

OFFICER HANDBOOK

The Skills Needed to Be A Successful Leader



2007-2008 National Officer Team:

Jim Lyons, President

Dustin Devers, Vice President

Amanda Shakespeare, Secretary / Treasurer

This book is designed to assist any person with their endeavor into the exploration of being an officer in any student organization, but mainly – Business Professionals of America. The National Officer Team is in hope everyone will find this information relevant, helpful, and most importantly useful in deciding, running, campaigning, and being the best officer to represent the organization well.

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SECTION 1: Tips to Run for Office

These tips are general tips meant to assist in helping your campaign be the best that it possibly can be. These tips are not a replacement for any special information specifically designated to your specific office for which you are running for. Please be aware of your local and state guidelines. For complete rules and regulations pertaining to your specific state, local chapter, or office, contact your state or local advisor. For more information on becoming a National Officer, please visit the National website.

1. Before deciding to run make sure you have the time to commit yourself to the position.
2. Never criticize your opponents. It only makes you seem unreasonable; say they are great, but that you are just little bit better.
3. Find and keep a good campaign manager.
4. Make sure your speech flows well. Try to be simple and avoid confusing your target audience. Be honest and open-minded.
5. Be polite to the other candidates and just maybe you will receive more votes.
6. Be prepared; people might ask random questions; you will need to have a good answer for every conceivable question.
7. Be nice to people, but do not be plastic. Just be polite and friendly. Do not overdo it - people can tell if you're just faking it.
8. Make sure your handouts/fliers are catchy and professional.
9. Take your campaign seriously. Do not just fool around, or people think you will not take the position seriously.
10. Make sure you memorize your speech, but do not memorize it at the last minute. Every morning, when you get up, practice your speech in front of the mirror. This way you will not forget anything and you will feel prepared when it is time to deliver your speech.
11. If you win, be polite and do not gloat; if you lose, then go and congratulate the winner.
12. Do not do things at the last minute, or in a hurry; rushed items will look sloppy, unprofessional, and unprepared. It will also make you nervous.
13. It is okay if you do not win. There is always next time.

SECTION 2: Quotes

"Management is doing things right; leadership is doing the right things."

Peter F. Drucker

"Don't tell people how to do things, tell them what to do and let them surprise you with their results."

George S. Patton

"Leadership is the art of getting someone else to do something you want done because he wants to do it".

Dwight Eisenhower

"A leader is a dealer in hope."

Napoleon Bonaparte

"I must follow the people. Am I not their leader?"

Benjamin Disraeli

"Delegating work works, provided the one delegating works, too."

Robert Half

"The very essence of leadership is that you have to have vision. You can't blow an uncertain trumpet."

Theodore M. Hesburgh

"The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it."

Theodore Roosevelt

"Leadership cannot really be taught. It can only be learned."

Harold Geneen

"Speak softly and carry a big stick; you will go far."

Theodore Roosevelt

"Before I built a wall I'd ask to know what I was walling in or walling out, and to whom I was like to give offence."

Robert Frost

"I found that when you start thinking and saying what you really want then your mind automatically shifts and pulls you in that direction. And sometimes it can be just that simple, just a little twist in vocabulary that illustrates your attitude and philosophy."

Jim Rohn

"Sometimes you make the right decision; sometimes you make the decision right."

Dr. Phil

"If you want more, you have to require more from yourself."

Dr. Phil

"Genius is 1% inspiration and 99% perspiration. Accordingly a genius is often merely a talented person who has done his homework."

Thomas Edison

"Don't limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, remember, you can achieve."

Mary Kay Ash

"Pull the string and it will follow you wherever you wish, push it and it will go no where at all."

Dwight Eisenhower

"Learn from the mistakes of others. Life is too short to make them all yourself."

Sam Levensen

*"Watch your thoughts, for they become your words,
Choose your words, for they become your actions,
Understand your actions, for they become habits,
Study your habits, for they will become your character,
Develop your character, for it becomes your destiny."*

Unknown

"Remember today is the tomorrow you worried about yesterday."

Dale Carnegie

"Success isn't permanent and failure isn't fatal."

Mike Ditka

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

John Quincy Adams

"You won't realize the distance you've walked until you take a look around and realize how far you've been."

Unknown

"Reach high, for stars lie hidden in your soul. Dream deep, for every dream precedes the goal."

Pamela Vaull

"To laugh often and much; to win the respect of intelligent people and the affection of children...to leave the world a better place...to know even one life has breathed easier because you have lived. This is to have succeeded."

Ralph Waldo Emerson

"There are no secrets to success. It is the result of preparation, hard work, and learning from failure."

Collin Powell

"Learn from yesterday, live for today, hope for tomorrow."

Albert Einstein

"Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe."

Gail Devers

"Dreams are like stars...you may never touch them, but if you follow them they will lead you to your destiny."

Unknown

"Dreams are today's answers to tomorrow's questions."

Edgar Cayce

"When one door closes, another opens; but we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us."

Alexander Graham Bell

"Innovation distinguishes between a leader and a follower."

Steve Jobs

"Imagination is everything. It is the preview of life's coming attractions."

