

The Texan

The Official Newsletter of Texas Future Business Leaders of America

November Edition

District Online Registration

The following areas have chosen to use the Online Registration Program for their District Conferences:

Area 1	Chapters in these areas should complete a support ticket and request their password ASAP. Chapters in areas that have chosen not to use the online registration may also request their password for the SLC Registration System. If you are in one of these areas and your school is not on the registration system, please complete a Support Ticket and we will get you added.
Area 3	
Area 4	
Area 6	
Area 7	

Becoming an Effective Chapter Officer



By Katrina Litsch

Who does the work that reaches the members of FBLA? Who leads the meetings at school throughout the year? Who gets the job done? The local officers are a crucial part of the FBLA statewide officer team. The job is sometimes thankless but never going unnoticed. For the work that is done at the local level is what builds up each Area in order for us to have a strong Texas FBLA. Each local chapter has a unique way of setting up their local officer team. There is a common combination of President, Vice President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian. Each office is equally important and demands a certain job task. Every role is connected to each other, together making the leaders of FBLA in Texas schools. This is the time of year when FBLA needs leaders the most. Goals must be implemented to focus on throughout the year.

It is important as a team to set goals. You must set realistic goals that will improve your chapter. Working towards a common goal as a team will guarantee success. The first step in goal setting is to brainstorm. What are your chapter's weaknesses? What would you like to see going on this upcoming year? The second step is to narrow them down to the goals you want to focus on the most and write them down. You are more likely to remember as well as keep yourself accountable for goals that you have written down. Third, you must show your members why these goals are important and relay to them the ways you will work together to achieve them. Stay consistent throughout the year encouraging members and one another to keep focus. A chapter with focus is bound for achievement.

So set your goals and work together as a team. Don't be afraid to look to advisors and State officers for advice and support, that's what they are there for. Another resource will be a printable copy of a Local Chapters President Handbook which will be able to be accessed on the website very soon. It will be bursting with new ideas for membership, icebreakers, and activities to help make your chapter's year with FBLA exciting and accomplishing. The most important thing to remember as a local officer is to maintain a positive attitude. Push your members to be their best as they do community service, membership drives and participate in competitions. It was J. E. Dinger that once said, "It is not the position but the disposition." Your attitude is the driving force in becoming an effective chapter officer!

Announcing the new Chapter President's Handbook!

by Whitney Goss



A committee of Texas state officers, lead by Whitney Goss, produced The Texas FBLA Chapter President's Handbook to guide President's as they lead their chapters through an exciting and active new year. The committee incorporated the latest tips and suggestions from various sources to answer popular questions such as: How do I organize a membership drive? What are some ways to attract new members? What is the most effective way to run a meeting? As President, I must maintain order in my meetings according to Parliamentary Procedure; what are the rules of Parliamentary Procedure? How can I keep my chapter's members involved? The Texas FBLA Chapter President's Handbook answers these questions and more. This handbook provides information for Gaining, Retaining and Sustaining members. New and long-term active members are vital to each chapter's success and the success of the entire FBLA organization. They are the organizations source of leadership. They serve as important role models in their schools and business

communities. The handbook is a resource to help President's and their officers in their mission to deliver valuable experiences to their members and ensure that they will return year after year. The handbook contains numerous lists of information including recruitment strategies, icebreakers, fundraisers, meeting ideas, chapter activities, and ways to reward members. It also outlines the structure of the FBLA organization and how it benefit's it's members, advisers, teachers and schools. Last but not least, there are several profiles of former FBLA members and their accomplishments. The Texas FBLA Chapter President's Handbook will be mailed to each chapter the end of October. Presidents! Look for your copy and don't miss this opportunity to enhance your leadership skills.

Relay For Life

by Marissa Dew



Your state officer team selected the American Cancer Society's (ACS) Relay for Life as the 2003-2004 Texas FBLA Community Service Project. Relay for Life started as a one man, 24-hour marathon in 1985 and has grown into the "signature activity" for the ACS, with 3,000 separate events around the country. Last year these relays raised over 180 million dollars. In addition to raising crucial funds, these events are used to celebrate survivorship, remember lost loved ones, and educate the community about prevention and early detection. Each relay team is led by a captain (this could be you), and has 8-15 members (your FBLA buddies). Each participant is asked to raise at least \$100 before the event. This can be done through individual and team efforts. On the night of the event relay teams pitch tents, decorate their campsites, and then take turns on the track running, walking or strolling. Additionally, each team brings sleeping bags, lots of food,

games and other supplies that will come in handy like bug spray, flashlights and music! Take advantage of this great opportunity to mix and mingle with other FBLA members in your area after raising funds for cancer research. Your Area Vice President will have details posted on their section of the Texas FBLA website about the event they plan to attend. If for some reason your team cannot participate in that particular relay, you can also visit www.cancer.org/docroot/GI/gi_1.asp where you can possibly locate another event. If you do not see an event listed, it is suggested you call your regional ACS office directly. They can also provide you with written instructional materials on team formation. Help Texas FBLA lead, achieve and succeed in our fundraising efforts. Today's research my save your life or the life of someone you love!



