



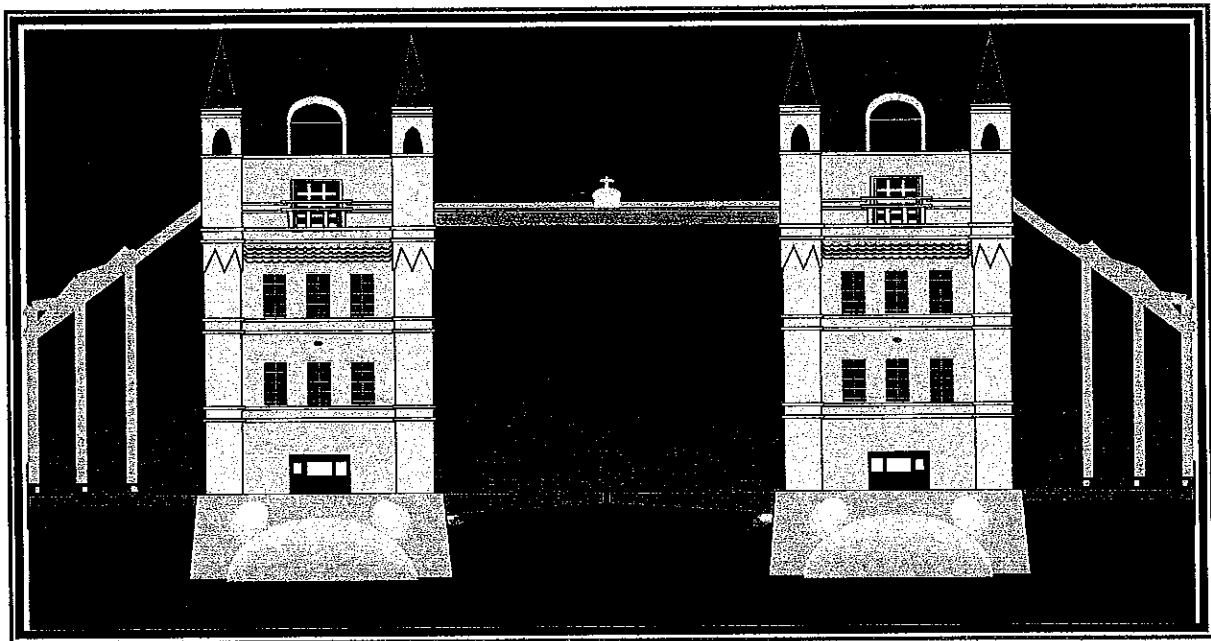
1999

NLC Winning Reports

*Local Chapter Annual Business Report
First Place*

Future Business Leaders of America

Bridging the Gap From School to Work 1998-1999



**Local Chapter Annual Business Report
Chapter Number 5998
Charlotte Amalie High School
Charlotte Amalie, Virgin Islands**

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Charlotte Amalie High School Future Business Leaders of America, Chapter 5998

Chapter Adviser
Cecilia Walters-Smith

Assistant Advisers
Robey Cornelius
William E. Smith I
Florisel Welsh

Chapter President
Shanelle Francis
Vice President, Community Service
Watisha Brooks
Vice President, Projects
Linesha Davis
Recording Secretary
Tracy Hodge
Treasurer, FBLA
Sidonia Swan
Treasurer, Student Store
Nahshan St. Bernard
Reporter-Historian
Alenia Buncome
Parliamentarian
Andrea Tonge
School Service Chairperson
Candeya Turnbull
Fundraising Chairman
Dwayne Thomas

Business Advisory Council
Members

Christopher E. Brathwaite, President
CE Brathwaite & Associates

Camela Francis, Legal Assistant
A J Weiss, Attorneys

Pascheline Peter, Grants Auditor
23rd Virgin Islands Legislator

Arthur Solomon, Treasurer
SunShine Taxi Association

William E. Smith II, Design Engineer
Hewlett Packard



May 1, 1999

Chapter Profile

Letter to the Membership

Mission Statement

Size of School and Community

When and Where Chapter Was Organized

Dear Members of Future Business Leaders of America

Charlotte Amalie High chapter's continuous improvement and service truly reflect your commitment and dedication to the future. Your pledge to "Bridge the Gap from School to Work" embraced the nine goals of Future Business Leaders of America and the FBLA motto of "Service, Education and Progress.

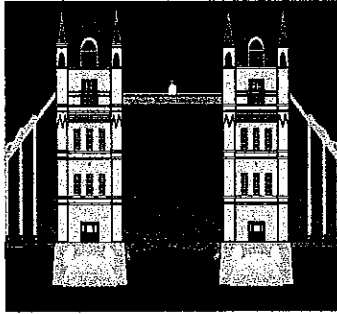
Your efforts to "Bridge the Gap from School to Work" were evident in the time and preparation put into the chapter's various activities. The Thanksgiving Canned Food Drive, United Way Golf Tournament, foster home visitations, support of the March of Dimes and workshops are just a few of the many activities that benefitted the community as well as the members. By developing vital skills such as communication, leadership, and teamwork, you acquired the tools necessary to "Bridge the Gap from School to Work."

With a membership of 80, the chapter found new ways to further our connections with business and gained increased recognition in the business community. These activities and projects were established to help our city, Charlotte Amalie, realize its potential. You gained confidence in yourself, improved decision making abilities and learned organizational skills that will give you the competitive edge necessary for success in Workforce 2000.