Albert Einstein

"I can't change the direction of the wind, but I can adjust my sails to always reach my destination."

Jimmy Dean

Keep your fears to yourself, but share your inspiration with others.

Robert Louis Stevenson

The most dangerous leadership myth is that leaders are born -- that there is a genetic factor to leadership. This myth asserts that people simply either have certain charismatic qualities or not. That's nonsense; in fact, the opposite is true. Leaders are made rather than born.

Warren G. Bennis

Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.

Winston Churchill

When the world says, "Give up," Hope whispers, "Try it one more time."

Unknown

Our greatest glory is not in never failing, but in rising up every time we fail.

Ralph Waldo Emerson

There is no telling how many miles you will have to run while chasing a dream.

Unknown

SECTION 3: Short Stories

SHAKE IT OFF AND STEP UP

A parable is told of a farmer who owned an old mule. The mule fell into the farmer's well. The farmer heard the mule 'braying' - or - whatever mules do when they fall into wells. After carefully assessing the situation, the farmer sympathized with the mule, but decided that neither the mule nor the well was worth the trouble of saving. Instead, he called his neighbors together and told them what had happened...and enlisted them to help haul dirt to bury the old mule in the well and put him out of his misery.

Initially, the old mule was hysterical! But as the farmer and his neighbors continued shoveling and the dirt hit his back...a thought struck him. It suddenly dawned on him that every time a shovel load of dirt landed on his back...HE SHOULD SHAKE IT OFF AND STEP UP! This he did, blow after blow.

"Shake it off and step up...shake it off and step up...shake it off and step up!" he repeated to encourage himself. No matter how painful the blows, or distressing the situation seemed the old mule fought "panic" and just kept right on SHAKING IT OFF AND STEPPING UP!

You're right! It wasn't long before the old mule, battered and exhausted, STEPPED TRIUMPHANTLY OVER THE WALL OF THAT WELL! What seemed like it would bury him, actually blessed him...all because of the manner in which he handled his adversity.

THAT'S LIFE! If we face our problems and respond to them positively, and refuse to give in to panic, bitterness, or self-pity...THE ADVERSITIES THAT COME ALONG TO BURY US USUALLY HAVE WITHIN THEM THE POTENTIAL TO BENEFIT AND SUCCESS!

Unknown

Usage for a Speech:

Use this to encourage people to do the best that they can. If things do not go as planned, shake it off, and step it up for a better future.

Key Phrases:

- *"Do not give up. Where there is a will there is a way!"*
- *"Nothing is Impossible."*
- *"We learn from our downfalls."*
- *"Success is not final, failure is not fatal, it is the courage to continue that counts."
(Winston Churchill)*

THE OBSTACLE IN OUR PATH

In ancient times, a king had a boulder placed on a roadway. Then he hid himself and watched to see if anyone would remove the huge rock. Some of the king's wealthiest merchants and courtiers came by and simply walked around it. Many loudly blamed the king for not keeping the roads clear, but none did anything about getting the big stone out of the way.

Then a peasant came along carrying a load of vegetables. On approaching the boulder, the peasant laid down his burden and tried to move the stone to the side of the road. After much pushing and straining, he finally succeeded. As the peasant picked up his load of vegetables, he noticed a purse lying in the road where the boulder had been. The purse contained many gold coins and a note from the king indicating that the gold was for the person who removed the boulder from the roadway. The peasant learned what many others never understand. Every obstacle presents an opportunity to improve one's condition.

Unknown

Usage for a Speech:

This could be used to help promote the membership of Business Professionals of America. The rock represents the obstacles that we face in life and in the business world, but being a part of Business Professionals of America can turn the ordinary student to the extraordinary professionals the workforce is looking for.

Key Phrases:

- *“There is nothing so easy to learn as experience and nothing so hard to apply.” (Josh Billings)*
- *“Do not let anything stand in your way of success.”*
- *The gold coins are the reward of success Business Professionals of America provides to its members.*
- *The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.*

ALWAYS REMEMBER THOSE WHO SERVE

In the days when an ice cream sundae cost much less, a 10 year old boy entered a hotel coffee shop and sat at a table. A waitress put a glass of water in front of him.

"How much is an ice cream sundae?"

"Fifty cents," replied the waitress.

The little boy pulled his hand out of his pocket and studied a number of coins in it.

"How much is a dish of plain ice cream?" he inquired. Some people were now waiting for a table and the waitress was a bit impatient.

"Thirty-five cents," she said brusquely.

The little boy again counted the coins. "I'll have the plain ice cream," he said.

The waitress brought the ice cream, put the bill on the table and walked away. The boy finished the ice cream, paid the cashier and departed.

When the waitress came back, she began wiping down the table and then swallowed hard at what she saw. There, placed neatly beside the empty dish, were two nickels and five pennies - her tip.

Unknown

Usage for a Speech:

This could be used at a teacher's banquet to thank them for the work that they put into Business Professionals of America, or how they enrich students' lives. It could be used for any type of speech that includes people who serve and to thank them.