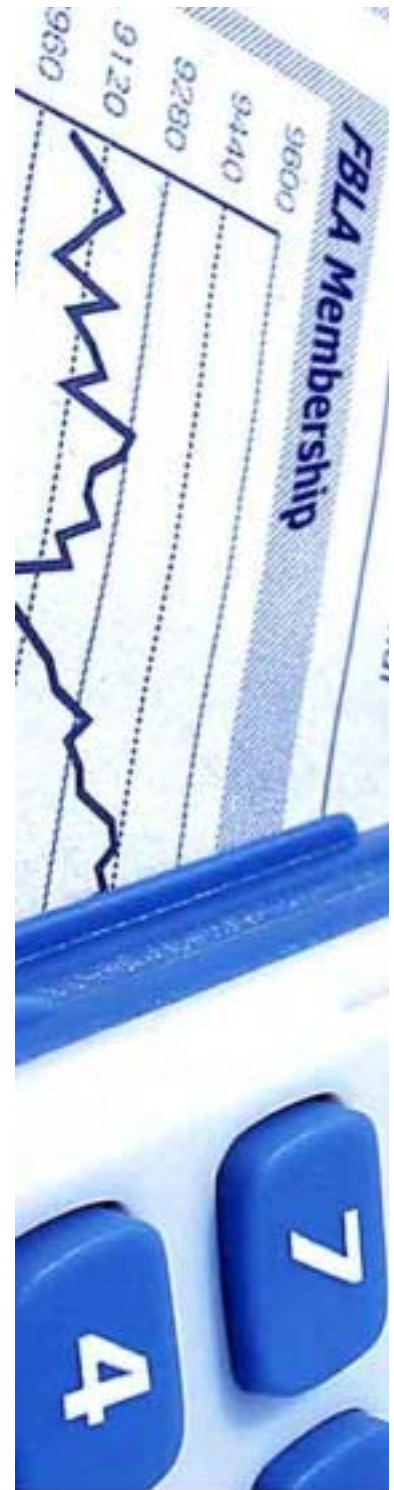
Tips From Your State Officers!

Recruiting and Retaining Members

by Mehveen Merchant



The members of FBLA are the most important part of this organization. To maintain this membership and to continue to expand, its officers and members must take responsibility to both recruit and retain members in their own schools and in their local areas. Getting members to join is an ongoing effort. This is a responsibility that both members and officers must take on, and there are many different approaches to do so. The easiest approach is for members to approach non-members in their schools. Chances are that if the non-members' peers are in FBLA, then he/she will be more willing to join. One can also approach nearby schools. Business teachers and administrators from schools in the area can be contacted through email, phone calls, or personal visits. They should be informed of its many benefits such as opportunities for competitions, scholarships, awards, community service, acquiring business skills, and networking. Also, the one contacting the potential member, adviser, or administrator may want to elaborate on how he/she personally benefited from FBLA. Retaining members is one of the most important jobs of the officers. The members are the most important part of the organization. In their zeal to recruit new members, officers must not neglect the old, faithful members. They must retain these members by planning various activities that will spark their interest. The goal of these activities should be to teach people business concepts and leadership skills while having fun at the same time. Officers should avoid activities that are pointless. They can try different leadership activities, such as lining up in order of birthday without talking (this teaches communication), taking personality tests (teaches people about working with other personality types), and other such activities. Also, the officers can teach the members a few basic phrases in different languages, such as "Hi" and "How are you?" to teach communication. Another great activity is to stage a trial, which teaches members about the real world. After meetings with leadership development activities, the officers should review the lesson learned, so that members understand the activity a bit better. Meetings are also a time to practice for competitions. Members can prepare their group or chapter projects and practice their speaking, test-taking, and job interview skills. In such meetings, it may be a good idea to start off or end with an icebreaker. This way, members will have fun as well as walk away with a sense of accomplishment. Also, remember to use meetings to update the members on upcoming activities, such as community service, competitions, and workshops. Doing such activities helps retain members, since they see the benefits they can gain by attending meetings and becoming involved. Members must have incentives to recruit others and to remain in this organization. Some organizations have point systems, in which each activity adds points to the total. If someone successfully recruits a person to join, he/she can be awarded with points. (On the registration form, the new student can fill out the name of the person who told him/her to join.) Once the member has received a certain amount of points, he/she can be awarded



