

NC FBLA COMPETITIVE EVENTS PROGRAM



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COMPETITIVE EVENTS PROGRAM

The mission of the State Awards Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, this Competitive Events Series has been developed and made available to local chapters for use in assessing students in the various knowledge, skills, and abilities that make up today's business education curriculum.

The competitive Events Series exemplifies the range of activities and focus of FBLA-PBL. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs.

Please see the Chapter Management Handbook for membership criteria. Only ACTIVE members are eligible to compete in the Regional and State competitive events.

ADMINISTRATIVE AND PROCEDURAL REMINDERS

- For NLC all changes to competitive event participation must be made by the first Friday in June. Deletions are the only change that can be made on-site.
- For all events allowing equipment to be used at NLC, the equipment must be provided by the individual, team, or chapter for each event entered. A screen, table, and electrical power will be provided on-site. A computer, projector, and Internet will be provided for e-Business and Web Site Development.
- Microphones will not be used in any events.
- **Preliminary performance** events are not open to conference attendees.
- For NLC, each state may submit three (3) entries in all objective tests.
- For NLC, each state may submit two (2) entries in all interview, speaking, computer production, prejudged, and performance events.
- For NLC and SLC, the Statement of Assurance must be submitted for Desktop Application Programming, Digital Video Production, E-Business, and Web Site Development.

PREPARING FOR COMPETITION

The NC FBLA Awards Program is a very exciting part of the NC FBLA year. Each active local chapter is allowed to send one (or, in some cases, two or more) representative(s) in each of the regional and/or state events. The knowledge, experience, and motivation gained from competing makes every participant a winner.

Not everyone can go to the regional and/or state conference and take home an award. However, members can increase their chances by working with their advisers to ensure careful advanced preparation, adherence to all relevant guidelines and rules, and by following these tips.

1. Comply with entry procedures and regulations.
 - Check the status of membership dues. Students wishing to compete must be paid members. Refer to the Calendar of Activities for dues deadline dates.
 - Ensure that the entry forms are completed properly and submitted by the published deadline.. It is the responsibility of the local chapter adviser to register each student for regional conferences, state conferences, and national conferences. It is the responsibility of the state adviser to enter the names of the national qualifiers in the national database for the national competition.

2. Be familiar with the event guidelines.
 - Check the current edition of the NC FBLA Competitive Events Program for guidelines and a complete listing of individual, team, and chapter events.
 - Make copies of the appropriate guidelines and rating sheets. Check the FBLA National Awards program competitive events guidelines to **determine modifications** that might have been made for regional and/or state competition.
 - Become completely familiar with the procedures to be followed in administering the event.
 - Determine from the rating sheets and guidelines exactly what areas will be judged.
3. Identify and assemble needed resources. Obtain a variety of textbooks on your subject matter to study. Many textbook sources are utilized in the preparation of test questions for the various competitive events. Terminology may vary from one publisher to another, and test questions may be from several sources. FBLA-PBL provides a study guide with preparation tips and sample questions through the FBLA-PBL website <http://www.fbla-pbl.org/web/sectionid/587/module/ce/fbla.asp>. Study materials may also be purchased through the FBLA-PBL *Market Place*.
 - Contact former and current chapter members who have entered this event in previous years.
 - Find mentors and other experts who can help you prepare.
4. Prepare for the competition.
 - Where appropriate, involve faculty, other members, advisory committee members, and business people. These are excellent resources — use them!
 - Practice makes perfect! Try to recreate as realistically as possible the conditions under which the competition will take place.
5. Comply with competition regulations.
 - Be familiar with the information to be provided and the deadlines to be met.
 - Make sure that copies of materials to be submitted to judges are error-free and that they are submitted in the proper format.
6. Do the best you can and enjoy!

Chapter advisers are also encouraged to keep the following points in mind as they prepare their students for participation in the State Awards Program competitive events:

- Competitive events are excellent motivating devices; they help to instill the desire to learn and to achieve.
- To be the best generally requires innate ability, high motivation, and many hours of hard work.
- Travel and interaction with students from other schools are tremendous learning opportunities for students.
- Competitive events can be helpful in building school spirit and in publicizing a business program.
- Competitive events should not be used to determine curricula, teaching methodology, time spent on class activities, textbooks to be used, grading procedures, or for teacher evaluation.
- Excessive class time should not be spent on areas covered in competitive events at the expense of other subject matter that should be taught.
- Delaying contestant selection as long as possible is encouraged so that more students are striving for mastery or excellence in a particular area.
- A teacher's competence should not be judged by the number of winners produced in a period of time. A teacher is not an excellent teacher simply because a student wins a competitive event any more than a teacher is a poor teacher because a student does not win.
- Likewise, the success of a local chapter should not be determined strictly by the performance of its members in competitive events. While an important element of the overall FBLA-PBL program, competitive events are just that — a part. Any activities and programs work together to build a successful chapter.
- Teachers should recognize the value of competitive events, maintain a professional attitude towards the events, and keep them in proper perspective.

TABLES OF COMPETITIVE EVENTS

Legend – This will explain the codes used in the tables below.

▪ Event type	▪ Level	▪ Event Activities
▪ C = Chapter	▪ R = Regional	▪ H = Home Site
▪ I = Individual	▪ S = State	▪ O= Objective test (administered online)
▪ T = Team	▪ N = National	▪ P=Prejudged project
		▪ C=Case Study
		▪ S=Oral Presentation

See the National FBLA Competitive Event link for most recent changes in National Level Events.

<http://www.fbla-pbl.org/data/files/docs/2011-12%20fbla%20competitive%20events.pdf>

TABLE I - COMPETITIVE EVENTS SORTED BY EVENT NAME – HIGH SCHOOL

Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
Accounting I	I	R,S,N	O	Y	Participant must not be enrolled in or have taken Accounting II.	1, 2, 3
Accounting II	I	S,N	H,O			1, 2
American Enterprise Project	C	S,N	P,S			1, 2
Banking & Financial Systems	T	S,N	O,C,S			1, 2
Business Calculations	I	R,S,N	O			1, 2, 3
Business Communication	I	R,S,N	O			1, 2, 3
Business Financial Plan	I or T	S,N	P,S,C			1, 2
Business Law	I	S,N	O			1, 2, 3
Business Math	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	1, 2, 3
Business Plan	I or T	S,N	P,S			1, 2
Business Presentation	I or T	S,N	C,S			1, 2
Business Procedures	I	R,S,N	O			1, 2, 3
Community Service Project Roy Allen Award	C	S,N	P,S			1, 2
Computer Applications	I	R,S,N	H,O			1, 2
Computer Game & Simulation Programming	I or T	S,N	P, S			1, 2

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Event Name	Event Type			Event Activities	Transcript Required	Eligibility Restrictions	# NLC
	Individual (I) Chapter (C) Team (T)	Level					
Computer Problem Solving	I	S,N	O				1, 2, 3
Crime Prevention Project	C	S	P				N/A
Cyber Security	I	S,N	O				1,2, 3
Desktop Application Programming	I	S, N	C,P				1, 2
Desktop Publishing	T	S,N	H,O				1, 2
Digital Video Production	I or T	S,N	C,S,P				1, 2
E-Business	I or T	S,N	C,P,S				1, 2
Economics	I	S,N	O				1, 2, 3
Emerging Business Issues	T	S,N	C,S				1, 2
Entrepreneurship	T	S,N	C,O,S				1, 2
FBLA Principles & Procedures	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.		1, 2, 3
Future Business Leader (FBL)	I	R,S,N	O,S				1, 2
Global Business	T	S,N	C,O,S				1, 2
Gold Seal Chapter Award of Merit	C	S,N	P				1, 2
Health Care Administration	I	S,N	O				1, 2, 3
Helen Ragan Chapter of the Year	C	S	P				N/A
Hospitality/Management	I	S,N	O				1, 2, 3
Impromptu Speaking	I	S,N	S				1, 2
Introduction to Business	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.		1, 2, 3
Introduction to Business Communication	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.		1, 2, 3
Introduction to Parliamentary Procedure	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.		1, 2, 3

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Event Name	Event Type			Event Activities	Transcript Required	Eligibility Restrictions	# NLC
	Individual (I) Chapter (C) Team (T)	Level					
Introduction to Technology Concepts	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	1, 2, 3	
Job Interview	I	R,S,N	S			1, 2	
Local Chapter Annual Business Report	C	S,N	P			1, 2	
Local Recruitment of Chapters	C	S				N/A	
Marketing	T	S,N	C, O			1, 2, 3	
Network Design	T	S,N	C,S,O			1, 2	
Networking Concepts	I	S,N	O			1, 2, 3	
Parliamentary Procedure	I or T	S,N	O,S			1, 2	
Partnership with Business Project	C	S,N	P,S			1, 2	
Personal Finance	I	S,N	O			1, 2, 3	
Public Speaking I	I	R,S,N	S	Y	Participants must be enrolled in grades 9 or 10.	1, 2	
Public Speaking II	I	R,S,N	S			1, 2	
Spirit – NC FBLA	C - T-Shirt C- Cheer	R, S	P			N/A	
Sports Management	I	S,N	O			1, 2, 3	
Spreadsheet Applications	I	S,N	H,O			1, 2	
Technology Concepts	I	S,N	O			1, 2, 3	
Website Development	I or T	S,N	C,S			1, 2	
Word Processing I	I	R,S,N	H,O	Y	Participants must not have received instruction beyond that taught in the state's Keyboarding course.	1, 2	
Word Processing II	I	R,S,N	H,O			1, 2	

TABLE II – SCHOLRSHIP EVENTS – HIGH SCHOOL

Title	Type	Level	Eligibility Restrictions
Alsup Business Scholarship	I	S	Only high school seniors taking an active part in the SLC are eligible. All applicants should plan to work toward a degree in business.
FBLA Professional Division Scholarship Award	I	S	See Guidelines
James L. White Scholarship	I	S	Only high school seniors taking an active part in the SLC are eligible. All applicants should plan to work toward a degree in business.
King’s College Scholarship	I	S	Participants must be high school seniors.
NC ACTE Broyhill Scholarship	I	S	Applicants must be classified below the senior grade level in high school.
UNC-G Bryan School of Business Scholarship	I	S	Participants must be high school seniors planning to attend UNC-G in the year following the award and to select a major in the Bryan School of Business and Economics.

TABLE III – RECOGNITION EVENTS – HIGH SCHOOL

Title	Type	Level	Eligibility Restrictions
Adviser of the Year Award	I	S,N	
Businessperson of the Year	C	R,S,N	
Largest Local Chapter Award	C	S,N	
NC FBLA Honorary Life Member	I	S	
NCBEA Outstanding Student Award	I	R,S	Participants may not enter the Who’s Who in FBLA event.
Who’s Who in FBLA	I	S,N	Participants must be enrolled in their senior year of high school. Who’s Who candidates must have completed the Future level of the Business Achievement Award.

TABLE IV - COMPETITIVE EVENTS SORTED BY EVENT NAME – MIDDLE LEVEL

Middle Level event participants must be enrolled in grades 6 – 8.

Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	National Recognition
American Enterprise Project – ML	C	S	P	1, 2
Business Communication – ML	I	S	O	
Business Computer Technology – ML	I	S	O	
Business Concepts – ML	I	S	O	
Business Math – ML	I	R,S	O	
Career Exploration – ML	I	R,S	O	1, 2
Community Service Project – ML	C	S	P	1, 2
Computer Slide Show Presentation – ML	I or T	S	C,P	1, 2
Crime Prevention Project – ML	C	S	P	
Desktop Publishing Application – ML	I or T	S	H	1, 2
FBLA Creed – ML	I	R,S	S	
Gold Seal Chapter Award of Merit – ML	C	S	P	
Impromptu Speaking – ML	I	S	S	
Introduction to Business Communication - ML Previously called - Proofreading and Editing	I	R,S	O	1, 2
Keyboarding Applications I – ML	I	S	H,O	1, 2
Keyboarding Applications II – ML	I	S	H,O	1, 2
Largest Local Chapter Membership Award – ML	C	S		
Local Chapter Activities Report - ML	C	S,N	P	1,2
Local Recruitment of Chapters – ML	C	S		
Parliamentary Procedure – ML	I	S	O	
Public Speaking – ML	I	R,S	S	
Spirit – NC FBLA	C - T-Shirt C- Cheer	R, S	P	
Spreadsheet – ML	I	S	H	1, 2

FBLA-PBL STANDARDS OF MAILABILITY

See National Website <http://www.fbla-pbl.org/web/page/589/sectionid/587/pagelevel/2/fbla.asp>

INFORMATION ABOUT FBLA

FBLA-PBL AWARDS PROGRAM

Competitive spirits, and recognition of excellence, reflect important aspects of the educational process that prepares students for their roles in the American enterprise system.

Today's students demand and deserve learning experiences that enable them to achieve success through effective participation in career-related activities designed to reach professional goals. The NC FBLA State Awards Program offers this opportunity by providing support for curriculum development that facilitates practical applications and increases conceptual knowledge of business principles.

DRESS CODE FOR ALL CONFERENCES

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

See National Website for latest Dress Code requirements:

<http://www.fbla-pbl.org/web/page/697/sectionid/587/pagelevel/2/fbla.asp>

**Dress Code is required for opening and closing ceremonies.
You must be in dress code to be recognized on stage.**

GENERAL REGULATIONS

- Members must adhere to the dress code established by the Board of Directors in order to participate in a competitive event at the regional or state conference.
- Participants failing to report on time for their event may be disqualified.
- Members must be registered for the conference (following current registration guidelines) in order to participate in a competitive event.
- Reference manuals, textbooks, and other resource materials may not be taken to or used during competitive events. Exceptions to this rule are clearly identified in the guidelines for each individual event. For instance, when events guidelines specify material or equipment that may be used (e.g., a 4" by 6" card or a calculator), only those materials or equipment may be used. If an item is not listed, it is to be assumed that it is not allowed. Individual participants or a participating team must adhere to this event regulation or be disqualified.

- No audio or video recording devices will be allowed in any competitive event. Participants in the team performance events should be aware that the state office reserves the right to record any performance for use in study or training materials.
- Event guidelines call for a receipt deadline. This places the responsibility of getting materials to the regional board member/state office on the local chapter. Chapters should plan ahead and take the necessary steps to ensure that materials are received by the deadline.

ELIGIBILITY GUIDELINES

These competitive events are provided as a membership benefit for the local chapters. Only those students who meet the official membership eligibility requirements and are on record with the state and national offices as dues-paid members on or before the first/second semester dues deadlines are eligible to compete. Membership in FBLA is unified on the local, state, and national levels and is not available separately. FBLA members may participate only in the competitive events associated with their affiliated divisions.

State events are divided into four categories:

- Chapter Events
- Individual Events
- Team Events
- Recognition Events

Members may participate in one chapter event, as well as one individual or team event. They may also participate in a recognition event. Recognition events generally are directed toward:

- Chapters
- Individuals
- People other than members who have provided outstanding support for FBLA

In the case that a recognition event involves a member, such participation will not preclude that member from competing in another individual or team event.

A member may enter only one individual or team event with these exceptions:

- A member taking the State Parliamentary selection test is not classified as a competitive event participant and may compete in another event.
- A member nominated for "Who's Who in FBLA" or participating in a scholarship event may compete in another event.
- Members that are a part of the Gold Seal Chapters may compete in another event.

Depending on the specific event, the FBLA state office may enter either one, two, or three competitors for competition at the National Leadership Conference. In general, events consisting of a performance (e.g., interview, speech, team presentation) allow one competitor per state. Refer to the individual event guidelines for specific eligibility requirements.

Members participating in an event that is **restricted either to specific grade levels or maximum-training limits** must submit a **current transcript** as proof of their eligibility.

EVENT REGULATIONS

The following regulations apply to all competitive events in the class indicated. Please make sure that you review these guidelines carefully as they will be strictly enforced. Entries not adhering to these regulations, as well as any event specific guidelines, will be penalized or disqualified at the discretion of event judges, depending on the severity of the noncompliance. The state adviser will receive notification of any disqualifications.

CHAPTER EVENTS — WRITTEN REPORTS

See national website for format guidelines:

<http://www.fbla-pbl.org/web/page/589/sectionid/587/pagelevel/2/fbla.asp>

INDIVIDUAL EVENTS

The following regulations apply to all individual member competitive events. Refer to the event descriptions for any additional regulations that might apply to a specific event.

- The local chapter adviser must register participants using the designated registration method. The dates indicated on the Calendar of Activities must be adhered to.
- Participants must be selected in accordance with the regulations of the state and national associations.
- Participants must not have been entered in the event at a previous regional or state conference.
- A local chapter adviser must confirm participants at the registration desk of the regional and state conferences.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to compete in the event.