Key Phrases:

- *There is no substitute for hard work. (Thomas A. Edison)*

THE ROAD NOT TAKEN

*Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth;*

*Then took the other, as just as fair,
And having perhaps the better claim,
Because it was grassy and wanted wear;
Though as for that the passing there
Had worn them really about the same,*

*And both that morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!
Yet knowing how way leads on to way,
I doubted if I should ever come back.*

*I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I--
I took the one less traveled by,
And that has made all the difference.*

Robert Frost

Usage for a Speech:

This could be used to encourage students to join Business Professionals of America. Some people may do the normal clubs and organizations, while some go search for success in new ways and new opportunities.

Key Phrases:

- *“The ladder of success is best climbed by stepping on the rungs of opportunity.” (Ayn Rand)*

ATTITUDE DETERMINES ATTITUDE

I woke up early today, excited over all I get to do before the clock strikes midnight. I have responsibilities to fulfill today. I am important. My job is to choose what kind of day I am going to have.

Today, I can complain because the weather is rainy or I can be thankful that the grass is getting watered for free.

Today, I can feel sad that I don't have more money or I can be glad that my finances encourage me to plan my purchases wisely and guide me away from waste.

Today, I can grumble about my health or I can rejoice that I am alive.

Today, I can lament over all that my parents didn't give me when I was growing up or I can feel grateful that they allowed me to be born.

Today, I can cry because roses have thorns or I can celebrate that thorns have roses.

Today, I can mourn my lack of friends or I can excitedly embark upon a quest to discover new relationships.

Today I can whine because I have to go to work or I can shout for joy because I have a job to do.

Today I can complain because I have to go to school or eagerly open my mind and fill it with rich new tidbits of knowledge.

Today I can murmur dejectedly because I have to do housework or I can feel honored because the Lord has provided shelter for my mind, body and soul.

Today stretches ahead of me, waiting to be shaped. And here I am, the sculptor who gets to do the shaping.

What today will be like is up to me. I get to choose what kind of day I will have!

Unknown

Usage for a Speech:

This could be used to encourage students to be the best they can be, and to always be aware of the fact that where ever they are, people they may not know are looking at them. They need to always put 110% effort into anything they do. The way today is lived could determine how tomorrow is lived.

REFUSING TO ACCEPT FAILURE

Sir Edmund Hillary was the first man to climb Mount Everest. On May 29, 1953 he scaled the highest mountain then known to man-29,000 feet straight up. He was knighted for his efforts. He even made American Express card commercials because of it! However, until we read his book, High Adventure, we don't understand that Hillary had to grow into this success. You see, in 1952 he attempted to climb Mount Everest, but failed. A few weeks later a group in England asked him to address its members.

Hillary walked on stage to a thunderous applause. The audience was recognizing an attempt at greatness, but Edmund Hillary saw himself as a failure. He moved away from the microphone and walked to the edge of the platform. He made a fist and pointed at a picture of the mountain. He said in a loud voice, "Mount Everest, you beat me the first time, but I'll beat you the next time because you've grown all you are going to grow... but I'm still growing!"

Brian Cavanaugh, T.O.R. The Sower's Seeds

Usage for a Speech:

This could be used to help encourage students who are getting ready for competitions. If students do not do as well as they would have liked in their competitions. They must remember there is always next year.

Key Phrases:

- *"Success is not final, failure is not fatal, it is the courage to continue to count." (Winston Churchill)*
- *Success is dependent on effort. (Sophocles)*
- *"Success means having the courage, the determination, and the will to become the person you believe you were meant to be" (George Sheehan)*

THE ECHO OF LIFE

A son and his father were walking on the mountains. Suddenly, the son falls, hurts himself and screams: "AAAhhhhhhhhhhh!!!"

To his surprise, he hears the voice repeating, somewhere in the mountain: "AAAhhhhhhhhhhh!!!"

Curious, he yells: "Who are you?"

He receives the answer: "Who are you?"

Angered at the response, he screams: "Coward!"

He receives the answer: "Coward!"

He looks to his father and asks: "What's going on?"

The father smiles and says: "My son, pay attention."

And then he screams to the mountain: "I admire you!"

The voice answers: "I admire you!"

Again the man screams: "You are a champion!"

The voice answers: "You are a champion!"

The boy is surprised, but does not understand.

Then the father explains: "People call this ECHO, but really this is LIFE.

It gives you back everything you say or do.

Our life is simply a reflection of our actions.

If you want more love in the world, create more love in your heart.

If you want more competence in your team, improve your competence.

This relationship applies to everything, in all aspects of life; life will give you back everything you have given to it.

YOUR LIFE IS NOT A COINCIDENCE. IT'S A REFLECTION OF YOU!

Unknown

Usage for a Speech:

This could be used with an illustration to show how the success students learn today will benefit them in the future. The return of the success will eventually come like an ECHO. Live your life to the fullest everyday. The ECHO of success will come back, maybe not immediately, but someday.

THE OPTIMIST

There is a story of identical twins. One was a hope-filled optimist. "Everything is coming up roses!" The other was a said and hopeless pessimist. He thought that Murphy, as in Murphy's Law, was an optimist. The worried parents of the boys brought them to the local psychologist.

