

Membership Services Committee



Summer Trevino, Chair; Jasmitha Keesara, Council Director; Rebecca Hauser, Member; Skye Fishman, Member

Committee Goals	Competition	Description		
Chapter Challenges				
To have 200 NYS FBLA members registered by October 31, 2024.	Early Bird Challenge	Chapters must have five (5) or more members paid and registered by October 31, 2024.		
To encourage chapters to take a creative approach in increasing their membership by 5%.	Gather and Grow	Chapters must host an event (workshop, networking event, chapter fundraiser, etc.) and create a 60-90 second video documentary showcasing the event and its outcome. Include clips of the event itself, descriptions of the event, interviews of members and people who attend, and a 250-500 word written summary about how the event went. The top three (3) submissions will receive plaques at the State Leadership Conference.		
	Indiv	idual Challenge		
To increase member knowledge and experience through mentorship within their chapter.	Level Up	Members must complete a mentorship within their chapter and work together to complete specific tasks to expand member knowledge of FBLA. For this competition, members will document their tasks through a slide presentation showcasing what they did and what they learned. The presentation should include at least 3 completed activities along with pictures of the new member and mentor, and a reflection slide.		
Participants will receive a ribbon at the State Leadership Conference for completing each challenge.				

By completing all three (3) challenges, the member will receive the Super Ribbon for the Membership Services Committee.

NYS FBLA 2024-2025 MEMBERSHIP SERVICE COMMITTEE



Early Bird Challenge

CHAPTERS MUST HAVE FIVE (5) OR MORE MEMBERS PAID & REGISTERED BY OCTOBER 31, 2024

MEMBERS OF
PARTICIPATING CHAPTERS
WILL RECEIVE A RIBBON AT
THE STATE LEADERSHIP
CONFERENCE.





Chapters must host an event to recruit members, then create a 60-90 second documentary showcasing the event and its outcome. Include clips of the event itself, descriptions of the event, and a 250-500 word written summary of the event. Events may include, but are not limited to, fundraisers, community booths, workshops, and networking night.



MEMBERS OF PARTICIPATING CHAPTERS WILL RECEIVE A RIBBON AND THE TOP THREE (3) SUBMISSIONS WILL RECEIVE A PLAQUE AT THE STATE LEADERSHIP CONFERENCE.



SUBMISSIONS DUE FEBRUARY 15, 2025 BY 11:59PM.



Membership Services Committee Gather and Grow

Goal: To encourage chapters to take a creative approach in increasing their membership by 5%.

Chapters must host an event (workshop, networking event, chapter fundraiser, etc.) and create a 60-90 second documentary showcasing the event and its outcome. Include clips of the event itself, descriptions of the event, interviews of members and people who attend, and a summary of the event.

Examples:

- Workshops
- Networking nights
- Chapter fundraisers
- School assemblies
- Community booths

Members of participating chapters will receive ribbons and the top three (3) submissions will receive plaques at the State Leadership Conference.

The deadline is February 15, 2025, at 11:59 PM. The submission must be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, 60-90 Second Video, and 250–500 Word Summary.

Criteria	Not Present (1 Point)	Below Requirements (2 Points)	Meets Requirements (3 Points)	Exceeds Requirements (4 Points)	Points
Presentation	Presentation of ideas and information is not clear and does not satisfy the time limit	Presentation of ideas and information lacks organization, is vague, and does not satisfy the time limit	Presentation of ideas and information is clear throughout the video and satisfies the time limit	Presentation of ideas and information is extremely clear and organized throughout the video; satisfies the time limit	
Creativity	Video lacks information and presents little to no creativity	Video has little information on the event and lacks creativity overall	Video includes satisfactory information on the event and shows creativity throughout the video	Video exceeds standards of creativity and is exceedingly informational on the event	
Grammar and Spelling	Four (4) or more errors	Three (3) errors	Two (2) errors	Zero to One (0-1) errors	
Reflection	Summary lacks understanding of the video content and does not satisfy word count	Summary shows little understanding of the video content and does not satisfy word count	Summary shows acceptable understanding of the video content and satisfies the word count	Summary shows a deep understanding of the video content and satisfies the word count	
Final	_				/16