TEAM EVENTS

The following regulations apply to all team competitive events. Refer to the event guidelines for any additional regulations that might apply to a specific event.

- The local chapter adviser must complete an Event Entry Form and mail to the regional board member, or register online for SLC, by the receipt deadline on the Calendar of Activities. Participants must be selected in accordance with the regulations of the state and national associations.
- Participants must not have been entered in this event at a previous regional/state conference unless otherwise noted in the guidelines. A member who has competed as an individual entry in a team (individual) event, may compete in the same event a second time as part of the team, but not as an individual.
 - *Business Plan*: None of the members may have competed in this event at a previous State Leadership Conference.
 - *Emerging Business Issues Debate*: One member of the Emerging Business Issues Debate team may have competed in this event at a previous State Leadership Conference.
 - *Entrepreneurship*: One member of the Entrepreneurship team may have competed in this event at a previous State Leadership Conference.
 - *Business Presentation*: One member of the Business Presentation team may have competed in this event at a previous State Leadership Conference
 - *Parliamentary Procedure*: Two members of the Parliamentary Procedure team may have competed in this event at a previous State Leadership Conference.

- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to compete in the event

HOME SITE PRODUCTION EVENTS

Local chapters must submit with the Event Entry form a Test Administrator Identification Form. The Regional Adviser will send the test, Administrator Release Form, guidelines, script, and return envelope to the identified test administrator. This test should be administered in accordance with the instructions included in the test packet.

After the test is completed, all materials (test, Administrator Release Form, guidelines, script, data diskette and student's test documents) will be placed in a return envelope and mailed to the Regional Adviser by the stipulated deadline. Tests not postmarked by the deadline will be disqualified. It is suggested that local chapters return test packets by certified mail. FBLA will not be responsible for test material lost in the mail or not received by the deadline.

EVENT COMPONENTS

In addition to events being categorized as Individual, Chapter, or Team, you will want to know what the competitive event components are. The options are:

- Prejudged – All events that require the student to submit material such as reports or CDs, to be judged before the conference starts are called “Prejudged”. Often an event will have more than one component and Prejudged is one of the components.
- Objective –This is an online test that will be administered at the school.
- Performance – Performance events require an active participation on behalf of the students. For example Public Speaking and Business Presentations require the student to stand and orally defend their project.
- Home Site –These are production tests that are administered prior to the regional/state conferences at the home school by a non-business teacher proctor. Accounting II, Computer Applications, Desktop Publishing, Keyboarding Applications I-MG, Keyboarding Applications II-MG, Spreadsheet Applications, Word Processing I, and Word Processing II are among the events that have a Home Site component. Please refer to the events to see what the components are for each event. See the individual event guidelines for administering procedures. Each of these events also has an on-line objective test portion.

TOPICS – COMPETITIVE EVENTS

Some of the competitive events have topics around which they must be developed. They are:

- Business Financial Plan
- Business Presentation
- Computer Game and Simulation Programming
- Computer Slide Show - MG
- Desktop Application Design Programming
- Digital Video Production
- E-Business
- Emerging Business Issues
- Website Development

See National Website for current topics:

High School Topics <http://www.fbla-pbl.org/web/page/589/sectionid/587/pagelevel/2/fbla.asp>

Middle School (in MAP) http://www.fbla-pbl.org/web/page/601/sectionid/586/pagelevel/2/fbla_middlelevel.asp

COMPETITIVE EVENTS, PROJECTS & RECOGNITION

NC FBLA offers many competitive events for both middle and high school levels. Though we closely follow the guidelines of FBLA National, we do not offer every event that they offer. Similarly, FBLA National does not offer all of the events that are offered through NC FBLA.

Before a competitive event is selected by NC FBLA, an evaluation is made to insure that a Business course in the Standard Course of Study supports the skill requirements of the event. If there is not a Business course with a specific business course number that is being taught to support it, the event is not offered. Please refer to the Standard Course of Study for a listing of these courses. You may find this on the DPI website at:

<HTTP://WWW.NCPUBLICSCHOOLS.ORG/CTE/PROGRAM-AREAS/CURRICULUM-STATUS?SUBJECTTITLE=BUSINESS,%20FINANCE%20AND%20INFORMATION%20TECHNOLOGY&&FOLDERNAME=BUSINESS&&EMAIL=BUSINESSANDITEDUCATION@DPI.NC.GOV>

The North Carolina Future Business Leaders of America Board of Directors voted to include the following courses for FBLA membership eligibility for the 2012-2013 academic year:

Computer Engineering Technology I
Computer Engineering Technology II
Networking Engineering Technology I
Network Engineering Technology II
Project Management
Virtual Enterprise

Career Management and **Exploring Career Decisions** were also approved at the July, 2012, at the NC FBLA Executive Board meeting for FBLA membership.

**INDIVIDUAL
EVENTS
HIGH SCHOOL**

ACCOUNTING I

Regional/State/National Event

The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic accounting principles and procedures.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

The participants must not have had more than two (2) semesters (or one [1] semester in a block scheduling program) of high school accounting instruction. Participants should **NOT** be enrolled in Accounting II in the second semester of the school year. Transcript is required.

OBJECTIVE TEST COMPETENCIES

- ◆ journalizing
- ◆ account classification
- ◆ basic accounting cycle
- ◆ terminology, concepts, and practices
- ◆ types of ownership
- ◆ posting
- ◆ income statement
- ◆ balance sheet
- ◆ worksheet
- ◆ bank reconciliation
- ◆ payroll
- ◆ depreciation
- ◆ manual and computerized systems
- ◆ ethics

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their own non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference.

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

AICPA sometimes provides scholarships to assist the winners with attending NLC. This amount varies and will be determined by the time of SLC.

ACCOUNTING II

State/National Event

The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ financial statements
- ◆ corporate accounting
- ◆ ratios and analysis
- ◆ accounts receivable and payable
- ◆ budgeting and cash flow
- ◆ cost accounting/manufacturing
- ◆ purchases and sales
- ◆ journalizing and posting
- ◆ income tax
- ◆ payroll
- ◆ inventory
- ◆ plant assets and depreciation
- ◆ departmentalized accounting
- ◆ ethics
- ◆ partnerships

PRODUCTION TEST COMPETENCIES

- ◆ financial statements
- ◆ bank reconciliation
- ◆ payroll
- ◆ trial balance
- ◆ journalizing
- ◆ inventory
- ◆ depreciation
- ◆ adjusting/closing entries

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award.

GUIDELINES

Production test

- One (1) hour will be allowed for the school-site production test. Accounting or spreadsheet software must be used.
- Students may bring prepared templates which may include, but are not limited to, a general journal, bank reconciliation, financial statements, and a worksheet.
- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.
- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- The home site testing administrator and the objective test administrator (normally the same person), must be noted in the appropriate space in the online registration.

Objective Test

- A one-hour (1) online objective test will be administered based on the previously listed competencies.
- Participants may use their own non-graphing calculators.

JUDGING

The objective test will constitute 50% of the final event score. The production test will constitute 50% of the final event score.

In case of a tie, the production test will be used to break the tie.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top 10 (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

BUSINESS CALCULATIONS

Regional/State/National Event

Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of mathematical functions in business applications.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-up	4

OBJECTIVE TEST COMPETENCIES

- ◆ consumer credit
- ◆ mark-ups and discounts
- ◆ date analysis and reporting
- ◆ interest rates
- ◆ payroll
- ◆ investments
- ◆ taxes
- ◆ bank records
- ◆ insurance
- ◆ ratios and proportions
- ◆ depreciation
- ◆ inventory

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their own non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

BUSINESS COMMUNICATION

Regional/State/National Event

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ nonverbal and oral communication
- ◆ communication concepts
- ◆ written and report application
- ◆ grammar
- ◆ reading comprehension
- ◆ editing and proofreading
- ◆ word definition and usage
- ◆ capitalization
- ◆ punctuation
- ◆ spelling
- ◆ digital communications (e-mail, messaging, Netiquette)

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

BUSINESS LAW

State/National Event

This event provides recognition for FBLA members who are familiar with specific legal areas that most commonly affect personal and business relationships.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ legal system
- ◆ contracts and sales
- ◆ business organization
- ◆ property laws
- ◆ agency and employment laws
- ◆ negotiable instruments, insurance, secured transactions, bankruptcy
- ◆ consumer and product/personal liability
- ◆ computer law
- ◆ domestic and personal law

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

BUSINESS MATH

State/National Event

Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of basic math functions needed in business.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

*Only members enrolled in **grades 9 and 10** of the current school year are eligible to compete in this event. Each student is required **to include an official transcript to compete.***

Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ basic math concepts
- ◆ consumer credit
- ◆ data analysis and probability
- ◆ fractions;
- ◆ percentages
- ◆ discounts
- ◆ decimals

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

BUSINESS PROCEDURES

Regional/State/National Event

Competency in performing daily tasks is a necessity in business. This event provides recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ human relations
- ◆ technology concepts
- ◆ business operations
- ◆ communication skills
- ◆ information processing
- ◆ decision making/management
- ◆ career development
- ◆ database information management
- ◆ ethics and safety finance
- ◆ finance

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

COMPUTER APPLICATIONS

Regional/State/National Event

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

ELIGIBILITY

Each local chapter may enter **one (1) participant** who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ basic computer terminology and concepts
- ◆ presentation, publishing and multimedia applications
- ◆ security
- ◆ basic application knowledge and word processing
- ◆ e-mail, integrated and collaboration applications
- ◆ netiquette and legal issues
- ◆ spreadsheet and database applications
- ◆ formatting, grammar, punctuation, spelling, and proofreading

PRODUCTION COMPETENCIES

- ◆ database—creating a database; applying various functions such as searching, querying, etc.
- ◆ spreadsheets—applying functions such as move, combine, format, creating and applying formulas
- ◆ presentation—preparing text slides with graphics
- ◆ business graphics—bar, line, pie, exploded pie, stacked bar
- ◆ word processing—letters, memorandums, tables, reports, or other type of work processing problems

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all parts to be eligible to win an award.

Home Site Testing

- A *Home Site Testing Administrator Form* must be completed and received by the state office by the date given on the Calendar of Activities.

Production Test

- Two (2) hours will be allowed for the skills production test at the home testing site. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order. Word division manuals and dictionaries may be used as reference materials.
- Calculators are not allowed on the production portion of the test.
- Results will be based on mailable copy. Material that could be considered mailable with slight reservations will receive reduced credit. Un-mailable copy will not be considered in scoring. (See Standards of Mailability in the General Information section.)
- Participants must recognize the necessity for accurate proofreading.
- The Formatting Guide and dictionaries may be used as reference materials.
- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- The production test will constitute 85 percent of the final event score.

Objective Test

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.
- The score received on this portion of the event will constitute fifteen (15) percent of the final event score.

Computer Applications Continued

JUDGING

A panel of judges for this event will evaluate the documents. Judging of the production test will be based on printed copy. All decisions of the judges are final. The objective test will constitute 15 percent and the production test will constitute 85 percent of the final event score.

Ties will be broken based on the scores associated with the objective test portion of the event.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference

COMPUTER PROBLEM SOLVING

State/National Event

Having a broad base of knowledge and competencies in core hardware and operating system technologies including installation, configuration, diagnostics, preventative maintenance, and basic networking is an important element for today's computer savvy individual.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by February 1 of the current school year. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ operating systems
- ◆ networks
- ◆ personal computer components
- ◆ security
- ◆ safety and environmental issues
- ◆ laptop and portable devices
- ◆ printers and scanners

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

CYBER SECURITY

State/National Event

With the increased use of the Internet for browsing, researching, information gathering, and e-commerce, information and cyber security has become a growing concern for businesses throughout our global economy. This event recognizes FBLA members who understand security needs for technology.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by February 1 of the current school year. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ computer attacks (EX. virus, spam, spyware, trojans, hijackers, worms)
- ◆ network security
- ◆ e-mail security
- ◆ authentication
- ◆ intrusion detection
- ◆ public key
- ◆ disaster recovery
- ◆ physical security
- ◆ forensics security
- ◆ cryptography
- ◆ firewalls

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference

DESKTOP APPLICATION PROGRAMMING

State/National Event

Certain types of accounting processes require that each record in the file be processed. Desktop Application Programming focuses on these procedural style processing systems. This event tests the programmer's skill in designing a useful, efficient, and effective program in the area described below.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-up	4

PROJECT COMPETENCIES

- ◆ development of topic is logical and creative
- ◆ code is commented at appropriate points
- ◆ interface is a logical arrangement and contains all necessary information
- ◆ program runs without error

PERFORMANCE COMPETENCIES

- ◆ explanation of the program is logical and systematic
- ◆ understanding of the programming logic and coding is evident
- ◆ design process effectively communicated
- ◆ tips, techniques, and tools used are presented including identifying the most difficult programming task(s) completed and explanation of the scenario/logic used to overcome and implement these tasks
- ◆ professional presentation
- ◆ self-confidence apparent through knowledge of content and articulation of ideas
- ◆ effectively answer questions

OVERVIEW

This event consists of two (2) parts: a prejudged program and a performance component. Participants are required to complete both parts. The program must address the topic given on the National Website. Performances should describe the program completed. Specifically, the performance should address the program creation, processes used, and results of the program.

PROGRAM GUIDELINES

Prejudged Program

- The participant may choose any programming language.
- Three (3) DVDs or USB flash drives containing the executable object, date, or support files needed to run the executable file to be received by the state office for judging by the date specified on the calendar along with a Statement of Assurance. Label the media using a marker with the school, participant name, state, and event.
- Program must run on Windows XP or higher.
- Data must be free of viruses/malware. Any entry with contaminated data will not be judged.
- Program produced for this event must be prepared by the participant without help.

PERFORMANCE GUIDELINES

Preliminary Performance

- The top ten (10) individuals—or an equal number from each group—will be scheduled for a final presentation.
- The participant must provide all equipment for the presentation including a copy of the program. Projector screen, table, and power will be provided.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- The individual has seven (7) minutes to present the case describing the program.

Desktop Application Programming Continued

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When each participant is finished, the time used will be recorded.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges.
- Preliminary performances are not open to conference attendees.

Final Performance

- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants in the event.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



**STATEMENT OF ASSURANCE
Event Entry Form**

This form must be completed and sent for the following events:

- Check one: Computer Game & Simulation Programming Digital Design & Promotion
 Desktop Application Programming E-Business
 Digital Video Production Web Site Design

For E-business, Internet Application Programming, and Web Site Design, provide the URL. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

FBLA Region _____

School: _____

Web site URL Address:
(where appropriate) _____

Member(s) Name: _____

Local Chapter Contact (adviser preferred)

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____ Adviser's Name _____

Name of Team Member _____ Name of Team Member _____

Complete this Document Section for the Above Events (replaces Readme file):

Software Used: _____

Source of Information: _____

Copyright Notations: _____

Instructions for Running Project: _____

Template(s) Used (source): _____



DESKTOP APPLICATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduce five (5) points for failure to follow directions.					
Total Points	(100 max.)				
Prejudged Score	(150 max.)				
Final Score (add total score and prejudged score)	(135 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP



DESKTOP APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Readability and Style					
Appropriate names of variables used	0	1-2	3-4	5	
Commentary provided line-by-line and/or section is readable, useful, and complete	0	1-5	6-10	11-15	
General program documentation readable, useful, and complete	0	1-7	8-14	15-20	
Input/output and program parameters properly documented	0	1-3	4-7	8-10	
Program Structure and Content					
Program is concise, does not contain unnecessary complexity	0	1-2	3-4	5	
Appropriate data types used	0	1-2	3-4	5	
Algorithms reliable and straightforward Unusual approaches should be well documented	0	1-5	6-10	11-15	
Algorithms did not impose any special limitations not described in the program instructions	0	1-3	4-7	8-10	
Results					
Program was error free	0	1-3	4-7	8-10	
The program handled user and/or data input errors well	0	1-5	6-10	11-15	
Program functioned as required and meets requirements	0	1-7	8-14	15-20	
Resulting outputs, screens, and messages were useful	0	1-7	8-14	15-20	
Subtotal	(150 max.)				
Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 3 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points	(150 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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ECONOMICS

State/National Event

This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ basic economic concepts and principles
- ◆ productivity
- ◆ macroeconomics
- ◆ market structures (monopoly, oligopoly, etc.)
- ◆ investments and interest rates
- ◆ role of government
- ◆ monetary and fiscal policy
- ◆ types of businesses/economic institutions
- ◆ business cycles/circular flow
- ◆ supply and demand
- ◆ international trade/global economics

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

FBLA PRINCIPLES AND PROCEDURES

State/National Event

Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

*Only members enrolled in **grades 9 through 10** of the current school year are eligible. An **official student transcript is required with the entry form.***

Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ FBLA organization, bylaws, and handbook
- ◆ FBLA national competitive events guidelines
- ◆ FBLA national publications
- ◆ FBLA creed and national goals.

