copy of the completed Treasurer's Report, page III-4.)</i> See the Local Chapter Organization section of the CMH for a sample Treasurer's Report.	<input type="checkbox"/> 3. Required. Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. <i>(Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)</i>
<input type="checkbox"/> 4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). <i>(Attach a 100-word description of this activity.)</i>	<input type="checkbox"/> 4. Sponsor a CEO Day where members dress in professional business attire. <i>(Attach a news release describing this project.)</i> See the Public Relations section of the <i>Chapter Management Handbook</i> for samples of a news release.	<input type="checkbox"/> 4. Required. Invite your school principal to attend a local chapter meeting or a local event. <i>(Attach letter.)</i>

Student's Signature

Lead Adviser's Signature

Date



Minutes Worksheet

Chapter Excellence Award

Meeting of the _____ Chapter of Future Business Leaders of America.

Date _____ **Time** _____ **Place** _____

Presiding Officer _____

Number of Members Present _____ Absent _____

Minutes of Previous Meeting _____
(State if accepted, corrected, etc.)

Treasurer's Report _____
(Amount of balance on hand reported.)

Committee Reports

Report of _____ Committee. _____

Unfinished Business

Item _____ Presented by _____

How handled? _____

New Business

Item _____ Presented by _____

How handled? _____

Announcements _____

Summary of Program _____

Guests Present _____

Time of Adjournment and How _____

Chapter Secretary _____

Date _____



Leadership/Chapter Checklist

Chapter Excellence Award

Okay	Needs Improvement	Items
		1. Do we hold regular chapter meetings?
		2. Do we have a written agenda for our meetings?
		3. Are minutes recorded and read at our chapter meetings?
		4. Do we publicize our meetings?
		5. Do we make assignments at our meetings?
		6. Do we follow through with our assignments?
		7. Do all participants at our meetings have equal opportunity?
		8. Do we encourage new members of our chapter to participate?
		9. Do we teach and demonstrate leadership principles?
		10. Do we conduct progress reviews to check our accomplishments?
		11. Do we recognize and compliment others for their efforts?
		12. Do we set worthwhile goals?
		13. Do we communicate our goals and our accomplishments?
		14. Do we plan our activities?
		15. Do our officers and our members understand our mission?

President's Signature

Adviser's Signature

Date



The M&M[®] Guide to Meeting New People

Chapter Excellence Award

Instructions: Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- Write their name.
- Write their e-mail address (if applicable).
- Write the years that they have been in FBLA-Middle Level.
- Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

Orange – What is your favorite color?

Red – What is your favorite food?

Blue – Why are you interested in FBLA-Middle Level?

Yellow – What is your favorite television show?

Green – What is your favorite activity?

Brown – Who is your favorite music artist?



MEMBERSHIP RECOGNITION AWARDS OVERVIEW

Membership Recognition Chapter Awards

Membership Recognition Awards are based on a fall deadline of October 20 and a spring deadline of March 1 for all the awards below except the Professional Division, for which the cutoff date is April 15. One award is presented in each category. Below is a chart of the different chapter and state membership recognition awards.

<i>Local Chapter Awards</i>	<i>Fall</i>	<i>Spring</i>	<i>State Chapter Awards</i>	<i>Fall</i>	<i>Spring</i>
Largest Local Chapter	X	X	Largest State Chapter	X	X
Largest Membership in Professional Division ■ recruit minimum of five (5) members	X	X	Largest Increase in Membership	X	X
Recruitment of Chapters ■ see page V-42 for entry form ■ requires at least two (2) new or reactivated chapters	—	X	Largest Membership in Professional Division	X	X
			Largest % Increase in State Chapter	X	X
			Membership Recruitment of Chapters	X	X

100 Percent Class Participation Award

- Must have 100 percent FBLA-Middle Level chapter membership in a single class
- Class roster must be submitted with the chapter’s membership list
- **Deadline:** must be postmarked by April 1
- Recognition on the national Web site
- Meets one of the criteria for the Chapter Excellence Award
- Complete the form found on page V-41 to be eligible for this membership award

Membership Achievement Award

- Maintain or increase local chapter membership from previous school year to current school year
- Complete the form found on page V-41 to be eligible for this membership award
- **Deadline:** must be postmarked by April 1
- Recognition on the national Web site
- Meets one of the criteria for the Chapter Excellence Award