



GREEN LEVEL FBLA **HANDBOOK**

FUTURE BUSINESS LEADERS OF AMERICA

TABLE OF CONTENTS

• Welcome to GLHS FBLA!	03
• What is FBLA?	04
• Mission Statement and Chapter Goals	05
• Officer Roles and Responsibilities	06
• Board Contacts	07
• Chapter Communication	08
• How to Choose an Event	09
• Member Expectations and Requirements	10
• How Dues are Paid	11
• Merit Status and Point Calculations	12
• Meetings and Attendance Requirements	13
• Competition Requirements	14
• FBLA Dress Code	15
• Graduation Cord Requirements	16

WELCOME TO GLHS FBLA!

Dear FBLA Members,

Welcome to another exciting year at Green Level High School FBLA! As your chapter Officer Board, we are absolutely thrilled to welcome you and work alongside such a passionate group of students who are eager to explore business, leadership, and technology.

FBLA is more than just a club, it's an opportunity to grow your skills, connect with peers who share your interests, and make a real impact in both our school and community. Whether you're interested in competing in FBLA events, participating in community service, or developing leadership skills, there is a place for you to learn, contribute, and shine.

As a member, you'll have access to workshops, competitions, leadership opportunities, and networking experiences that will prepare you for your future in the business world and beyond. Our board prides itself on supporting every student in reaching their personal and professional goals while fostering a sense of teamwork and camaraderie.

We encourage each of you to actively participate, ask questions, and bring your ideas to the table. Your dedication, creativity, and enthusiasm are what make our FBLA chapter a success. Together, we will make this year both fun and meaningful!

If you ever have questions or need guidance, feel free to reach out to any of us because we are here to support you in every step of your FBLA journey. Let's make this year one of growth, achievement, and unforgettable experiences!

Welcome to Green Level High School FBLA, we are so glad you're here!

WHAT IS FBLA?

Future Business Leaders of America (FBLA) is the largest business Career and Technical Student Organization (CTSO) in the world. It is designed to prepare middle school students and high school students for real-world success by bridging the gap between the classroom and the professional corporate environment.

FBLA provides members with valuable experiences beyond the classroom, helping them develop the skills and confidence needed for future academic and professional success. Through competitions, leadership opportunities, networking, and chapter involvement, members gain real-world experience while exploring careers in business, technology, finance, entrepreneurship, and more.

Whether your goal is to become a business leader, pursue higher education, or develop skills that will benefit you in any career, FBLA provides opportunities to grow both personally and professionally.

MISSION STATEMENT

FBLA's mission is to “**inspire** and **prepare** students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.” Our mission at Green Level is to create well-rounded, profound, confident, and experienced business leaders by strengthening **strong leadership, effective communication, and dependable teamwork**. Our chapter strives to ensure each of our members leave with the proper life skills and mindset necessary to tackle on the business world outside of FBLA.

CHAPTER GOALS

- High competitive success at RLC, SLC, and NLC
- Active participation in community service projects
- Strong member engagement
- High member attendance
- Professional development for the future
- Increased chapter unity and rapport
- Exclusive mentorship

OFFICER ROLES AND RESPONSIBILITIES

Chapter President

- Lead Chapter and Board Meetings
- Oversee board members, responsibilities, and deadlines
- Represent Green Level FBLA at all FBLA events

VP of Competition

- Coordinate competition preparation
- Assist with event selection
- Monitor chapter progress and practice events

VP of Publicity

- Manage Green Level FBLA Social Media and Website
- Document FBLA's yearly activities
- Increase awareness of Green Level FBLA's chapter

VP of Service

- Plan and organize community service projects
- Track member service participation
- Present at SLC in the Community Service Project

VP of Outreach

- Coordinate chapter community events
- Create training plans for Middle School Chapters and/or new High School Chapters
- Assist in Community Service Project

VP of Data and Finance

- Maintain records of chapter attendance and participation
- Assist in budgeting and registrations
- Support board and assist in needed administrative duties

WHO TO CONTACT ON THE BOARD

7

Reach out to the Chapter President if/for...

- Issue requires executive approval
- Urgent conflicts (scheduling, competition, member disputes)
- Questions regarding leadership roles and/or officer applications
- Major chapter decisions
- Rule clarifications
- Anything requiring advisor involvement

Reach out to the Competition Division if/for...

- Need help choosing event
- Guidance on event rubrics, judging criteria, or FBLA guidelines
- Deadlines for submission or performance event sign-ups
- Help forming a team or finding partners
- Practice session scheduling or judge feedback requests
- Question about SLC/NLC qualification requirements
- Technical issues with online testing, submission links, or event forms
- Help with time management for competitive event
- Clarification on allowed materials

Reach out to the Outreach and Service Division if/for...

- Need help related to service hours, volunteering, or event participation
- Finding volunteer opportunities for community-related events

Reach out to the Data and Finance Division if/for...

- Need help creating spreadsheets for competitive event
- Assist in registration fees and other payments

Reach out to the Publicity Division if/for...