SCORE: 0215

MEMBERS MUST COMPLETE A MENTORSHIP
WITHIN THEIR CHAPTER AND WORK TOGETHER TO
COMPLETE AT LEAST THREE (3) ACTIVITIES.
MEMBERS WILL THEN DOCUMENT THEIR
ACTIVITIES INTO A SLIDE PRESENTATION
SHOWCASING WHAT THEY DID AND WHAT THEY



POTENTIAL ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO,

LEARNED.

FUNDRAISER BRAINSTORMING
LEARNING ABOUT PARLI-PRO
LEARNING ABOUT THE HISTORY OF FBLA
PRACTICING COMPETITIONS
SHADOWING A CHAPTER OFFICER



SUBMISSIONS DUE FEBRUARY 15, 2025 BY 11:59PM.



Membership Services Committee Level Up!

Goal: To increase member knowledge and experience through mentorship within their chapter.

Members must complete a mentorship within their chapter and work together to complete specific tasks to expand member knowledge of FBLA. For this competition, members will document their tasks through a slide presentation showcasing what they did and what they learned. The presentation should include at least 3 completed activities, along with pictures of the new member and mentor, and a reflection slide.

Examples:

- Fundraiser brainstorming
- Learning about Parli-Pro
- Learning about the history of FBLA
- Practicing competitions
- Shadowing a chapter officer

Participating members will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, and Uploaded Slideshow as a PDF File.



Community Outreach & Engagement Committee



Kayleigh Harney, Chair; Lochitha Thambeliyagoda, Council Director; Ava Jump, Member; Alexandra Robinson, Member

Committee Goals	Competition	Description			
Chapter Challenges					
To increase member participation in improving their communities and environment.	Trash-to- Treasure	Chapters must work together to "clean up" their community and use the materials they collect to make art. Members can make sculptures, models, collages, and other works. Once they are finished, they must submit a picture of their chapter's creation and a 150-word summary explaining their process of finding materials and the inspiration for their creation. Chapters will be judged based on the rubric attached. The top three (3) submissions will receive plaques at SLC.			
To raise health awareness and help members support their communities.	Arts for Hearts	Chapters must make cards for hospital patients or nursing home residents. Chapters must submit pictures of members delivering the cards.			
	Indiv	idual Challenge			
To recognize environmental issues and find solutions for them.	Recognizing Risks	Members must identify an issue that is harming animals, humanity, and/or nature. Once they have chosen their issue the members must create a flyer that raises awareness of the problem. The flyer should include: the issue, graphics that relate to the topic, solutions to the issue, and any other relevant details. The uploaded file must include the member's full name.			
Participants will receive a ribbon at the State Leadership Conference for completing each challenge.					
By completing all three (3) challenges, the member will receive the Super Ribbon for the Community Outreach & Engagement Committee.					





Members of participating chapters will receive a ribbon and the top three (3) chapters will receive a plaque at the State

Leadership

Conference.

- Chapters must work together to clean their community.
- Use collected materials to create an artistic masterpiece.
- Write a summary (150 words) describing the collection process and the creation of the masterpiece.
- Chapters are judged based on the attached rubric.

Due by February 15, 2025 by 11:59 PM Community Outreach & Engagement Committee



Community Outreach & Engagement Committee

Trash-to-Treasure

Goal: To increase member participation within their community and environment.

In the Trash-to-Treasure challenge, chapters must safely clean up trash in their community and use it to create works of art. These works can include sculptures, models, and collages. The members will submit a picture of their art and a 150-word summary explaining the process of finding materials, inspiration and any other details they want to include. Chapters will be judged based on their summary, creativity, effort, and use of materials.

Members of participating chapters will receive a ribbon and the top three (3) submissions will receive a plaque at the State Leadership Conference.

