



ADOPT-A-CHAPTER PROJECT

Deadline: March 15 (submitted by adviser)

For years, California FBLA has been providing knowledge of free enterprise and showcasing its American entrepreneurial spirit to California's best and brightest. Chapters are encouraged to adopt new, reactivated, or developing chapters in order to provide more students with the opportunities FBLA offers. By assisting and helping adopted chapters develop their programs, California FBLA can provide more education and service experiences for generations to come. California FBLA strives to develop leaders and mentors who can help extend their knowledge to other chapters, regardless of the age group doing so.

Complete either Activity 1 (assisting a high school chapter), Activity 2 (assisting a Middle Level Chapter), OR Activity #3 (Middle Level Chapter Assisting a High School Chapter). The active chapter will provide support throughout the year by conducting several meetings and activities with the adopted chapter. When submitting, please cite the option selected along with the name of the host chapter and adopted chapter.

Activity	Description
Activity #1: Assisting a High School Chapter	<p>At least five members of the established chapter, and at least five members of the adopted chapter must participate in all tasks below. Membership will be verified.</p> <p>ALL three tasks are required to complete activity #1.</p> <p>Task #1:</p> <ul style="list-style-type: none">• IN PERSON or VIRTUAL FBLA presentation to the adopted chapter school. Present information from the FBLA High School Division and review all of the resources.<ul style="list-style-type: none">◦ https://www.fbla-pbl.org/divisions/fbla/fbla-membership/



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Activity

Description

Activity #2: Assisting a Middle Level Chapter

Required Materials for Task #1:

- An outline of topics covered by the presentation, a list of attendees from both chapters, and a photo of the presentation.

Task #2:

- IN PERSON or VIRTUAL meeting with the officers of the adopted chapter to establish officer goals, cover Parliamentary Procedure and its implementation, and discuss officer responsibilities.

Required Materials for Task #2:

- Copy of Meeting Agenda and a list of the attendees from both chapters

Task #3:

- Invite members of the adopted chapter to participate in an FBLA activity such as a guest speaker, fundraiser, community service project or business tour

Required Materials for Task #3:

- Please submit the attendees from both chapters and a photo of the activity.

ALL three tasks are required to complete activity #2.

Task #1:

- Schedule an IN PERSON or VIRTUAL introduction meeting to discuss FBLA and how to start a new chapter or how to improve an existing chapter. At least five members from each chapter are required to attend



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Activity #3:
Middle Level
Chapter
Assisting a
High School
Chapter

Required Materials for Task #1:

- Submit copy of meeting agenda, a list of members in attendance, and a photo

Task #2:

- Schedule an IN PERSON OR VIRTUAL meeting to review the National FBLA Middle School webpage and all of the middle school resources.
 - <https://www.fbla-pbl.org/divisions/fbla/fbla-membership/>

Required Materials for Task #2:

- Submit a copy of the meeting agenda along with the names of participants from both chapters and a photo of the activity

Task #3:

- Help the middle level chapter by hosting a mock section conference or competitive events workshop.

Required Materials for Task #3:

- Submit a list of attendees, and conference agenda or slides if a workshop is chosen.

ALL three tasks are required to complete activity #3.

Task #1:

- Collaboration on a community service project, where middle school students pitch ideas and high school students offer guidance on execution.



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Required Materials for Task #1:

- Submit a photo of the activity as well a list of attendees from both chapter names.

Task #2:

- Joint IN PERSON or VIRTUAL meeting discussing best practices for member engagement and fundraising.

Required Materials for Task #2:

- Submit a copy of the meeting agenda, a list of members in attendance, and a photo/screenshot.

Task #3:

- Cross-participation in an FBLA activity where middle-level members attend a high school FBLA event and vice versa.

Required Materials for Task #3:

- Submit two copies of event agendas: one for each event. Submit a copy of a list of attendees for each event.