- Question involves sharing, promoting, or submitting competition materials
- Visual edits or formatting issues
- Presentation design help for competitive event

CHAPTER

COMMUNICATION

Canvas

- FBLA Resources
- Monthly Meeting Slides
- Reminders and Updates from Ms. Olrich

Remind

- Used for quick conversations at SLC and NLC
- Notify chaperones of whereabouts
- Urgent last-minute reminders

Outlook

- RLC, SLC, NLC Information
- Important sign-ups

HOW TO CHOOSE AN EVENT

FBLA offers three main categories of events: [FBLA Competitive Events List](#)

What event do I want to participate in? [Choose Your Event! \(Guide\)](#)

- Role-Play Events – You're given a business scenario and present your solution to a judge. Focus is on problem-solving and professional communication.
- Prepared Events – Projects or presentations completed ahead of time, like reports, slides, or business plans. Judged on clarity, accuracy, and professionalism.
- Objective Tests – Computer-based multiple-choice tests on business, finance, or tech topics. Tests knowledge rather than presentation skills.

If you're not sure which event to choose:

- Pick something that matches your strengths (public speaking, writing, coding, test-taking).
- Talk to a board member to help you out

MEMBER EXPECTATIONS AND REQUIREMENTS

10

As a member of Future Business Leaders of America, you represent our chapter and Green Level. Members must adhere to these professional standards throughout the year.

Attendance and Communication

- We only meet once a month, so you must attend all meetings. If you miss school, make up a test, or have an emergency, email the board beforehand. Check emails, Canvas, and the website regularly for critical updates, especially near SLC.

Professionalism and Core Values

- You must maintain high professionalism in school and at competitions. Members must demonstrate our Core Values: Kindness, Community, Self and World Awareness, Leadership, and Balance. No horseplay, disruptive behavior, or disrespect will be tolerated.

Financial and Competitive Commitment

- All dues and fees must be paid on time to maintain your membership and compete. Because our chapter has a legacy of success at SLC and NLC, choosing an event means committing to the independent study needed to win.

Conference Dress Code

- Attending FBLA conferences requires strict adherence to the official FBLA National Dress Code, meaning professional business attire is mandatory for all sessions, events, and ceremonies.

GLHS Honor Code

- All students must uphold the Green Level Honor Code and Green Level Student Expectations, both in school and at competitions. Any violation can result in competition privileges being revoked.

HOW DUES ARE PAID

FBLA Dues are paid through SchoolCashOnline. All members are expected to submit their dues by the deadline to be considered active members and eligible to participate in chapter activities, competitions, and conferences. Dues help cover local, state, and national FBLA membership fees. Below are the estimated dues you'll have to pay throughout the year.

Beginning of Year Dues

- \$50

RLC Dues

- \$75

SLC Dues

- \$100-300

Please note all charges are subject to change depending on event, yearly changes, and participation!

MERIT STATUS AND POINT CALCULATIONS

12

Green Level FBLA recognizes members who actively contribute to the chapter through our Merit Status and Point System. Members have several opportunities to earn points throughout the year. These points help track member involvement throughout the school year and encourage consistent participation.

How to Earn Points

- Meeting Attendance – 1 point
- Chapter Donations and Drives - 5 points
- Creating Approved Content/Media Submissions - 10 points
- Top 4 at RLC - 20 points
- Top 10 at SLC - 30 points
- Top 4 at SLC - 35 points
- Attendance at Community Service Event - 50 points
- Top 10 at Nationals - 80 points

Merit System

- Gold: Top 5% of members
- Silver: Top 15% of members
- Bronze: Top 35% of members

MEETINGS AND ATTENDANCE REQUIREMENTS ¹³

Meetings

- Green Level FBLA meets only once a month, making each meeting an important way for members to stay informed, participate in chapter activities, and contribute to our chapter goals. Because of this, we expect all members to maintain 100% attendance.

Excused Absence

- We understand that unexpected emergencies or mandatory meetings from other organizations may create conflicts. In this situation, email the VP of Data and Finance and/or Ms. Olrich, so attendance and points can be tracked accordingly.

COMPETITION REQUIREMENTS

Active Membership

- Members must be registered and have paid dues.

Meeting Attendance

- Members should attend all chapter meetings OR have communicated clearly with the advisor and board about excused absences.

Registration Deadlines

- Members must sign up for events and submit any required materials by the chapter, state, and national deadlines.

Professional Dress Code

- Members must follow the FBLA dress code for conferences and competitive events.

FBLA Code of Conduct

- Members must follow the FBLA Code of Conduct and conference rules throughout the competition.

GLHS Honor Code and Student Expectations

- Members are required to follow the Green Level Honor Code at competition. Failure to follow can result in competition privileges being revoked.

FBLA DRESS CODE

15

At all FBLA Competitions, you must adhere to FBLA's business professional guidelines. Below are acceptable and unacceptable items. Remember that improper dress code can dock you 5 points in presentation events. Check the National FBLA website for more examples!

Acceptable

• Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

• Dress

- A business dress
- Dress shoes (or) dress boots

• Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Unacceptable

- Denim or flannel clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing (tank top, spaghetti straps, mini/short skirts, dresses more than 1" above the knee)
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Graphically printed clothing
- Open-toed footwear



GRADUATION CORD REQUIREMENTS

Graduation cords are awarded to eligible seniors who have consistently contributed to the chapter and met the established requirements for membership, participation, leadership, and service.

The following requirements **must be completed** to qualify for an FBLA graduation cord.

- Active member of FBLA their senior year
- Been a member of Green Level FBLA for at least 2 years

AND one of the following:

- A leadership/board position
- Placing top 10 at SLC or NLC at least one year