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|  | **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 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**](https://wafbla.org)**. Contact State Director Angela Stone at** [**exectuivedirector@wafbla.org**](mailto:exectuivedirector@wafbla.org) **for more information.**

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| **Course Information** | | | | |
| School District: | Building(s): | | Instructor(s): | |
| Program Area: | CIP Code(s): | | School Year: 2025–2026 | |
| **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.) | | | | |
| Organization and Management  Planning and Evaluation  Community Service  Leadership Development or Demonstration | | Finance and Fundraising  Competitive Events  Employability and Career Skills | | Student Recognition  Recreational and Social  Public Relations and Advocacy  Other |
| **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. | | | | |

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| **National or State Events** | | | | |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**  (Responsible Lead/  Expected Completion Date) | **Focused 21st Century Leadership Skill** |
| Fall Leadership Conference | Leadership Development  Community Service, Employability and Career Skills, Public Relations and Advocacy | Members gain a competitive edge by learning about FBLA and engaging in enriching experiences. Attendees participate in leadership development workshops and interactive activities while networking with peers from their geographical region. This conference serves as an introduction to FBLA for new members and energizes existing chapters by fostering enthusiasm and involvement. Students also have the opportunity to explore post-secondary education and career pathways through targeted workshops and engage in meaningful community service by participating in fundraising efforts and advocacy initiatives, including letter-writing campaigns to Washington state legislators. | Washington FBLA & Region Management—Yearly in October/November | 9.A Interact Effectively With Others |
| Winter Leadership Conference | Competitive Events  Leadership Development, Student Recognition | At this conference, members have the opportunity to compete in a variety of academic competitive events. They also network with peers from their region and are recognized for their achievements through awards. Top performers in each region qualify to advance to the State Business Leadership Conference. In addition to competitions, students can participate in leadership development sessions and business simulations, offering valuable experience even when not competing. | Washington FBLA & Region Management—Yearly in January/February | 10.B Produce Results |
| State Business Leadership Conference (SBLC) | 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 – April 21-24, 2026 | 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.–November 7-8, 2025 | 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.—June 29-July 2, 2026 | 10.B Produce Results |
| CTSO Advocacy Day | Public Relations and Advocacy  If "Other" chosen, describe here. | State officers attend CTSO Advocacy Day to meet with their local legislators and advocate for FBLA as well as the seven other Career and Technical Student Organizations (CTSOs) in Washington. This event provides students with a valuable opportunity to showcase their organizations, share their real-world experiences, and highlight the impact of career and technical education in preparing future leaders. | Washington FBLA- February 2, 2026 | 9.B Work Effectively in Diverse Teams |

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| **Locally Planned and Developed Events** | | | | |
| **Activity/Event** | **Program Component** | **Description** | **Who/When**  (Responsible Lead/  Expected Completion Date) | **Focused 21st Century Leadership Skill** |
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*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.*