Preparing For Your Event

by Katie Hudson



One of the most important activities, if not the most important and well known, in Texas FBLA is State Leadership Conference. At SLC, as it is generally known, members compete in different areas of business for the chance to attend the National Leadership Conference, or NLC. This article is to help members choose and prepare for their events, so that they can have a better chance at doing well at SLC. The first aspect to doing well is choosing an event that you feel comfortable in. Members may want to ask themselves what they know or what are they good at already. For instance, do you like to speak in public, or do you like to work in groups, or have you done a lot of community service before? Events are aimed at specific areas of knowledge, so it would not be difficult to find what an event that you would like to compete in. Also, members may go a different route in choosing their events, and pick one that they know nothing about. This helps to broaden your knowledge of business by learning about different specific areas of business. Once you

have chosen your event, you need to find out the rules and specifics that are required of it. Your advisor can tell you a general idea, and give you some study materials. Event descriptions are also on the FBLA-PBL site, and you can print them off to keep them with you. Studying for your event is the key to doing well. You will need to learn and review materials given to you by your advisor, and make sure you ask questions about things you do not understand or are not sure of. If your event is offered as a class, such as Economics, Marketing, or Public Speaking (speech and debate), ask someone who teaches it for advise. You can also ask other members of your local chapter if they have competed in the event you have chosen, and you can get advice on what the test will be like or on how to better prepare yourself. The final preparations for your event should be done the day of. Making a checklist of the items you will need helps you to remember required materials more easily. For example, if you are taking a scantron test, make sure to bring pencils, and a calculator if it is a math test. Also, bring note cards if you are giving a speech, so you can be continuously reviewing until it is your turn; the same goes for if you are in a group presentation event. By doing all of these things, you will be prepared and less nervous for competition, and more likely to do well.

Personal And Business Ethics

by Trey Scott



Everyday people use ethics in their decisions between right and wrong. The definition for ethics is the principles of right and wrong that guide an individual in making a decision. Personal ethics are developed throughout life from relationships with friends and family, to relationships with bosses and business partners, and personal ethics can be applied to business. However, some of these relationships can lead to unethical behavior. Here is a list of six different factors that may influence unethical behavior in the workplace: 1. Excessive emphasis on profits. 2. Misplaced business loyalties. 3. Personal Advancement. 4. Expectation of not getting caught. 5. Unethical business environment. 6. Unwillingness to take a stand. Most of the time, unethical decisions come from the pursuit of success. Everyone wants to have that extra edge, but if it

involves doing something unethical, forget the extra edge and be honest. The increasing complexity of today's business environment requires that people use ethics in making business decisions. Determining whether an action is unethical is very difficult. In many business situations the line is often blurred. Here is a checklist that will serve as a guide in not only making ethical business decisions but also build personal ethics: · Is the action illegal? · Does the action violate company or professional standards? · Who is affected, and how, by the action. Follow the checklist to help determine whether each action demonstrates ethical behavior.



Dress For Success

by Othon Martinez

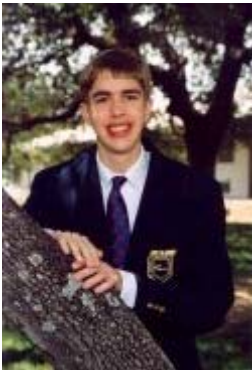


Dress for Success Have you ever wondered how those business gurus managed to make their way to the top? Why is it that no matter where they go or what they do, people seem to respond well to them? The secret lies in their threads. From serious to charismatic to professional, a person's business attire defines who they are and what they're all about. To send out the right message about yourself, you need the know-how about dressing for success. The Following is a guideline about professional appearance, followed by the official FBLA Dress Code: - Always have your clothes clean and pressed- If you travel often, invest in a small travel iron to get the wrinkles out of your clothes. - Make sure your hair is clean, combed, and styled- Mohawks are not the look we're going for. - Always smell good, but don't overdo it with a fragrance- We don't want anyone choking. - Nails must be clean and trimmed- Manicures aren't only for girls! - Keep your teeth as white as possible-Crest Whitestrips could actually help. - Always keep your shoes polished- You

should be able to see your reflection in them. - Do not wear too many accessories- When it comes to jewelry, less is more. - Always wear proper fitting clothes- Too baggy or too tight gives off a sloppy look. The Official Dress Code for FBLA is: For men - Business suit with collar dress shirt and necktie or - Sport coat, dress slacks, collared shirt and necktie or - Dress slacks, collared shirt, and necktie - Banded collared shirt may be worn only if sport coat or business suit is worn - Dress shoes and socks For women - Business suit with blouse or - Business pantsuit with blouse or - Skirt or dress slacks with blouse or sweater or - Business dress - Dress shoes and nylons

