



## Steps for New Advisers

**Role of the Adviser:** Provide guidance by directing and coordinating local chapter activities. Be knowledgeable of the different programs and opportunities that membership provides.

### FBLA Benefits for Students

- ✓ Leadership Skills
- ✓ Scholarships
- ✓ Conferences
- ✓ Challenging Competitions
- ✓ Medals, Trophies, and Cash Awards
- ✓ Community Service Hours
- ✓ Skills and Certifications

Once you have submitted your request and it has been approved, here are some steps to take:

1. Read through the FBLA Adviser Welcome Guide.
2. Review the Chapter Management Handbook.
3. Review the FBLA website ([www.fbla.org](http://www.fbla.org))
4. Set the date for your first organizational meeting.
5. Advertise your meeting.
6. Talk about FBLA in classes.
7. Hold first meeting/elect officers.
8. Collect initial state and national dues.
9. Log into [FBLA Connect](#) and add new members.
10. Transition members to create an invoice.
11. Pay invoice online or print invoice and send in with check, money order, or purchase order.
12. Paid members will receive digital membership cards.
13. Sent monthly meeting date and time.
14. Create a Program of Work
15. Continue recruiting members. Log in online and add/pay for any additional membership throughout the year. Deadline to be eligible for competition at NLC for FBLA High School and FBLA Middle School is March 1 and FBLA Collegiate is April 15.
16. Find out what your school requires for travel arrangements at the beginning of the year so you are ready for state and [national conferences](#).
17. Download and use the [2023-24 national theme graphics](#) for posters and/or t-shirts for members.
18. Encourage your members to participate in national programs.