Your dedication and hard work have continued the long tradition of the Charlotte Amalie High FBLA chapter and formed a productive year. You have laid the foundation for next year's members and officers to continue the chapter's success and to take its accomplishments to higher levels. You have begun to "Bridge the Gap from School to Work."

Sincerely

Shanelle Francis, Chapter President



1998-1999 Charlotte Amalie High School FBLA Mission Statement

The officers and members of Charlotte Amalie High FBLA developed the following mission statement in the program of work to guide the chapter throughout the year:

"Through active participation in service, leadership and business activities, the members of the Charlotte Amalie High School Chapter of Future Business Leaders of America will prepare to Bridge the Gap from School to Work."

Number of Members

The Future Business Leaders of America Chapter at Charlotte Amalie High School has a membership of 80. Members gained insight into the business world and developed their leadership skills through active involvement.

Chapter Profile

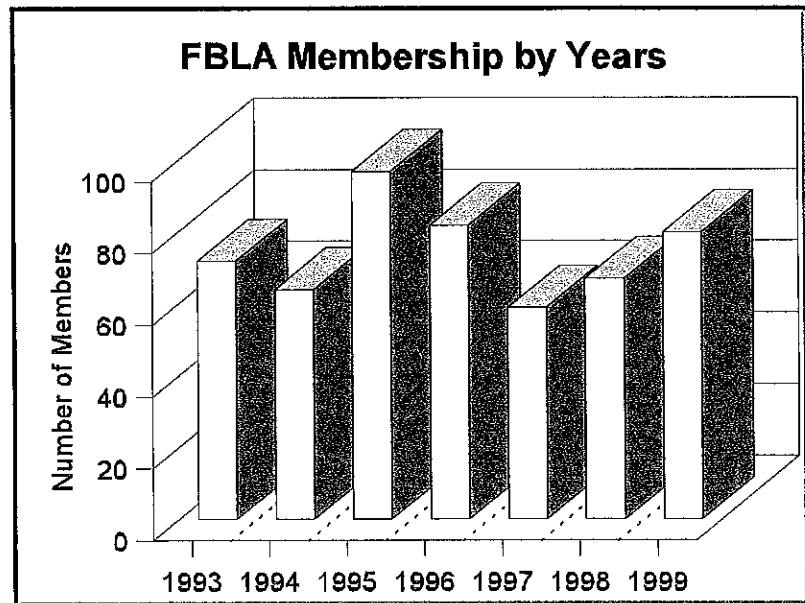
Letter to the Membership

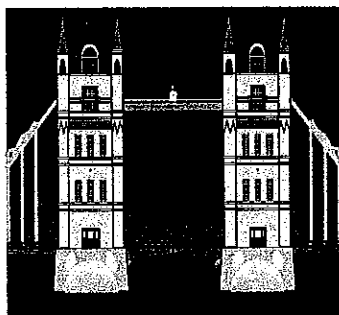
Mission Statement

Number of Members

Size of School and Community

When and Where Chapter Was Organized





Size of School and Community

School. Charlotte Amalie High School, with a student population of 1,700, is located in Charlotte Amalie, Virgin Islands at the eastern end of the island of St. Thomas. The comprehensive high school was founded in 1920 and is the largest of four public high schools.

Community. With a population of 31,000, Charlotte Amalie has a diverse community. Hispanics and East Indians make up a fifth of the population. The city was founded in 1917 as a tourist community. Today, Charlotte Amalie is the seat of government and the home for a wide variety of businesses including Coca Cola Caribbean, AT&T International, and Marriott's Frenchman's Reef Hotel.

Chapter Profile

Letter to the Membership

Mission Statement

Number of Members

Size of School and Community

When and Where Chapter Was Organized

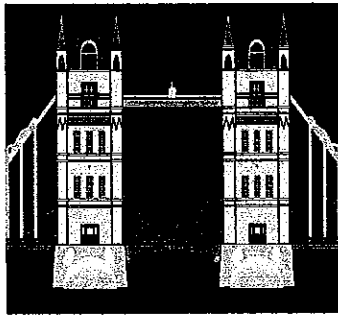
When and Where the Chapter Was Organized

Thirty one years after the first local chapter was established, business teacher Bettye Goss-Mahoney organized an FBLA chapter at Charlotte Amalie High School. The chapter was installed as FBLA chapter No. 5998 on February 15, 1973 and became the first local chapter established in the Virgin Islands.

Chapter Facts

- Chapter established on February 15, 1973
- Chapter chartered with 15 members
- First Adviser: Bettye Goss-Mahoney
- Current Adviser: Cecilia Walters-Smith
- Current paid membership: 80
- Current professional memberships: 8

Mrs. Cecilia Walters-Smith assumed responsibility for the chapter in 1977. Under her guidance, the chapter continues to uphold the goals, creed and ethics of Future Business Leaders of America. Leadership, education, service, and cooperation are factors that keep Charlotte Amalie FBLA in the vanguard of student organizations throughout our territory and nation. With these attributes, the chapter has helped members begin the process of "Bridging the Gap from School to Work."



Recruitment of Members and Chapters

The most vital part of a chapter starts with the members, the foundation of a strong organization. Recruitment promoted FBLA through interaction and entertainment.