He suggested to the parents a plan to balance the twins' personalities. "On their next birthday, put them in separate rooms to open their gifts. Give the pessimist the best toys you can afford, and give the optimist a box of manure". The parents followed these instructions and carefully observed the results.

When they peeked in on the pessimist, they heard him audibly complaining, "I don't like the color of this computer...I'll bet this calculator will break...I don't like this game...I know someone who's got a bigger toy car than this..."

Tiptoeing across the corridor, the parents peeked in and saw their little optimist gleefully throwing the manure up in the air. He was giggling. "You can't fool me! Where there's this much manure, there's gotta be a pony!"

Unknown

Usage for a Speech:

This could be used as an illustration to show everyone to look for the best side of things and make the most of the opportunities given to them.

CHOOSE HOW YOU START YOUR DAY

Michael is the kind of guy you love to hate. He is always in a good mood and always has something positive to say. When someone would ask him how he was doing, he would reply, "If I were any better, I would be twins!"

He was a natural motivator. If an employee was having a bad day, Michael was there telling the employee how to look on the positive side of the situation.

Seeing this style really made me curious, so one day I went up to Michael and asked him, "I don't get it!"

You can't be a positive person all of the time. How do you do it?

Michael replied, "Each morning I wake up and say to myself, Mike, you have two choices today. You can choose to be in a good mood or you can choose to be in a bad mood. I choose to be in a good mood."

Each time something bad happens, I can choose to be a victim or I can choose to learn from it. I choose to learn from it. Every time someone comes to me complaining, I can choose to accept their complaining or I can point out the positive side of life. I choose the positive side of life.

"Yeah, right, it isn't that easy, I protested. Yes, it is," Michael said.

Life is all about choices. When you cut away all the junk, every situation is a choice. You choose how you react to situations. You choose how people will affect your mood. You choose to be in a good mood or bad mood.

The bottom line is: It's your choice how you live life.

Several years later, I heard that Michael was involved in a serious accident, falling some 60 feet from a communications tower. After 18 hours of surgery and weeks of intensive care, Michael was released from the hospital with rods placed in his back.

I saw Michael about six months after the accident. When I asked him how he was, he replied. "If I were any better, I'd be twins. Wanna see my scars?"

I declined to see his wounds, but did ask him what had gone through his mind as the accident took place.

"The first thing that went through my mind was the well being of my soon to be born daughter," Michael replied.

Then, as I lay on the ground, I remembered that I had two choices: I could choose to live or I could choose to die. I chose to live.

"Weren't you scared? Did you lose consciousness I asked?" Michael continued, "the paramedics were great. They kept telling me I was going to be fine. But when they wheeled me into the ER and I saw the expressions on the face of the doctors and nurses, I got really scared. In their eyes, I read 'he's a dead man. I knew I needed to take action. What did you do I asked?"

“Well, there was a big burly nurse shouting questions at me,” said Michael. She asked if I was allergic to anything. “Yes, I replied. The doctors and nurses stopped working as they waited for my reply. I took a deep breath and yelled, Gravity. Over their laughter, I told them, ‘I am choosing to live. Operate on me as if I am alive, not dead.’”

Michael lived, thanks to the skill of his doctors, but also because of his amazing attitude. I learned from him that every day we have the choice to live fully. Attitude, after all, is everything.

Unknown

Usage for a Speech:

This could be used as an illustration to tell everyone to look to the best side of things and make the most of the opportunities that are given to you. The way that you choose to live your life will determine your future.

Key Phrases:

- *“Be glad of life because it gives you the chance to love and to work and to play and to look up at the stars.” (Henry Van Dyke)*

KEEP YOUR DREAM

I have a friend named Monty Roberts who owns a horse ranch in San Ysidro. He has let me use his house to put on fund-raising events to raise money for youth at risk programs.

The last time I was there he introduced me by saying, "I want to tell you why I let Jack use my horse. It all goes back to a story about a young man who was the son of an itinerant horse trainer who would go from stable to stable, race track to race track, farm to farm and ranch to ranch, training horses. As a result, the boy's high school career was continually interrupted. When he was a senior, he was asked to write a paper about what he wanted to be and do when he grew up."

That night he wrote a seven-page paper describing his goal of someday owning a horse ranch. He wrote about his dream in great detail and he even drew a diagram of a 200-acre ranch, showing the location of all the buildings, the stables and the track. Then he drew a detailed floor plan for a 4,000-square-foot house that would sit on a 200-acre dream ranch.

He put a great deal of his heart into the project and the next day he handed it in to his teacher. Two days later he received his paper back. On the front page was a large red F with a note that read, "See me after class."

"The boy with the dream went to see the teacher after class and asked, 'Why did I receive an F?'

"The teacher said, 'This is an unrealistic dream for a young boy like you. You have no money. You come from an itinerant family. You have no resources. Owning a horse ranch requires a lot of money. You have to buy the land. You have to pay for the original breeding stock and later you'll have to pay large stud fees. There's no way you could ever do it.' Then the teacher added, 'If you will rewrite this paper with a more realistic goal, I will reconsider your grade.'"