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

FUTURE BUSINESS LEADER

Regional/State/National Event

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

ELIGIBILITY

Each local chapter may enter **one (1) participant** who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year.

OBJECTIVE TEST COMPETENCIES

- ◆ general concepts to include accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, math and technology
- ◆ FBLA-PBL history, programs, and bylaws
- ◆ parliamentary procedure

PERFORMANCE COMPETENCIES

- ◆ demonstrate good verbal communication skills
- ◆ answer questions effectively
- ◆ display self confidence through knowledge of content and articulation of ideas

OVERVIEW

This event consists of three (3) parts: submission of a letter of application with a résumé, completion of an objective test, and participation in a simulated interview(s).

Pre-conference Requirements

- During events confirmation, the local chapter adviser must submit six (6) folders containing copies of the following items:
 - A one-page letter of application (original or copy) for the award addressed: Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston VA 29191. The letter should state the reasons the participant is deserving of the honor of this award.
 - A brief résumé (original or copy) not to exceed two (2) pages. Photographs are not allowed.

- All copies of the above materials must be submitted in six (6) standard file folders. The tab of the folder must be labeled with the participant's name, school, and event title. Include the participant's name on all pages submitted.
- The materials must be turned in to the board member at the Regional Competitive Events; and for regional winners, at the conference registration desk at the State Leadership Conference.
- A deduction of up to five (5) points will be made from the score of participants who submit materials by the deadline but do not adhere to the event guidelines for the submission of proper materials.
- The letter of application and the résumé will be returned.

Objective Test

- A one-hour (1) on-line objective test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

Preliminary Interviews

- Participants will be divided in up to three (3) groups, depending on the number of participants. Each participant will be scheduled for a ten-minute (10) initial interview.
- The interviews will be conducted by professionals from business. The interview times will be determined by a random drawing.
- Judges will be given copies of all participants' application materials. No other items may be brought to the interview or left with the judges.

Final Interviews

- Based on the objective test, letter of application and résumé, and the initial interview, a maximum of ten (10) finalists will be scheduled for a second interview for SLC and 15 for NLC.
- Participants will be assigned times determined by a random drawing for the final fifteen-minute (15) interview.

Future Business Leader Continued

- The objective test will only be used to break a tie.
- All other procedures as outlined for the preliminary interviews will be followed for the final interview.

JUDGING

The interview and related materials portions of this event will be evaluated by a panel of judges. All decisions of the judges are final.

The final interview rating sheet scores will determine the winners. In the case of a tie after the second interview, the objective test scores will be used to determine the final rank.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, and second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



FUTURE BUSINESS LEADER

Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstration ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance (meets dress code requirements)	0	1-2	3-4	5	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Leadership Ability					
Illustrates participation and leadership in FBLA	0	1-5	6-10	11-15	
Explains participation in other school and/or community organizations	0	1-3	4-7	8-10	
Explains and shows areas of outstanding achievement	0	1-3	4-7	8-10	
Indicates understanding of career knowledge and career plans	0	1-5	6-10	11-15	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1-5	6-10	11-15	
Subtotal	(100 max.)				
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points	(100 max.)				
Objective Test Score	(100 max.)				
Final Score	(200 max.)				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP



FUTURE BUSINESS LEADER

Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstration ability to effectively answer questions	0	1-5	6-10	11-15	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Leadership Ability					
Illustrates participation and leadership in FBLA	0	1-5	6-10	11-15	
Explains participation in other school and/or community organizations	0	1-5	6-10	11-15	
Explains and shows areas of outstanding achievement	0	1-5	6-10	11-15	
Indicates understanding of career knowledge and career plans	0	1-5	6-10	11-15	
Subtotal	(100 max.)				
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points	_____ x 80% =				
Objective Test Score	_____ x 20% =				
Final Score	_____ (200 max.)				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP

HEALTH CARE ADMINISTRATION

State/National Event

Health care administrators manage the business side of health services, ensuring the effective use of resources to ensure the best medical care to the community. These skills include managing office activities, enhancing communication skills, identifying legal and ethical issues in health care practices, managing financial functions, and enhancing employability skills. This event recognizes FBLA members who have the ability to help people in the health care field.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the February 1 deadline of the current school year. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ♦ managing office activities
- ♦ enhancing communication skills
- ♦ identifying legal and ethical issues in health care practices
- ♦ managing financial functions
- ♦ enhancing employability skills

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

HOSPITALITY MANAGEMENT

State/National Event

Hospitality is an important aspect of business and society. This event provides recognition to FBLA members who have the ability to help other people enjoy both leisure and business travel and events.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by February 1 of the current school year. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ hospitality operation and management functions
- ◆ hotel sales process
- ◆ hospitality marketing concepts
- ◆ human resource management in the hospitality industry
- ◆ environmental, ethical, and global issues
- ◆ customer service in the hospitality industry
- ◆ legal issues, financial management, and budgeting
- ◆ current hospitality industry trends
- ◆ types of hospitality markets and customers

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

IMPROMPTU SPEAKING

State/National Event

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

ELIGIBILITY

Each chapter may enter one (1) participant who is an active member and is on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

PERFORMANCE COMPETENCIES

- ♦ demonstrate ability to make a businesslike presentation
- ♦ demonstrate good verbal communication
- ♦ display self confidence through knowledge of content and articulation of ideas
- ♦ explanation is logical and systematic

OVERVIEW

Each participant will be given the same topic. The topic may consist of information concerning the FBLA-PBL goals, activities, and/or current programs. In addition, topics for this event can be drawn from current events and relevant business topics.

PROCEDURE

General Information

- Two (2) 4"x6" index cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the index card. Participants must furnish their own pens and pencils. Note cards will be collected following the presentation.
- No reference material, visual aid, or electronic devices may be brought to or used during the preparation or presentation.
- The speech should be four (4) minutes in length.
- NO lectern will be available. No microphone will be used.

Preliminary Round

- Participants will be divided into two (2) or more preliminary groups, depending on the number of participants.
- Participants must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. At NLC participants must report twenty minutes prior to the time of the first scheduled speech. Participants will be sequestered until their preparation time. The order of performance will be determined through a random drawing.
- Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges..
- Any notes made during the preparation time may be used when speaking.
- The index cards must be submitted to the event administrator at the conclusion of the speech.
- At the time of the performance, the administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.
- Preliminary performances are not open to conference attendees. Final rounds are open, if space permits, except to performing participants of this event.
- Up to twelve (12) participants, depending on the number of preliminary groups, will be selected for the final round.

Final Round

- Finalists must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. Finalists will be sequestered until their preparation time. At NLC participants must report (20) twenty minutes prior to the time of the first scheduled speech
- The order of performance will be determined through a random drawing.
- All other procedures, as outlined in the preliminary round, will be followed for the final round.

Impromptu Speaking Continued

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners from State Leadership Conference are eligible to compete at the National Leadership Conference.



IMPROMPTU SPEAKING

Performance Rating Sheet

Revised

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Memorable central theme stated and repeated	0	1-2	3-4	5	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Organization					
Immediate introduction of topic	0	1-3	4-7	8-10	
Strong support (body) for topic	0	1-3	4-7	8-10	
Effective and memorable conclusion	0	1-3	4-7	8-10	
Delivery					
Extemporaneous delivery; i.e., not merely read from the notes	0	1-5	6-10	11-15	
Effective posture, body language, eye contact, and gestures	0	1-3	4-7	8-10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1-3	4-7	8-10	
Presentation is sincere, interesting, creative, and convincing	0	1-3	4-7	8-10	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	(100 max.)				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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INTRODUCTION TO BUSINESS

State/National Event

Students discover the role of business in the free enterprise system and the global economy. Students will learn basic financial concepts of banking, insurance, credit, investments and learn to make sound decisions as consumers. In addition, FBLA members will learn the real-world impact of technology, effective communication, and interpersonal skills.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Only members enrolled in **grades 9 and 10 of the current school year are eligible to compete in this event. **Each student is required to include an official transcript to compete.***

Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ money management and banking
- ◆ consumerism
- ◆ characteristics and organization of business
- ◆ economic systems
- ◆ rights and responsibilities of employees, managers, owners and government
- ◆ career awareness
- ◆ global (international business)
- ◆ ethics
- ◆ insurance

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

INTRODUCTION TO BUSINESS COMMUNICATION

State/National Event

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Only members enrolled in **grades 9 and 10 of the current school year are eligible to compete in this event. Each participant is required to submit an **official transcript** with the entry form.*

Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ Grammar
- ◆ punctuation and capitalization
- ◆ oral communication concepts
- ◆ reading comprehension
- ◆ word definition and usage
- ◆ proofreading and editing, and spelling

OVERVIEW

- ◆ A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- ◆ Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

INTRODUCTION TO PARLIAMENTARY PROCEDURE

State/National Event

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Only members enrolled in **grades 9 and 10 of the current school year are eligible to compete in this event. Each participant is required to submit an **official transcript** with the entry form.*

Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ parliamentary procedure principles (Through a new partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles portion of the exam will be drawn from NAP's official test bank.)
- ◆ FBLA-PBL bylaws.

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

INTRODUCTION TO TECHNOLOGY CONCEPTS

State/National Event

The processing of data is important to the successful operation of business. This event provides recognition for FBLA members who understand the basic principles involved in computer technology.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-up	4

Only members enrolled in **grades 9 through 10** of the current school year are eligible. **An official student transcript is required with the entry form.**

OBJECTIVE TEST COMPETENCIES

- ◆ computer application concepts
- ◆ basic computer principles and terminology
- ◆ programming basic concepts (structure, logic)
- ◆ computer equipment
- ◆ safety and security

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

JOB INTERVIEW

Regional/State/National Event

This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.

ELIGIBILITY

Each local chapter may enter **one (1) participant** at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

PERFORMANCE COMPETENCIES

- ◆ ability to answer questions effectively
- ◆ demonstrate and use good communication skills
- ◆ exhibit a professional and poised appearance
- ◆ communicate career knowledge and plans

OVERVIEW

This event consists of three (3) parts:

- Letter of Application and Résumé
- Job Application Form.
- Interview.

Participants are required to complete all parts to be eligible to win an award. A letter of application, resume, and job application must be submitted in six folders and turned in at the registration desk at the Regional Conference and the State Leadership Conference.

Each participant must apply for a business or – business-related job at Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

GUIDELINES

Letter, Résumé, Job Application

- Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit

Corporation is an equal opportunity employer.

- The local chapter adviser must submit **six (6) standard file folders** containing the following items:
 - A one-page letter of application (original or copy) for the participant addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041.
 - A brief résumé (original or copy) not to exceed two (2) pages.
 - Photographs are not allowed.
 - A completed job application. (See **National Website** for Job Application)
- All copies of the above materials must be submitted in six (6), standard file folders. The tab of the folder must be labeled with the event title, participant's name, and school. Include participant's name on all pages submitted.
- Student members, not advisers, must prepare all materials.
- The letters of application, résumés, and application forms will be returned.
- Participants failing to submit materials by the stated deadline will be disqualified.
- A deduction of up to five (5) points will be made from the score of participants who submit material by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.

INTERVIEW GUIDELINES

Preliminary Interviews

- Participants will be divided in up to three (3) groups for the initial interviews, depending on the number of participants.
- Participants will be scheduled for a ten-minute (10) initial interview. Based upon the initial interview, letter of application, and résumé, and application form, a maximum of ten (10) participants will be selected for a final interview at SLC and fifteen (15) at NLC.
- The interview will be conducted by professionals from business. The interview times will be determined by random drawing.

Job Interview Continued

Final Interviews

- Participants' interview times will be determined by random drawing.
- All other procedures as outlined for the preliminary interviews will be followed for the final interview. However, interview time at NLC is 15 minutes.

JUDGING

Participants will be judged by a panel of judges serving as personnel professionals. All decisions of the judges are final.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, and second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference



JOB INTERVIEW
Interview Rating Sheet

Revised

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-5	6-10	11-15	
Professional appearance	0	1-2	3-4	5	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Leadership Ability					
Illustrates participation and leadership in FBLA	0	1-5	6-10	11-15	
Explains participation in other school and/or community organizations	0	1-5	6-10	11-15	
Explains and shows areas of outstanding achievement	0	1-5	6-10	11-15	
Indicates understanding of career knowledge and career plans	0	1-5	6-10	11-15	
Subtotal	(100 max.)				
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score	(100 max.)				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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NETWORKING CONCEPTS

State/National Event

Acquiring a high level of familiarization and proficiency in working with networks is essential in today's connected workplace. This event provides recognition for FBLA members who have an understanding of network technologies.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the second semester dues deadline. Local chapters may enter members based on the following guidelines:

Membership	Participants
1 – 99	1
100 – 149	2
150 – 199	3
200 up	4

OBJECTIVE TEST COMPETENCIES

- ◆ general network terminology and concepts
- ◆ network operating system concepts
- ◆ equipment for network access (firewall, DSU/CSU, T1, Wi-Fi, etc.)
- ◆ OSI model and functionality
- ◆ network topologies and connectivity
- ◆ network security

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

PERSONAL FINANCE

State/National Event

Financial literacy is essential in meeting the financial challenges of the 21st century. This event recognizes students, who possess essential knowledge and skills related to financial issues, can analyze the rights and responsibilities of consumers, and apply knowledge to financial situations.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by February 1 of the current school year. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ credit and debt
- ◆ earning a living (income, taxes)
- ◆ managing budgets and finance
- ◆ saving and investing
- ◆ banking and insurance
- ◆ financial principles related to personal decision making
- ◆ buying goods and services

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

PUBLIC SPEAKING I

Regional/State/National Event

This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.

ELIGIBILITY

Each local chapter may enter one (1) participant at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

*Only members enrolled in **grades 9 through 10** of the current school year are eligible. Student transcript is required with the entry form.*

PERFORMANCE COMPETENCIES

- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate good verbal communication skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

The content of the four-minute (4) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

GUIDELINES

- Participants must not have entered this event previously and must not have entered Public Speaking II previously.
- Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
- When delivering the speech, the participant may use notes or note cards. No visual aids may be used.

- A local chapter adviser must confirm contestants with the regional board member at the Regional Competitive Events and at the conference registration desk at the State Leadership Conference to verify event registration.

Preliminary Round

- Participants could be divided in up to three (3) groups depending on the number of participants.
- Participants must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. The order of performance will be determined by a random drawing.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.
- All performances are open to conference attendees, except performing participants of this event.
- A maximum of fifteen (15) participants — up to five (5) from each group — will be selected for the final round.

Final Round

- Finalists must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. The order of performance will be determined through a random drawing.
- All other procedures as outlined for the preliminary round will be followed for the final round.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

Public Speaking I Continued

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The First and second place winners are eligible to compete in the National Leadership Conference



PUBLIC SPEAKING I

Performance Rating Sheet

Revised

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Obvious incorporation of FBLA-PBL goals	0	1-3	4-7	8-10	
Memorable central theme stated and repeated	0	1-3	4-7	8-10	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Organization					
Immediate introduction of topic	0	1-5	6-10	11-15	
Strong support (body) for topic	0	1-5	6-10	11-15	
Effective and memorable conclusion	0	1-5	6-10	11-15	
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1-3	4-7	8-10	
Professional tone, appropriate language	0	1-3	4-7	8-10	
Effective posture, body language, eye contact, gestures	0	1-2	3-4	8-10	
Presentation is sincere, engaging, interesting, original, creative and convincing	0	1-2	3-4	5	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score	(100 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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PUBLIC SPEAKING II

Regional/State/National Event

This event recognizes FBLA members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantial speech.

ELIGIBILITY

Each local chapter may enter one (1) participant at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

PERFORMANCE COMPETENCIES

- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate good verbal communication skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

The content of the five-minute (5) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

GUIDELINES

- Participants must not have entered this event previously.
- Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. Student members must prepare the speech - not advisers. Local advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
- When delivering the speech, the participant may use notes or note cards. No visual aids may be used.
- A local chapter adviser must confirm contestant with the regional board member at the Regional Competitive Events and at the conference registration desk at the State Leadership Conference to verify event registration.

Preliminary Round

- Participants could be divided in up to three (3) groups depending on the number of participants.
- Participants must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. The order of performance will be determined by a random drawing.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be five (5) minutes in length. A timekeeper will stand at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29.
- All performances are open to conference attendees, except performing participants of this event.
- A maximum of fifteen (15) participants — up to five (5) from each group — will be selected for the final round.

