



Start an FBLA Chapter in 4 Easy Steps

Starting a local FBLA chapter is very simple and rewarding! Follow the steps below to ensure a successful start to your new chapter.

Step 1

The first step in starting a local FBLA chapter is to find an educator who will serve as the **chapter adviser**. Once you have a chapter adviser, you will need to recruit members. When you are done gathering **at least 5 members (or at least 3 members for Middle school or Collegiate chapters)**, then you can move on to the next step.

Step 2

When you have the minimum number of members and a chapter adviser, the adviser submits the chapter request form. Once the state office receives your contact form, they will review and process your application. If approved, your adviser will receive an invitation to FBLA Connect, our membership database.

Step 3

Once you are in the membership system, you should build your member base and chapter. Remember that students may not know how beneficial FBLA can be unless they are a member, so utilize flyers, videos, posters, and even chapter visits from Regional/State/National Officers to recruit members.

Remember the three C's: **competitions, conferences, and connections**. Through FBLA, members demonstrate their knowledge at competitions, learn more skills at conferences, and meet amazing people from all over the world as new connections.

Step 4

Done recruiting members? Start planning out your year: electing officers, planning fundraisers, choosing competitions, etc.