



*Learning today... Building tomorrow.*

# CHAPTER MANUAL



## Future Builders of America

A Program of Home Builders Institute

PO Box 429, Jensen Beach, FL 34958

772-370-4713 \* [www.FutureBuildersofAmerica.org](http://www.FutureBuildersofAmerica.org)



Future Builders of America is a program of The Home Builders Institute.  
Contributions are tax deductible to the extent allowable by federal law, under HBI's 501(c)3 tax ID 52-1266885.

## **Preface**

This manual introduces the reader to the Future Builders of America (FBA) program and outlines how to form and operate a new Chapter. The manual contains all the forms necessary to apply for recognition as an FBA Chapter or for the renewal of an existing Chapter.

### **Future Builders of America**

PO Box 429 \* Jensen Beach, FL 34958

[Cindy.Hall@HBI.org](mailto:Cindy.Hall@HBI.org) \* 772-370-4713

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# What is Future Builders of America?

The Future Builders of America (FBA) is a program of Home Builders Institute (HBI) who is recognized by the IRS as a 501 (c) (3) tax exempt organization. FBA was founded by the members of the Florida Home Builders Association (FHBA) in 2000 as a workforce development and student leadership program for the building industry in Florida. The building industry plays a vital role in Florida's economy in both residential and commercial construction. FBA is a conduit for educating and training students in construction related programs and for employment opportunities in the construction industry in Florida and the United States. One of FBA's Strategic Planning Initiatives is to focus on Construction Technology Education (CTE) Programs. To achieve this goal, FBA and Home Builders Institute joined forces in March 2021. Now, FBA and HBI will help our students excel in the Construction Industry through expanded national resources and industry-recognized skilled trades curriculum and certifications.

## Mission Statement

The mission of the Future Builders of America is to be engaged in construction-related educational activities, including assisting students in understanding and pursuing rewarding careers in construction and related trades.

## Organizational Structure

FBA is structured on two levels – national (through HBI) and local. The HBI staff carries out the policies and provides support and program services to the organization. Chapters are chartered by the FBA Program with approval of the local school or school district. Each chapter annually elects student officers to direct the operations of the local organization. The number and type of officers at the chapter level may vary. Each local chapter is also assigned one or two advisors from the supporting trade association to guide and support the student officers.

## Motto and Logo

The Future Builders of America motto is “**Learning today...Building tomorrow!**” The use by FBA chapters and volunteers of the FBA motto and official logo is encouraged in general communications related to FBA activities. **Use outside the context of FBA communications is prohibited.**



*Learning today... Building tomorrow.*

Home Builders Institute

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## **Key Programs**

The FBA promotes key programs that are designed to help support a highly skilled and responsible workforce in the trades, construction management and design careers.

### **Local Future Builders of America Chapters**

Chapters of the Future Builders of America are development programs in schools that offer drafting, construction and design related classes. The program links local professionals to their future workforce and building industry leaders. Guest speakers, field trips and opportunities for employment help introduce the students to rewarding futures in the construction industry.

### **Scholarships**

The FBA Scholarship Program offers funding to students who desire to pursue post-secondary educational opportunities in the construction industry. The program has awarded over \$130,000.000 in scholarships throughout Florida to FBA members for higher education in universities and trade schools.

### **Leadership Training Summit**

The Future Builders of America Leadership Summit program provides an annual four-day camp experience for students to learn more about the construction industry and develop leadership skills. The Summit is run by building industry professionals, teachers and FBA Alumni and includes hands-on experiences in various construction trades as well as opportunities to learn about marketing, etiquette and careers in the construction industry. Team building activities are an integral part of the Summit and allows the students to interact with their peers from across the state. Summit participants are selected from among members of local FBA chapters. Financial support is provided in some cases by supporting industry groups although fundraisers are encouraged to help offset the cost of the Summit.

### **NAHB Student Chapters**

FBA has partnered with the National Association of Home Builders (NAHB) Student Chapter Program to bring more opportunities to our students. Added benefits include additional resources for teachers and students, scholarships for students and national competitions to showcase skills learned during the year.

### **HBI PACT Curriculum**

HBI offers a Pre-Apprenticeship Certificate Training (PACT) curriculum in residential construction for students to earn industry recognized credentials. School participation in the PACT curriculum is not required for an FBA Chapter but is highly recommended and is an approved curriculum by the Florida Department of Education.

