

# Create an FBLA Brochure

## Microsoft Word Challenge Lesson

### Lesson 3-4: Word - Opening/Saving and Sharing Documents

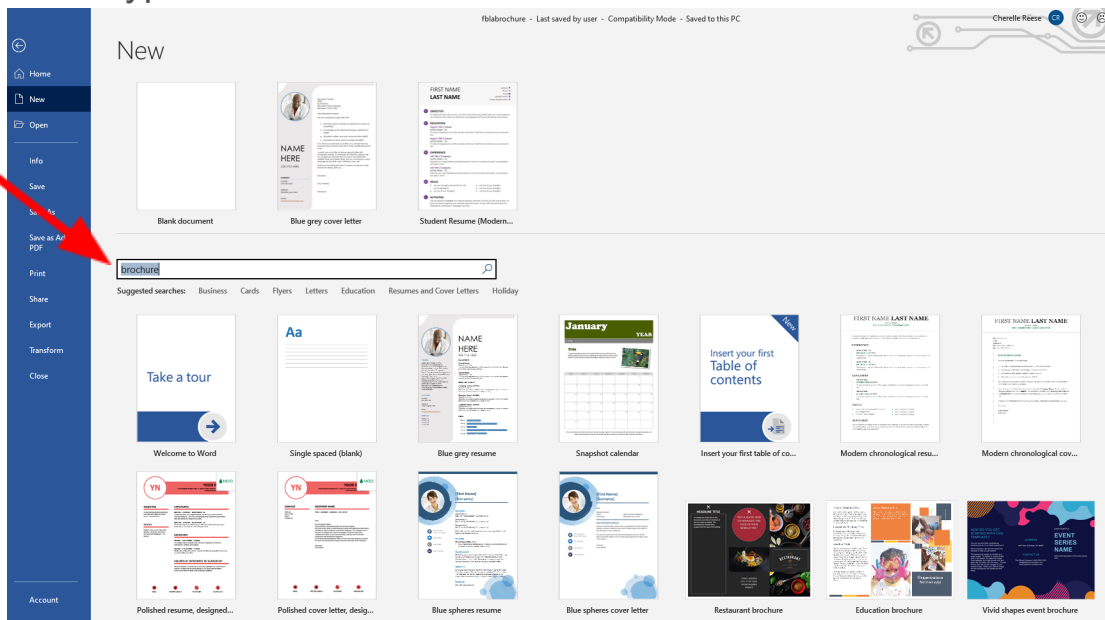
#### GPS Standards:

**BMA-IBT-12.1** Explain the goals, mission and objectives of Future Business Leaders of America.

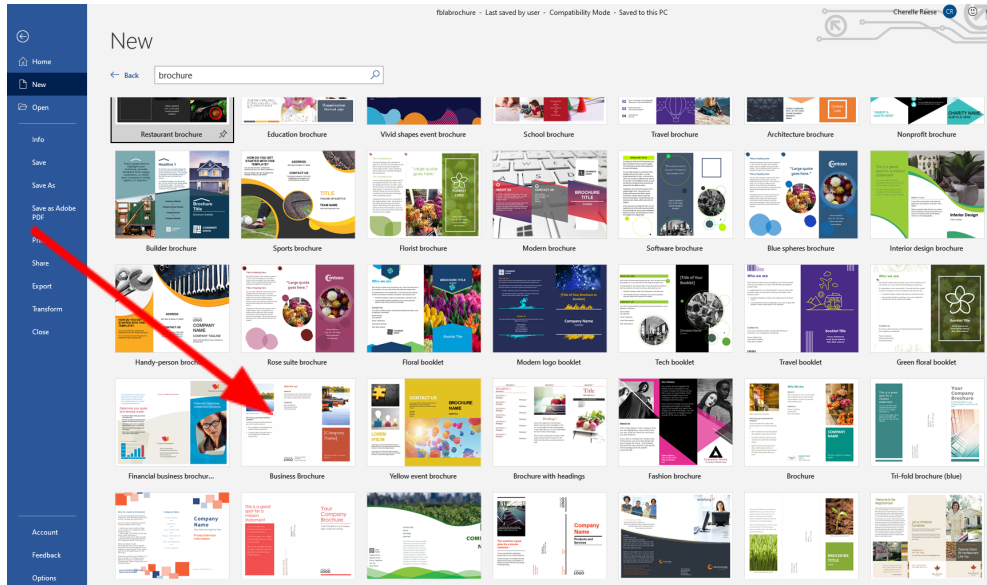
**BMA-IBT-3: 3.1** Create, share, and maintain (keep up with) documents. Show different views and templates, protect the document, manage document versions (types), share and save documents.

