

## To Access the Online CMAP Program

Before a Student Applicant may login, his/her chapter adviser must create the Student Application and then deliver to the Student Applicant the credentials needed to successfully login. If you are a Student Applicant and do not have credentials or do not know your credentials, please consult your local chapter adviser.

### To complete the Executive Level, you must first complete the Director Level.

- 1) Go to [www.fbla-pbl.org](http://www.fbla-pbl.org), point to Phi Beta Lambda, click on Career and Membership Achievement Program.
- 2) From the left side navigation links, click on CMAP Online.
- 3) Click on Show to the right of Student Login. Enter your login credentials given to you by your adviser.
- 4) This will log you in to the Student Application screen.
- 5) Students must go into each category, Service, Education, and Progress to choose the activities you wish to complete.
- 6) Once you have selected the activities, a To-Do list will be created for you. There is also a printable version located under the DOCS link.
- 7) As you complete each activity, go into the To-Do list and complete the requirements for that activity. Once you have completed an activity the status will change to complete.
- 8) When you have completed all activities, **notify your adviser**. The adviser **MUST** login and review that all activities and confirm completion of all items. Note: The adviser does not have to review or comment on any of your documents.

- 9) Once the adviser reviews that all activities have a status of complete, the adviser will submit the application. This last step must be completed in order for the application to be reviewed by the National Office.
- 10) Your adviser can check on the status of your application for the award. After the deadline, the National Office will review your application for completeness and issue the award after all items are verified.

### CMAP Tips

Make sure that you save your files in one of the following file formats, as these are the only file formats that will be accepted by the National Office. If they cannot open your document, they cannot verify or grant your award. The maximum upload file size is 20 MBs. Large file may take some time to upload based on your connection's upload speed.

.txt	Text file
.doc	MS Word 97 file format
.pdf	Adobe Acrobat File
.rtf	Rich Text file
.xls	MS Excel 97 file format
.jpg	image file type
.gif	image file type
.bmp	image file type
.png	image file type
.zip	compressed zip file
.ppt	MS PowerPoint file
.pub	MS Publisher file

**Deadline date for completion is March 1**

# CMAP

## Career and Membership Achievement Program

### EXECUTIVE LEVEL



The Career and Membership Achievement Program (CMAP) is a comprehensive membership recognition program encompassing PBL projects, goals, and programs with special emphasis on career development and preparation for the world of work. The awards focus on the words surrounding the PBL Crest: Service, Education, and Progress.

## **Service Activities**

**Complete three (3) activities.**

**The first two are required.**

**Activity 1 (Required):** Prepare at least one local chapter newsletter for updating the members in your chapter on PBL activities at the local, state, and national levels. (Upload a copy of this newsletter.)

**Activity 2 (Required):** Write a one-page report on a service organization. (Upload report and a picture of the event.)

**Activity 3:** Volunteer to help the Red Cross, Salvation Army, Habitat for Humanity, a Homeless Shelter, or another charity or nonprofit organization of your choice. (Write a 100-word summary about the benefits of this activity)

**Activity 4:** Help plan and conduct a project to either create awareness or raise money for the March of Dimes. (Complete the interactive project activity report form.)

**Activity 5:** Volunteer to help senior citizens: Adopt-a-grandparent, visit nursing home residents on a holiday, or clean-up a yard. (Write a 100-word summary of this activity.)

**Activity 6:** Participate in an adviser approved service activity. (Write a 100-word essay describing the activity.)

**Activity 7:** Chair the committee for a March of Dimes activity. (Write a 100-word essay describing the activity.)

## **Education Activities**

**Complete four (4) activities.**

**The first two are required.**

**Activity 1 (Required):** Complete the online job application form, develop a cover letter, and prepare a 1-2 page resume applying for the Future Business Executive, Future Business Teacher, or Job Interview events. (You do not have to compete in these events to meet this requirement. Upload your completed resume and cover letter.)

**Activity 2 (Required):** Participate in a mock interview. (Write a 100- word paper about how you could improve your interview skills and upload a business card from your interviewer.)

**Activity 3:** Develop a 30-second podcast of a personal sales pitch. (Upload a copy of sales pitch.)

**Activity 4:** Attend a meeting of a local chamber of commerce, Lions Club, Rotary Club, etc. (Exchange business cards with at least two people. Scan and upload business cards.)

**Activity 5:** Secure two letters of recommendation: One from a class instructor (other than your PBL adviser), and one from a businessperson or an employer. (Upload copies of the letters.)

**Activity 6:** Complete an advertising slogans worksheet. (Complete the interactive worksheet.)

**Activity 7:** Design an environmental electronic presentation (i.e., PowerPoint, digital media, podcast) for a local chapter meeting. Include 'green tips' for college students, recycling ideas, etc., You must include a least one graphic and one scanned photo. (Upload a copy of the presentation.)

## **Progress Activities**

**Complete five (5) activities.**

**The first one is required.**

**Activity 1 (Required):** Participate in a competitive event at the State or National Leadership Conference. (Complete the interactive form with the name of the event and the conference.)

**Activity 2:** Participate in Membership Mania. (Complete the interactive Membership Mania form.)

**Activity 3:** Submit an application for the PBL IFL/NLC scholarship. (Upload the application.)

**Activity 4:** Attend one of the National Fall Leadership Conferences. (Upload a 100-word summary on what you learned and a scanned photo of you and your chapter at the conference.)

**Activity 5:** Plan an icebreaker for either a local chapter meeting or a state meeting or conference. (Upload a copy of the icebreaker.)

**Activity 6:** Present a workshop at a state or national conference. (Upload workshop outline.)

**Activity 7:** Visit an area FBLA chapter and speak about PBL. (Upload an outline of the presentation.)

**Activity 8:** Write a letter for an FBLA-PBL local, state, or national sponsor. (Upload the letter.)

**Activity 9:** Find a judge for your State Leadership Conference or the National Leadership Conference, or judge at an FBLA State Leadership Conference. (Upload contact information of judge or the competitive event that was judged.)

**Activity 10:** Help prepare a local chapter directory containing adviser contacts, officer contact, and member contact information: addresses, phone numbers, e-mail, birthdays, and important meeting dates. (Upload directory.)