The deadline for submission is February 15, 2025, at 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Chapter, Chapter Adviser Name, and Chapter Adviser Email, Picture of the Art Project, 150-word summary.

Challenge Rubric

Criteria	Not Present (0 Point)	Below Requirements (1 Points)	Meets Requirements (2 Points)	Exceeds Requirements (3 Points)	Points
Summary	No summary provided	Summary is unclear or lacks required details	Summary is clear and includes required details	Summary is exceptionally clear and detailed, with additional insights	
Creativity	Project not provided	Project is generic and lacks originality	Project shows originality and new concepts	Project demonstrates exceptional creativity and innovative ideas	
Effort	No effort evident	Minimal effort demonstrated	Good effort and attention to detail	Outstanding effort and meticulous attention to detail	
Use of Materials	No materials used	Basic use of materials	Effective and creative use of materials	Highly innovative and resourceful use of materials	
Grammar and Spelling	4+ errors	3 errors	1-2 errors	No errors	
Final					/15



- residents
- Chapters must submit pictures of members delivering cards

Leadership Conference.

Due by February 15, 2025 by 11:59 PM

Community Outreach and Engagement Committee



Community Outreach & Engagement Committee Arts for Hearts

Goal: To raise health awareness and help members support their communities.

In the Arts for Hearts challenge, chapters must make cards for hospital patients and/or nursing home residents. These cards can include compliments, motivational messages or any other positive content. Chapters must submit pictures of members delivering the cards at either location.

Members of participating chapters will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, at 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Chapter, Chapter Adviser Name, Chapter Adviser Email, Picture of the chapter members delivering the cards to either location.



RECOGNIZING

RISKS

uary 15, 2025

- **IDENTIFY AN ISSUE THAT IS** HARMING ANIMALS, **HUMANITY, AND/OR NATURE**
- **CREATE A FLYER THAT RAISES AWARENESS OF THE ISSUE**

A FBLA

- Include: • Issue
- Graphics Possible
- solutions
- Uploaded file must include the member's
- full name

Participants will receive a ribbon at the State Leadership Conference.



Community Outreach & Engagement Committee Recognizing Risks

Goal: To recognize environmental issues and find solutions for them.

In the Recognizing Risks challenge individual members must identify an issue that is damaging humanity, animals, and/or nature. After identifying this, members must research the issue and then create a flyer that raises awareness of the issue.

The flyer must include:

- Issue
- Graphics
- Solution

Participating members will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, Uploaded PDF File



Career Development Committee



Yasmin Issa, Chair; Chloe Blaufeux, Council Director; Monal Gupta, Member; Akarsh Chilakala, Member

Committee Goals	Competition	Description			
Chapter Challenge					
To increase membership awareness of different business career options.	Post-a-Profession	Chapters must create an Instagram post that raises awareness about a specific business career. This challenge aims to educate and inspire members by presenting clear, concise, and visually appealing content that showcases the diverse opportunities and professions within the large categories of business.			
	Individua	al Challenges			
To have members gain confidence in their presentational, critical thinking, and professional communication skills.	30-Second Spotlight	Members must record an elevator pitch video for the following prompt: You are fresh out of business school and while going up to your interview for a financial analyst position at Johanson Banking, you bump into the CEO in the elevator. This is your chance to make the best first impression and try to get a leg up on the other interviewers. In this 30 second video, you'll present yourself as a potential asset and key employee for the company.			
To encourage members to use their creativity and communication skills to pursue entrepreneurship opportunities.	Pitch It to Win It	Members must create a compelling business pitch for an original invention or any entrepreneurial idea. Participants will create a 5-10 slide presentation detailing their invention that includes statistics, practicality, selling points, and indepth analysis. The top 3 winners in this category will receive a plaque at the State Leadership Conference.			

Participants will receive a ribbon at the State Leadership Conference for completing each challenge.

By completing all three (3) challenges, the member will receive the Super Ribbon for the Career Development Committee.

