

# NATIONAL FBLA-PBL WEEK

## FEBRUARY 10–16, 2008

This year, FBLA-PBL Week is February 10–16, 2008, which falls under National Career and Technical Education Month. It is a terrific way to get your chapter in the news and promote the organization in your school. Here are some ideas to help you prepare for the annual celebration.



**ASHLEY KEYMER**  
**PBL NATIONAL PRESIDENT**

"Wednesday is Adviser Appreciation Day, so we honor our advisers by inviting the business students to a special ceremony. At this ceremony, we give our advisers a present, have a cake made in their honor, and thank them for the work they do for our local chapter."



**MICHAEL YAROSHEFSKY**  
**FBLA NATIONAL PRESIDENT**

"Each day during FBLA-PBL Week I read leadership quotes on the morning announcements and explain: "this week is FBLA-PBL week, a celebration of Future Business Leaders of America-Phi Beta Lambda."



**FEI-FEI ZHANG**  
**FBLA MOUNTAIN PLAINS REGION VICE PRESIDENT**

"In an effort to raise awareness about FBLA-PBL Week, my chapter designates one day to encourage all students to wear blue or gold. Any student who does so receives a special treat for showing their FBLA-PBL spirit!"



**SHIVANI SUHAG**  
**FBLA EASTERN REGION VICE PRESIDENT**

"This week is an opportunity for members to be proud of their FBLA-PBL accomplishments. My chapter puts together a "Good Job Breakfast" during the week so members can come together, enjoy, and celebrate."

### About National FBLA-PBL Week 2008

FBLA-PBL sets aside the second week of February each year as National FBLA-PBL Week. Chapters are encouraged to use this time to publicize their activities and successes, boost their membership, and gear up for their spring activities. In addition, FBLA-PBL recognizes the Wednesday of this week as Adviser Appreciation Day. Members are encouraged to use this day to pay special tribute to the dedicated individuals who make the association possible on the local level.

Many chapters plan special activities for each day of the week. These include everything from Professional Attire Day to FBLA-PBL T-shirt Day to Faculty Appreciation Day and Career Awareness Day. As FBLA-PBL Week coincides each year with National Career & Technical Education Month, this is an excellent time to inform the public about the purpose of school-to-work activities and programs in general. The momentum of a national event provides the perfect occasion to spotlight the value of membership and of career education.

### Get the Proclamation – Start Today!

You will need to research the process for requesting a proclamation in your area. Look on your local or state government's Web site for contact information and procedures. If you can't find anything, look for a general phone number to call. Chances are if you can't find something online there will be somebody in an office somewhere who will know the process. Depending on the volume of requests their office receives, you may need to submit your request at least 30 days prior to the date you'd like to pick it up.

Once you have a contact, send them a copy of your proclamation sample text and they will let you know when you can pick it up. Be sure to ask if a government official will be there to present it to you, and if so, be sure to bring a camera. If you are planning to receive your proclamation in conjunction with an event, send a press release to your local media.

## Plan Chapter Celebration

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Starting at your next chapter meeting, plan how you can celebrate FBLA-PBL Week. Many chapters have a different event each day of the school week. Here are some suggestions:

**Monday—Kick Off Day:** Make an announcement in your classes about FBLA-PBL Week and the importance of joining student organizations. Talk to teachers/professors and gain their support! Sponsor a second semester recruitment drive.

**Tuesday—Valentines Day:** Sell March of Dimes bears (a great Valentines Day gift!) or “March for Babies” feet in celebration of service and to raise awareness of FBLA-PBL at your school. Proceeds should go to the March of Dimes or the charity of your chapter’s choice.

**Wednesday—Adviser Appreciation Day:** Honor your adviser and other teachers, professors, and administrators by bringing coffee and doughnuts for them. Take your dean, department chair, or principal out to lunch.