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## Chapters

Future Builders of America local chapters are the key to fulfilling the mission of FBA - “....*assisting students in understanding and pursuing rewarding careers in construction and related trades.*” Local chapters link students in area schools with the local building community through guest speakers, field trips to building sites, summer and post-graduation employment, the Leadership Summit, scholarships, and enhancement of school curriculum. The success of an FBA Chapter depends on the strength of the partnership among the school, local industry trade associations and school district administrators and teachers.

## Student Membership

Students can join their local FBA chapters through their school. FBA Chapter meetings offer opportunities for camaraderie and the chance to develop leadership and team-building skills. Interaction with local trade associations gives student members an opportunity to explore the variety of careers in the construction industry from construction to design professional as well as mason, carpenter, plumber, electrician or HVAC technician and more.

## Alumni

Since FBA was founded in 2000, there have been thousands of student members who have graduated and many of whom now have successful careers in the construction industry. These are FBA's Alumni who return year after year to volunteer as Leadership Summit counselors, local FBA Chapter advisors, guest speakers, and student mentors. They help serve as role models and help spread the word about the many opportunities the construction industry provides for the next generation.

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# Why Start a Chapter

## **BENEFITS TO STUDENTS:**

FBA chapters provide a unique club for students participating in a construction related curriculum which allows these students to have equal recognition on campus with other programs and extends learning opportunities beyond their classroom and lab work. The chapters help tie their classroom instruction to the many possible career choices available in construction in either a job or postsecondary education in this chosen career field through knowledge and skills training. Top students can apply for FBA scholarships as well as other local scholarships for construction students.

## **BENEFITS TO SCHOOL:**

A school with successful construction related programs that are enhanced by an FBA chapter brings credibility to the program that creates student interest for continued local and district administrative support among the highly competitive programs offered by the school and or district. It encourages students to seek certifications in their field of interest and provides local industry support in preparation for the certifications and financial support for certification exam registration.

## **BENEFITS TO INSTRUCTOR:**

A local FBA chapter, through the support of the local construction industry partners, brings experience, knowledge and real-world work-related examples into the classrooms giving FBA students the incentives to pursue a career and/or postsecondary education to achieve a lucrative career in the construction industry.

## **BENEFITS TO INDUSTRY:**

With an aging work force in the construction industry, there is an urgent need for knowledgeable and skilled labor coming from our secondary schools and technical colleges. It is critical to sustain the construction workforce to insure the future of the industry. FBA chapters are a great source for internships, apprenticeships and part-time employees that bring a career interest and some basic knowledge and skill to the industry.

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## Chapter Formation Basics

Local Chapters of the Future Builders of America may be established at any local private or public school in the state of Florida that provides a construction or construction related curriculum for students under the age of twenty-five. Each Future Builders of America chapter is typically sponsored by a local trade association and authorized by the educational institution that hosts the chapter.

Typical sequential steps in forming a chapter may be the following:

1. Identify a middle school, high school, college, vocation school or construction academy that has a construction-related program currently being taught.
2. Present the FBA Program to the Instructors and Students.
3. Identify a group of students or youth under 25 years of age interested in the building industry, typically attending a high school, college, vocational school, or construction academy, or belonging to a construction club.
4. In order to establish a Future Builders of America Chapter, an Application for Charter needs to be submitted to the FBA Director and HBI.  
(Appendix Page 14)
5. Once the Chapter has been established, the Chapter Advisor should contact the School leaders to assist in the planning of their annual events, field trips, speakers, and any projects or fundraisers they may want to pursue. A Chapter Advisor can be a Volunteer Professional from the local builders association or a member of staff from the local builders association.
6. The local builders association should add the Instructor(s) to their mailing list for Event Announcements and for them to receive your local association's Newsletter.

Support to local trade associations, instructors and advisors during the chapter formation process is available through the FBA Program Director, FBA Alumni and existing FBA local chapter advisors/instructors.

Future Builders of America Chapter Application is on page 14 of this manual or may be downloaded from the FBA website at [www.FutureBuildersofAmerica.org](http://www.FutureBuildersofAmerica.org).

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## Existing Chapters

FBA Recognized Chapters **must** maintain their **active status** in the following manner:

1. **Annually** by **September 15th** complete and submit a Chapter Application form with current advisor/instructor contact information for the current school year. (Page 14)
2. Submit completed and signed student member applications along with any fee required by **October 15th** of each school year. Additional applications may be submitted as new students are recruited to the chapter at any time during school year. (Page 17)

The FBA program will annually provide a letter of renewal and FBA logoed T-shirts to each paid student member.