Final Round

- Finalists must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. The order of performance will be determined through a random drawing.
- All other procedures as outlined for the preliminary round will be followed for the final round.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. **Local Advisers must register winners to compete at the state level.**

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference



PUBLIC SPEAKING II

Performance Rating Sheet

Revised

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Obvious incorporation of FBLA-PBL goals	0	1-3	4-7	8-10	
Memorable central theme stated and repeated	0	1-3	4-7	8-10	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Organization					
Immediate introduction of topic	0	1-5	6-10	11-15	
Strong support (body) for topic	0	1-5	6-10	11-15	
Effective and memorable conclusion	0	1-5	6-10	11-15	
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1-3	4-7	8-10	
Professional tone, appropriate language	0	1-3	4-7	8-10	
Effective posture, body language, eye contact, gestures	0	1-2	3-4	5	
Presentation is sincere, engaging, interesting, original, creative and convincing	0	1-2	3-4	5	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	(100 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

SPORTS MANAGEMENT

State/National Event

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, a core understanding of business and a comprehensive awareness of sports is necessary to succeed in sports management. This event provides recognition for FBLA members who possess the basic principles of sports management.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members and are on record in the FBLA state office as having paid dues by February 1 of the current year. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ sports marketing/strategic marketing
- ◆ facility and event management
- ◆ human resource management [labor relations]
- ◆ financing and economic input
- ◆ management and leadership in sport
- ◆ sports law
- ◆ overview of sports industry
- ◆ communications in sports
- ◆ ethics
- ◆ licensing
- ◆ management information technology
- ◆ sport governance
- ◆ careers

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

SPREADSHEET APPLICATIONS

State/National Event

Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-up	4

OBJECTIVE TEST COMPETENCIES

- ◆ formulas
- ◆ functions
- ◆ graphics, charts, reports
- ◆ purpose for spreadsheet
- ◆ pivot tables and advanced tools
- ◆ macros and templates
- ◆ filters and extraction of data
- ◆ format and print options

PRODUCTION TEST COMPETENCIES

- ◆ basic mathematical concepts
- ◆ data organization concepts
- ◆ use data by creating formulas
- ◆ use functions
- ◆ generate graphs for analysis purposes
- ◆ use pivot tables
- ◆ create macros
- ◆ filter and extract data

OVERVIEW

This event is composed of two (2) parts: A Home Site computer spreadsheet applications production test and an online objective test.

GUIDELINES

Production Test

- One (1) hour will be allowed for the Home Site production test that is administered at the school location. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.
- The production test will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

Objective Test

- A one-hour (1) on-line objective test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.
- Ties will be broken based on the shortest amount of time taken to complete the test.
- The score received on this portion of the event will constitute 15 percent of the final event score

JUDGING

Judging of the production test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The objective test will constitute 15 percent and the production test will constitute 85 percent of the final event score.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions and first, second, and third-place awards will be presented at the State Leadership Conference. First and second place State Leadership winners are eligible to compete at the National Leadership Conference.

TECHNOLOGY CONCEPTS

State/National Event

Technology is the new competitive edge for business. Successful business leaders must understand the impact of technology and know how to effectively harness it to drive their business success.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-up	4

OBJECTIVE TEST COMPETENCIES

- ◆ telecommunications
- ◆ networking concepts
- ◆ operating systems and browsers
- ◆ computer applications and integration
- ◆ basic technology concepts
- ◆ Internet safety
- ◆ computer equipment

OVERVIEW

- A one-hour (1) objective on-line test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies and are eligible to compete in the National Leadership Conference.

WORD PROCESSING I

Regional/State/National Event

Word processing skills are necessary in today's world. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for word processing positions in business.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline. **Only members enrolled in grades 9 and 10 are eligible.** Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

Participants who are or have been enrolled in office procedures, and/or skill-related courses that included keyboarding instruction, and/or keyboarding production work **beyond that taught in the basic one-year keyboarding course** or the equivalent must **NOT** be entered in this event.

An **official transcript is required** of each participant and must be submitted with the entry form.

OBJECTIVE TESTS COMPETENCIES

- ◆ related application knowledge
- ◆ document formatting rules and standards
- ◆ basic word processing terminology and concepts
- ◆ grammar, punctuation, spelling, and proofreading
- ◆ printing

PRODUCTION COMPETENCIES

- ◆ production of letters and memorandums
- ◆ reports
- ◆ tables
- ◆ resumes
- ◆ material from rough draft and unarranged copy

Specific formatting directions may not be provided. Any acceptable letter, memorandum, or report style may be used.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants must complete both parts to be eligible to win an award.

GUIDELINES

Production Test

- One (1) hour will be allowed for the skills production test at the home-testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Calculators are not allowed on the production portion of the test.
- Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability in the General Information section.)
- Participants must recognize the necessity for accurate proofreading.
- The Formatting Guide and dictionaries may be used as reference materials.
- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- The production test will constitute 85% of the final event score.

Objective Test

- A one (1) hour on-line objective test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.
- The score received on this portion of the event will constitute fifteen (15) percent of the final event score.

Word Processing I Continued

JUDGING

A panel of judges for this event will evaluate the documents. Judging of the skill test will be based on printed copy. All decisions of the judges are final. The objective test will constitute 15 percent and the production test will constitute 85 percent of the final event score.

Ties will be broken based on the scores associated with the objective test portion of the event.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.

WORD PROCESSING II

Regional/State/National Event

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond entry level.

ELIGIBILITY

Each local chapter may enter participants who are active members and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-99	1
100-149	2
150-199	3
200-Up	4

OBJECTIVE TEST COMPETENCIES

- ◆ advanced applications
- ◆ related application knowledge
- ◆ document formatting rules and standards
- ◆ basic keyboarding terms and concepts
- ◆ grammar, punctuation, spelling, and proofreading
- ◆ printing

PRODUCTION COMPETENCIES

- ◆ production of all types of business forms
- ◆ letters, mail merge
- ◆ memorandums
- ◆ tables
- ◆ reports
- ◆ statistical reports
- ◆ materials from rough draft and unarranged copy
- ◆ e-messages

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants must complete both parts to be eligible to win an award.

GUIDELINES

Production Test

- One (1) hour will be allowed for the skills production test at the home-testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Calculators are not allowed on the production portion of the test.
- Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability in the General Information section.)
- Participants must recognize the necessity for accurate proofreading.
- The Formatting Guides and dictionaries may be used as reference materials.
- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- The production test will constitute 85 percent of the final event score.

Objective Test

- A one (1) hour on-line objective test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.
- The score received on this portion of the event will constitute fifteen (15) percent of the final event score.

JUDGING

A panel of judges for this event will evaluate the documents. Judging of the skill test will be based on printed copy. All decisions of the judges are final. The objective test will constitute 15 percent and the production test will constitute 85 percent of the final event score.

Ties will be broken based on the scores associated with the objective test portion of the event.

Word Processing II Continued

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.

**INDIVIDUAL
OR
TEAM EVENTS
HIGH SCHOOL**

BUSINESS FINANCIAL PLAN

State/National Event - (Individual or Team)

Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan for a business venture. The financial plan requesting a loan from a financial institution must be economically and financially sound with a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, implement written and oral skills, and develop familiarity with procedures of financial institutions.

ELIGIBILITY

Entries may be created by an individual or by a team of two (2) or three (3) members. Participants must be members of an active local chapter and be on record in the FBLA state office as having paid dues by the second semester membership dues deadline

The project must not have been submitted for a previous State Leadership Conference. In the event of a team entry, no more than one (1) member may have competed in this event at a previous State Leadership Conference.

REPORT COMPETENCIES

- ◆ arrange report logically and in proper business style
- ◆ demonstrate good written communication skills
- ◆ describe project development and implementation
- ◆ explain need for the loan, type of loan, and the process of obtaining the loan

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete both parts to be eligible to win an award. A prejudged report should be developed based on the NLC topic given.

- Student members, not advisers, must prepare reports. Regional and local advisers, as well as local financial institutions, should serve as consultants to ensure the financial plans are well organized, contain substantiated statements, and are prepared in an acceptable format. **See National Website for topic.**
- Students must prepare a written synopsis of no more than 500 words that summarizes the loan. Six (6) copies of the synopsis should be included with the submission of the report in a standard file folder with the event title, participant's name, and school.
- See **REPORT FORMAT GUIDELINES on National Website**. The report should follow these guidelines with the following exception:
- Reports must not exceed 15 pages, including the title page, table of contents, divider pages, and appendices.
- The oral presentation of entries must be conducted by authors of the proposal only.
- The school must provide all the equipment for the presentation. Visual aids and samples specifically related to the business financial plan may be used in the presentation; however, no items may be left after the presentation with either the judges or the audience.
- Presentations should be clearly labeled with the name of the team event, members, school, and date (For NLC you must also include the state.)

Business Financial Plan Continued

GUIDELINES

Written Report

- Reports must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business financial plan with substantiated statements in a clear and concise format.
- Copies of the Business Financial Plan must be submitted to the State Adviser for judging by the deadline shown on the calendar.

Preliminary Round—Oral Presentation

- The report will be prejudged according to the attached rating sheet. Members will make an oral presentation at the State Leadership Conference.
- An individual or team of two (2) or three (3) members from each local chapter will give an oral presentation that will be an interactive situation. The members will explain the business venture, the financial plan, and their request for a loan. Judges will serve as officers of the financial institution, questioning and interacting with the team members throughout the presentation.
- Five minutes (5) will be allowed to set up equipment or presentation items and seven (7) minutes will be allowed for the oral presentation, which will describe the project and the results obtained. Visual aids and samples specifically related to the project may be used in the final presentation; however, no items may be left with judges or audience.
- A timekeeper will stand at six (6) minutes and will stand again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes. Following each presentation, the judges will conduct a three (3) minute question and answer period.
- The preliminary performance is not open to conference attendees. Scores from the written report as well as the preliminary oral presentation will determine the final rank. The top ten (10) Individuals or teams will proceed to the final round.

Final Round—Oral Presentation

- The top ten (10) Individual or teams will give an oral presentation.
- The final guidelines are the same as the preliminary guidelines described above.
- Only the final performance is open to conference attendees, except performing participants of this event.
- The top two (2) reports from each state are eligible to compete at the National Leadership Conference.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



BUSINESS FINANCIAL PLAN

Report Rating Sheet

Revised

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Report Content					
Description of business, assumptions, and strategies to obtain loan (one page)	0	1-10	11-20	21-30	
Company Description <ul style="list-style-type: none"> Description of the business Legal form of business Company governance Company location(s) Long- and short-term goals 	0	1-7	8-14	15-20	
Operations and Management <ul style="list-style-type: none"> Business facilities described Management personnel identified Workforce described (current and projected) 	0	1-8	9-18	19-25	
Target Market <ul style="list-style-type: none"> Target market defined (size, growth potential, needs) Risks and potential adverse results identified, analyzed, and planned for 	0	1-10	11-20	21-30	
Financial Institution <ul style="list-style-type: none"> Name and type of financial institution to which loan application is being made 	0	1-7	8-14	15-20	
Loan Request <ul style="list-style-type: none"> Purpose of loan and amount requested Itemized planned expenditures Projections for future stability of company 	0	1-10	11-20	21-30	
Supporting Documents <ul style="list-style-type: none"> Works cited page 	0	1-5	6-10	11-15	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-5	6-10	11-15	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-5	6-10	11-15	
Subtotal					(200 max.)
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points					(200 max.)

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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BUSINESS FINANCIAL PLAN

Performance Rating Sheet

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of the company, operations, and management (current & projected)	0	1-5	6-10	11-15	
Description of the financial plan and strategies to obtain loan	0	1-5	6-10	11-15	
Underlying assumptions explained and supported	0	1-5	6-10	11-15	
Risks and potential adverse results identified, analyzed, and planned	0	1-5	6-10	11-15	
Purpose of loan and amount requested and projections	0	1-3	4-7	8-10	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	100 max.				

Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:
Dress Code Penalty Deduct five (5) points when dress code is not followed
Penalty Deduct five (5) points for failure to follow guidelines
Total Points 100 max.
Report Score 200 max.
Final Score (add total points and report score) 300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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BUSINESS PLAN

State/National Event - (Individual or Team)

Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. This event recognizes FBLA members who demonstrate an understanding and mastery of the process required in developing and implementing a new business venture.

ELIGIBILITY

Each local chapter may enter one (1) plan from a participant who is a member on record in the state office as having paid dues by the second semester membership dues deadline of the current school year.

Although this event is classified as an Individual event, each project may be authored either by an Individual member or by a team, not to exceed three (3) members. The project must not have been submitted for a previous State Leadership Conference.

REPORT COMPETENCIES

- ◆ arrange report logically and in proper business style
- ◆ demonstrate good written communication skills
- ◆ describe project development and implementation
- ◆ explain process of preparing the business plan, obstacles, and lessons learned
- ◆ provide information on market, analysis, organization, and development of business

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: a pre-judged report and a performance component.

Participants are required to complete both parts to be eligible to win an award. A prejudged report should be developed based on a proposed business venture or current business operation.

All participants will give a preliminary performance to explain the development of the business plan.

REPORT CONTENT

An effective business plan should include the following information:

- **Executive Summary.** Provides a brief synopsis of the key points and strengths included in the plan. Convinces the reader to read the rest of the report.
- **Company Description.** Includes the basic details of the business. Provides an overview of the business, its location, and its legal structure and organization.
- **Industry Analysis.** Provides an analysis of the larger industry to which the business will belong. Analyzes key trends and players in the industry. Demonstrates an understanding and awareness of external business conditions.
- **Target Market.** Provides a brief overview of the nature and accessibility of the target market.
- **Competitive Analysis.** Includes an honest and complete analysis of the business' competition. Demonstrates an understanding of the business' relative strengths and weaknesses.
- **Market Plan and Sales Strategy.** Demonstrates how the business' product or service will be marketed and sold. Includes both strategic and tactical elements of the marketing and sales approach.
- **Operations.** Provides an overview of the way the business will operate on a day-to-day basis. Includes production processes, physical facility reviews, utilization of technology, and processes followed to ensure delivery of products or services.

Business Plan Continued

- **Management and Organization.** Describes the key participants in the new business venture. Identifies the human resources the business can draw upon either as part of the management team, employee pool, consultants, directors, or advisers and the role each will play in the business' development. Discusses compensation and incentives and details decision-making processes.
- **Long-Term Development.** Gives a clear vision for where the business will be in three, five, or more years. Demonstrates an honest and complete evaluation of the business' potential for success and failure. Identifies priorities for directing future business activities.
- **Financials.** Indicates the accounting methodology to be used by the business. Discusses any assumptions made in projecting future financial results. Presents projections honestly and conservatively.
- **Appendix.** In addition, many business plans include copies of key supporting documents (e.g., certifications, Licenses, tax requirements, codes) in an appendix. Other examples of these types of documents might include letters of intent or advance contracts, product technical descriptions and/or illustrations, endorsements, etc.

REGULATIONS

1. Participants must not have entered this event previously. In the case of a team, no more than one (1) team member may have competed in this event previously.
2. Projects must describe proposed business ventures. If the student(s) have already launched the business idea, it must not have been in operation for more than nine (9) months prior to the State Leadership Conference. Reports should not be submitted that evaluate ongoing business ventures.

REPORT GUIDELINES

Report-General

- Student members, not advisers, must prepare reports.
- **Three (3) copies of the written plan** must be sent to the state chair/state adviser and

BUSINESS PLAN CONTINUED

received by the date indicated on the Calendar of Activities.

- All team members must participate in the presentation.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- See **REPORT FORMAT GUIDELINES on National Website.**

GUIDELINES

Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.* Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation

- Based on the highest written report scores, a maximum of ten (10) chapters will be selected to make an oral presentation at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- Five (5) minutes will be allowed to set up and remove equipment and presentation items. *The chapter must provide all equipment for the presentation.*
- Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
- Seven (7) minutes will be allowed to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, the judges may conduct a three-minute question-and-answer period, during which the presenters should be prepared to defend all aspects of their plans, including the assumptions and projections.

Business Plan Continued

- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists **prior** to the State Leadership Conference.

A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.

*Note: These guidelines rely in great measure on the information contained in two publications, both of which are available through the FBLA-PBL *Market Place*. Specifically, participants are encouraged to review chapter 7, "Creating a Successful Business Plan," in *Start Your Business, a Beginner's Guide*. Additional resources can be found in *The Successful Business Plan: Secrets & Strategies*. Both books are published by The Oasis Press/PSI Research.

