



## FBLA-PBL Adviser Monthly Implementation Guide (FBLA Division)

### AUGUST

#### MEMBERSHIP MANAGEMENT

- Ensure your my.FBLA account is up to date. Login at [www.fbla-pbl.org](http://www.fbla-pbl.org) and update your school address and adviser, principal, and bookkeeper contact information.
- Get acclimated to the Leadership Community. Login at <https://leadershipcommunity.fbla.org> using your my.FBLA credentials and select "My Communities" to select a group and join the conversation.
  - Update your subscription preferences—real-time, daily, or weekly—in settings
- Map out a fundraising strategy to help fund conference and event costs for the year.  
[Review FBLA-PBL official fundraisings partners for ideas.](#)
- Add all FBLA-PBL Calendar dates to school calendar  
[FBLA Calendar](#)
  - Contact your State Adviser or review your state FBLA website to ensure all conference and activity dates and deadlines are on your calendar

#### OFFICERS

- Establish and meet with your local officer team to build a program of work (POW) for the year.  
[Officer Training Resources](#)

#### CHAMPION CHAPTER

- Set an action plan to participate in the Champion Chapter Program.  
[Champion Chapter Resources](#)
  - Summer Starter – Review activities and implement.  
**Deadline to submit Summer Starter: September 15** [Submission Form](#)
  - Shaping Success – Review activities and being planning  
**Deadline to submit Shaping Success: October 31** Form Available Sept. 15

#### RECRUITMENT

- Hang the 2021-22 Success Starts Here membership poster in classroom or hallway.  
[Download and print additional copies from the website.](#)
- Hold first chapter meeting and delegate roles and responsibilities

#### BUSINESS ACHIEVEMENT AWARDS

- Acclimate yourself with the new FBLA-PBL Learning Center at <https://learn.fbla-pbl.org>
- Participate in the adviser course within the 'Advisers' section of the Learning Center. These courses provide you with a replica of what students will experience in the new platform as well as an 'Adviser Resource' that breaks down the requirements for each module within an award.  
[BAA Adviser Resources](#)

#### COMPETITIVE EVENTS

- Review the new FBLA Competitive Event Guidelines and Event Topics  
[FBLA CE Guidelines](#) [FBLA Event Topics](#)

Information is as of 8.18.2021. This implementation guide is a non-exhaustive list of activities meant to provide some main highlights that will keep chapters on track for the year. Chapters should refer to the FBLA-PBL website ([www.fbla-pbl.org](http://www.fbla-pbl.org)) and state websites for additional activities, events, and deadlines. Some activities and resources are limited to active, paid members and their advisers.