"The boy went home and thought about it long and hard. He asked his father what he should do. His father said, 'Look, son, you have to make up your own mind on this. However, I think it is a very important decision for you.' "Finally, after sitting with it for a week, the boy turned in the same paper, making no changes at all.

He stated, "You can keep the F and I'll keep my dream."

Monty then turned to the assembled group and said, "I tell you this story because you are sitting in my 4,000-square-foot house in the middle of my 200-acre horse ranch. I still have that school paper framed over the fireplace." He added, "The best part of the story is that two summers ago that same schoolteacher brought 30 kids to camp out on my ranch for a week." When the teacher was leaving, he said, "Look, Monty, I can tell you this now. When I was your teacher, I was something of a dream stealer. During those years I stole a lot of kids' dreams. Fortunately you had enough gumption not to give up on yours."

"Don't let anyone steal your dreams. Follow your heart, no matter what."

Unknown

Usage for a Speech:

This could be used with an illustration to tell everyone to look for the best side of things, do not let others keep you from getting what you want.

Key Phrases:

- *After many attempts, many failures, many lessons, and many false starts, success will arrive, but only through believing in this: Learn valuable lessons from failure; turn dreams into action plans, and don't let a dream only be that, a dream.*

YOU NEVER REALLY LOSE YOUR VALUE!

A well known speaker started off his seminar by holding up a \$20 bill. In the room of 200, he asked, "What is this piece of paper & is it worth any thing?"

"It is a \$20 bill, cashable in international & national markets for its quoted value?" replied one of the many participants who raised their hands.

He proceeded to crumple the dollar bill up using both his hands till it became a bundle of wrinkled paper.

He then unfolded it again and making an unsuccessful attempt to keep it straight he asked, "Would you still be able to negotiate it for it's quoted value?"

"Yes!!" was the echoing reply from the participants.

"Well," he said, "Looks like I haven't done enough! What if I do this?" And he dropped it on the ground and started to grind it into the floor with his shoe. He picked it up, which was now all crumpled, dirty, defaced & not easy to recognize from a distance.

"Now will some one like to trade it for its quoted value?" Many hands went in the air.

"I think this piece of currency is still holding its quoted value" replied a participant in a slightly unsure voice.

"This bill can still fetch goods worth 20 Dollars" said the other participants. Every one agreed.

"My friends, there is a very valuable lesson in this exercise that we are just through with. It may have appeared to some of you that I was able to disorganize, deface, mutilate & alter the \$20 bill during the process as the effects were quite visible".

"However, No matter what I did to this piece of paper, you still upheld its negotiability because you were sure in your mind that my actions did not actually decrease its value. It was still a currency note worth \$20".

"Many times in our lives, we feel like as if we are dropped, crumpled, and ground into the dirt by the decisions we make and/or the circumstances that come our way.

We feel as though we are worthless. It may also appear to onlookers as if it has really happened to certain extent. But no matter what has happened or what will happen, please remember you never lose your "Value".

Values that you cherish are indeed devoid of worldly disturbance & always are your savior.

Unknown

Usage for a Speech:

This could be used to make the point: always do what is right.

YOUR ACTIONS MEAN MORE THAN YOU KNOW

One day, when I was a freshman in high school, I saw a kid from my class was walking home from school. His name was Kyle. It looked like he was carrying all of his books. I thought to myself, "Why would anyone bring home all his books on a Friday? He must really be a nerd." I had quite a weekend planned (parties and a football game with my friends tomorrow afternoon), so I shrugged my shoulders and went on. As I was walking, I saw a bunch of kids running toward him. They ran at him, knocking all his books out of his arms and tripping him so he landed in the dirt.

His glasses went flying, and I saw them land in the grass about ten feet from him. He looked up and I saw this terrible sadness in his eyes. My heart went out to him. So, I jogged over to him and as he crawled around looking for his glasses, I saw a tear in his eye. As I handed him his glasses, I said, "Those guys are jerks. They really should get lives." He looked at me and said, "Hey thanks!" There was a big smile on his face. It was one of those smiles that showed real gratitude. I helped him pick up his books, and asked him where he lived. As it turned out, he lived near me, so I asked him why I had never seen him before. He said he had gone to private school before now. I would have never hung out with a private school kid before. We talked all the way home, and I carried his books. He turned out to be a pretty cool kid. I asked him if he wanted to play football on Saturday with me and my friends. He said yes. We hung all weekend and the more I got to know Kyle, the more I liked him. And my friends thought the same of him.

Monday morning came, and there was Kyle with the huge stack of books again. I stopped him and said, "You are going to really build some serious muscles with this pile of books everyday!" He just laughed and handed me half the books.

Over the next four years, Kyle and I became best friends. When we were seniors, began to think about college. Kyle decided on Georgetown, and I was going to Duke. I knew that we would always be friends, that the miles would never be a problem. He was going to be a doctor, and I was going for business on a football scholarship.

