

# The Washington Reporter

February  
Issue No. 7

Inside this  
Issue:

How to  
Dress  
Professionally

2

Membership

2

Professional  
Division  
Membership

3

Member of the  
Month

3

## How to Write a Winning Local Chapter Annual Business Report

by Justin Bryant, State President

Each year FBLA Chapters throughout the nation produce amazing Local Chapter Annual Business Reports. These reports are packed with all the activities the chapter has completed during the year including membership recruitment, public relations, and community service. These reports are the compilation of everything a local chapter has done in the past year. They can be very helpful in persuading local businesses to help your chapter or secure funding from your school district. The Local Chapter Annual Business Report is also an event at the State Business Leadership Conference and is required to be considered for the Outstanding Local Chapter award. Here are some tips so your chapter can produce the best annual business report.

### **1. Start early with small steps**

After every activity your chapter completes, write a short paragraph describing the activity and how great it was. When you start to put together your annual report, you will have completed a large part of the writing by taking just a few minutes after each activity.

### **2. Don't leave anything out**

When you are putting together your report, don't leave out any activity, no matter how small and insignificant the activity is. The only reason to leave out an activity would be if you go over the page limit. Take credit for every small activity because you can't be sure of what will catch the eye of a possible donor or the judges.

***(Continued on Page 3)***

## Legislative Day

by Isabelle Woodward, West Central Region Vice President

On Thursday, February 17, six of your Washington state officers represented FBLA at Legislative Day in Olympia. Legislative Day is a day where students from different career and technical education programs visit the legislature to discuss educational issues with their representatives. It's an opportunity to hear about what educational bills are currently pending and to visit with legislators. Besides those of us from FBLA, there were members from SkillsUSA, DECA, TSA, and other career and technical education organizations.

At the morning's debriefing, we learned about the education bills that are pending right now, including one on letting students take a career and technical equivalency to the

WASL and one that would provide money to schools for technical equipment such as computers. The FBLA officers had the opportunity to visit with Supreme Court Justice Mary E. Fairhurst, who talked with us about what it takes to become a Supreme Court Justice. We then took a tour of the Capital Building and sat in on a few hearings. Along with student representatives from the other career and technical organizations, we attended a proclamation signing by Governor Gregoire, who afterwards talked to us about the importance of organizations like the ones we are a part of. This was a great experience that taught us a lot about our own legislature and how our government works.

# How to Dress Professionally

by Lauren Ayers, State Parliamentarian

Competitions are quickly approaching, and it is important that you know how to look your best in your business attire. For the basic FBLA guidelines on the dress code, visit <http://www.wafbla.org>. Here are some other tips on how to make the most of your professional image.

## Socks/Nylons

Ladies, it is important that you wear nylons if you are wearing a skirt. Bring an extra pair of nylons along just in case you snag them before your event. Gentlemen, wear black dress socks. White socks are suited more for casual wear and not acceptable in a business setting.

## Hair

Keep your hair out of your face so your hair doesn't distract interviewers. Ladies, tying your hair back in a bun or French twist looks very professional. Gentlemen, facial hair is often frowned upon in the business world. Going to an interview clean-shaven projects a professional image.

## Piercings and Tattoos

Generally, it is only acceptable for women to wear one set of earrings. Aside from this, ladies and gentlemen should remove all other piercings. Also, if you have a tattoo, make sure your attire covers it, or buy a temporary tattoo cover-up kit so it does not show.

## Fit

Ladies, skirts should be two inches above the knee or longer. Make sure your outfit fits you well and is not too tight; when in doubt, go up a size, or ask a salesperson for their opinion. This will make you more comfortable in what you are wearing, and it will look more professional.

Avoid clothing that is transparent, short, tight, or low-cut. For men's and women's pants, when you stand, there should be one to two creases at the bottom where it hits your shoe, and the cuffs of your pants should fall about an inch off the ground. Take clothing to a tailor if it is too short or too long.

## Iron

Iron all of your clothing before you wear it, and make sure there are no wrinkles anywhere. Interviewers will appreciate the time you took to make sure you look professional.

## Shoes

Ladies, heels should be no more than two inches high. If you have problems walking in heels, practice at home first, or buy flats. If you know you will be busy running back and forth somewhere, flats are the way to go. Gentlemen, any type of dress shoe is generally acceptable; this means that tennis shoes are NOT acceptable, even if they are black. Polish your shoes to reduce the appearance of scuffs.