NC FBLA COMPETITIVE EVENTS ENTRY FORM Business Plan <i>(Please Key)</i>		
School Name		
Chapter #	No. Members	Region
Complete School Address School Address: City, State Zip		
Adviser's Name(s)		
Adviser's School Phone Number ()	Adviser's Home Phone Number ()	
Adviser's School Fax Number ()	Adviser's E-mail Address	
I have read the North Carolina State Awards Program Guidelines and based on the guidelines, this team/individual is eligible to compete.		
Adviser's Signature		
Name of Individual or Team member(s) I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.		
Contestant's Printed Name (As listed on Membership Form)	Grade	Signature
Contestant's Printed Name (As listed on Membership Form)	Grade	Signature
Contestant's Printed Name (As listed on Membership Form)	Grade	Signature
Only one team member may have entered this event at a previous State Leadership Conference. Indicate with an asterisk (*) the returning member.		
I have not entered this event at a State Leadership Conference. Contestant's Signature		
I have not entered this event at a State Leadership Conference. Contestant's Signature		
<i>Please return this form to the state office by the postmark deadline specified on the NC FBLA Calendar of Activities.</i>		



BUSINESS PLAN

Report Rating Sheet

Revised

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary <ul style="list-style-type: none"> • Convinces reader that business concept is sound and has a reasonable chance of success • Is concise and effectively written 	0	1–7	8–14	15–20	
Company Profile <ul style="list-style-type: none"> • Legal form of business • Effective date of business • Company mission statement/vision • Company governance • Company location(s) • Immediate development goals • Overview of company's financial status 	0	1–5	6–10	11–15	
Industry Analysis <ul style="list-style-type: none"> • Description of industry (size, growth rates, nature of competition, history) • Trends and strategic opportunities within industry 	0	1–5	6–10	11–15	
Target Market <ul style="list-style-type: none"> • Target market defined (size, growth potential, needs) • Effective analysis of market's potential, current patterns, and sensitivities 	0	1–5	6–10	11–15	
Competition <ul style="list-style-type: none"> • Key competitors identified • Effective analysis of competitors' strengths and weaknesses • Potential future competitors • Barriers to entry for new competitors identified 	0	1–5	6–10	11–15	
Marketing Plan and Sales Strategy <ul style="list-style-type: none"> • Key message to be communicated identified • Options for message delivery identified and analyzed including Web process • Sales procedures and methods defined 	0	1–5	6–10	11–15	
Operations <ul style="list-style-type: none"> • Business facilities described • Production plan defined and analyzed • Workforce plan defined and analyzed • Impact of technology 	0	1–5	6–10	11–15	

NC FBLA COMPETITIVE EVENTS PROGRAM

Revised	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Evaluation Item Management and Organization <ul style="list-style-type: none"> • Key employees/principals identified and described • Board of directors, advisory committee, consultants, and other human resources identified and described • Plan for identifying, recruiting, and securing key participants described • Compensation and incentives plan 	0	1–5	6–10	11–15	
Long-term Development <ul style="list-style-type: none"> • Goals for three-, five- or more years are identified and documented • Risks and potential adverse results identified and analyzed • Strategy in place to take business toward long-term goals 	0	1–5	6–10	11–15	
Financials <ul style="list-style-type: none"> • Type of accounting system to be used is identified • Financial projections are included and reasonable <ul style="list-style-type: none"> • 1st year monthly cash flow • 1st year monthly income statement • Yearly income statements for years 1, 3 & 5 • Financial assumptions clearly identified 	0	1–7	8–14	15– 20	
Supporting Documents <ul style="list-style-type: none"> • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc. 	0	1–5	6–10	11–15	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional written presentation appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal			200 max.		
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <ul style="list-style-type: none"> <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format does not follow rating sheet 					
Total Points			200 max.		

Name(s): _____

NC FBLA COMPETITIVE EVENTS PROGRAM

Revised

	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Evaluation Item					

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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BUSINESS PLAN

Performance Rating Sheet

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of business concept and company profile	0	1-2	3-4	5	
Marketing aspects of business are thoroughly covered	0	1-5	6-10	11-15	
Description of operations and management plans	0	1-3	4-7	8-10	
Financial documents and projections are reasonable easy to understand	0	1-7	8-14	15-20	
Risks are anticipated, analyzed and planned for	0	1-3	4-7	8-10	
Long-term goals are identified and reasonable	0	1-3	4-7	8-10	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members actively participate in the presentation	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions regarding business start-up logistics	0	1-3	4-7	8-10	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines					
Total Points	(100 max.)				
Report Score	(200 max.)				
FINAL SCORE (add total points and report score)	(300 max.)				

Name(s): _____

School: _____

City: _____ State: _____

NC FBLA COMPETITIVE EVENTS PROGRAM

Judge's Signature: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

BUSINESS PRESENTATION

State/National Event - (Individual or Team)

Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for FBLA members who demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology.

ELIGIBILITY

Each local chapter may submit **one (1) entry**. Entries may be created by an individual member or by a team of two (2) or three (3) members. Participants must be members of an active local chapter and be on record in the FBLA state office as having paid dues by the second semester membership dues deadline. In the event of a team entry, no more than one (1) member may have competed in this event at a previous State Leadership Conference.

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic

OVERVIEW

This event consists solely of a presentation given at SLC.

Copyright and Fair Use Information: It is the policy of FBLA-PBL to comply with state and federal copyright laws. You may use the following websites as a reference:

Copyright and Fair Use Guidelines for Teachers at
<http://www.mediafestival.org/copyrightchart.html>
 U.S. Copyright Office at
<http://www.copyright.gov/> or
<http://www.copyright.gov/title17/circ92.pdf>

GUIDELINES

See the National Website for topic.

Preliminary Performance

- A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
- Student members, not advisers, must prepare presentations.
- The participant must use a multimedia presentation as an aid in delivering the business presentation.
- The chapter must provide all equipment for the presentation.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- Individuals or team members must perform all aspects of the presentation (e.g., speaking, setup, operating audio visual equipment). Other representatives of the chapter may not provide assistance.
- The individual or team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

Final Performance

- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees based on space availability, except performing participants of this event.

JUDGING

Media will **NOT** be returned to the chapters.

Business Presentation Continued

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



BUSINESS PRESENTATION

Performance Rating Sheet

 Preliminary Round

 Final Round

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-2	3-4	5	
Effectively uses a variety of features of program such as text, graphics, and transitions	0	1-3	4-7	8-10	
Quality of design is professional. Design elements are appropriate for a business presentation, e.g., color choice, font style and size, and so forth.	0	1-3	4-7	8-10	
Technology is effectively integrated into overall presentation	0	1-5	6-10	11-15	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-2	3-4	5	
Logical sequence of ideas	0	1-2	3-4	5	
Accomplished purpose	0	1-2	3-4	5	
Delivery					
Presentation and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score	100 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP

COMPUTER GAME & SIMULATION PROGRAMMING

State/National Event – (Individual or Team)

Interactive computer games and simulations have achieved broad acceptance and implementation in a wide variety of business and educational disciplines. Buried within many of these programs is a message that advances the player's experience from simple entertainment to edutainment. This event tests the programmer's skill in designing a functional interactive simulation/game that will both entertain and educate/inform the player.

ELIGIBILITY

Each chapter may submit one (1) entry for the State Leadership Conference. The entry can be created by an individual or team of two (2) or three (3) who are active members of their chapter. No more than one (1) team member may have competed in this event at a prior SLC.

PROJECT COMPETENCIES

- ♦ program addresses the topic and is appropriate for the audience
- ♦ required information is effectively communicated
- ♦ user interface is intuitive and responsive to program operations
- ♦ navigation is logical and designed to lead the player to the intended objective
- ♦ program demonstrates a finished and well-tuned product free of artifacts and glitches
- ♦ gameplay incorporates both entertainment and edutainment play within topic specifications
- ♦ game world graphics, text treatment, and special effects show creativity and cohesiveness of design
- ♦ artistry, character, overall layout, color choice and design is creative and appealing to the target audience
- ♦ program contains some element of skill, chance, competition or random actions that will inspire replay more than once
- ♦ player interactions with other characters, objects, obstacles and iconic graphics are appropriate to the topic and create a feeling of immersion within the game world
- ♦ storyline is sufficient to engage player and communicate a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ♦ player tasks are non-trivial and receive appropriate rewards

- ♦ copyright laws are followed

PERFORMANCE COMPETENCIES

- ♦ explanation of the program is logical and systematic
- ♦ understanding of the programming logic and coding is evident
- ♦ design process is effectively communicated
- ♦ tips, techniques, and tools used are presented including identifying the most difficult programming task(s) completed and explanation of the scenario/logic used to overcome and implement these tasks
- ♦ presentation is professional presented
- ♦ self-confidence apparent through knowledge of content and articulation of ideas
- ♦ questions are effectively answered

OVERVIEW

- This event consists of two (2) parts: a prejudged program and a performance component. Participants are required to complete both parts to be eligible to win an award.
- The program must address the topic given.
- Performances should describe the program completed. Specifically, the performance should address the program creation, processes used, and results of the program.
- All participants will compete in a preliminary performance.

PROGRAM GUIDELINES

Prejudged Program

- The participant may choose any programming language or game/animation engine to create a stand-alone executable program that will display creativity, programming skill, and convey the message of the topic.
- Three (3) copies of program must be sent to the State Adviser for the State Leadership competition, and two (2) copies must be sent to FBLA National when competing on the national level. The copy for SLC must be received by the date on the state calendar. For winners qualifying for NLC, the copy must be received by national by the second Friday in May.

Computer Game & Simulation Programming Continued

- The program must contain minimally the following:
 - Minimum of five missions/tasks/levels to be completed before winning or completing the game.
 - Must be graphical in nature, not text based.
 - Must allow for at least a two player perspectives such as First Person, Third Person, Top-Down, Side-Scrolling etc.
 - Must run on a Windows XP or higher computer, using the keyboard and mouse for player controls.
 - Must run on range of 1024x780 or higher.
- Three (3) DVDs or USB thumb drives containing the executable object, data or support files needed to run the executable file must be received by the state adviser for judging by the date indicated on the calendar along with a Statement of Assurance and a readme file. Label the media using a marker with the school, participant name, and event.
- All data and programs should be contained in a master folder named STATE_ SCHOOL_ REGION where your state, school, and region are listed in that folder name format. Outside of the master folder, create a shortcut to the executable. If the program requires a runtime player, create a shortcut outside the master folder to launch the runtime player installer.
- Readme file must be submitted as a hard copy and sent with the DVDs or flash drives. Contained in the readme file is a statement noting the name of the participant, and school (include state for NLC); design software program(s) used and instructions on running the program and installing the executable and a runtime program if needed.
- Program must include an initial title page with the game title, user interface control instructions, and active buttons for Play and Quit.
- Program must include a quit command programmed to the escape key. This is needed if the player wants to end the game before completing.
- Program must run on Windows XP or higher computer.
- Data must be free of viruses/malware. Any entry with contaminated data will not be judged.

- Program produced for this event must be prepared by the participant without help.

PERFORMANCE GUIDELINES

Preliminary Performance

- The top ten (10) individuals—or an equal number from each group—will be scheduled for a final presentation.
- The participant must provide all equipment for the presentation, including a copy of the program.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items.
- The individual has seven (7) minutes to present the program. The judges will interact with the participant during the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Visual aids related to the project may be used; however, no items may be left with the judges.
- Preliminary performances are not open to conference attendees.

Final Performance

The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees who are not performing participants of this event.

JUDGING

The decision of the judges on both the prejudged and presentation is final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



STATEMENT OF ASSURANCE
Event Entry Form

This form must be completed and sent for the following events:

- Check one: [] Computer Game & Simulation Programming [] Digital Design & Promotion
[] Desktop Application Programming [] E-Business
[] Digital Video Production [] Web Site Design

For E-business, Internet Application Programming, and Web Site Design, provide the URL. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

FBLA Region _____

School: _____

Web site URL Address:
(where appropriate) _____

Member(s) Name: _____

Local Chapter Contact (adviser preferred)

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____

Adviser's Name _____

Name of Team Member _____

Name of Team Member _____

Complete this Document Section for the Above Events (replaces Readme file):

Software Used: _____

Source of Information: _____

Copyright Notations: _____

Instructions for Running
Project: _____

Template(s) Used
(source): _____



FBLA COMPUTER GAME & SIMULATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Usability and Support					
Storage media, uploaded folder and shortcuts formatted properly	0	1-3	4-7	8-10	
Instructions clear and executable launches from shortcut without modification	0	1-3	4-7	8-10	
Game Play Evaluation					
Quality of Rules—rules presented well and player knows what to do	0	1-3	4-7	8-10	
User Interface—game controls are easy to use without much explanation	0	1-3	4-7	8-10	
Navigation—the player can get to the end of game and knows how to get there	0	1-3	4-7	8-10	
Performance—no errors, bugs, or glitches	0	1-3	4-7	8-10	
Play—game is challenging, the game can be completed	0	1-3	4-7	8-10	
Artistry—color, backgrounds, characters, sounds are attractive and visible	0	1-3	4-7	8-10	
Player Interactions—player participates in the story and the actions are consistent with the concept	0	1-3	4-7	8-10	
Plot Complexity—game tells the story, player is guided to find a resolution to the problem at the beginning of the game	0	1-3	4-7	8-10	
Rewards—player is rewarded properly for taking game risks	0	1-3	4-7	8-10	
Game Concept & Design Evaluation					
Fully addresses concept and topic	0	1-5	6-10	11-15	
Game play and graphics appropriate for concept and age group	0	1-3	4-7	8-10	
Incorporated entertainment and education elements	0	1-3	4-7	8-10	
Tide slide is attractive with working direction, quite, and start buttons	0	1-3	4-7	8-10	
Contains all levels required	0	1-3	4-7	8-10	
Errors did not crash game or prevent continuing game play	0	1-3	4-7	8-10	
Code is well written and logically designed	0	1-5	6-10	11-15	
Code or game engine events are well commented to explain logic used and reason for a block of code	0	1-3	4-7	8-10	
Subtotal	200 max.				
Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 3 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media not labeled correctly					
Total Points	200 max				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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COMPUTER GAME & SIMULATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes the problem	0	1-2	3-4	5	
Describes the planning process used to design the program	0	1-3	4-7	8-10	
Describes program documentation	0	1-3	4-7	8-10	
Describes input/output and program parameters	0	1-5	6-10	11-15	
Describes how the program flows	0	1-7	8-14	15-20	
Describes program structures	0	1-5	6-10	11-15	
Describes the usefulness of the program	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrated the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	100 max.				
Prejudged Score	200 max.				
Final Score (add total points and prejudged score)	300 max.				

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: _____

VERIFICATION
(scores checked)

Administrator

NAP

DIGITAL VIDEO PRODUCTION

State/National Event - (Individual or Team)

Digital video has become a prominent and effective way of conveying new ideas and products. This event provides recognition for FBLA members who demonstrate the ability to create an effective video to present an idea to a specific audience.

ELIGIBILITY

Entries may be created by an individual or a team of two (2) or three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by February 1 of the current school year.

In the event of a team entry, no more than one (1) member may have competed in this event at a previous State Leadership Conference.

PROJECT COMPETENCIES

- ◆ document addresses topic and is appropriate for the audience
- ◆ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ◆ overall layout and design is creative and appealing
- ◆ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ◆ required information is effectively communicated
- ◆ copyright laws followed

PERFORMANCE COMPETENCIES

- ◆ develop the presentation of topic logically and systematically
- ◆ communicate the design process
- ◆ explain the tips, techniques, and tools used
- ◆ demonstrate good voice quality and diction
- ◆ display self-confidence through knowledge of content and articulation of ideas
- ◆ effectively answer questions

OVERVIEW

This event consists of two (2) parts: a prejudged project and a performance component. Participants are required to complete both parts to be eligible to win an award. A prejudged project should be developed on the national topic found on the National Website.

It is the policy of FBLA-PBL to comply with state and federal copyright laws.

GUIDELINES

Prejudged Project

- Student members, not advisers, must prepare presentations. Regional and local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are developed in an acceptable business style.
- Presentations must address the given topic.
- Entries will be judged according to the rating sheet.
- Presentations should be at least two (2) and no more than four (4) minutes in length.
- Entries may be created in any video editing program, but must play on a standard DVD player. The program must include a player/viewer to run the production.
- The production may use any method to capture or create moving images. Cameras can include traditional camcorders or mini-DVD format. The presentation may include, but is not limited to, elements such as graphics, pictures, music, voice over, sound, and text.
- Entries must be accompanied by written clearances and/or releases for all images of individuals, locations, storefronts, etc., included in the production.
- It is recommended that royalty-free music be used, but it still must be documented that the music is royalty free.
- Entries must be accompanied by a read me file (300 words or less) noting software used, source of information, and instructions of running the presentation.
- Submit three (3) DVDs to the State Adviser by the state deadline for judging.

Digital Video Production Continued

- Presentation DVDs should be clearly labeled with the name of the team event, members, school, and date (For NLC you must also include the state.)