Kyle was valedictorian of our class. I teased him all the time about being a nerd. He had to prepare a speech for graduation. I was so glad it wasn't me having to get up there and speak. Graduation day, I saw Kyle. He looked great. He was one of those guys that really found himself during high school. He filled out and actually looked good in glasses. He had more dates than me and all the girls loved him! Boy, sometimes I was jealous.

Today was one of those days. I could see that he was nervous about his speech. So, I smacked him on the back and said, "Hey, big guy, you'll be great!" He looked at me with one of those looks (the really grateful one) and smiled. "Thanks," he said. As he started his speech, he cleared his throat, and began. "Graduation is a time to thank those who helped you make it through those tough years. I am here to tell all of you that being a friend to someone is the best gift you can give them. I am going to tell you a story." I just looked at my friend with disbelief as he told the story of the first day we met. He had planned to kill himself over the weekend. He talked of how he had cleaned out his locker so his Mom wouldn't have to do it later and was carrying his stuff home. He looked hard at me and gave me a little smile.

"Thankfully, I was saved. My friend saved me from doing the unspeakable." I heard the gasp go through the crowd as this handsome, popular boy told us all about his weakest moment. I saw his Mom and dad looking at me and smiling that same grateful smile. Not until that moment did I realize its depth.

Never underestimate the power of your actions. With one small gesture you can change a person's life; for better or for worse.

Unknown

Usage for a Speech:

This could be used to encourage people to be a part of community service and to be friends to everyone. Spread the word that Business Professionals of America is for everyone because you never know how much one minute of your time and dedication to another person will mean to them.

Key Phrases:

- *"True friendship multiplies the good in life and divides its evils. Strive to have friends, for life without friends is like life on a desert island...to find one real friend in a lifetime is good fortune; to keep him is a blessing." (Baltasar Gracian, Spanish Philosopher)*
- *A man's growth is seen in the successive choirs of his friends. (Ralph Waldo Emerson)*

LIFE IS LIKE A DAILY PLANNER

Life is like a daily calendar, it is covered up by materials that we want to look expensive, like imitation leather. This daily calendar is a book about our lives. It contains the doings and appointment we may face each and everyday. Each day is outlined with a black square, with lines, and on those lines you fill in what will happen in your life. Each day ends, and there is an invisible door that opens from that black line into the next day. Until we reach our final day, and look back upon our accomplishments and find, we have done so much, but this must be the end.

The page is turned, the final black square is filled, and there are no more invisible doors, through the black line. But in our final moments we can begin to see that there might not be any more black lines or doors but there is a white line and door. As this white door opens, and we gaze upon the opportunities before us, we find that our lives and its journey have just begun.

So fill your daily lives with great accomplishments, but remember that changes are inevitable and we need to look forward to our new journeys we find in life. Make the best of each and everyday.

Unknown

Usage for a Speech:

This could be used to encourage people to leave time to find the greatest successes of life. Each day can be live with lots of “stuff” in the days, but nothing will make life great without the expectations of success for tomorrow. The days of a calendar may be filled with lots of activities, but make sure that there is always something there you can rely on when the chapters in your life end so you can continue to find success. Business Professionals of America will give you a great outline to help plan your future. It might seem as though there is nothing on the other side of the bold black line, but with the help of Business Professionals of America there will always be a door of opportunity opened to you.

Key Phrases:

- *“Hold fast to dreams, for if dreams die, life is a broken winged bird that cannot fly.” (Langston Hughes)*
- *“Nobody can go back and start a new beginning, but anyone can start today and make a new ending.” (Maria Robinson)*
- *“Sometimes it's the smallest decisions that can change your life forever.” (Keri Russell)*
- *I believe life is constantly testing us for our level of commitment, and life's greatest rewards are reserved for those who demonstrate a never-ending commitment to act until they achieve. This level of resolve can move mountains, but it must be constant and consistent. As simplistic as this may sound, it is still the common denominator separating those who live their dreams from those who live in regret.” (Anthony Robbins)*

SECTION 4: Ice Breakers

IMPORTANT ITEM

Have each person bring something to the meeting that means something special to them or that they would not have left home without, and then ask them to take turns sharing.

LOLLIPOP

Pass out the candy lollipops to the group. For every letter that appears in the flavor, the participant has to share something about him/her with the group.

STINGER

Have the group form a circle and close their eyes. Facilitator circles the group and selects a “stinger” by squeezing an individual’s shoulder. The group then opens their eyes and spends time introducing themselves to others while shaking hands (and trying to spot the stinger). The stinger tries to eliminate everyone without getting caught. The stinger strikes by injecting poison with their index finger, while shaking hands. A person stung may not die until at least five seconds after they are stung. The more dramatic the death, the better! When someone thinks they have discovered who the stinger is, they may announce that they know. If they get a “second” from someone else in the group within 10 seconds, the two of them may make an accusation. If the person does not get a second, he/she must wait to challenge again, after another person dies. If another person does step forward to second the challenge, both point to who they think it is on a count to three. If they do not point to the same person, or they both point to the wrong person, they both are automatically dead. If they select the correct person, the stinger is dead and the game is over.