**Directions:** Use your knowledge of creating documents, templates, and saving documents to create an FBLA Brochure.

- [Open a Blank Document.](#)
- Click the **File Tab** > **New**
- Type **brochure** in the search box.



- Select a **brochure** Template.



**Complete the first page of the brochure.**

- **Far Right Section**
  - Include the title: Future Business Leaders of America (FBLA)
  - Include the FBLA Logo
  - An appropriate picture
- **Middle Section**
  - Include adviser information:  
Lakita Reese, FBLA Adviser  
Rm Number B212  
Email: Lakita.Reese@sccpss.com
- **Left Section**
  - **Chapter Activities**
    - FBLA Fall Rally
    - Homecoming Parade
    - Community Service
    - Guest speakers
    - Fall/Region/State Leadership Conferences
    - Competitive Event Competitions
    - Christmas Social

## ■ Competitive Events

- List some of the [Georgia HS Competitive events](#).

### Complete the second page of the brochure

#### 1. Left Section (use the [FBLA-PBL website](#) for this section)

- What is FBLA?
- Mission and Goals

#### 2. Middle Section

- Benefits of Joining (use the [FBLA Fact Sheet](#))

#### 3. Right Section

- Who can join?

Students in grades 9th-12th who are interested in business, careers, and developing their leadership skills.

Complete at least one business course within your first two years of membership.

- How to Join?

- i. Submit an FBLA application
- ii. Pay Membership Dues
- iii. Membership Cost: \$12.

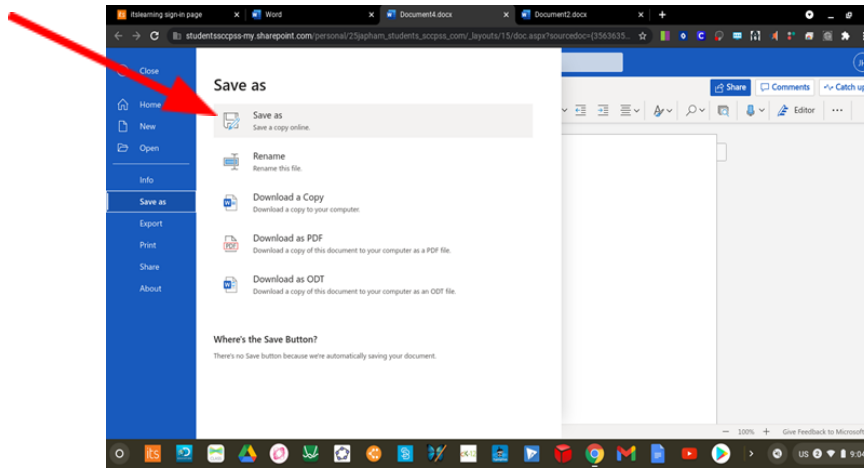
### Things to Remember:

\*Use creativity in your brochure such as adding images, graphics, creative headings/wording.

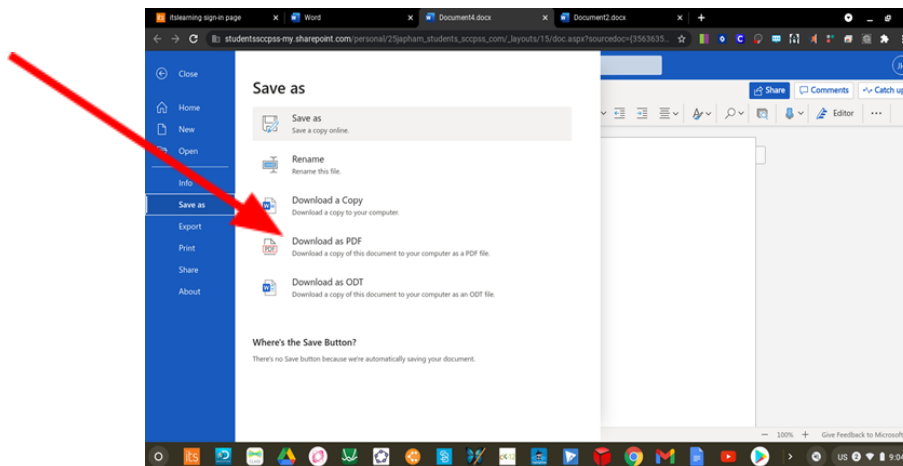
\*Be sure your brochure's design and color scheme matches FBLA colors (red, blue, white)