Preliminary Round—Oral Presentation

- The oral presentation is an explanation of the digital video production.
- Presentation of the entry must be conducted by participants who authored the event. The digital video should be shown to the judges, and the oral presentation should follow based on the rating sheet criteria. The oral presentation should include, but not be limited to:
 - Sources used to research the topic;
 - Development and design process;
 - Use of different video techniques;
 - A list of equipment and software used;
 - Copyright issues with pictures, music, or other items.
- Participants are responsible for bringing a copy of the production submitted to use in the onsite presentation.
- Visual aids related to the project may be used; however, no items may be left with the judges.
- No more than two (2) minutes of video should be shown to the judges.
- Five (5) minutes will be allowed to setup equipment and seven (7) minutes to describe the project. Schools must provide their own equipment for the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.

- Following each presentation, the judges will conduct a three (3) minute question and answer period during which the presenters should be prepared to defend all aspects of their digital video presentation.
- Scores from the prejudged production as well as the preliminary oral presentation will determine the final rank. The top fifteen (15) finalists will proceed to the final round.
- The preliminary performance is not open to conference attendees.

Final Round—Oral Presentation

- The top fifteen (15) finalists—will give an oral presentation.
- The final guidelines are the same as the preliminary guidelines described above.
- Only the final performance is open to conference attendees, except performing participants of this event.
- The top two individuals or teams of two (2) or three (3) members are eligible to compete at the National Leadership Conference. The video production will be prejudged according to the rating sheet.

JUDGING

Media will NOT be returned to the chapters.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



STATEMENT OF ASSURANCE
Event Entry Form

This form must be completed and sent for the following events:

- Check one: Computer Game & Simulation Programming Digital Design & Promotion
 Desktop Application Programming E-Business
 Digital Video Production Web Site Design

For E-business, Internet Application Programming, and Web Site Design, provide the URL. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

FBLA Region _____

School: _____

Web site URL Address:
(where appropriate) _____

Member(s) Name: _____

Local Chapter Contact (adviser preferred)

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____

Adviser's Name _____

Name of Team Member

Name of Team Member

Complete this Document Section for the Above Events (replaces Readme file):

Software Used: _____

Source of Information: _____

Copyright Notations: _____

Instructions for Running
Project: _____

Template(s) Used
(source): _____



DIGITAL VIDEO PRODUCTION

Production Rating Sheet

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme fully and properly developed. Solution properly addresses assigned topic.	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Copyright information is noted in credits	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Presentation					
Presentation shows creativity and originality	0	1-3	4-7	8-10	
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-7	8-14	15-20	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation effective at motivating audience to action	0	1-3	4-7	8-10	
Subtotal	(200 max.)				
Time Penalty Deduct five (5) points for presentations over four (4) minutes. Time: _____					
Penalty Points Deduct five (5) points for not adhering to Guidelines. <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Final Score	(200 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP



DIGITAL VIDEO PRODUCTION

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Use and development of the video	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed					
Total Points	(100 max.)				
Prejudged Score	(200 max.)				
Final Score (add total points and prejudged score)	(300 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP

E-BUSINESS

State/National Event – (Individual or Team)

One critical element in a business' success in today's global market is the ability to sell products and services to the consumer via the Internet. This event recognizes FBLA members who have developed proficiency in the creation and design of web commerce sites.

ELIGIBILITY

Each local chapter may submit one entry created by an **individual** or by a team of two (2) or three (3) active members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

PROJECT COMPETENCIES

- ◆ document addresses topic and is appropriate for the audience
- ◆ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ◆ appropriate selection of fonts and type sizes
- ◆ overall layout and design is creative and appealing
- ◆ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ◆ required information is effectively communicated
- ◆ copyright laws followed

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate good decision making and problem solving skills
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: a prejudged project and a performance component. Participants are required to complete both parts to be eligible to win an award. A prejudged project should be developed based on the national topic found on the National Website.

All participants will compete in a preliminary performance to explain their Website. Participants must complete both parts of the event to be eligible to win an award.

GUIDELINES

Prejudged Project

- Entries will be judged according to the rating sheet.
- An official event entry form must be completed and submitted. This form will list the following information: chapter name, participants' names, school, city, state, and URL.
- Student members, not advisers, must prepare projects.
- If using a shopping cart, it doesn't need to be active.
- The product or service may be real or fictional.
- The website must be available for viewing on the Internet at the time of judging. No changes can be made to the website after the official entry date (first Friday in February for SLC and second Friday in May for NLC). Judging of the e-business site will take place before the State Leadership Conference.
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and are not documented.
- The use of templates must be identified at the bottom of the home page.
- A Statement of Assurance entry form must be completed and submitted by the deadline on the calendar of activities.

E-Business Continued

- E-business sites should be designed to allow for viewing by as many different platforms as possible.

Preliminary Round—Oral Presentation

- The website will be prejudged according to the rating sheet.
- The oral presentation is an explanation of the E-business website. The website should be shown to the judges when explaining the site. The team or individual will be able to access their URL. The explanation should include, but not be limited to: development of the topic; development and design process; use and implementation of innovative technology; use and development of media elements; and copyright issues with pictures, music, and other items.
- Presentation of the entry must be conducted by participant(s) who authored the event.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges.
- A windows-based computer, projection device, and screen will be provided for the oral presentation with an Internet connection. Jump drives, CD, and DVDs are allowed to be used on the provided equipment.
- The individual or team has seven (7) minutes to present. A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for anytime over seven minutes.

- Following each presentation, the judges will conduct a three (3) minute question and answer during which the presenters should be prepared to defend all aspects of their presentation.
- The preliminary performance is not open to conference attendees. Scores from the prejudged E-business site as well as the preliminary oral presentation will determine the final rank. The top fifteen (15) Individuals or teams will proceed to the final round.

Final Round—Oral Presentation

- The top fifteen (15) finalists will give an oral presentation.
- The final guidelines are the same as the preliminary guidelines described above.
- The final performance is open to conference attendees, except performing participants of this event

JUDGING

The decision of the judges on both the prejudged and presentation is final.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference. .



STATEMENT OF ASSURANCE
Event Entry Form

This form must be completed and sent for the following events:

- Check one: Computer Game & Simulation Programming Digital Design & Promotion
 Desktop Application Programming E-Business
 Digital Video Production Web Site Design

For E-business, Internet Application Programming, and Web Site Design, provide the URL. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

FBLA Region _____

School: _____

Web site URL Address:
(where appropriate) _____

Member(s) Name: _____

Local Chapter Contact (adviser preferred)

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____ Adviser's Name _____

Name of Team Member _____ Name of Team Member _____

Complete this Document Section for the Above Events (replaces Readme file):

Software Used: _____

Source of Information: _____

Copyright Notations: _____

Instructions for Running Project: _____

Template(s) Used (source): _____



E-BUSINESS

Performance Rating Sheet

Preliminary Round Final Round

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describe development of the topic	0	1-5	6-10	11-15	
Demonstrate the customer's shopping experience	0	1-5	6-10	11-15	
Explain the use and implementation of technology	0	1-5	6-10	11-15	
Explain the development and design process	0	1-5	6-10	11-15	
Copyright information is noted in credits	0	1-3	4-7	8-10	
Delivery					
Statements are well-organized and clearly stated, appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	100 max.				
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	100 max.				
Prejudged Score	200 max.				
Final Score (add total points and prejudged score)	300 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP



E-BUSINESS

Production Rating Sheet

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Format is consistent and appropriate projecting a good image of the company while maintaining a balance between design and functionality	0	1-3	4-7	8-10	
Graphic design shows creativity, originality, and supports topic	0	1-3	4-7	8-10	
Page elements are effective without being distracted	0	1-3	4-7	8-10	
Shopping Experience					
Catalog information is organized in a logical and meaningful manner. Navigation path allows customers to make purchasing decision easily.	0	1-7	8-14	15-20	
Production information is useful, informative, and adequate. If product images are used, they download quickly.	0	1-3	4-7	8-10	
Site clearly explains shipping and handling procedures, return policies, and product or service guarantees.	0	1-3	4-7	8-10	
Customer experience is quick and easy enough to bring the customer back and keep the customer from going to competitors.	0	1-3	4-7	8-10	
Site allows customer to provide feedback/comments	0	1-2	4-7	8-10	
Shopping Cart Implementation					
Shopping cart is easy to use and understandable and features are clearly explained	0	1-3	4-7	8-10	
Customer can easily add items to and delete items from the shopping cart	0	1-3	4-7	8-10	
Obvious navigation path to the cash register	0	1-3	4-7	8-10	
Customer can get back to shopping easily from shopping cart	0	1-3	4-7	8-10	
Order form is easy to understand and complete	0	1-3	4-7	8-10	
Adequate information is provided for confirmation of a successful transaction	0	1-3	4-7	8-10	
Technical					
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Site is free of broken links and error messages	0	1-3	4-7	8-10	
Site is compatible with multiple browsers	0	1-3	4-7	8-10	
Site is compatible with multiple platforms	0	1-3	4-7	8-10	

NC FBLA COMPETITIVE EVENTS PROGRAM

Copyright laws have been followed, permissions are cited on the website, and the use of templates is identified at the bottom of the home page	0	1-3	4-7	8-10	
Subtotal					(200 max.)
Penalty Points Deduct five (5) points for not following guidelines					
Penalty Points Deduct five (5) points for not submitting Statement of Assurance					
Total Points					(200 max.)

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

PARLIAMENTARY PROCEDURE – HIGH SCHOOL

State/National Event - (Individual or Team)

This event recognizes FBLA members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

However if the chapter does not have a team that will be participating, but has a student that wants to take the test to qualify for State Parliamentarian, they can register this student for the Parliamentary Procedures event. Under this circumstance this can then classify as an individual event, but is otherwise a team event.

ELIGIBILITY

Each local chapter may submit **one (1) entry**. Entries may be created by an individual member (see information above) or by a team of four (4) or five (5) persons (a president, vice president, secretary, treasurer, and an additional member) from an active local chapter and be on record in the FBLA state office as having paid dues by the second semester membership dues deadline. No more than two (2) members may have participated previously in this event.

Selection of the state parliamentarian is made from those team members or eligible state candidates who meet the following criteria:

- Are active members.
- Have one or more years remaining in FBLA.
- Have the support of local chapter adviser(s), parents, and local administrators.
- Score highest on the state parliamentary procedure written test at the State Leadership Conference.
- Are able to attend the events and activities planned for all state officers.

OBJECTIVE TEST COMPETENCIES

- ♦ parliamentary procedure principles
- ♦ FBLA Bylaws

PERFORMANCE COMPETENCIES

- ♦ demonstrate critical thinking and problem solving

- ♦ exhibit good communication skills
- ♦ effectively present the case
- ♦ all team members contribute to presentation

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. A one (1) hour objective test will be administered based on the competencies listed.

Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section will be drawn from the NAP's official test bank. The team score is determined by averaging the scores of its members.

The case problem will be given to simulate a regular chapter meeting. The performance should demonstrate critical thinking and problem solving skills, exhibit good communication skills, effectively present the case, and all team members must contribute to the presentation.

GUIDELINES

Objective Test

- A one (1) hour on-line objective test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.
- The team score is determined by averaging the scores of its members. The five (5) teams with the highest average scores will be selected for the performance test. The order of performance will be determined through a random drawing.

Parliamentary Procedure – High School Continued

Performance

- All members of the five (5) participating finalist teams will meet for instructions and time assignments thirty (30) minutes before the first performance is scheduled to begin. All team members will be sequestered until their performance times.
 - Twenty (20) minutes before the performance, the team's president will receive an envelope containing a copy of the problem for each team member.
 - The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself.
 - The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, a copy of the minutes from a preceding meeting, and paper for recording the minutes of this meeting. Participants are **not** to write on the copy of the problem.
 - Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.
 - The problem may or may not include each class of motions, but all five classes of motions – main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly – must be demonstrated during the performance.
- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute (30 seconds) over eleven (11) minutes.
 - Performances are open to conference attendees, except performing participants of this event.

JUDGING

A panel of judges will evaluate the performance portion of the event. Judges' decisions will be based on *Robert's Rules of Order Newly Revised* (11th edition). All decisions of the judges are final.

Parliamentary Procedure objective test will no longer be part of the final score. The score will still appear on the rating sheet and will be used only to break a tie.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.

PARLIAMENTARY AUTHORITY REFERENCE

Robert's Rules of Order, Newly Revised, 11th edition, by General Henry M. Robert, Scott Foresman and Company, Glenview, Illinois



PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: Deduct one (1) point for each mistake in each classification

		Value	Score
Motions Classification		Comments	
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
Motions Performance Subtotal			
Business of the Meeting			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
Business of the Meeting Performance Subtotal			
General Parliamentary Procedure			
Proper order of business		10	
Proper use of parliamentary terms		10	
Clarity of expression and voice projection		5	
Impartiality of presiding official		5	
Initiative of members		5	
Poise, dignity, and appearance		5	
General Parliamentary Procedure Performance Subtotal			
Subtotal		(100 max.)	
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time: _____			
Penalty Deduct five (5) points for not following directions			
Dress Code Penalty Deduct five (5) points when dress code is not followed.			
Final Score		(100 max.)	
Objective Test Score (to be used in the event of a tie)			

Name(s): _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

WEBSITE DESIGN

State/National Event - (Individual or Team)

The ability to communicate ideas and concepts, and to deliver value to customers using the Internet and related technologies, is an important element in a business' success. This event recognizes FBLA members who have developed proficiency in the creation and design of Web sites.

ELIGIBILITY

Each local chapter on record in the FBLA state office as having paid dues by the second semester membership dues deadline for the current school year may submit one (1) entry. Websites can be prepared by an individual or by a team of two (2) or three (3) members. No more than one (1) team member may have competed in this event at a prior State Leadership Conference.

PROJECT COMPETENCIES

- ◆ effectively addresses topic and is appropriate for the audience
- ◆ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ◆ overall layout and design is creative and appealing
- ◆ final product indicates a clear thought process and an intended , planned direction with formulation and execution of a firm idea
- ◆ effectively communicate required information
- ◆ Web site functions without error
- ◆ copyright laws followed

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate good decision making and problem solving skills
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic

OVERVIEW

The event consists of two (2) parts: a prejudged project and a performance component. Participants are required to complete both parts to be eligible to win an award.

See the National Website for topic.

The website should include elements such as page layout, navigation scheme, graphics/multimedia use, site content, and correct business format.

GUIDELINES

Prejudged Project

- Entries will be judged according to the rating sheet prior to the State Leadership Conference.
- Student members, not advisers, must prepare projects.
- Projects must address the given topic (information may be real or fictitious).
- A *Statement of Assurance* must be completed and submitted by the local adviser. This form will list the following information: chapter name, team member names, school, city, state, and URL.
- The website must be available for viewing on the Internet at the time of judging. **No changes** can be made to the website after the official entry date (First Friday in February). Judging of the website will take place before the State Leadership Conference
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately. Use of templates must be identified.
- Websites should be designed to allow for viewing by as many different platforms as possible.

Website Design Continued

Performance Guidelines

- Based on the highest prejudged project scores, a maximum of fifteen (15) individuals or teams will be selected to make an oral presentation at the State Leadership Conference.
- The presentation is an explanation of the Web site and the Web site maybe shown when explaining the site. The teams or individuals will be able to access their URL. The explanation should include, but not be limited to:
 - development of the topic
 - development and design process
 - use and implementation of innovative technology
 - use and development of media elements
 - copyright issues with pictures, music, and other items
- A windows-based computer, projection device, screen, and internet connection will be provided for the oral presentation. No other equipment is allowed.
- The individual or team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance. Visual aids and samples specifically related to the

project may be used; however, no items may be left with the judges or audience.

- An individual or team has seven (7) minutes to present. A timekeeper will stand at six (6) minutes. When each individual or team is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentations over seven (7) minutes.
- Following each oral presentation, the judges will conduct a three (3) minute question-and-answer period during which the presenters should be prepared to defend all aspects of their multimedia presentation.
- The performance is open to all conference attendees, except performing participants of this event.

JUDGING

Media will **NOT** be returned to the chapters.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference. .