The Chapter Application Form is located on page 14 of this manual or can be downloaded from the FBA website at [www.FutureBuildersofAmerica.org](http://www.FutureBuildersofAmerica.org).

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## Chapter Operations

The goal is for FBA Chapter activities to complement the construction curriculum being taught at the school. The Chapter Advisor(s), usually from the local supporting trade association(s), will act as a liaison between the construction industry and the school. They will assist the FBA Local Chapter in the development of programs including identifying and inviting guest speakers, facilitating field trips and organizing career fairs.

## Essentials of a Successful Chapter

To ensure the success of the local chapter, there must be opportunities to keep members actively involved at all levels of the organization including the development of leadership and team skills that are critical in the construction industry. The following areas that will help ensure the Chapter's success should be kept in mind:

1. Shared Responsibilities
2. Capable Officers
3. Engaging Programs
4. Well Planned, Regular Chapter Meetings
5. Established Funding Sources
6. School and Community Support
7. Good Records
8. Good Communication

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## Student Meetings and Programs

**Chapter meetings** – the FBA Chapter should meet a minimum of once a month during school hours if possible. The school district or school may require that Future Builders of America become an approved club. The Chapter Advisor(s) should work on securing this designation if required. Chapter meetings should provide the students leadership skills training, consensus and team building exercises, including opportunities to use parliamentary procedure and practice public speaking.

The goal is for the FBA Chapter activities to complement the curriculum being taught. The Chapter Advisor, usually a Volunteer Professional from the local builders association or a member of staff from the local builders association, will act as a liaison between the home builders' community and the school. They, with the help of the FBA Chapter Advisory Board, will help identify and invite guest speakers and facilitate field trips.

Every Chapter meeting should have an agenda. It is suggested that the theme and activities of the meeting complement any topics being covered in the curriculum that month. Meetings permit students the opportunities to learn and practice:

- Parliamentary procedure
- Public speaking
- Leadership skills; and
- Teamwork skills.

A suggested meeting agenda includes:

- A. Opening
  - 1. Call to order
  - 2. Pledge of Allegiance
  - 3. Roll call or sign-in of member's present
  - 4. Introduction of guests
- B. Reports
  - 1. Approval of minutes
  - 2. Financial report
  - 3. Committee Reports
  - 4. Announcements
- C. Program
  - 1. Formal introduction and presentation of guest speaker
  - 2. Educational videos or demonstrations
- D. Closing announcements
  - 1. Future activities
- E. Adjourn

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**Field trips** – Activities should reinforce that which is being taught in the industry related classes while exposing the students to industry activities. The Chapter Instructor and the Advisor will need to coordinate the trip. Potential destinations include building sites, governmental permitting offices, trade shows (e.g., International Builders' Show or Southeast Building Conference), etc.

Be aware that field trip expenses, including transportation, registration fees or meals, may need to be considered and can be covered by a fundraising effort or sponsors. Student members should work toward helping to raise funds through Chapter activities.

**Job Placement** – Since the primary goal of the FBA Program is to develop a skilled and trained workforce, local HBA members need to assist FBA student members with their job search. First, the local HBA may choose to host a job fair involving the entire membership to expose students to potential career opportunities in residential construction. The job fair may be exclusive to FBA members or may be used as a recruitment tool for more members.

A second meaningful contribution toward on-the-job training can be made by sharing with the school district the names of member companies willing to employ students during the school year, summer break or following graduation.

**Community Service** – Let the community know about you! For example, work on a Habitat for Humanity build, or participate in a remodeling job to make a house livable for a senior or accessible for a disabled individual.

Get acquainted with your Local Builders Association and their members by offering your assistance at one of their events.

**Building an affordable home** – As an independent project with the assistance of the local home building community, students could complete significant portions of an affordable home during the school year. The sale of the home could generate revenue for the Chapter.

**Fundraising** – Various projects can provide the resources needed for the Leadership Summit and field trip expenses. Examples of projects include building dog houses, utility sheds, or Adirondack chairs to sell or raffle off. Funds can also be raised by conducting activities such as a 'Truck Wash' at a Local Builder Association event.

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# APPENDIX: FORMS

Forms can also be accessed and submitted online via the QR Codes below.

