

Steps for completing the annual FBA Chapter School Year Packet

(Subsequent pages will reference number/letter below)

Each school year, currently active FBA Chapters shall complete an annual FBA Chapter School Year Packet containing the following:

1. **FBA Chapter School Year Application:** Includes names of the local HBA, the Chapter Sponsor (local HBA member), the Educational Institution, and the Chapter Advisor (teacher)
 2. **FBA Chapter Student Officers:** Includes names of Student Officers
 3. **FBA Student Roster:** Includes names of student members
 4. **FBA Program Outline for School Year:** Proposed program outline
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- **Web Page #1: FBA Chapter School Year Application**-The application form includes the following specific information:
 - Name of FBA Chapter
 - Name of Home Builders Association and Chapter Sponsor
 - Name of Educational Institution and Chapter Advisor (School teacher)
 - Additional Advisors from the local HBA (if applicable)

The form for the FBA Chapter School Year Application can be accessed by [clicking here](#) (insert hyperlink)



FBA Chapter School Year Application

2008 - 2009 School Year

Chapter Name: _____

Name of Home Builders Association: _____

Street Address: _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip code:** _____

Contact Name: _____

Title: _____

Phone Number: _____ **E-mail:** _____

Chapter Sponsor - Local HBA member

Company Name: _____

Contact Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone Number: _____ **E-mail:** _____

Name of Educational Institution: _____

School District Name: _____ **County:** _____

Street Address: _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip code:** _____

Chapter Advisor (School Teacher): _____

Title: _____

Phone Number: _____ **E-mail:** _____

Describe what students will be involved with the Chapter: _____

Additional Advisors (Local HBA members)

Name: _____

Company: _____

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone Number: _____ **E-mail:** _____

Name: _____

Company: _____

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone Number: _____ **E-mail:** _____

Name: _____

Company: _____

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone Number: _____ **E-mail:** _____

Name: _____

Company: _____

Street Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone Number: _____ **E-mail:** _____

- **Web Page #2: Student Officers**--A draft template for attachment, Exhibit A, Student Officers, can be accessed by [clicking here](#) (insert hyperlink)



The _____ Chapter of Future Builders of America

Student Officers
2008 – 2009 School Year

President: _____

Year: _____

Phone Number: _____ **E-mail:** _____

Address: _____

Vice-President: _____

Year: _____

Phone Number: _____ **E-mail:** _____

Address: _____

Treasurer: _____

Year: _____

Phone Number: _____ **E-mail:** _____

Address: _____

Secretary: _____

Year: _____

Phone Number: _____ **E-mail:** _____

Address: _____

- **Web Page #4: Proposed Program Outline**- A draft template for Proposed Program Outline can be accessed by [clicking here](#) (insert hyperlink)



The _____ Chapter of Future Builders of America

Proposed Program Outline

2008 – 2009 School Year

Chapter Sponsor: _____

Title: _____ **Company:** _____

Phone Number: _____ **E-mail:** _____

Address: _____

Chapter Advisor: _____

Title: _____ **School:** _____

Phone Number: _____ **E-mail:** _____

Month:	
Theme:	
Chapter Meeting Agenda:	
Field Trips:	

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Chapter Meeting Agenda:	
Field Trips:	

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