POST-A-PROFESSION

Career Development Committee



























Members of participating chapters will receive a ribbon at the State Leadership Conference





Create an Instagram post spotlighting a business career or job of your choice!

Use infographics and statistics to showcase the details of the career and maybe help someone decide their future in business!



DUE BY: February 15, 2025 by 11:59 PM



Career Development Committee Post-a-Profession

Goal: To increase membership awareness of different business career options.

Post-a-Profession is a social media-based competition, where FBLA members will create an informative and engaging Instagram post with multiple slides about a business profession of their choice. Participants will use infographics and statistics to present key aspects of a career, such as the recommended majors, top colleges, typical post—graduation salaries, average weekly work hours and other relevant details. Remember this project aims to spread awareness and interest among different business careers, so make it fun and unique. The Instagram post must be 3-8 slides.

The post should include:

- Different visual appearances
- Easy to understand infographics
- Engaging and unique content
- Steps/prompts for audience interaction

Members of participating chapters will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, at 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

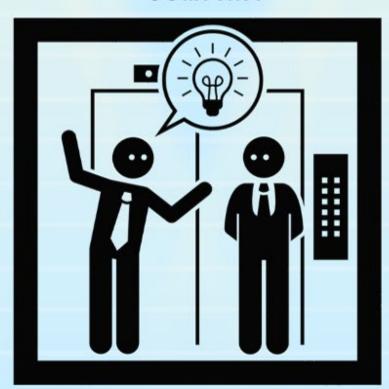
The following information will be required: Chapter, Chapter Adviser Name, Chapter Adviser Email, File in PDF Format.

NYS FBLA

Career Development Committee

30-SECOND SPOTLIGHT

RECORD A 30-SECOND ELEVATOR
PITCH VIDEO PRESENTING YOURSELF
TO A CEO AS A BUSINESS GRADUATE
AND CONVINCE THEM THAT YOU
WOULD BE A KEY ADDITION TO THE
COMPANY



Participants will receive a ribbon at the State Leadership Conference

Due by February 15, 2025 by 11:59PM





Career Development Committee 30-Second Spotlight

Goal: To have members gain confidence in their presentational, critical thinking, and professional communication skills.

Individual members are tasked with recording a video of themselves giving an elevator pitch for the following prompt:

You are fresh out of business school and while going up to your interview for a financial analyst position at Johanson Banking, you bump into the CEO in the elevator. This is your chance to make the best first impression and try to get a leg up on the other interviewers. You will be creating a 30 second video where you'll present yourself as a potential asset and key employee for the company. **The content can be fictional**, as the challenge focuses on your communication, public speaking, and professionalism.

Potential Talking Points:

- Educational Background
- Qualitative Characteristics
- Plans for the Company
- Professional Experience

Participating members will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, at 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, Uploaded Video in MP4 format.

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MEMBERS WILL CREATE A
COMPELLING BUSINESS
PITCH FOR AN ORIGINAL
INVENTION OR ANY
ENTREPRENEURIAL IDEA.

PARTICIPANTS WILL
RECIEVE A RIBBON AND
THE TOP THREE (3)
SUBMISSIONS WILL
RECEIVE A PLAQUE AT
THE STATE LEADERSHIP
CONFERENCE

PARTICIPANTS WILL
CREATE A 5-10 SLIDE
PRESENTATION WITH THE
DETAILS OF THEIR
INVENTION/IDEA

DUE: FEBRUARY 15, 2025 BY 11:59PM





Career Development Committee Pitch It to Win It

Goal: Encourage members to use their creativity and communication skills to pursue entrepreneurship opportunities.

In this challenge, FBLA members are tasked with creating an original invention or entrepreneurial idea on any topic you desire, in a **5-10 slide presentation**. This challenge aims to highlight each member's creativity and give them the opportunity to develop their innovative thinking and communication skills. The presentation should communicate the unique benefits, by featuring its:

- Selling Points
- Target Market
- Physical Properties

Participants will receive a ribbon and the top three submissions will receive a plaque at the State Leadership Conference.