Welcome Back Letter. Chapter President Shanelle Francis added the personal touch when she sent a welcome back letter to each student who had been an FBLA member during the 1997-1998 school year. The letter welcomed back the members, gave them an overview of the activities the executive committee had planned and asked them to bring a friend to the first regular business meeting.

Ice Cream Social. The annual ice cream social provided delicious ice cream, served by the chapter officer team, to the general membership and allowed them to socialize. This event recruited 15 new members with more than 80 in attendance.

Productivity

Recruitment of Members

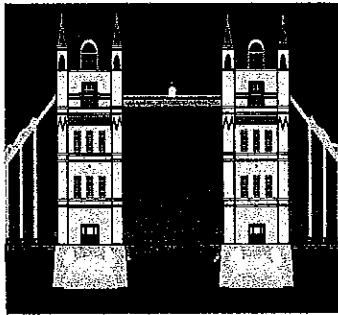
- Leadership Development
- Preparation of Students for Careers
- Service to the School
- Cooperation with Organizations
- Public Relations
- National and State Projects
- State and National Conferences
- Local Activities



Ice Cream aided in recruiting members at the Ice Cream Social.

Fact Sheet. A general fact sheet outlining FBLA goals and activities was distributed to all prospective members to educate them about the organization.

Membership Posters. Posters announcing meetings, projects, fundraisers and socials were made regularly. The posters served to increase membership, attendance at meetings, and participation in chapter activities.



Productivity

Recruitment of Members

Leadership Development

Preparation of Students for Careers

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Member to Member. Charlotte Amalie FBLA found that word of mouth is an effective method of recruiting new members. It was important that prospective members feel wanted and needed. Several members joined because of this recruitment technique.

Classroom Visitations. Chapter members gave presentations to business classes during September and distributed copies of *Tomorrow's Business Leader*. They encouraged the students to join and described the opportunities offered.

Professional Membership. Eight professional members were recruited by Charlotte Amalie FBLA. These professional members include alumni, business executives, parents and educators. They brought their enthusiasm, innovative ideas, and belief in the goals of FBLA to the members.

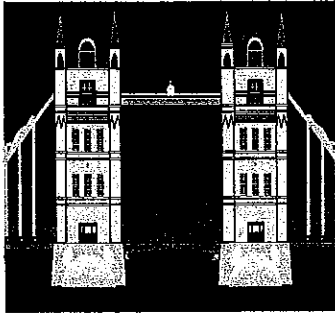
Club Day. Persuasion skills were used as members managed a recruitment booth at Club Day during the second week of September. Informational brochures and membership applications were distributed to prospective members. Thirty-five prospective members were recruited, and personal invitations were later sent inviting them to join.

Leadership Development for Officers and Members

Competent, aggressive business leadership is a goal of Future Business Leaders of America. Members are encouraged to embrace opportunities provided monthly to develop their leadership skills.

Officer Elections. Members elected the following officers in August after hearing their campaign speeches: Shanelle Francis, president; Watisha Brooks, vice president of community service; Linessha Davis, vice president of projects; Tracy Hodge, recording secretary; Sidonia Swan, FBLA treasurer; Nahshan St. Bernard, treasurer of the student store; Alenia Buncome, reporter-historian; Andrea Tonge, parliamentarian; Candeya Turnbull, school service chairperson; and Dwayne Thomas, fundraising chairman.

Voting Delegates. Shanelle Francis, Andrea Tonge, and Candeya Turnbull were voting delegates at the 1998 National Leadership Conference. At the 1999 State Leadership Conference, Shanelle Francis, Watisha Brooks, and Tracy Hodge served as voting delegates.



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National Training. Members who attended the National Leadership Conference in Orlando, Florida and the National Fall Leadership Conference in Providence, Rhode Island, attended the leadership workshops. Workshops such as "Creative Problem Solving," "Leading Diversity," and "How to Finance Your College Education" enabled the FBLA members to gain valuable leadership training.

Installation. The officers were installed in a candlelight ceremony by Advisory Council member, Pascheline Peter. Parents, school administrators, community members, and PBL members were present. A heart-warming welcome was given by the president of the newly established Parents Advisory Committee.

Officer Training. A one-day leadership training session for the 1998-1999 officer team was held at Frenchman's Reef on August 21. Workshops on public speaking, team building, time management and business ethics were presented. The officers also discussed goals and projects for the upcoming year and reviewed parliamentary procedure.

Officer Notebooks. Officers received notebooks with the duties and responsibilities of the office, sample agendas, common parliamentary procedure terms, the do's and don'ts of effective writing and the chapter's mission statement to promote the organization.

Leadership Workshops. The following leadership workshops were provided for all members to attend:

- Attributes of a Leader
- Running for District, State or National Office
- Preparing a Business Plan
- Business Etiquette and Table Manners
- Leadership Is More Than a Position
- Conflict Resolution

Campaigns. Members determined to improve their leadership skills ran for state office at the State Leadership Conference. Dwayne Thomas was elected Membership Vice President, and Nahshan St. Bernard garnered the office of District I Vice President for the 1999-2000 year. Other members learned valuable interpersonal skills by handing out flyers and speaking with members in attendance.

