



<b>WBL Quick Guide 2019-2020</b>	
Month	Checklist
<b>Due August 30</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>Portfolio Assignments: Work Philosophy Paper – PRINT</li> <li><u>FIRST YEAR STUDENTS &amp; SECOND YEAR STUDENTS</u> who have switched employers: Obtain a copy of the <b>policies and procedures/handbook</b> at your jobsite.</li> </ol> <p><b>NOTE:</b> If job doesn't have a Policies and Procedures Handbook have mentor sign WAIVER. TURN IN</p>
<b>Mark Your Calendar</b>	
<ol style="list-style-type: none"> <li>8-28 FBLA Informational Meeting @ 3:50 in room 503 (Spradley) CTSO CREDIT</li> <li>8-30 Last day to pay FBLA dues and turn in application. <b>Also, the last day to PROVE you've joined a CTSO</b></li> </ol>	
<b>Due September 27</b>	<p>Checklist</p> <ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>Portfolio: Create or Update your Resume Type an accompanying Cover Letter – PRINT</li> <li>Upload a photo of YOU on the job to the PowerPoint accomplishing a task on your training plan</li> <li>GA Best Soft Skills Evaluation – PRINT and Collect From Employer before due date</li> </ol>
<b>Mark Your Calendar</b>	
<ol style="list-style-type: none"> <li>9-7 <b>Mandatory Meeting for 2<sup>nd</sup> Year WBL students. Media Center 8:00AM to 8:30 AM.</b></li> <li>9-26 <b>Mandatory RPM in the media center 1:15pm to 2:15pm</b></li> <li>9-27 FBLA Chapter meeting at 3:35PM to 4PM in Room 503 CTAE Building CTSO CREDIT</li> <li>9-7 Come with FBLA to the FAIR- FBLA Fall Motivational Rally. National Fair in Perry, GA October 12<sup>th</sup>! Today is the last day to register &amp; pay! CTSO CREDIT</li> </ol>	
<b>Due October 31</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>Portfolio: Career Consultation</li> <li>Pick out career book for CES Career Day in November</li> </ol>
<b>Mark Your Calendar</b>	
<ol style="list-style-type: none"> <li>10-6 Last day to Register for Fall LEADERSHIP Conference in <b>ATHENS</b> with FBLA - Conference Date is November 15 &amp; 16 CTSO CREDIT</li> <li>10-11 FBLA Fall Motivational Rally in Perry, GA at the National Fairgrounds CTSO CREDIT</li> <li><b>10-17 RPM in the media center from 1:15pm to 2:15pm</b></li> </ol>	
<b>Due November 30</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each following Tuesday</b></li> <li>Portfolio: Student News Article (<b>2 COPIES SUBMITTED</b>)</li> <li>Upload a photo of YOU on the job to the PowerPoint accomplishing a task on your training plan</li> <li>GA Best Soft Skills Evaluation # 2 PRINT and Collect From Employer before due date</li> </ol>
<b>Mark Your Calendar</b>	
<ol style="list-style-type: none"> <li>11-7 <b>RPM in the media center from 1:15pm to 2:15pm</b></li> <li>11-13 World of Coke in celebration of National Enterprise Day – FBLA- CTSO CREDIT</li> <li>11-7 &amp; 11-8 Fall Leadership Conference with FBLA – CTSO CREDIT</li> </ol>	
<b>December Due At Scheduled Midterm</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>Training Plan Evaluation 1 of 2 – PRINTED BY COORDINATOR, Distributed in November</li> <li><b>Portfolio:</b> Research Project and Accompanying PowerPoint– PRINT</li> <li>Midterm Portfolio Reviews- PRINT rubric before review</li> </ol>
<b>Mark Your Calendar</b>	

<b>1. Dec. 5 – RPM in the media center from 1:15pm to 2:15pm – PORTFOLIO WORK SESSIONS</b> <b>2. 12-17 through 21<sup>st</sup> Midterm Evaluation Meetings with Ms. Boyer MANDATORY</b>	
<b>Due January 31</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li><b>Portfolio:</b> Present your Digital Presentation to a study hall 10<sup>th</sup> or 11<sup>th</sup> graders- - - Turn in RUBRIC from presentation – <b>MUST BE TURNED IN BY YOU.</b> <ul style="list-style-type: none"> <li>- Fill out the assigned Mock Job Application and attach your Updated Resume (not references)</li> <li>- Job Shadow Day Form</li> </ul> </li> <li><b>2 &amp; 3 WBL Periods-</b> You have until February 28 to present to a <u>different</u> class of 10<sup>th</sup> or 11<sup>th</sup> graders</li> </ol>
<b>Mark Your Calendar</b> <ol style="list-style-type: none"> <li><b>1-16 RPM in the media center from 1:15pm to 2:15pm</b></li> <li>Be sure you sign up to attend the FBLA industry tour of Chick fil A Headquarters – trip is in Feb.</li> </ol>	
<b>Due February 28</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>Portfolio Project: Job Shadow Reflection PRINT Job Shadow Thank You Card – Card turned in addressed and stamped envelope, UNSEALED</li> <li><b>2 &amp; 3 Periods:</b> Present your Career Board or Digital Presentation to a class of 10<sup>th</sup> or 11<sup>th</sup> graders Turn in RUBRIC</li> <li>GA Best Soft Skills Evaluation 3 PRINT and Collect From Employer before due date</li> </ol>
<b>Mark Your Calendar</b> <ol style="list-style-type: none"> <li>2-1 Groundhog Job Shadow Day- <b>WBL ACTIVITY MANDATORY</b></li> <li>2-4 through 2-8 FBLA Week- Participation earns CTSO CREDIT</li> <li><b>2-6 RPM in the media center from 1:15pm to 2:15pm</b></li> </ol>	
<b>Due March 29</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>Upload a photo of YOU on the job to the PowerPoint accomplishing a task on your training plan</li> <li>Employer Thank You Card – Card provided to students at February RPM</li> <li><b>Letter of Recommendation</b>– use request form, which stays with person. Letter due March 29</li> <li>Employer RSVP and Survey</li> <li>Mentor Reflections worksheet</li> </ol>
<b>Mark Your Calendar</b> <ol style="list-style-type: none"> <li><b>3-6 RPM in the media center from 1:15pm to 2:15pm</b></li> <li>3-20 Mock Interview Day from 8 AM to 12 PM – <b>WBL ACTIVITY MANDATORY</b></li> </ol>	
<b>Due April 30</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>GA Best Soft Skills Evaluation 4 PRINT and Collect From Employer before due date</li> <li>Portfolio: WBL Journey Display Board</li> </ol>
<b>Mark Your Calendar</b> <ol style="list-style-type: none"> <li><b>4-17 RPM in the media center from 1:15pm to 2:15pm. LAST ONE!</b></li> </ol>	
<b>MAY Due at Exit Interview</b>	<ol style="list-style-type: none"> <li><b>Weekly</b> Production Report – Print, complete, mentor signatures <b>due each Tuesday</b></li> <li>End of the year reflection- PRINT</li> <li>Letter of Introduction to the Portfolio</li> <li>Final Portfolios are Due – RUBRIC POSTED ONLINE</li> <li>Training Plan Evaluation 2 of 2 – PRINTED BY COORDINATOR, Distributed in April</li> </ol>
<b>Mark Your Calendar</b> <ol style="list-style-type: none"> <li>May 7 EMPLOYER RECEPTION 4:30 PM to 7:00 PM</li> <li>May 13-17 Final Portfolio Review and exit interview by <b>Appointment</b> – Final Grades given</li> <li>5-24 Graduation</li> </ol>	