TRUTH, TRUTH, LIE

Give the group some time to write down two things about themselves that are true, and one thing that is a “lie.” Each group member will then share these facts about themselves and the rest of the group has to figure out which “fact” is actually a “lie.”

NAME TAG MANIA

Participants are given a name tag and a magic marker. They are asked to print their name on the upper portion of the name tag and then to draw three objects that represent who they are on the bottom portion of the tag. After completing the activity, participants are then asked to share their names and what they drew on the tags. (i.e. My name is Jess. I drew a sailboat, a dolphin, and a paint brush.)

ALL ABOARD

The object of the game is to get all of the people in the group onto the board. (Can either use a poster board or a wood board, etc.) Everyone must have at least one foot on the board. HINT: Try not to give solutions, but tell them to listen to other's ideas. You may enlarge or decrease the size of the board, depending on degree of challenge you would like. *Does anyone have any Questions?*

HOW'RE YA DOIN'? JUST FINE, THANKS

Ask the group to close their eyes and get into a circle (shoulder to shoulder). Have them count off and remember their numbers. Ask each person to shake hands with the person to their immediate left and ask them, "How're ya doin'?" The person should answer, "Just fine, thanks." Continue to do this between each pair three or four times. Then ask the group (eyes still closed) to mill around in the "bumpers up" position until they are thoroughly scrambled. Ask them to stop and return to their sequential order - with their eyes still closed. The only thing they can say is, "How're ya doin'? Just fine, thanks."

BACK TO BACK

Every group member must find a partner of approximately equal height and weight, if possible. The partners will lock arms with their backs to one another. With arms remaining locked at all times, the partners will sit down on the ground, kick their legs out straight, and try to stand back up. Then groups of four will try the same thing, then groups of eight, sixteen, and eventually the entire group together. This is the perfect activity to begin a trust sequence.

HUMAN KNOT

The group starts out in one or two tight circles. Everyone in the group reaches across the circle with their right hand to grab another member's right hand. Then the group reaches in with their left-hand to grab a different group member's left-hand. The object is to untangle the group without letting go of hands until a circle is formed. If the group is having extreme difficulty, you can administer "knot first-aid" and break one set of tangled hands, otherwise group members may not let go. You may have to

decide as a group that the knot is not solvable, after prolonged attempt. NOTE: Can have group do without talking if they are advanced enough.

LEVITATION

One person will lie on the ground on his/her back, with eyes closed (if they feel comfortable). The rest of the group will place their hands underneath the person lying down. One person will be designated to be the captain, and therefore should place him/herself at the person's head. Once everyone is ready, the captain will softly count to three. At this time, the group will pick the person up to their waist. The captain will again softly count to three, and the group will bring the person to shoulder height. The captain will softly count to three, and the group will bring the person overhead. Finally, the captain will count to three, and the group will gently rock the person (forward and backward) down to the ground. It is the volunteer's responsibility to stay stiff as a board. It is the rest of the groups' responsibility to take this activity very seriously, not to talk, and to keep the head higher than the feet at all times.

TEAM VS. THE WALL

Divide the group into two teams. Two members of the team hold the rope at about four to five feet above the ground. The object of the game is to get everyone over the rope. No one can go under the rope. Before you start transferring people over the wall, you meet as a team and decide how to get everyone over. HINT: If group is small, just have them attempt as one big group.

WEB WE WEAVE

The group stands in one large circle. The facilitator begins the game by asking a question such as, "What is your favorite place to be when you are happy?" The facilitator answers the question and then tosses a yarn ball across to another person, while holding onto the end of the yarn. The person answers the question, holds a piece of the yarn, and then tosses it to someone else. Game continues in same fashion, until everyone has shared. By tossing the yarn (or twine) around the group, participants weave a web that connects all of the members of the team in some manner. The facilitator can ask as many questions as appropriate. The facilitator then asks two or three of the team members to "drop" their string. The web begins to sag and appears to be very weak and vulnerable. The facilitator then can discuss how important each participant is to the team and the effect that low levels of involvement and commitment has on the entire team. At the end, the group can kneel down and place the web on the ground. Works well to have a discussion on teamwork. Group members can cut a piece of the string from the web to keep as a reminder of the exercise and the thoughts the group shared. This works well for groups of any size!

SECTION 5: Fundraising Tips & Ideas

WHAT IS FUNDRAISING?

Fundraising is a tool that is used for organizations of any type to raise funds. The funds raised by a fundraising event can be used in many different ways. Some examples of ways in which fundraising funds can be used for Business Professionals of America are as follows:

1. Local chapter social events
2. State chapter social events
3. Assistance in sending state representatives to nationals
4. Funds can be given to charity

As you can see there are so many different ways in which fundraisers can be used.

WHO BENEFITS FROM FUNDRAISING?

Everyone who participates in fundraising can benefit from the experience. There are many skills that participants can learn which include leadership and teamwork skills. Depending on what type of fundraiser you are doing members will have to work together to plan the fundraiser as well as participate in the process.

HOW CAN I BENEFIT FROM FUNDRAISING?

Members who participate in the fundraising process will learn people skills, leadership skills and also gain many business and social contacts they may otherwise not have the chance to gain. While doing this, members are also earning possible torch award points that can assist them in receiving one of the four torch award levels that are gained through being members of and participating in BPA.