Planning Committees. Committees were formed to carry out the chapter's program of work. A chairperson was appointed to each of the chapter's projects. Members of the committees gained valuable experience in teamwork and communication and the chapter saw "more production results through division of labor."



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Executive Council Meetings. During the weekly executive council meetings, chapter officers discussed fundraisers and better leadership methods, evaluated chapter projects, and planned membership activities. Officers gained knowledge of parliamentary procedure, developed their communication skills, and learned the importance of good decision making.

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Officers listen and give input at a weekly executive council meeting.

Community and School Leadership. Members held leadership positions within the chapter as well as in school and community organizations. Members actively participated in student government, varsity sports, marching bands, moot court, quiz bowl, journalism, and yearbook. Members learned that the experiences gained through FBLA are not only effective in the business world, but may be successfully applied to other activities.

State Competitive Events. Competitors for district and state competitions were selected in January, and special materials for event preparation were distributed. Guidelines for the events were discussed with the competitors. Many hours were put in after school, evenings, and weekends to train and prepare the members for their individual, team or chapter event.



Preparation of Students for Careers in Business

Members were able to experience the business world through participation in career shadowing, interaction with business professionals and networking with local businesses.

Office 97 Workshop. Vice President Watisha Brooks presented a one-on-one hands-on workshop, training members on the Microsoft Office 97 program and the formats commonly used in a business environment.

Career Fair. Members attended an assembly at which representatives from community businesses distributed information about their chosen careers. Student members had the opportunity to obtain brochures and discuss the advantages and disadvantages of many different occupations.

Speakers. Monthly speakers addressed the members about career choices and job opportunities. Introducing members to the many aspects of the business world were:

- Judith Edwin, University of the Virgin Islands
Marketing Yourself
- Armeicia Martin, American Airlines
Careers in the airline Industry
- Adrian Tonge, 1997-1998 Chapter Treasurer, student at Emory University
College Life
- Tamara Lang, Concessions International
A Career in Tourism
- Shirley White, First Federal Savings Bank
Banking and Job Interviews

Resume Workshop. Adviser Cecilia Walters-Smith gave an informative workshop on types of resumes, preparing a resume, and the functions of a resume. Members practiced writing objectives, using descriptive words, and formatting resumes.

Junior Bank Board of Directors. Charlotte Amalie FBLA members applied for and obtained positions on First Federal Savings Bank Junior Board of Directors. The board met once a month with Jim Crites, president, and discussed careers in banking, investment strategies and the effects of technology on the banking industry.

Vitel Cellular. Members visited Vitel Cellular, a telecommunications company that markets cellular telephones. They toured the facilities

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and learned about modern communications technology during a hands-on demonstration.

Cooperative Work Experience. The primary focus of the cooperative work experience program is to provide students with the opportunity to apply classroom competencies to actual hands-on work experience. Cooperative Work experience allows students to explore their career interest in an actual job environment and gain school credit. Charlotte Amalie FBLA actively supports this program as an avenue toward **Bridging the Gap from School to Work**. Twenty-five FBLA members are enrolled in the Cooperative Work Experience program.

Student Store. One of the most rewarding business preparations available to Charlotte Amalie FBLA members is the Student Store. The Student Store sells juice, candy, drinks, school supplies, health food, and sandwiches.

Members who work in the Student Store gain experience in cash register use, inventory, selling techniques, marketing and business management. The two managers, Watisha Brooks and Desiree Brown, supervise 19 regular employees, order merchandise, and provide for the general maintenance of the Student Store.

Service to the School

Members worked with the school to provide services and opportunities for the student body.

Word Processing. FBLA members prepared pamphlets, posters, programs, reports, and other correspondence to aid teachers. These word processing activities challenged the creative energies of chapter members.

Parliamentary Procedure Workshop. The parliamentary procedure team presented a workshop on the basics of parliamentary procedures for the officers of all of the clubs on campus.

Career Day. Members worked in conjunction with the school's Guidance Department to contact, arrange, and confirm over 50 speakers for the annual Career Day for juniors and seniors. Members also served as hosts and hostesses, greeters, introducers, guides and assistants to speakers throughout the day's event. Thank you letters and certificates were graciously sent to all speakers following the event.



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Christmas Tree. Charlotte Amalie FBLA purchased the decorations and decorated the Christmas tree displayed in the school cafeteria. Monique Touissant chaired this activity.

Charlotte Amalie Appreciation. Recognizing the important role teachers play in shaping the lives of their students, the chapter organized and held its annual Valentine's Luncheon to show appreciation to the staff. The potluck was well received by the faculty and staff.



Feed the Teachers. On March 27, a teacher-in-service day for the St. Thomas-St. John School District, FBLA provided coffee, orange juice and donuts for visiting business teachers from five high schools.

CAHS Spotlight. Chapter members served as student announcers of the CAHS Spotlight Radio Program aired on WSTA, a local radio station. They informed the general community of upcoming school events and student achievements.

" Ask not what your country can do for you, ask what you can do for your country. ' In FBLA, we proudly extend this idea to our school. "

*Candeya Turnbull
School Service Chairperson*

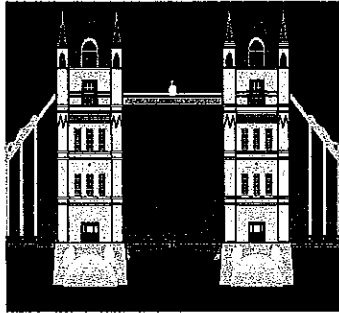
Campus Clean Up. Members worked with the senior class to make the campus a little cleaner. Paint was used to cover graffiti and garbage bags were used to clean up the litter on campus.