STATEMENT OF ASSURANCE
Event Entry Form

This form must be completed and sent for the following events:

- Check one: Computer Game & Simulation Programming Digital Design & Promotion
 Desktop Application Programming E-Business
 Digital Video Production Web Site Design

For E-business, Internet Application Programming, and Web Site Design, provide the URL. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

FBLA Region _____

School: _____

Web site URL Address:
(where appropriate) _____

Member(s) Name: _____

Local Chapter Contact (adviser preferred)

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____ Adviser's Name _____

Name of Team Member _____ Name of Team Member _____

Complete this Document Section for the Above Events (replaces Readme file):

Software Used: _____

Source of Information: _____

Copyright Notations: _____

Instructions for Running Project: _____

Template(s) Used (source): _____



WEBSITE DESIGN

Performance Rating Sheet

Preliminary Round Final Round

Revised Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes the development of the topic	0	1—5	6-10	11-15	
Explains the development and design process	0	1-5	6-10	11-15	
Explains the use of your social media elements and why they were selected	0	1-5	6-10	11-15	
Explains the development of media elements (graphics, video, audio, etc.)	0	1-5	6-10	11-15	
Copyright information is noted in credits	0	1-3	4-7	8-10	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	(100 max.)				
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	(100 max.)				
Prejudged Score	(200 max.)				
Final Score (add total points and prejudged score)	(300 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP



WEB SITE DESIGN

Production Rating Sheet

Revised

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Overall design is aesthetically appealing	0	1-7	8-14	15-20	
Design is consistent across all pages	0	1-3	4-7	8-10	
Design shows creativity, originality, and supports theme	0	1-7	8-14	15-20	
Design maintains a high level of usability	0	1-3	4-7	8-10	
Content					
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the website, and the use of templates is identified at the bottom of the page	0	1-5	6-10	11-15	
Product/service message is clear	0	1-10	11-20	21-30	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1-10	11-20	21-30	
Technical					
Site is compatible with multiple platforms	0	1-3	4-7	8-10	
Overall code—readability, white space, semantic, efficient, separation of structure	0	1-5	6-10	11-15	
Site interactivity functions and is error-free	0	1-3	4-7	8-10	
Additional technologies	0	1-3	4-7	8-10	
Site is compatible with multiple browser variants	0	1-3	4-7	8-10	
Total Points	(200 max.)				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

TEAM EVENTS HIGH SCHOOL

BANKING AND FINANCIAL SYSTEMS

State/National Event

Understanding how financial institutions and financial consulting and advisory services operate is important to successful business ownership and management, as well as to personal financial success. This event provides recognition for FBLA members who demonstrate an understanding of and skills in the general operations of the various components of the financial services sector.

ELIGIBILITY

Each local chapter may enter one (1) team that must be composed of two to three (2-3) active members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ concepts and practices
- ◆ basic terminology
- ◆ government regulation of financial services
- ◆ impact of technology on financial services
- ◆ types and differences between various institutions
- ◆ ethics
- ◆ careers in financial services
- ◆ taxation

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate an understanding of the case and explain recommendations
- ◆ demonstrate good decision making and problem solving skills
- ◆ demonstrate good verbal communication skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. A

one (1) hour on-line objective test will be administered based on the competencies listed. Team members will take the objective test **collaboratively**. Participants may use their own non-graphing calculators.

An interactive case study will be given consisting of a problem or scenario encountered in the banking or financial business community.

GUIDELINES

- The top ten (10) teams with the highest score on the objective test will advance to the final round. In the case of a tie, the objective test score will be added to determine final rank.
- All participants will be sequestered thirty (30) minutes before the first performance to receive instructions and time assignments.
- Twenty (20) minutes before the performance each participant will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- The team should introduce themselves, describe the situation, make recommendations, and summarize the case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes. When each participant is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.

Banking and Financial Systems Continued

- Following each presentation, judges will conduct a three (3) minute question-answer period.
- If space permits the performance is open to conference attendees, except performing participants of this event. A performance section is also required. This is a NLC and a SLC requirement.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

The criteria for the performance portion are outlined in the rating sheets.

STATE AWARDS AND NATIONAL ELIGIBILITY

Each member of the top 10 finalist teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



BANKING & FINANCIAL SYSTEMS

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1–5	6–10	11–15	
Alternatives are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1–5	6–10	11–15	
Explanation					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1–5	6–10	11–15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
All team members participate actively during the presentation	0	1–2	3–4	5	
Team demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal	(100 max.)				
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	(100 max.)				
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP

DESKTOP PUBLISHING

State/National Event

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

ELIGIBILITY

Each local chapter may enter one (1) team composed of two (2) active members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ basic desktop terminology and concepts
- ◆ related desktop application knowledge
- ◆ digital imaging and graphics
- ◆ desktop layout rules and standards
- ◆ safety, ethics, and legal issues
- ◆ print process
- ◆ message presentation, accuracy, and proofreading

PRODUCTION COMPETENCIES

- ◆ documents address topic and are appropriate for the audience
- ◆ required information is effectively communicated
- ◆ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ◆ appropriate selection of fonts and type sizes
- ◆ overall layout and design is creative and appealing
- ◆ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award.

Documents received from local chapters become the property of NC FBLA and may be

used for publication or reproduction for sale by the state association.

GUIDELINES

Production Test

- Two (2) hours will be allowed for the skills test at the school testing site. Additional time will be allowed for general directions. Participants will complete one problem that may include application of the following:
 - Graphics
 - Text Creation
 - Layout Creativity
 - Selection of appropriate fonts and type.
- The team of two participants for this event may use two computers. The participants may also choose to use a scanner and the Internet to download freeware pictures.
- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- No reference materials are allowed.
- The finished product must be submitted in color.
- Calculators are not allowed on the production test.
- The school-site production test will be used to break a tie.
- Refer to copyright guidelines found in the Format Guide
- The score received on this portion of the event will constitute 85 percent of the final score.

Objective Test

- A one-hour (1) on-line objective test will be administered based on the previously listed competencies. Team members will take the objective test **collaboratively**.
- The score received on this portion of the event will constitute 15 percent of the final event score.

Desktop Publishing Continued

JUDGING

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 85% and the objective test will constitute 15% of the final score.

The production test will be used to break a tie.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



DESKTOP PUBLISHING

Production Test Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
USABILITY					
Piece effectively meets goals of the project	0	1-6	7-14	15-20	
Piece addresses appropriate audience and shows good grasp of the concept	0	1-2	3-4	5	
Information effectively synthesized	0	1-2	3-4	5	
TECHNICAL FEATURES					
Appropriate font selection (i.e., size, font type, mix, leading)	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, hanging indents, alignment, text wrapping)	0	1-3	4-7	8-10	
Effective application of a special effect(s), which may include but is not limited to drop cap, shadowing, reverse type, screens, mirror images	0	1-3	4-7	8-10	
LAYOUT					
Creative, original	0	1-3	4-7	8-10	
Appealing	0	1-3	4-7	8-10	
Selection and effective use of graphic(s)	0	1-3	4-7	8-10	
OVERALL EFFORT					
Comprehensive approach to the project Sound application of tools (computer and software) to the task Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea	0	1-3	4-7	8-10	
TOTAL POINTS 100 Max.					
PENALTY POINTS. Deduct points for each typographical, spelling, or grammatical error. Refer to the Standards of Mailability, on the National Website.					
FINAL SCORE 100 Max.					

Names: _____

School: _____ State: _____

Judge's Signature: _____

VERIFICATION
(scores checked)
 Administrator
 NAP

EMERGING BUSINESS ISSUES

State/National Event

This event provides FBLA members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. This event is based on team rather than individual participation. In addition to learning research skills, team participants develop speaking ability and poise through oral presentations.

ELIGIBILITY

Each local chapter may enter one (1) team composed of two or three (2-3) active members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

PERFORMANCE COMPETENCIES:

- ◆ answer questions effectively
- ◆ arguments are persuasive and relevant to topic
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate good decision making and problem solving skills
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic
- ◆ understanding of topic evident

OVERVIEW

See the National Website for topic.

Teams of 2 or 3 members should research and be prepared to present either an affirmative or negative argument, based on random selection at the State Leadership Conference.

GUIDELINES

- Each team's presentation must be the result of its own independent work. Facts and working data may be secured from any source.
- Presentations must be prepared by the student members, not advisers.
- **All** members of the team must participate in the advance research of the topic and in the actual presentation.
- Team members will draw to determine whether they will present an affirmative or negative argument. Teams will have five (5) minutes to finalize their preparations.
- Teams will be permitted to bring prepared materials written/printed on white 8 ½" x 11" paper to the preparation and presentation areas. In addition, two (2) 4" x 6" blank note cards will also be provided for each team member and may be used during the preparation and performance of the presentation. Information may be written on both sides of the note cards. Note cards will not be collected.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- A lectern will NOT be available. No microphone will be used.

Preliminary Round

- Participants will be divided into two (2) or three (3) groups, depending on the number of participants. The order of performance will be drawn at random by an impartial person in the event office.
- Fifteen (15) minutes before their presentation time, team members will draw to determine whether they will present an affirmative or negative argument. Teams will then have five (5) minutes to finalize their preparations.
- Each presentation may last no more than five (5) minutes. All team members must participate in the presentation.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.

Emerging Business Issues Continued

- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation which exceeds five (5) minutes.
- Following each presentation, judges will conduct a three (3) minute question and answer period.
- All performances are open to the conference attendees, except the preliminary performance.
- A maximum of fifteen (15) – five (5) from each group will be selected for the final round.

Final Round

- The order of performance will be drawn at random by an impartial person in the event office.
- Teams will be sequestered in the final round.

- All other procedures as outlined in the preliminary round will be followed for the final round.

JUDGING

The presentations will be evaluated by a panel of judges using the rating sheet.

Should a tie occur in the ranking of teams, the section on the rating sheet with the highest possible point value will be used as the tie breaker; others as necessary in descending order of total point value.

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



EMERGING BUSINESS ISSUES

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Knowledge of Topic					
Understanding of issue/topic	0	1-3	4-7	8-10	
Flow and logic of content	0	1-7	8-14	15-20	
Quality of evidence	0	1-7	8-14	15-20	
Ability to Take a Position					
Persuasiveness	0	1-7	8-14	15-20	
Relevance of arguments	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
All team members actively participated in the presentation	0	1-2	3-4	5	
Subtotal			(100 max.)		
Time Penalty Deduct five (5) points for presentation over five (5) minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines. _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Final Score			(100 max.)		

Check one: Affirmative presentation Negative presentation

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP

ENTREPRENEURSHIP

State/National Event

Owning and managing a business is the goal of many Americans. This event recognizes FBLA members who demonstrate the knowledge and skills needed to establish and manage a business. This event is based on team rather than individual participation. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.

ELIGIBILITY

Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ business plan
- ◆ community/business relationships
- ◆ legal issues
- ◆ initial capital and credit
- ◆ personnel management
- ◆ financial management
- ◆ marketing management
- ◆ taxes
- ◆ government regulations

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate an understanding of the case and explain recommendations
- ◆ demonstrate good decision making and problem solving skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

This event is composed of two (2) parts: an objective test and an interactive case study.

Case Study

The case study will consist of a decision-making problem encountered by entrepreneurs in one or

more of the following areas: business planning, human relations, financial management, and marketing. All the questions raised in the case must be addressed during the oral presentation.

GUIDELINES

Objective Test

- A one-hour (1) on-line objective test will be administered based on the listed competencies listed.
- Team members will take on objective test cooperatively.
- Participants may use their non-graphing calculators.
- The five (5) teams with the highest scores will be scheduled for a performance test. The order of performance will be drawn at random by an impartial person in the event office.

Performance

- Members of the five (5) participating finalist teams will meet for instructions and time assignments forty-five (45) minutes before the first performance is scheduled to begin. All team members will be sequestered until their performance times. Twenty (20) minutes before performance, each team will receive an envelope containing three (3) copies of the case study.
- Two (2) 4" x 6" index cards will be provided for each participant and may be used during the preparation and performance of the oral segment of the event. Information may be written on both sides of the index cards. Note cards will be collected following the presentation.
- No reference materials or visual aids may be brought to or used during the preparation or performance.
- The team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role play event.

Entrepreneurship Continued

- Teams should introduce themselves, describe the situation, make their recommendations, and summarize the case. All team members must participate in the presentation. The team members will be allowed to use their index cards in explaining their decisions and rationale to the judges.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When each team is finished, the time used will be recorded. A five-point (5) deduction will be made for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question and answer period. Participants should be prepared to defend their decisions and respond to questions from the judges.
- Case study performances are open to conference attendees, except performing participants of this event.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test. The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie after the performances, the objective test score will be added to determine the final rank.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



ENTREPRENEURSHIP

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Delivery					
Statements are well organized and clearly stated; appropriate business language is used	0	1-3	4-7	8-10	
Team members demonstrated self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members participated actively during the presentation	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					(100 max.)
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines. _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Final Score					(100 max.)
Objective Test Score (To be used in the event of a tie.) _____					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP

GLOBAL BUSINESS

State/National Event

The global economy is a complex, continually flowing and constantly changing network of information, goods, services, and cultures. Most nations rely on other nations for natural resources to supply their needs and wants. Global business also provides new markets and investment opportunities as well as promotion of better relationships.

ELIGIBILITY

Each local chapter may enter one (1) team that must be composed of two or three (2-3) active members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ basic international concepts
- ◆ ownership and management
- ◆ marketing
- ◆ finance
- ◆ communication (including culture and language)
- ◆ treaties and trade agreements
- ◆ legal issues
- ◆ human resource management
- ◆ ethics
- ◆ taxes and government regulations
- ◆ currency exchange
- ◆ international travel
- ◆ career development

PERFORMANCE TEST COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate an understanding of the case and explain recommendations
- ◆ demonstrate good decision making and problem solving skills
- ◆ demonstrate good verbal communication skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component.

A case study will be given based on the competencies listed. The case study will consist of a problem encountered in the international/global arena. All the questions raised in the case must be addressed during the presentation

GUIDELINES

Objective Test

- A one-hour (1) on-line objective test will be administered **collaboratively** based on the previously listed competencies.
- Participants may use their non-graphing calculators

Performance

- The top ten (10) teams with the highest score on the objective test will advance to the final round. In the case of a tie, the objective test score will be added to determine final rank.
- All teams will be sequestered thirty (30) minutes before the first performance to receive instructions and time assignments.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to case for specifics.

Global Business Continued

Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The final performance is open to conference attendees, except performing participants of this event.

JUDGING

All decisions of the judges are final. Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



GLOBAL BUSINESS

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Explanation					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Team members show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal			(100 max.)		
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score			(100 max.)		
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP

MARKETING

State/National Event

Marketing involves the distribution of products and services to the consumer. This event provides recognition for FBLA members who possess knowledge of the basic principles of marketing.

ELIGIBILITY

Each local chapter may enter one (1) team that must be composed of two or three (2-3) active members. One (1) team member may have entered this event previously. The team members must be on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ basic marketing fundamentals (price, product, place, and promotion)
- ◆ economics
- ◆ selling and merchandizing
- ◆ channels of distribution
- ◆ marketing, information research and planning
- ◆ promotion, advertising media
- ◆ legal, ethical, and social aspects of marketing
- ◆ e-commerce

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrate an understanding of the case and explain recommendations
- ◆ demonstrate good decision making and problem solving skills
- ◆ demonstrate good verbal communication skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. Team members will take one objective test **collaboratively**. Nongraphing calculators may be used.

GUIDELINES

Objective Test

- A one-hour (1) on-line objective test will be administered **collaboratively** based on the previously listed competencies.
- Ties will be broken based on the shortest amount of time taken to complete the test.
- Participants may use their own non-graphing calculators.

Performance

1. The top ten (10) teams with the highest score on the objective test will advance to the final round. The objective test score will be used to break a tie.
2. Teams will be sequestered before the first performance to receive instructions and time assignments.
3. Twenty (20) minutes before the performance, the team will receive the case study.
4. Two (2) 4" x 6" note cards will be provided and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
5. No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
6. The team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
7. A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
8. The final performance is open to conference attendees who are not performing participants of this event.

Marketing Continued

JUDGING

All decisions of the judges are final. Ties will be broken based on the objective test score.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



MARKETING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Marketing's decision is clear	0	1-5	6-10	11-15	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
All team members actively participate during the presentation	0	1-2	3-4	5	
Team members show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Team members demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	(100 max.)				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score	(100 max.)				
Objective Test Score (To be used only in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

updated 2019

VERIFICATION
(scores checked)

Administrator

NAP

NETWORK DESIGN

State/National Event

The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for FBLA members who demonstrate an understanding of and ability to apply these skills.

ELIGIBILITY

Each chapter may enter one (1) team composed of two (2) to three (3) active members. One (1) team member may have entered this event at a previous State Leadership Conference. Team members must be active members on record in the NC FBLA state office as having paid dues by the second semester dues deadline.

OBJECTIVE TEST COMPETENCIES

- ◆ network installation—planning, configuration, and topology
- ◆ problem solving and troubleshooting
- ◆ network administrator functions
- ◆ configuration of Internet resources
- ◆ backup and disaster recovery
- ◆ configuring network resources and services
- ◆ security

PERFORMANCE COMPETENCIES

- ◆ analyze the computing environment and needs
- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate ability to work as a team
- ◆ demonstrating an understanding of the case and explain recommendations
- ◆ demonstrate good decision making and problem solving skills
- ◆ display self confidence through knowledge of content and articulation of ideas
- ◆ explanation is logical and systematic

OVERVIEW

This event is composed of two (2) parts: an objective test and a performance component.