HOW DO I KNOW WHAT FUNDRAISER IS BEST FOR MY ORGANIZATION?

In order to find out what best fits your chapter you must do some research. First you must research the organization you are raising the money for. Once you have done this then you must research products and ideas that best fit that organization. A good tip is to tie the product in with the organization you are raising the money for. This is especially beneficial if you will continue this fundraiser on an annual or continuous basis. Most of all don't be afraid to be creative and think outside the box.

HOW DO I GENERATE EXCITEMENT?

First you must generate excitement among members. Since you have already done the research about what it is you are raising the funds for this part should be easy. Be sure to listen to everyone's ideas and get everyone involved who wants to participate. Assign tasks and make sure that the tasks fit the person they are assigned to. Each member has unique skills and can help in different ways. One person might be best at designing flyers or handouts to promote the fundraiser while another person is great at door to door sales.

Another way to help generate excitement is to set goals for your fundraising progress. Having a contest among members for the person who generates the most revenue or sales where they earn a small reward can help spark the competitive nature among some of your members. Another way to go about a reward or prize would be give a small pizza party or reward for all members if everyone can achieve at least a certain percentage toward your main goal. You could even team up with another chapter that is close by and compete against each other.

Goals can be set differently depending on what type of fundraiser you are having and this is something that again, members should be involved in. The more you can get members involved in the creation and execution of your fundraiser the more excitement you will have.

HOW CAN I MAKE AN EXISTING FUNDRAISER BIGGER AND BETTER?

Contact local newspaper, radio and television stations explain what your fundraiser is for and ask if they would air or publish a piece about it. They may not always publish your story but it never hurts to contact them. When contacting them use the excitement you have generated as a way to get them excited about your story. Next, share what you are working on and working toward with your fundraiser with everyone you know. Don't limit yourself to just close friends and family. Ask your friends and family if they know anyone you can talk to who would also support your cause. Send out letters to small business in your area letting them know you are having a fundraiser asking if they would be willing to let you onsite for a day or even an hour with your fundraising products. Make sure you follow up this letter with a phone call.

WHERE CAN I GET FUNDRAISING PRODUCT IDEAS?

The first place you should always start for ideas is with your members. Many of your members likely have contacts that may donate or reduce costs of certain items for fundraisers. There are many unique products online as well that can be used for fundraisers. Make sure you do your research and that you are getting the best deal with as much as you can from your profits going to your actual fundraiser.

Another way to get ideas is to check with other popular area businesses that may have an interest in discounting products to you for a fundraiser because you are promoting their product. An example of this would be:

Sally was interested in making handmade jewelry she would be able to sell to raise money to go to Nationals in May. The local bead shop in town would be the easiest place for Sally to get her supplies. One day Sally was in the bead shop getting some of her supplies when she asks Jan the owner of the shop if she would be interested in buying one of her necklaces she is making. It takes a few minutes for Sally to explain BPA to Jan, and how the profits are going to help her go to Nationals. Once Jan understands she is happy to purchase a necklace from Sally. Not only that, but Jan decides she wants to help out even more. Jan suggests to Sally that for every purchase Sally makes in her store for this fundraiser she will allow her a 30% discount. The only catch is that with every remaining piece of jewelry Sally sells, she distributes a flyer about Jan's store.

This is only a simple example of what can happen. Keep in mind most store owners are not going to offer to help you, you will need to take the initiative and ask them if they would be willing to form a sort of partnership like the one above. Not only does this type of partnership help you with your fundraiser, but it helps promote a local business as well.

Another source to use for fundraising product ideas is the internet. One main concern about this is that you must plan for enough time to order and deliver your product. Other concerns you must consider are product quality, company reliability and things of that nature. Usually this information can also be found on the Web at the same time you are researching products.

BE SURE TO ACKNOWLEDGE AND THANK DONORS AND VOLUNTEERS WHO HELPED IN THE FUNDRAISING PROCESS.

A little thank you and appreciation goes along way for securing donors and volunteers for your next fundraiser. Keep in mind that a small handwritten thank you card is still the best way to thank someone for their help.

CONCLUSION

As you can see hosting a successful fundraiser is not an overnight event. It takes careful research and planning to choose the best ideas and products for any fundraiser. Not only that but it also requires excitement generated among members to get the fundraiser off to a good start. Be sure to get everyone involved and make contacts within your community to get the community involved as well.

Below is a short list of some good resources. These are fundraising help resources that discuss in further detail many of the ideas highlighted for you in this brief section of our handbook. If you have any questions or need more ideas to help make your fundraiser successful check these out.

ONLINE FUNDRAISING RESOURCES

1. www.afrds.org
2. www.fundraisers.com
3. www.fundraisingdeals.com
4. www.fundraisingnetwork.org
5. www.stepbystepfundraising.com
6. www.profitquests.com/fundraisingtips.html
7. www.fundraiserhelp.com
8. www.fund-raising.com
9. www.americas-favorite.com/tips.php
10. www.e-fundraisng.com