FBLA Step Force. Chapter members formed a step group. The group contributed a great deal to improving school spirit and spreading a message of nonviolence.

Printer. A Hewlett Packard DeskJet 722C color printer was purchased for the school's Business Department for students' use.

Senior Awards Night. The senior awards ceremony functioned smoothly as members distributed programs, ushered parents to their seats, and served cake and punch at the conclusion of the program.

Graduation. Charlotte Amalie FBLA members greeted parents and guests and handed out programs at the graduation ceremony.



Cooperation with Business, Professional, and Service Groups within the Community

Interaction with professional, civic and service organizations allowed Charlotte Amalie FBLA members to contribute to the improvement of home, school, and community.

March of Dimes. Charlotte Amalie FBLA donated \$100.00 to the March of Dimes Foundation. The revenues for this project were raised through a mini-walk.

West Indian Company. West Indian Company helped Charlotte Amalie FBLA with job shadowing and chapter projects. The company also donated \$1000 to defray the expenses of members attending the national leadership conference.

United Way Golf Tournament. Members aided United Way in their annual Golf Tournament. Arriving early, members helped set up, registered golfers and announced special prizes. More than \$30,000 was raised for this worthwhile organization in December.

Women's Legislative Conference. Four members attended the 1998 Women's Legislative Conference sponsored by Senator Lorraine Berry. Chapter members learned various ways of dealing with obstacles that they may face in the work force as women.

Women's Resource Center. FBLA members collected and delivered needed supplies to the Women's Resource Center. The supplies included magazines, soap, shampoo, toothpaste, snacks, and hand towels.

Thanksgiving Canned Food Drive. Charlotte Amalie FBLA members conducted a canned food drive to help the community during the holiday season. Members solicited cans of food, fruits, vegetables and turkeys in a school-wide effort. Members then worked to prepare boxes and bags of food for 50 underprivileged families in Charlotte Amalie. These were delivered on Thanksgiving Day with the assistance of the Salvation Army.

Foster Home Visitation. Members visited and sang Christmas carols at the Louise Ali Home for Children. Two bikes were donated by members and presented to the children of the home.

Rotary Club. Three members attended a meeting of the Charlotte Amalie Rotary Club on March 17. Dwayne Thomas, Fundraising Chairman, gave a presentation on FBLA.

Productivity

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Businessperson of the Year. Charlotte Amalie FBLA named Leslie Milliner, President, L & C Milliner Department Store, as its Businessperson of the Year. Mr. Milliner has been instrumental in publicizing and financing the chapter's activities.

Participation in Public Relations Activities

Public relations activities inform the school and community about the accomplishments and projects of the membership.

Central High School Officer Installation. State President Candeya Turnbull spoke at the St. Croix Central High School officer installation. Other members recited the FBLA Creed. After the ceremony, all members who attended enjoyed refreshments.



The Reflector. Four editions of **The Reflector** featured activities of the chapter and announcements of upcoming activities. **The Reflector** is the school newspaper and has a circulation of over 2,000.

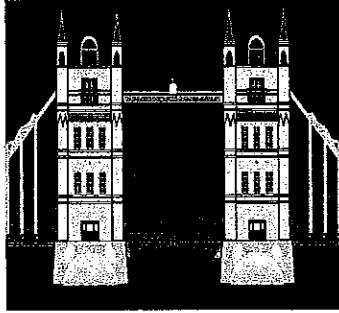
Radio Promotion. Local radio stations, WSTA and WWVI, broadcast public service announcements, reports of service projects, outstanding members and other chapter achievements.

Weekly Bulletin. The chapter took advantage of The Weekly Bulletin to inform members of chapter activities, fundraisers, and projects. The bulletin is distributed weekly to all teachers and posted all over campus.

The Virgin Islands Leader. The Virgin Islands FBLA publication, The Virgin Islands Leader, regularly highlighted the chapter for its service, fundraising, recruitment and social activities. The newsletter also published "From the President's Desk" written by Candeya Turnbull.

Certificates of Appreciation. Certificates of Appreciation with thank you notes were written to supporters of chapter activities and projects after their completion. Parents, community members, businesses and administrators were thanked for volunteering their time, energy and funds.

Web Page. The chapter set up its own web page that can be found at <http://www.angelfire.com/fl2/FBLAUSVI>. This site highlights the chapter activities.



Public Address Announcements. Announcements were read several times a week over the school's public address system, broadcasting upcoming events, general meetings, and congratulating members for their achievements.

Virgin Islands Daily News. The chapter had articles published in the Virgin Islands Daily News, a statewide newspaper covering activities such as the Thanksgiving Canned Food Drive, hosting of Women for Wider Opportunities conferences, and interactions with the Chamber of Commerce.

Productivity

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Picture sent to the Virgin Islands Daily News after donation of printer to the school.

Support of FBLA-PBL National and State Projects

State and national projects enabled Charlotte Amalie FBLA to provide greater opportunities for its membership.