Fun With Fundraising

by Jeffery Pickerd



Every year, chapters spend part of their time fundraising for their chapter. The money that is raised often goes to help pay for club activities, sponsor charity organizations, or help defray the cost of attending conferences and workshops.

While many believe that fundraising is only a chore, it can actually be a pleasurable activity for everyone involved. Some schools bake cookies once a week and sell them to eager students for a small price. Other chapters bring in doughnuts from bakeries and sell them during the early hours of school. One school in Texas sponsored a golf tournament fundraiser where participants paid money to the chapter in order to compete. The way to raise funds is nearly endless and

can be both helpful and educational to the students of the chapter. Another great opportunity comes from Inspirational Hosiery that is offering special deals to Texas chapters on spirit socks. These socks can be decorated with logos and mascots in a variety of patterns. Not only are the socks a unique item to sell, both the state and the local chapter receives a portion of the profit from the sock sales. Once a chapter has decided what they want to do to fundraise, it is important to advertise and promote the fundraiser. This can be done through the use of posters, school announcements, radio ads, or direct contacts to local businesses. Another important factor is getting the chapter members involved. Chapter members must feel a need to participate in order for the fundraiser to be a success. With these ideas and principals of fundraising success, raising money for your chapter will have great results.



Successful Chapter Mentor Techniques

by Rob Carpenter



The mentor program is up and running but will this new system be as useful as it has been brought across to be. Definitely, as long as members and chapters using the mentor program use it to its full potential. Many new opportunities can arise from this program. Such as increase in membership, unity, and even corporate sponsorships and job opportunities. Other than an initiative to take advantage of this new opportunity, there are techniques to improve the program's results for your chapter and techniques for the mentor to improve its work with a chapter. To start off, it's going to take more than just getting registered for the program to gain results as soon as you may want it. If you are signing up to be a chapter looking for a mentor then it is best that you contact your Area Vice President once you do. The Area VP will help you find a mentor chapter, business, or individual in your area. Don't expect for you to get instant help with your chapter as soon as you sign up. It takes you looking for mentors as well as them looking for you. If you are

a mentor chapter, business, or individual then the first thing you should do is the same thing as the chapter needing help from you: contact the Vice President in your area after you sign up and start searching for those in need. The mentor program is an easier and more effective way to bring the mentor and the chapter together. Once a mentor and a chapter meet, then its time to get to know each other! More help can be given and more relationships can be made if the mentor and the chapter that was looking for a mentor know each other casually. If it's a business mentoring a chapter; having friendship between the two could lead to job and sponsorship opportunities. If its chapter mentoring another chapter then growing relationships between the two chapters will unite them better and give them more reason to become involved in their chapter. Overall the mentor would know more about the needs of the chapter and how they can help if there is a deeper understanding of each other. Some ways for mentor's to do this are to participate and be involved in the chapter just as regular members are by attending meetings, participating in activities, and helping with fundraising. Finally, communication is a must for a successful relationship between the mentor and the chapter. The mentor should keep in contact with the chapter in need on at least a monthly basis. They should be updated consistently on how the chapter is running and about activities and/or events to come. Even a phone call or an email sent can be helpful. You will be sure to be going towards a good start in the mentor program with these techniques:

- Keep in touch with your Area Vice President during your look for a mentor or a chapter to mentor. Update Area VP on progress between the mentor and mentored chapter.
- Organize and conduct activities and get together with the mentor or chapter to mentor in order to get to know each other.
- Have consistent communication between the mentor and the mentored chapter.

For more information on the mentor program, contact your Area Vice President. Also check out the State Chairman's section of the Texas FBLA Website by clicking on State Chairman from the home page. Then scroll down to where it mentions the mentor program and click it in order to download the mentor document.

From Around Texas



Ore City FBLA members were honored with the "Bravo!" award by the Ore City ISD Board of Trustees for their hard work and dedication. Members accepting the award are: Nereyda Molina, Stormy Organ and Tori Covington.



Jessica Potter is honored with the "Bravo!" award by the Ore City ISD Board of Trustees for her accomplishments at the National Leadership Conference.