The deadline for submission is February 15, 2025, 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, Uploaded PDF File.

Rubric:

Kubiic.					
Criteria	Not Present (0-1 Points)	Below Requirements (2 Points)	Meets Requirements (3 Points)	Exceeds Requirements (4 Points)	Points
Idea	Idea is not original at all	Idea is original	Idea is original and creative	Idea is both very original, creative and practical	
Presentation (organization & design appeal)	Presentation is not organized	Presentation is somewhat organized	Presentation is mostly organized	Presentation is very well organized and thought out, and thorough with information	
	No effort in design appeal	Minimal effort in design appeal	Average design appeal	Exceptional design appeal	
Grammar and Spelling	4 or more errors.	Three (3) errors.	Two (2) errors.	Zero to One (0-1) errors.	
Final					/16



Executive Committee



Manya Khatri, President; Angela Lala, Executive Vice President

Committee Goals	Competition	Description	
	Indiv	idual Challenges	
To increase membership knowledge of the complexities involved in running a successful business.	Mock Business Model	 Members have been "hired" as the Chief Operations Officer of the new five-star hotel, "Khatri & Lala Inc," which has recently opened in a nearby town. Members are tasked with developing an infographic discussing potential tactics for one (1) of the following departments: Marketing: Innovative approaches to attract and retain guests within the digital world. Sales: Highlight "Khatri & Lala Inc.'s" unique features and advantages compared to local competition. Financial Initiatives & Concerns: Describe ways to face potential challenges and recommendations for achieving profitability. 	
		The top three (3) submissions will receive plaques at the State Leadership Conference.	
To foster achievement among members by encouraging goal setting.	Growing Goals	In the Growing Goals challenge members are tasked with creating a SMART goal pertaining to FBLA and must construct a timeline to achieve this goal. The goal should be achieved within 6 to 12 months of its establishment. The timeline must include at least 4 milestones to achieve that goal. The description of the goal, timeline & milestones must be in slideshow format and uploaded as a PDF.	
To highlight and recognize the exceptional figures within NYS FBLA.	FBLA Icons	In the FBLA's Icons Challenge members must look within FBLA and choose one individual that inspires them to interview. Members must submit a 250-500 word reflection explaining why they chose their individual and how the specific individual impacts the member's life.	
Participants will receive a ribbon at the State Leadership Conference for completing each challenge. By completing all three (3) challenges, the member will receive the Super Ribbon for the Executive Committee.			

NYS FBLA EXECUTIVE COMMITEE

MOCK BUSINESS MODEL



CHALLENGE: The new five-star hotel, "Khatri & Lala Inc" has recently opened in a nearby town. You have been hired as the Chief Operations Officer and are tasked with developing an infographic discussing potential tactics for one (1) of the following departments:

- 1. Marketing: Innovative approaches to attract and retain guests within the digital world.
- 2. Sales: Highlight "Khatri & Lala's Inc.'s" unique features and advantages compared to local competition.
 - 3. Financial Initiatives & Concerns: Describe ways to overcome potential challenges and recommendations for achieving profitability.

Participants will receive a ribbon at the State Leadership Conference. The top three (3) submissions will receive plaques at State Leadership Conference. Submit a PDF version by February 15, 2025 by 11:59 PM





Executive CommitteeMock Business Model

Goal: To increase membership knowledge of the complexities involved in running a successful business.

Members have been "hired" as the Chief Operations Officer of the new five-star hotel, "Khatri & Lala Inc,," which has recently opened in a nearby town. Members are tasked with developing an infographic discussing potential tactics for one (1) of the following departments:

- Marketing: Innovative approaches to attract and retain guests within the digital world.
- Sales: Highlight "Khatri & Lala Inc.'s" unique features and advantages compared to local competition.
- Financial Initiatives & Concerns: Describe ways to face potential challenges and recommendations for achieving profitability.

Participating members will receive a ribbon and the top three (3) submissions will receive a plaque at the State Leadership Conference.

The deadline for submission is February 15, 2025, at 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, & Infographic.

