



Tennessee FBLA Local Chapter Scrapbook (Hard Copy and Electronic)

Event Guidelines

(from beginning of state conference to beginning of next state conference, in chronological order)

Each scrapbook must include, but is not limited to, the following sections:

1. **Cover or cover page (1st page inside cover for hard copy)**—must include the organization (FBLA logo optional), the local chapter name, and the dates the scrapbook covers (ex. April 20xx–March 20xx). Must include the state theme.
2. **Table of Contents**—must be immediately after the Title/Theme page.
 - a. **(Note for Hard Copy:** All pages after the table of contents must be numbered starting with number one.)
3. **Membership List**—must include the name and grade level of each member.
4. **Local Executive Committee**—include chapter officers, advisers, professional members, advisory council members, regional officers, state officers, national officers, and chapter officer installation evidence.
5. **Chapter Information**—Program of Work/Strategic Plan; photo evidence of chapter meetings, committee meetings, and guest speakers.
6. **Chapter Training**—must include local, state, and national leadership training.
7. **Awards and Honors (individual, team and chapter)**—must include regional, state, and national competitive event winners, BAA recipients, CSA recipients, scholarship recipients, etc.
8. **Community Service Projects**—must include a description of each activity.
9. **School Projects**—must include a description of each activity. (Fundraisers may be included.)
10. **Social Activities**—must include a description of each activity.

Updated January 2017