**FBA Chapter Application Form - ALL Chapters**

**FBA Student Officer Report**

**FBA Student Membership Application**



Chapter Application  
Form



Student Officer  
Report



Student Application  
Form



Student Online Pymt  
Form

**NOTE:** FBA Leadership Summit Registration Forms and FBA Scholarship Applications can be found on the FBA website at [www.FutureBuildersofAmerica.org](http://www.FutureBuildersofAmerica.org).

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**Instructions:** Complete the following information about the FBA Local Chapter in information that is seeking recognition by the Future Builders of America Program. By submitting this application, the Chapter agrees to abide by any established policies for the operation of an FBA Chapter. The completed and signed application should be submitted to: Future Builders of America and mailed to FBA, PO Box 429, Jensen Beach, FL 34958 or email: [Cindy.Hall@HBI.org](mailto:Cindy.Hall@HBI.org). The application will be reviewed by the Program Director within 45 days of receipt of the completed form and, if approved, a certificate of recognition will be issued.

### CHAPTER INFORMATION



New Chapter \_\_\_\_ Renewal \_\_\_\_ Reinstatement \_\_\_\_

Provide the name to be attributed to the Future Builders of America Chapter. Each school is considered a separate chapter.

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

School Administrator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SCHOOL INSTRUCTOR INFORMATION

Instructor Assigned to Chapter: \_\_\_\_\_

Construction-Related Class Title: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

T-Shirt Size (1 Free): S \_\_\_\_ M \_\_\_\_ L \_\_\_\_ XL \_\_\_\_ 2 XL \_\_\_\_ 3 XL \_\_\_\_ Other: \_\_\_\_\_

### LOCAL HOME BUILDERS ASSOCIATION INFORMATION

Local HBA Name: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**LOCAL HOME BUILDERS ASSOCIATION CHAPTER ADVISORS**

(It is recommended that Chapters may have more than one advisor)

Chapter Advisor Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Chapter Advisor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Chapter Advisor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Chapter Advisor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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## Student Officer Report

School Name: \_\_\_\_\_



### Student Officers

**Instructions:** The Student Officer Report form is to be completed and returned to the FBA Program Director no later than **30 days** after FBA Student Chapter elections are held. The form may be emailed or mailed to the FBA Office at mail: PO Box 429, Jensen Beach, FL 34958 or email: [Cindy.Hall@HBI.org](mailto:Cindy.Hall@HBI.org).

**President:** \_\_\_\_\_

Grade Level: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Vice President:** \_\_\_\_\_

Grade Level: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

Grade Level: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Grade Level: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Instructor/Advisor Verification

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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# STUDENT MEMBERSHIP APPLICATION Pg 1

Please print legibly.

**Instructions:** Please complete and return the Student Membership Application form and payment to the FBA State Office at PO Box 429, Jensen Beach, FL 34958, or email to [Cindy.Hall@HBI.org](mailto:Cindy.Hall@HBI.org).



School/Chapter Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Est. Graduation Date: \_\_\_\_\_ Gender: Male ☐ Female ☐

**Chapter Dues include Chapter T-Shirt and membership in NAHB Student Chapters. \$25.00 payable to Home Builders Institute, Memo FBA Program by 10/15/23 - Cash ☐ Check ☐ Pay Online – Scan the QR Code →→→→→→→**



**T-Shirt Size: Small ☐ Medium ☐ Large ☐ X-Large ☐ XX-Large ☐ XXX-Large ☐**

**other size** \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Email addresses are used to communicate FBA Activities and Scholarship Opportunities and are not shared for any other purpose.**

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# STUDENT MEMBERSHIP APPLICATION

**Pg 2**

Please print legibly

## PHOTOGRAPHY RELEASE FORM

I hereby authorize Future Builders of America and the Home Builders Institute, including its officers, directors, employees, contractors, attorneys, subsidiaries, affiliates and local chapters, hereafter collectively referred to as "FBA" and "HBI" respectively, to publish photographs taken of me and/or my child for use in FBA and HBI publications, including those that are printed, published online, or created in video form.

I attest that I have full authorization to consent to the publication of said photos. Further, I hereby release and hold harmless FBA and HBI from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that neither I nor my child or any other party who appears in the photographs, will receive financial compensation of any type associated with the taking or publication of these photographs or participation in FBA and HBI publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever and that participation is voluntary.

I hereby release and hold harmless FBA and HBI, including its officers, directors, employees, contractors, attorneys, subsidiaries, affiliates and local chapters and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

---

### Authorization

Student's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

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