## Accessories

Ladies, if you are interviewing and must bring a handbag, bring either a small purse or briefcase, but not both. Regarding hair accessories and other jewelry, less is always better. Gentlemen, you must wear a tie. If you do not know how to tie a tie, search the Internet for instructions.

## Cell Phones

Even though phones have silent modes, you might accidentally hit the wrong key and turn the setting off. By simply turning your phone off or leaving it at home, you will save yourself from embarrassment if something like this actually happens.

# Membership

by Vanessa Burnett, North Central Region Vice President

My mom always told me whenever you do something, "The more people, the merrier." This is true with most anything from sports teams, working, to the chapters of FBLA. When you involve more people, you find that you have more fun. Each year FBLA chapters have the goal of recruiting more members; this may seem tedious and difficult at times because it's hard to go out of your comfort zone and ask people to come join this organization, but let's think of it in another light. Instead of asking people and

bugging them to join your chapter, you are leading them to opportunities that are life changing. Everyone will at some moment in their lives go through a job interview, use Microsoft Office, or speak in front of others. By recruiting members, you are not only strengthening your chapter, but you are building a foundation of success for the new members. Membership dues need to be into the state office by February 15 in order to compete at state. So remember, next time you are recruiting members for your chapter, the more the merrier! Best of luck!

Don't forget to bring a silent auction gift to the State Business Leadership Conference to benefit the FBLA Scholarship Fund.

## Professional Division Membership

by Stacie Schultz, Northeast Region Vice President

Your Professional Division National Officers need your help to take the FBLA-PBL Professional Division to a new level. The goal is to increase Professional Division membership to 3,000.

The Professional Division National Officers have developed the "How to Kit." The "How to Kit" provides chapters with vital information to help recruit, retain, and involve Professional Division members. It provides recruitment talking points to help recruit educators, administrators, government officials, business professionals, parents, relatives, and former members. Chapters will also learn about Professional Division benefits and how to retain Professional Division members from year to year. This kit can be found on the Washington FBLA website under general information.

Think of Professional Division members as a diverse network of business professionals that the Association has at its fingertips—now we need to utilize this resource. The "How to Kit" provides many examples of how to integrate Professional Division members with local and state chapter activities.

We need your help to reach our 3,000 member goal. We also need you to involve your new recruits and current Professional Division members with your local chapter. Unlock your potential with the key to the Professional Division.

## Member of the Month

by Erin Evans, State Public Relations Officer

David Truong is currently a junior at Lake Washington High School and Washington State FBLA's Member of the Month for February. In FBLA, David is his Local Chapter Treasurer and was last year's Historian. Last year, David won first place at the State Leadership Conference and ninth place at the 2005 National Leadership Conference in Business Math. Outside of FBLA, David is involved in several other activities. He is currently serving as Vice President of both International Club and Beta Club as well as Secretary for National Honor Society. David's hobbies include playing guitar and piano, snowboarding, and tennis. Congratulations, David!

## How to Write a Winning Local Chapter Annual Business Report (Continued from Cover)

### 3. Utilize every officer

It is common to have the chapter president write the annual report, but that doesn't mean everyone else should be sitting around. Have the treasurer prepare the financial section, community service officers write the community service sections, and so on. This will take the work load off the president and have the officers most familiar with the activity writing the section.

### 4. Proof read excessively

While proper grammar and punctuation may have a separate section for scoring purposes, the judges will likely still mark your report down in the section they find an error in. Even one error makes even the best written section seem weak. There is no excuse for letting someone else find an error you could have found with the proper proofreading.

All written reports must be postmarked by March 10 to be eligible for this year's State Business Leadership Conference. Good luck with your reports!

Congratulations to those who placed in the top five in their events at their Regional Winter Conference. Good luck at the 2006 State Business Leadership Conference, and we will see you in Seattle!

Future Business Leaders of America  
Washington State  
P.O. Box 1992  
Olympia, WA 98507-1992



Phone: 360-753-5666

Fax: 360-570-8643

Email: [Judy@wafbla.org](mailto:Judy@wafbla.org) or [Sarah@wafbla.org](mailto:Sarah@wafbla.org)



## Mission

To bring business and education together in a positive working relationship through innovative leadership and career development programs.

Special thanks to  
Lauren Ayers,  
State Parliamentarian,  
for designing the banner!

Want to write an article for  
the newsletter? Email Erin  
Evans at  
[pr05-06@wafbla.org](mailto:pr05-06@wafbla.org)!!