American Enterprise Day. In order to gain knowledge and a better understanding of the American free enterprise system, Eugene Turbin, Trade Development Manager, Famous Amos Cookies, was invited to speak to the members. Members learned about advertising and marketing, competing with similar companies and job skills needed by Famous Amos employees.

Go for the Virgin Islands Gold. The chapter was able to earn 60 points for its activities and participation in projects to complete the state and national project, "Go for the Gold."



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National Center Mortgage Fund. The chapter donated \$50 to the National Center Mortgage Reduction Fund. The donation was in response to the mortgage campaign sponsored by the national office.

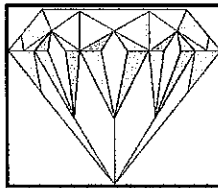
FBLA-PBL Week. Activities were planned daily to celebrate FBLA-PBL Week. A scavenger hunt was held on Monday. Tuesday, FBLA members dressed businesslike. Wednesday was faculty appreciation day. On Thursday, a speaker on international business presented information. Friday was spirit day. The members played softball with Future Homemakers of America.

Virgin Islands State Chapter Annual Business Report. Charlotte Amalie FBLA members assisted the state office by typesetting the Virgin Islands State Chapter Annual Report.

Project Lift. The chapter participated in the national project, Project Lift, to support the March of Dimes by raising \$100 in a mini walk.

Bridging the Gap. Members participated in job shadowing, cooperative work experience, career fairs, and college fairs. These activities allowed members to gain a better perspective of what careers are available to them to fulfill the requirements of the District project "Bridging the Gap."

United We Stand. In an effort to network with other members around the state, members participated in the state project, "United We Stand." Members completed this project by doing a community service project with the St. Joseph chapter and by having a social with the Central High chapter.



Jewels of the Caribbean. Eight members completed the requirements to become "Jewels of the Caribbean" by earning 25 or more points. This state project encouraged participation in leadership, fundraising, and community service projects by assigning points for each activity.

In Praise of Age. The national In Praise of Age project was completed by chapter members with the donation of a wheelchair for a senior citizen at Sea View Nursing Home.

FBLA Distinguished Business Leader. A donation of \$50.00 was made to the FBLA Distinguished Business Leader Scholarship Fund.



Attendance and Participation at Conferences Sponsored by the State Chapter and National Association

Conferences offered the members an opportunity to develop their leadership skills, travel around the country, and socialize with other members.

1998 National Leadership Conference. Twelve delegates from the chapter traveled to Orlando, Florida to attend the National Leadership Conference. Members competed, attended workshops and toured the city.

1998 Institute for Leaders. Two officers attended the 1998 Institute for Leaders hosted by Tri-Leadership Resources in Orlando, Florida. They attended informational sessions, learned how to apply marketing skills to recruit new members, learned about National FBLA projects, and how to hold effective meetings.

1998 National Fall Leadership Conference. Five members attended the National Fall Leadership Conference in Providence, Rhode Island. The members who attended the conference participated in workshops such as "Conflict Management," "Running for National Office" and "How to Be Your Own Boss." Candeya Turnbull introduced workshop speakers.

1998 Virgin Islands Fall Leadership Conference. Ten members participated in the Fall Leadership Conference held at the Cormorant Beach Hotel in St. Croix, Virgin Islands. Officers gained a better understanding of their duties, leadership and chapter management by attending workshops presented by the state officers. Members also assisted State President, Candeya Turnbull, with her workshops.

1998 District Leadership Conference. The chapter hosted the 1999 District Leadership Conference on March 19, 1999. Sixty-three members participated in the day's events and helped with set up and clean up. The two state officers presented workshops assisted by members of the chapters.

1999 State Leadership Conference. Twenty-six enthusiastic members attended the 1999 State Leadership Conference at Wyndham Sugar Bay Resort April 23-25 in St. Thomas, Virgin Islands. Members competed, attended workshops, and campaigned for state office. Charlotte Amalie FBLA was named a Gold Seal Chapter.

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Participation in Local Activities, Committees, Social Events, and Fundraising Activities

Charlotte Amalie FBLA members developed money management, communication, and social skills through participation in local activities.

Scavenger Hunt. During a general meeting, members took part in a scavenger hunt which required using their knowledge of FBLA offices to find their clues. Each clue directed the members to an FBLA officer who gave them the next clue. Prizes were awarded to the first ten members to reach the president.

Candy Sales. A chapter-wide candy sale was held from October to November. Two hundred eighty packets of candy were sold by over sixty members.

Secret Pal. To further officer relations and improve teamwork, each member of the executive council is assigned a secret pal. Gift exchanges are made throughout the year.

Recycling. Cans from the juices sold in the student store were recycled for a profit of \$150.00.

Cookie Sales. The year-round fundraiser of selling Otis Spunkmeyer Cookies earned a total profit of \$2,670.00.

Meeting Treats. Snacks and drinks were frequently served at the executive council and general meetings as treats for the members.

Academic Bowl. Members participated in the district's Academic Quiz Bowl. Academic Quiz Bowl is a trivia game that gives students a chance to compete against one another in a question and answer session.

Lunch and Movies with St. Croix Central High. Members networked with members from the St. Croix Central High chapter with a potluck lunch provided by the Charlotte Amalie chapter. Following lunch, everyone went to the movies at Sunny Isle Shopping Center.

