**Kansas FBLA Middle Level Chapter of the Month**

Requirements:

* Chapter of the Month
	+ Outstanding Chapter of the Month — this chapter is selected based upon activities and application completion. The Chapter of the Month Committee will score each chapter’s submission. The chapter with the most points will win the title of Outstanding Chapter of the Month. If there is a tie for most points earned, the winner will be selected based off of an essay of 150 words or less (the entire Chapter of the Month Committee will make the decision). The winner will receive an official printed certificate in the mail (signed by the State President). Only one chapter will receive this award each month. The winner will also be recognized on social media.
	+ Honorary Chapter(s) of the Month—every chapter that submitted materials should receive this recognition (winners will receive an electronic certificate) and they will be recognized on social media.
* Have one member/officer write a 150 word (or less) essay on why their local chapter should be Chapter of the Month with the completed TABLE below.
* All completed tables and essays can be submitted electronically to the Treasurer at ksfblachapterofthemonth@gmail.com.
* The deadline for submission will be the 10th of each month following the month the activities were completed ***(September submission is due October 10, October submission is due November 10; November submission is due December 10; December submission is due January 10, January submission is due February 10, February submission is due March 10).***
* The Editor will do a short feature story on EACH Outstanding Chapter of the Month for the Kansas Exchange and the Kansas FBLA Website.
* **No school should be selected twice in the same school year**, but they can be an Honorary Chapter of the Month as many times as they have submitted the necessary materials.
* The Outstanding Chapters will be recognized at the Opening Session Business Session of the SLC.
* The Kansas FBLA Middle Level Chapter of the Month forms will be located on the Kansas FBLA website for each month.
* Middle Level chapter of the month will only be recognized for the months of September, October, November, December, and January.

**Chapter of the Month Submission Form**

**Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(List what you have done during this month or plan to do during this month in the space(s) provided along with the date of the event. If more than one event, please list. Please complete this form electronically and send it to the email address provided above.—**DUE THE 10TH OF THE FOLLOWING MONTH**)

|  |
| --- |
| **Chapter Name:** |
| **Chapter Adviser Name:** |
| **Chapter Adviser Email:** |
|  | **List Activities** | **Date of Activity** |
| **Community Service Activity** |  |  |
| **Fundraising Activity** |  |  |
| **Leadership Activity** |  |  |
| **March of Dimes Activity** |  |  |
| **Media Recognition** |  |  |
| **Membership Drive** |  |  |
| **School Service Activity** |  |  |
| **Social Activity** |  |  |
| **Member(s) Who Completed LEAD Levels—BRONZE, SILVER, GOLD** |  |  |

**\*150 Word Essay\***

**SAMPLE OF COMPLETED AND SUBMITTED FORM FROM**

**Wellsville Middle School.**

**September Chapter of the Month Submission Form**

(List what you have done during this month or plan to do during this month in the space(s) provided along with the date of the event. If more than one event, please list. Please complete this form electronically and send it to the email address provided above.—DUE October 10, November 10, December 10, January 10, February 10)

|  |
| --- |
| **Chapter Name: Wellsville Middle School** |
| **Chapter Adviser: Dawn Rottinghaus** |
| **Chapter Adviser Email: drottinghaus@usd289.org** |
|  | **List Activities** | **Date of Activity** |
| **Community Service Activity** | Trick or Treat for Canned Goods | September 29 |
| **Fundraising Activity** | MS “Welcome Back” Dance | August 29 |
| **Leadership Activity** | MS Leadership Workshop | September 15 |
| **March of Dimes Activity** | Sold March of Dimes Baby Feet at a Middle School Volleyball Game | September 20 |
| **Media Recognition** | 1. Posted on WMS FBLA Twitter & Instagram accounts
2. Wrote an article for the WMS Newsletter
 | SeptemberSeptember 30 |
| **Membership** | Membership Drive Locker Stuffs | August 10 |
| **School Service Activity** | Elementary Teacher Assistance | August 1 |
| **Social Activity** | MS Scavenger Hunt | August 25 |
| **Member(s) Who Completed LEAD Levels—BRONZE, SILVER, GOLD** | Jane Doe | September 20 |

**150 Word Essay Example:**

**Wellsville Middle School FBLA**

**Submitted By: Jane Doe**

 Wellsville Middle School FBLA kicked off the start of the school year by assisting with teachers in their classrooms. We also begin recruitment activities through our “Welcome Back” locker stuff and a Scavenger Hunt for all members, as well as a “Welcome Back” middle school dance.

Our first leadership activity was a MS Leadership Workshop that was presented by the Wellsville High School FBLA officer team. We also sold paper baby feet at a middle school girl’s volleyball game to raise money for the March of Dimes.

Near the end of the month, we collected canned goods throughout the community for the Wellsville Food Pantry. All of the activities were promoted on our WMS FBLA Twitter and Instagram accounts.

To wrap the month up, we submitted an article about the activities WMS FBLA has been completing.

Finally, Jane Doe received her BRONZE Lead pin.