\*Check for spelling, grammar, punctuation, capitalization before submitting

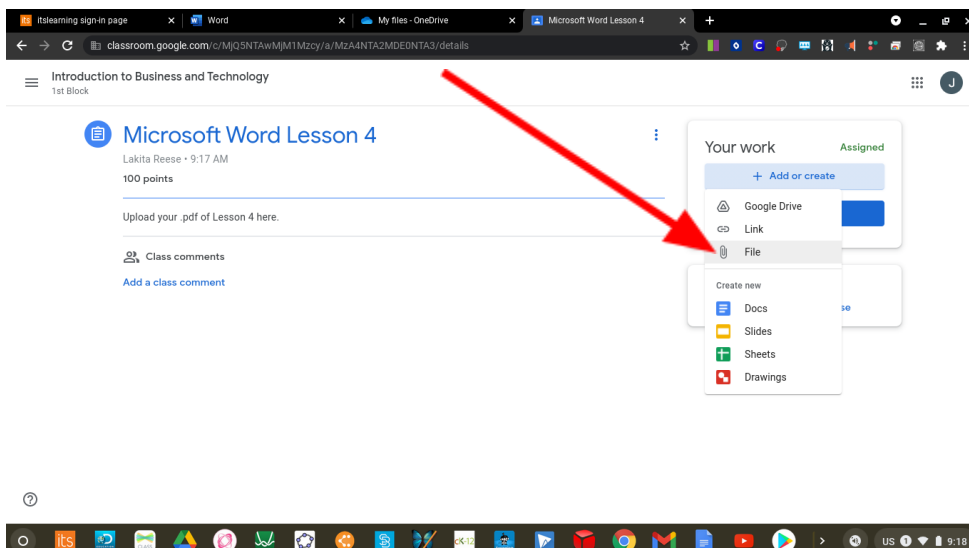
- Use **Save As** to create a copy of the document. Name the new copy **FBLA Brochure\_Your Name**
- Save it to your **Downloads folder**.



- Open the “FBLA Brochure\_YourName file” in Downloads
- Export your document as a PDF (select “File Tab,” “Save As”> “Download as PDF”)



- Attach the “FBLA Brochure” PDF file to Google Classroom and submit for Grading.



Rubric – FBLA Brochure			
Criteria	Possible Points	Student Evaluation	Teacher Evaluation
<b>First Page</b> <ul style="list-style-type: none"> <li>● Right Section <ul style="list-style-type: none"> <li>○ The name Future Business Leaders of America (FBLA)</li> <li>○ FBLA Logo</li> <li>○ Appropriate picture</li> </ul> </li> <li>● Middle Section <ul style="list-style-type: none"> <li>○ Include adviser information:</li> </ul> </li> <li>● Left Section <ul style="list-style-type: none"> <li>○ Chapter Activities</li> </ul> </li> </ul>	30		
<b>Second page</b> <ul style="list-style-type: none"> <li>● Left Section <ul style="list-style-type: none"> <li>○ What is FBLA?</li> <li>○ Mission and Goals</li> </ul> </li> <li>● Middle Section <ul style="list-style-type: none"> <li>○ Benefits of joining</li> </ul> </li> <li>● Right Section <ul style="list-style-type: none"> <li>○ Who Can Join? and How to Join?</li> </ul> </li> </ul>	30		
Is the document saved with the correct file name and exported as a .pdf document?	20		
<b>Creativity/Effort</b> —Does your brochure design and colors match FBLA colors (red, blue, white)	10		
<b>Mechanics</b> - Is your brochure free of spelling, grammar, punctuation, and grammar errors	10		
<b>TOTAL</b>	<b>100</b>		
<b>Comments:</b>			