District Officer Campaign. Nahshan St. Bernard ran for District I Vice President at the State Leadership Conference. Members assisted by thinking of campaign slogans, creating posters and distributing flyers and candy. Their work paid off as Nahshan was elected.

Productivity

Recruitment of Members
Leadership Development
Preparation of Students for Careers
Service to the School
Cooperation with Organizations
Public Relations
National and State Projects
State and National Conferences
Local Activities



Recognition for FBLA-PBL Competitive Events and Activities

Members were able to receive recognition for the skills and knowledge developed through competition and participation in FBLA activities.

Gold Seal Chapter. Charlotte Amalie FBLA was named a Gold Seal chapter at the 1998 National Leadership Conference. Members at the NLC proudly displayed their ribbon.

1998 National Leadership Conference. The chapter was able to represent the Virgin Islands proudly as the following awards were received:

3rd Place American Enterprise Project
Recognition Who's Who in FBLA Stacy Matthews

Recognition

Recognition for Competitive Events and Activities

Recognition for School, Community, Business, and Industry Activities

St. Thomas-St. John School District Recognition. All winners from the 1999 State Leadership Conference were recognized by the Insular Superintendent at a St. Thomas-St. John School Board meeting. Each member received a framed letter of congratulations.

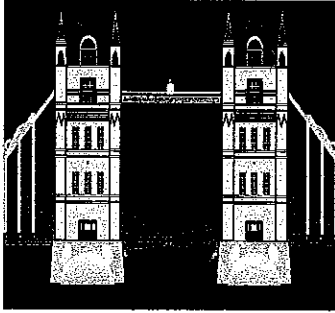
Member of the Month. An outstanding member was chosen each month by the executive council for his or her involvement. The following members were honored from September through April respectively: Desiree Brown, Candeya Turnbull, Shanelle Vanterpool, Andrea Tonge, Dwayne Thomas, Nahshan St. Bernard, Orellia Thomas, and Jessica Petersen.

The chapter also recognized exceptional officers each month for their commitment and hard work. The following officers were recognized September through April respectively: Andrea Tonge, Candeya Turnbull, Denelle Baptiste, Shanelle Francis, Watisha Brooks, Tracy Hodge, Gabriel Conner, and Dwayne Thomas.

1999 State Leadership Conference. The chapter performed well in the individual, team and chapter competitive events at the 1999 State Leadership Conference in St. Thomas, Virgin Islands.

First Place

Accounting I, Kanique Thomas
Business Communication, Druscilla Dasent
Business Law, Corine George
Business Mathematics, Jureen Vanterpool
Computer Concepts, Shanelle Vanterpool
FBLA Principles and Procedures, Orellia Thomas



Introduction to Business, Petrona Williams
Job Description Manual, Shanelle Francis
Job Interview, Andrea Tonge
Business Plan, Tracy Hodge, Kenneth Estrada, Nnika Prince
Who's Who in FBLA, Shanelle Francis
Know Your Business, Dwayne Thomas

Second Place

Accounting I, Kishone Bussue
Business Law, Francilla Laville
Public Speaking, Watisha Brooks
Chapter Website Award, Nicole Brin and Sidonia Swan

Chapter Awards were as follows:

First Place

Local Chapter Annual Business Report
Largest Local Chapter Membership

Second Place

Largest Local Chapter Professional Membership

The chapter also attained Gold Seal status.

Recognition

**Recognition for Competitive
Events and Activities**

**Recognition for School,
Community, Business, and
Industry Activities**

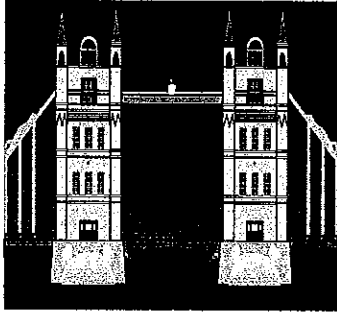
Recognition for School, Community, Business, and Industry Activities

Members received recognition from the school, community, and business organizations.

Project Lift. A letter was received from the National March of Dimes Foundation thanking the chapter for its donation of \$100.00 and for its participation in Project Lift.

Letters of Appreciation. The chapter received thank you letters throughout the year for its participation in school and community activities. The Rotary Club, Women's Resource Center, Chamber of Commerce, Salvation Army, school administrators and student clubs were some of the organizations and individuals that communicated their appreciation to Charlotte Amalie FBLA.

Organization of the Year. Charlotte Amalie FBLA continued to be recognized as "Student Organization of the Year" for the eleventh consecutive year for the St. Thomas-St. John School District.



Recognition

Recognition for Competitive
Events and Activities

Recognition for School,
Community, Business and
Industry Activities

FBLA Scholarships. Scholarships totaling \$2,700 were awarded to dedicated seniors recognizing their hard work and commitment to the chapter. Recipients were Travis David \$400, Adrian Tonge \$500; Stacy Matthews \$500, Melba Williams \$400, Peter Lawrence \$300, Maru David \$200, and Jeannine Warner \$150.

Student of the Year. Adrian Tonge was named Charlotte Amalie High School 1998 Student of the Year. He was the Fundraising Chairman of Charlotte Amalie FBLA.

Letter from Senator Lorraine Berry. Senator Lorraine Berry congratulated the chapter for its volunteer efforts at the Wider Opportunities for Women Conference.