Challenge Rubric

Criteria	Not Present (1 Point)	Below Requirements (2 Points)	Meets Requirements (3 Points)	Exceeds Requirements (4 Points)	Points
Infographic: Images	Images are not present and/or are irrelevant	Images are minimal and/or are somewhat irrelevant	Images are present and/or are mostly useful	Images are present and are completely effective and useful	
Infographic: Content	Content is not present and/or inaccurate	Content minimal and contains inconsistencies	Content is present and mostly accurate	Content is very thorough and completely accurate	
Creativity	Content on Infographic was not original	Infographic is original but lacks detail	Infographic is creative and original	Infographic exceeds standards of detail and uses unique visuals and innovative design elements	
Grammar and Spelling	Four (4) or more errors	Three (3) errors	Two (2) errors	Zero to One (0-1) errors	
Final					/16



FBLA ICONS

DUE BY FEBRUARY 15, 2025 BY 11:59 PM

MEMBERS MUST WRITE A ONE-PAGE DESCRIPTION OF AN INDIVIDUAL WITHIN THE FBLA ORGANIZATION WHO INSPIRES THEM. THIS COULD BE ANOTHER MEMBER, AN OFFICER, AN ADVISOR, OR ANYONE ELSE WITHIN THE ORGANIZATION.

PARTICIPANTS WILL RECEIVE A RIBBON AT THE STATE LEADERSHIP CONFERENCE.

THE DESCRIPTION SHOULD CLEARLY EXPLAIN WHO THE INDIVIDUAL IS AND HOW THIS PERSON INSPIRED THE MEMBER, FOCUSING ON THEIR GOALS, ACHIEVEMENTS, AND PERSONAL ATTRIBUTES. ADDITIONALLY, IT SHOULD DESCRIBE HOW THIS INDIVIDUAL POSITIVELY IMPACTED THE MEMBER'S LIFE AND CONTRIBUTED TO THEIR SUCCESS WITHIN FBLA.



Executive Committee FBLA Icons

Goal: To highlight and recognize the exceptional figures within NYS FBLA.

Members are tasked with finding and interviewing an individual within the FBLA organization who inspires them. They must also submit a 250-500 word description clearly explaining who the individual is and how this person inspired the member, focusing on their goals, achievements, and personal attributes. After interviewing their "icon", members must obtain a verification email or letter from the person you interview. Additionally, it should describe how this individual positively impacted the member's life and contributed to their success within FBLA.

Examples of Items to Discuss:

- Personal/Professional Goals
- Leadership Style
- Achievements & Accomplishments
- Personal Attributes

Participating members will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, at 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted. Please note that incomplete submissions will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, Chapter Adviser Email, 250–500 Word Description, Verification Email/Letter.



EXECUTIVE COMMITTEE

GROWING Coalls

- → Members are tasked with creating a SMART goal pertaining to FBLA
- → Nembers must create a timeline outlining 4 steps needed to achieve their goal
- ⇒ The description of the goal, timeline & milestones must be in slideshow format and uploaded as a PDF.

PARTICIPANTS WILL RECEIVE A RIBBON AT THE STATE LEADERSHIP CONFERENCE

DUE FEBRUARY 15, 2025 BY 11:59 PM



Executive CommitteeGrowing Goals

Goal: To foster achievement among members by encouraging goal-setting.

In the Growing Goals challenge members are tasked with creating a SMART goal pertaining to FBLA and constructing a timeline to achieve this goal. The timeline must include at least 4 milestones within it. The description of the goal, timeline & milestones must be in slideshow format and uploaded as a PDF.

Participating members will receive a ribbon at the State Leadership Conference.

The deadline for submission is February 15, 2025, 11:59 PM. The submission is required to be completed via the online form; paper forms will not be accepted.

The following information will be required: Member Name, Member Email, Chapter, Chapter Adviser Name, and Chapter Adviser Email, SMART Goal Description, Goal Milestone Descriptions, and Timeline PDF.