

Program Parameters

- 2009-10 Kansas FBLA Program of Work: The Chapter Mentoring Program, which will be the responsibility of the State President, will be used to assist all new chapters with any problems or questions that may arise.
- The State Executive Board will announce the assignments and inform the chapters.
- The responsibilities of each chapter are enclosed and should be followed carefully.
- The partnership between chapters may be renewed the following year if the State Executive Board sees the need to do so.
- All parameters and requirements of the Chapter Mentoring Program can be reviewed and changed at any time and shall be overseen by the State Executive Board.

Mentors Responsibilities

- Keep at least monthly contact with your chapter
 - The best way to keep contact with the adviser is through email. Do not hesitate to initiate the contact.
- Assist with all conference registration materials
 - One of the most difficult jobs as a new adviser or chapter is understanding and completing the conference registration materials for both district and state. The program suggests you increase contact with your chapter during these deadlines. It is also suggested to visit with your chapter to make sure they understand all requirements. This is by far your biggest responsibility.
- Assist with any or all recruitment activities
 - One of the program's goals is to strengthen the chapter that is being mentored. The best way to accomplish this goal is for your chapter and the mentor chapter to team up to complete recruitment activities. You can accomplish this several ways. The first is to have your chapter do an activity together with your mentored chapter. The second option is to share ideas and planning that has been successful for you in the past.
- Assist with award and recognition participation
 - You should also inform the chapter that you are mentoring about the recognition awards for both chapters and individuals. The program suggests you inform them of the Quality Member Award, Business Achievement Awards, and any other national recognition programs.
 - The mentoring program strongly suggests you use the Chapter Management Handbook (CMH). The CMH is a valuable tool that will assist with your responsibilities.

Responsibilities for Chapter Being Mentored

- Ask questions
 - The only way to successfully accomplish the goals of this program is for you to have an open communication line. You need to ask questions when you have them. This is the best way for your mentor chapter to begin to assist you.
 - The mentoring program strongly suggests you use the Chapter Management Handbook (CMH). The CMH is a valuable tool that will assist with your responsibilities.

Resources

The National FBLA center has an area on the national website, www.fbla-pbl.org, specifically for advisers. All you must do is create a login account and you will have access to multiple resources that may benefit you both in the classroom and in your FBLA chapter. There are resources on competitive events, recruitment, and organizing your chapter. The State Executive Board encourages all new and veteran advisers to take advantage of these resources.

Contact

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