**Thursday—Dress For Success Day:** Join your fellow FBLA-PBL members nationwide in wearing business attire to school or work. Be sure to take a photo and e-mail it to [communications@fbla.org](mailto:communications@fbla.org).

**Friday—Wrap-up Day:** Hold a reception for school administrators, advisers, members, Professional Division members, and local business partners. Plan a social for your chapter members—meet for a group dinner, host a volleyball tournament, sip some lattes at a coffee shop, or go out dancing!

**Saturday—Community Service Day:** Plan an amazing service project for your chapter. Partner with a local volunteer center or another FBLA-PBL chapter and make your community a better place.



### Plan Your Media

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Have a media plan in place as soon as possible—the earlier the better! Call your local media to find out who your contact is. Send a press release about FBLA-PBL Week to the local newspapers, radio stations, and television stations, including the local community access cable station. Send a follow-up reminder a few days before your event with a special page describing photo opportunities available during FBLA-PBL Week at your school.

### In-School Promotion

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Make sure FBLA-PBL Week appears on the school calendar, e-mail update list, or marquee boards. Put up posters or banners around the school, in the student union, throughout the library, and in dorm lobbies, the Friday before FBLA-PBL Week announcing the weeklong celebration. Be sure to include a list of events!

### In the Community

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Attend a local Chamber of Commerce, Rotary, or other community business meeting to talk about FBLA-PBL Week and how they can get involved as sponsors, speakers, or sign up as Professional Members.

### Public Service Announcement

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Go to your local public access cable television station to find out how and when you can make a public service announcement about FBLA-PBL Week to run on local television stations. This is often a free service. Write a 30-second script featuring key members of the organization and stating the FBLA-PBL mission.

### Create a Time Line

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Make a calendar showing every step and deadline toward achieving your proclamation, media, school, and community goals for FBLA-PBL Week. When you are done be sure to send an article and pictures to the FBLA-PBL National Center about how you celebrated FBLA-PBL Week. Articles will be posted on the national Web site and may be published in *Tomorrow's Business Leader* or *PBL Business Leader*.

**Sample Press Release (Use FBLA-PBL or School Stationary if at all possible)**

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FOR IMMEDIATE RELEASE CONTACT: \_\_\_\_\_  
(Adviser/other)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(School name)

**LOCAL BUSINESS STUDENTS CELEBRATE FBLA-PBL WEEK**

**Your Town & State.** The \_\_\_\_\_ (your school) FBLA-PBL chapter in \_\_\_\_\_ (your city) \_\_\_\_\_, will be celebrating FBLA-PBL Week, February 10–16, 2008 with \_\_\_\_\_ (description of activities) \_\_\_\_\_.

(Get quote from community leader, mayor, school principal, or influential leaders about the importance of FBLA-PBL to the community.)

Among the many activities scheduled for this special week are: (list and explain activities)

Future Business Leaders of America-Phi Beta Lambda, Inc. is a non-profit 501(c)(3) student business organization with nearly a quarter million members and advisers in 12,000 chartered high school and college chapters worldwide. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The association is headquartered in Reston, Virginia outside Washington, DC. For more information visit [www.fbla-pbl.org](http://www.fbla-pbl.org).

**Sample Proclamation**

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WHEREAS, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

WHEREAS, this organization has grown now to encompass over 250,000 members nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

WHEREAS, FBLA-PBL is a professional business organization dedicated to bringing business and education together in a positive working relationship through innovative leadership and career development programs; and

WHEREAS, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

WHEREAS, FBLA-PBL teaches middle school, high school, and college students business and leadership principles, and assists in the transition from school to work;

NOW, THEREFORE, I, \_\_\_\_\_ (name here) \_\_\_\_\_, \_\_\_\_\_ (title) \_\_\_\_\_ of the \_\_\_\_\_ (your city/state/county name here) \_\_\_\_\_, do hereby proclaim February 10–16, 2008, as FBLA-PBL Week in the \_\_\_\_\_ (your city/state/county name here) \_\_\_\_\_.