National Center Mortgage Retirement Fund. The chapter received a personal letter from President and Chief Executive Officer of FBLA, Jean Buckley, thanking Charlotte Amalie FBLA for the donation of \$50 to the National Center Mortgage Retirement Fund.

Corporate and Community Sponsorships. Bellows International, CE Brathwaite & Associates, Boolchand's, Lockhart Companies, Vitelco, Sapphire Beach Resort, and the Viking Corporation recognized FBLA members for individual achievement at the state conference with a \$200 travel award to attend the National Leadership Conference.

Estate Thomas Homeowner's Association Scholarship. Stacy Matthews received the Estate Thomas Homeowner's Association \$500 Scholarship for her commitment to the chapter and participation in community service activities.

Chamber of Commerce Student Award. Watisha Brooks received the prestigious Student Achievement Award from the St. Thomas Chamber of Commerce recognizing her hard work and dedication to community service.



Chapter Management and Organization

Members used management skills to hold meetings in an orderly and professional manner, enabling the chapter to increase the productivity of the membership.

Executive Council Meetings. The executive council held meetings every Tuesday afternoon for officers to brainstorm, to plan future activities, service projects and fundraisers, and to discuss state and national projects. All decisions and discussion items were presented to the membership at general meetings.

General Meetings. General meetings were held every Thursday to keep the general membership current on the chapter's activities. Members were encouraged to share ideas with the chapter officers, to join committees, and to chair projects and fundraisers.

Agenda and Minutes. The executive council meetings and general meetings were conducted according to parliamentary procedure. The president prepared the agenda and the secretary kept accurate minutes for each meeting. These organizational procedures kept the meetings on task and increased productivity.

Businesslike Procedures

Chapter Management and Organization

Financial Development



Committee Meetings. Committee meetings were held regularly during lunch or after school to plan and prepare chapter activities. Committee chairpersons organized and carried out their proposed goals. Committees were instrumental in the chapter's organization and accomplishment of its activities.

Program of Work. In August, the executive council established a program of work for the year incorporating membership recruitment, membership involvement, partnership with the business community, service to the school, leadership development, participation at conferences, and financial development. One hundred percent of its goals were accomplished.

FBLA Fax Cover Sheet. Charlotte Amalie FBLA printed their own fax cover sheet to use when sending faxes.

Telephone Tree. In an effort to increase membership involvement and to further member-officer relations, Charlotte Amalie FBLA set up a telephone tree in which each officer was assigned six members from the chapter's membership roster. Each officer is in charge of updating all assigned members of upcoming chapter activities.



Financial Development

Keeping accurate records aided members development of accurate and efficient money management.

Financial Planning. Charlotte Amalie FBLA has strived to develop a strong treasury. Each year, the chapter funds are built through successful fundraisers. Chapter treasurer, Sidonia Swan together with her committee, was responsible for creating a budget of the money expected to be raised and spent. She presented reports for discussion and approval at all executive and general meetings.

Financial Statement. A copy of the financial statement prepared by the treasurer is found on the following page.

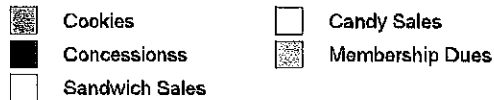
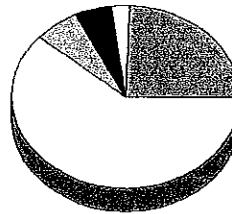
Businesslike Procedures

Chapter Management and
Organization

Financial Development

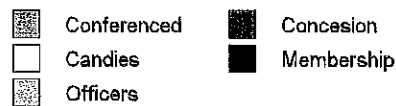
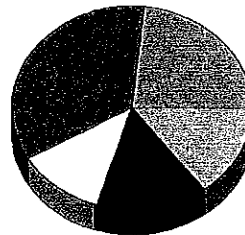
Distribution of Receipts

1998-1999



Distribution of Expenses

1998-1999



Statement of Sources and Application of Funds
 Future Business Leaders of America
 Charlotte Amalie High School
 1998-1999

Source of Funds

Balance on Hand, May 1, 1998 \$ 1,747.39

Funds Received

The Sandwich Shoppe	\$11,289.00	
Membership Dues	929.00	
Nestle Chocolate Sales	3,374.00	
Otis Spunkmeyer Cookies Sales	1,731.00	
Walk-A-Thon	273.00	
Food Sales	347.00	
FBLA T-Shirt Sales	168.00	
Total Funds Received		\$18,111.00

Total Funds Available and Cash Balance \$19,858.39

Disbursement of Funds

Nestle Chocolate Candies	\$ 2,016.00	
Nat'l Fall Leadership Conference	3,483.00	
Sandwich Shoppe Merchandise	3,830.00	
State Fall Leadership Conference	971.00	
Otis Spunkmeyer Cookies	666.00	
Local and State Officer Travel	1,788.00	
Telephone Expense	150.00	
Membership Services	446.00	
State Leadership Conference	1,517.00	
FBLA Week Activities	373.00	
State Membership Dues	342.00	
National Membership Dues	411.00	
Advertisement Promotion	150.00	
Christmas Holiday Decorations	280.00	
Quiz Bowl Study Materials	300.00	
Total Funds Disbursed		\$16,723.00

Balance on Hand, April 30, 1999 \$ 3,135.39

