

# Washington FBLA

## Program of Activities/Program of Work Extended Learning Documentation

Leadership and employability skills are developed and practiced at the highest professional level through state-recognized Career and Technical Student Organizations. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. The Future Business Leaders of America (FBLA) Program of Activities (POA)/Program of Work (POW) documentation demonstrates the activities students have an opportunity to be engaged in that extend learning beyond the classroom/laboratory into the community and provide real world value. This will include community service activities and leadership skill development opportunities available at the local, regional, state, national and international level, and will reflect activities available for your local chapter FBLA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **Future Business Leaders of America (FBLA) specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW: <https://wafbla.org>. Contact State Director Angela Stone [statedirector@wafbla.org](mailto:statedirector@wafbla.org) for more information.**

### Course Information

School District:	Building(s):	Instructor(s):
Program Area:	CIP Code(s):	School Year: 2024-2025

### Minimum Qualifications Checklist – Leadership Organization

(All boxes must be checked.)

- ☐ Student Leadership Structure Established (e.g., Elected officers, committee structure, group roles)
- ☐ Student led organization; activities are planned, conducted, and evaluated by students
- ☐ Activities are conducted under the management and/or supervision of a certified CTE instructor

### Program Components Reflected in Program of Activities

(Check all boxes that apply.)

<input type="checkbox"/> Organization and Management <input type="checkbox"/> Planning and Evaluation <input type="checkbox"/> Community Service <input type="checkbox"/> Leadership Development or Demonstration	<input type="checkbox"/> Finance and Fundraising <input type="checkbox"/> Competitive Events <input type="checkbox"/> Employability and Career Skills	<input type="checkbox"/> Student Recognition <input type="checkbox"/> Recreational and Social <input type="checkbox"/> Public Relations and Advocacy <input type="checkbox"/> Other
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### Annual Program of Activities

Activities reflected should only address extended learning components of the program. These should be learning and teaching activities **related to the career and technical education course or program** competencies which occur **beyond the scheduled school day and/or school year** under the supervision of a

certified CTE teacher. Activities should place emphasis on personal and group activities that improve life skills and align with 21st Century Leadership skills, encourage students to work together, and include cooperative activities with other groups that make the community a better place to live and work.

National or State Events				
Activity/Event	Program Component	Description	Who/When (Responsible Lead/ Expected Completion Date)	Focused 21 <sup>st</sup> Century Leadership Skill
Fall Leadership Conference	Leadership Development  If "Other" chosen, describe here.	Members gain a competitive edge as they learn about FBLA. Attendees participate in leadership development workshops and activities while networking with others in their geographical region. This conference introduces FBLA to new members and increases the excitement in chapters with current members.	Washington FBLA & Region Management —Yearly in October/November	9.A Interact Effectively With Others
Winter Leadership Conference	Competitive Events  If "Other" chosen, describe here.	At this conference members are able to compete in academic competitive events. Members network with members in their region and are awarded for their efforts in competition. Each region will qualify its top competitors to compete at the State Business Leadership Conference.	Washington FBLA & Region Management —Yearly in January/February	10.B Produce Results
State Business Leadership Conference	Competitive Events  If "Other" chosen, describe here.	This conference is the premier event for WA FBLA members, teachers, alumni, and business supporters. Members participate in leadership development, intense academic competition, and inspiration. Top performers at the SBLC will advance to the National Leadership Conference.	Washington FBLA – Yearly in April	10.B Produce Results
National Fall Leadership Conference	Leadership Development  If "Other" chosen, describe here.	FBLA-PBL's National Fall Leadership Conference helps students prepare for careers in business by focusing on leadership development. These conferences are a great place to network and to develop leadership skills.	National FBLA-PBL, Inc.—Yearly in November	1.B Work Creatively With Others
National Leadership Conference	Competitive Events  If "Other" chosen, describe here.	FBLA-PBL's National Leadership Conference helps students prepare for careers in business by focusing on academic competitions and leadership development. FBLA-PBL conferences are a great place to network, develop leadership skills, and compete in academic competitions.	National FBLA-PBL, Inc.—Yearly in June/July	10.B Produce Results
Click or tap here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.

	If "Other" chosen, describe here.			
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Locally Planned and Developed Events				
Activity/Event	Program Component	Description	Who/When (Responsible Lead/ Expected Completion Date)	Focused 21 <sup>st</sup> Century Leadership Skill
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Choose an item. If "Other" chosen, describe here.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

*Additional activities may be added to this template, as needed.*

*Submission of the FBLA Program of Activities/Program of Work - Extended Learning Documentation template is assurance that FBLA Program of Work is **annually** planned and that associated activities are active on campus as a required component of the CTE educational program.*