An interactive case study will be given outlining a small organization and its computing

environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

Case Study

Participants will be given a case study outlining a small business and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study.

GUIDELINES

Objective Test

- A one-hour (1) on-line objective test will be administered based on the previously listed competencies. Team members will take the objective test **collaboratively**.
- Participants may use their own non-graphing calculators.
- The ten (10) teams with the highest score will be scheduled for a performance. The order of performance will be drawn at random by an impartial person in the event office.

Performance

- Members of the ten (10) finalist teams will meet for instructions and time assignments thirty (30) minutes before the first performance is scheduled to begin.
- All team members will be sequestered until their performance time.
- Twenty (20) minutes before their performance, each team will receive the case study.
- Two (2) 4" x 6" index cards will be provided for each team member and may be used during the preparation and presentation. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- A flip chart and markers will be provided.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.

Network Design Continued

- The team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- Team members should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation. Team members will be allowed to use their note cards and flip chart sheets in explaining their recommendations and rationale to the judges.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question and answer period. Participants should be

prepared to defend their recommendations and respond to questions from the judges.

- Case study presentations are open to conference attendees, except performing participants in the event.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie after the performance, the objective test score will be added to determine the final rank.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



NETWORK DESIGN

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes the situation	0	1-3	4-7	8-10	
Resolves problem	0	1-3	4-7	8-10	
Uses correct terminology	0	1-5	6-10	11-15	
Presents an effective strategy	0	1-10	11-20	21-25	
Technology					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available or being developed	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
Team members demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					(150 max.)
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					(150 max.)
Objective Test Score (To be used only in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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CHAPTER EVENTS HIGH SCHOOL

AMERICAN ENTERPRISE PROJECT

State/National Event

This event recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the second semester membership dues deadline of the current school year may enter one report. Members representing their chapter in the presentation portion of this event may compete in one additional individual/team event.

PROJECT COMPETENCIES

- ◆ arrange report logically and in proper business style
- ◆ demonstrate good written communication skills
- ◆ describe project development and implementation

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete both parts to be eligible to win an award.

The project must promote an awareness of some facet of the American enterprise system within the school and/or community and be designed for chapter participation rather than individual participation. The event is not designed to raise money for the chapter. Rather, the intent is to help members learn more about the economic system under which they live and to then share their expertise in some way with others inside and/or outside of the school. Specifically the performance should

address impact of project to the community, member involvement, and results of the project.

REPORT GUIDELINES

Report - General

- The chapter adviser must attach an Event Entry Form to the front cover of the chapter report. The report must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Student members, not advisers, must prepare reports.
- **Three (3) copies** of the written report must be sent to the state adviser by the deadline listed on the calendar of activities.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.
- Penalty points will be given if the written project does not adhere to the guidelines.
- The report must be similar to that of a business report with substantiated statements in a clear and concise format (See REPORT FORMAT GUIDELINES on the National Website).

Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information unless they are cut out.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx).
- All reports must be bound (e.g., tape binding, spiral binding).

American Enterprise Project Continued

Report Contents

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. IF information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 ½" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important documents. No items may be attached to any page in the report.

PERFORMANCE GUIDELINES

- Based on the highest written report scores, a maximum of five (5) chapters will be selected to make an oral presentation at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items. **The chapter must provide** all equipment used for the presentation.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
- The team members must perform all aspect so the presentation (e.g., speaking, setup, operating audiovisual equipment). Other

representatives of the chapter may not provide assistance.

- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, the judges may conduct a three (3) minute question and answer period.
- The performance is open to conference attendees, **except** performing participants of this event.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists prior to the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



AMERICAN ENTERPRISE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for the American Enterprise system	0	1-5	6-10	11-15	
Research into school and/or community needs	0	1-2	3-4	5	
Planning and development of project	0	1-7	8-14	15-20	
Implementation of project	0	1-5	6-10	11-15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1-7	8-14	15-20	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written report and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Subtotal					(100 max.)
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points					(100 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP



AMERICAN ENTERPRISE PROJECT

Performance Rating Sheet

Preliminary Round
 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Describes project development and strategies used to implement project	0	1-7	8-14	15-20	
Describes research into school or community needs	0	1-5	6-10	11-15	
Appropriate level of chapter member involvement in project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					(100 max.)
Time Penalty Deduct five (5) points for presentation over seven (7) minutes					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					(100 max.)
Report Score					(100 max.)
Total Points					(200 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP

COMMUNITY SERVICE PROJECT ROY ALLEN AWARD

State/National Event

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.

ELIGIBILITY

Each local chapter that is on record in the FBLA state office as having paid dues by the second semester membership dues deadline of the current school year may submit one (1) report.

Members representing their chapter in the oral presentation portion of this event may compete in an additional individual/team event.

REPORT COMPETENCIES

- ◆ arrange report logically and in proper business style
- ◆ demonstrate good written communication skills
- ◆ describe project development and implementation

PERFORMANCE COMPETENCIES

- ◆ answer questions effectively
- ◆ demonstrate ability to make a businesslike presentation
- ◆ demonstrate good verbal communication skills
- ◆ describe project development and implementation
- ◆ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete all parts to be eligible to win an award.

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report. Specifically, the performance should address the community served, member involvement, and results of the project.

REPORT GUIDELINES

Report - General

- The local chapter adviser must attach an Event Entry Form to the front cover of the report.
- Student members, not advisers, must prepare reports.
- **Three (3) copies** of the report must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Reports received from local chapters become the property of NC FBLA. These reports may be used for publication or reproduced for sale by the state office.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- Based on the highest written report scores, a maximum of ten (10) chapters will be selected to make oral presentations at the State Leadership Conference.
- The report must be similar to that of a business report with substantiated statements in a clear and concise format (See REPORT FORMAT GUIDELINES on the National Website).

Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information unless they are cut out.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.

Community Service Project Continued

- Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx).
- All reports must be bound (e.g., tape binding, spiral binding).

Report Contents

- Table of contents with page numbers
- Follow the RATING SHEET sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 ½" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important documents. No items may be attached to any page in the report.

PERFORMANCE GUIDELINES

- Based on the highest written report scores, a maximum of ten (10) chapters will be selected to make an oral presentation at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items. **The chapter must provide** all equipment used for the presentation.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.

- The team members must perform all aspect so the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for presentations over seven (7) minutes.
- Following each presentation, the judges may conduct a three (3) minute question and answer period.
- The performance is open to conference attendees, **except** performing participants of this event.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists prior to the State Leadership Conference. A separate panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



COMMUNITY SERVICE PROJECT ROY ALLEN AWARD

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1-5	6-10	11-15	
Planning and development of project	0	1-5	6-10	11-15	
Implementation of project	0	1-5	6-10	11-15	
Impact and benefits to the community	0	1-8	9-18	19-25	
Evidence of publicity	0	1-2	3-4	5	
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written presentation and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Subtotal					(100 max.)
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):					
<input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points					(100 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP



COMMUNITY SERVICE PROJECT ROY ALLEN AWARD

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Appropriate level of chapter member involvement in the project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-15	16-20	
Evidence of publicity received	0	1-2	3-4	5	
Effective student evaluation of project	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well organized and clearly stated, appropriate business language used	0	1-5	6-10	11-15	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					(100 max.)
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					(100 max.)
Report Score					(100 max.)
FINAL SCORE					(200 max.)

School: _____

City: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

CRIME PREVENTION PROJECT

State Event

This event is designed to recognize those local chapters that design and participate in a crime prevention project in their local community.

ELIGIBILITY

All active chapters who are on record as having paid dues by the second semester membership dues deadline are eligible for this event at the State Leadership Conference.

OVERVIEW

The Crime Prevention Project must be designed to enable students to become more aware of the importance of crime prevention in their local community and in the state. In addition, the project should involve the students in activities that communicate the importance of crime prevention to the local community.

REPORT GUIDELINES

- The chapter adviser must attach an Event Entry Form to the front cover of the report. It must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Each chapter should select one topic area for a crime prevention/awareness project and implement activities in that area. Examples of topics might be: Child Safety, Shoplifting, Missing Children, Defensive Living, Consumer Protection, Vandalism, and Business Crimes.
- The report (original or copy) must be typewritten and must not exceed ten (10) numbered pages, excluding title pages, table of contents, dividers, appendices, front and back covers, etc. Pages must be no larger than 8 ½" x 11". The report may be single or double-spaced. Information is to be keyed on one side of the paper and is counted as a page.

- The project report must describe an activity of the local chapter, which was conducted between the previous year's State Leadership Conference and the current year's State Leadership Conference.
- The report must have a soft cover of a paperweight such as cover stock, not to exceed 9" x 12". Two and three-ring hardback notebooks are NOT acceptable.
- Valuable items must not be included with the report. Copies should be sent instead of important original documents.
- Scrapbooks and loose, bulky exhibits are not acceptable, and such entries will be disqualified. However, appendices may include the scripts of a slide, film, or videotape presentation.
- The report should not include any attached items; i.e., pictures, programs, news clippings, etc. Such items may be appropriately copied and included in an appendix.
- The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized and prepared, contains substantiated statements, and is written in a business style.
- Reports not adhering to these regulations will be disqualified.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists prior to the State Leadership Conference. All decisions of the judges are final.

STATE AWARDS

The first-place winner will be presented at the State Leadership Conference.



CRIME PREVENTION PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for Crime Prevention in local community and state.	0	1-5	6-10	11-15	
Research into school and/or community needs	0	1-2	3-4	5	
Planning and development of project	0	1-7	8-14	15-20	
Implementation of project	0	1-5	6-10	11-15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1-7	8-14	15-20	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written report and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Subtotal				(100 max.)	
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of ten [10] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over ten (10) pages <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points				(100 max.)	

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

GOLD SEAL CHAPTER AWARD OF MERIT

State/National Award

The Gold Seal Chapter Award of Merit recognizes outstanding local chapters which have actively participated in projects and programs identified with the goals of FBLA.

ELIGIBILITY

All active local chapters who are on record as having paid dues by the second semester membership dues deadline are eligible to enter this event at the State Leadership Conference.

OVERVIEW

At the beginning of the school year, FBLA chapters should review the suggested criteria for the Gold Seal Chapter Award of Merit. This list serves as a guide for the state office in the evaluation process. Criteria may include:

- Paid state and national dues by October 20th.
- Conducted projects or programs identified with the goals of FBLA-PBL.
- Recruited professional members.
- Sent representatives to FBLA conferences sponsored by the state chapter and the national association.
- Participated in the Winner's Circle Recognition Program.
- Encouraged other schools to organize FBLA-PBL chapters.
- Participated in state and national project(s) for the current year.
- Planned visits to business and industry.
- Conducted financial development projects, if allowed by school administration.

- Invited businesspersons and other professionals to become involved in chapter activities.
- Promoted FBLA-PBL.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/ TV coverage.

GUIDELINES

- An Event Entry Form must be completed and received by the state office along with **three (3) copies** of the Gold Seal Chapter Award of Merit report no later than the close of business on the date given on the Calendar of Activities.
- Documentation of items (newspaper clippings, etc.) on the rating sheet should be included in the appendix of the Annual Business Report.
- The format must adhere to the same technical guidelines listed for chapter (See REPORT FORMAT GUIDELINES on the National Website).

JUDGING

The chapter files, in the state office will be examined. A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

Up to 15% of the total number of active NC FBLA chapters are eligible for this award. The number of awards presented at the State Leadership Conference will be submitted for consideration at the National Leadership Conference.



GOLD SEAL CHAPTER AWARD OF MERIT

Rating Sheet

Points given may range between zero and the maximum number indicated.

PRODUCTIVITY

- Initiating a new or reactivated chapter _____ 5 points each
- School Service Projects _____ 5 points each
- Community Service Projects _____ 5 points each
- Recruitment of Professional Members _____ 5 points each
- Field Trips to Business and Industry _____ 5 points each
- National Projects _____ 5 points each
- State Projects _____ 5 points each
- Business Achievement Awards Chapter Program _____ 6 points each

- Attendance at Conferences:
- Regional Fall Leadership Conference _____ 3 points
- Southern Region Fall Leadership Conference _____ 7 points
- State Leadership Conference _____ 5 points
- National Leadership Conference _____ 9 points

RECOGNITION

- Regional Competitive Events Winners _____ 1 point per event
- National Competitive Events Winners _____ 2 points per event
- Professional Development Activities with Business and Industry _____ 5 points each
- Radio, TV, Civic/Trade Group Appearance _____ 5 points each
- State Competitive Events Winners _____ 1 point per event
- Publicity (Newspaper, Magazine Article) _____ 3 points each

Subtotal _____

PROCEDURES

- Paid State and National Dues by October 20th _____ 10 points
- Financial Development Projects _____ 3 points each

Subtotal _____

TOTAL SCORE _____

School: _____

Address: _____ Region: _____

Judge's Signature: _____

HELEN RAGAN CHAPTER OF THE YEAR AWARD

State Event

The most outstanding chapter in North Carolina is recognized with the Helen Ragan Chapter of the Year Award.

ELIGIBILITY

All active local chapters that are on record as having paid membership dues by the first semester membership dues deadline are eligible.

OVERVIEW

- Chapters shall complete an Event Entry Form which, along with accompanying data, must be received by the state office no later than the close of business on the date given on the Calendar of Activities. **Three (3) copies** of the report should be submitted.
- All information to be considered for the award must also be in the Annual Business Report.
- Supplemental data not contained in the Annual Business Report should be submitted with the entry form in order to substantiate the report for judging this event.
- The format must adhere to the same technical guidelines listed for chapter manuals (See REPORT FORMAT GUIDELINES on the National Website).
- The format of the report **MUST** follow the same sequence as the rating sheet for Helen Ragan (not The Annual Report) A separate report will be sent in for the Helen Ragan.
- The format of the report must follow the same sequence as the rating sheet.

GUIDELINES

The following point system will be used in judging the chapter activities:

1. Professional Chapter Programs – 16 points.
 - a. The 16 points are based on 2 points per program. Credit is given for up to eight (8) programs.
 - b. Professional programs include a chapter meeting other than a regular business meeting at which time a

2. Initiating a New or Reactivated Chapter – 10 points per chapter officially installed with the state.
3. This does not include PA announcements. Must be a Radio Program and/or TV Show – 8 points. Five (5) points will be given for a television program and three (3) points for a radio program. These programs must present some phase of FBLA.
4. Publicity – 20 points - (You must have documentation , i.e. copies of articles.) The 20 points are based on 2 points for each item of publicity appearing in the local or school paper or a state or national publication. Credit will be given for only 10 articles, or a total of 20 points.
5. Appearance before Civic or Trade Groups- 20 points. Ten (10) points will be given for each appearance by one or more chapter members. It may be of any type, such as a talk or demonstration. Credit will be given for two appearances, counting 10 points each or a total of 20 points.
6. School Service Projects – 5 points per project. Five points will be given for a project of a school service nature. Each local chapter may receive credit for a maximum of ten (10) service projects. A school service project should be a well-defined activity involving service to the school.
7. Community Service Project – 5 points per project. Five points will be given for a project of a community service nature. Each local chapter may receive credit for a maximum of ten (10) service projects. The project(s) may include donation of time, talent, or money to a home for the elderly, battered children, cancer research, heart fund, March of Dimes, local church, or similar activities.

Helen Ragan Chapter Of The Year Award Continued

8. Contribution to the James L. White Scholarship Fund:

\$ 5 - \$10	3 points
\$11 - \$20	6 points
\$21 - \$30	10 points
\$31 - \$50	15 points
\$51 +	20 points

Make sure that this appears in your financial report as well as the narrative or it will not count.

9. Helping another chapter – 2 points each a chapter should be specific as to how it helped assistance (maximum 8 points)
 - a. Helping a chapter within the state in a way other than installing that chapter or helping with a regional meeting.
 - b. In reporting, a chapter should be specific as to how it helped another chapter.
10. State and National Project(s) – 5 points each. – Be sure to state clearly what the state and national projects are for the year. Judges will assign points on adhering to the stated projects. Five (5) points can be earned for each current state and/or national project in which chapter members actively participate. Each local chapter may receive credit for a maximum of ten (10) projects, or a total of 50 points.
11. Regional Fall Leadership Development Conference Participation (Maximum of sixteen (16) total points for this section.)
 1. Attendance at the meeting – 3 points
 2. Host school – 5 points
 3. Assistance to host chapter (specify how) – 3 points
12. Regional Competitive Events Participation (Maximum of twenty-one (21) total points for this section.)
 - a. Chapter members entered competitive events – 3 points
 - b. Host school (even if events are held off campus) – 5 points
 - c. Assistance to host chapter (specify how) – 3 points
 - d. Regional Vice President is a member of the host chapter- 10 points.
13. State Leadership Conference Participation (preceding year).
 - a. Attendance at State Leadership Conference – 5 points
 - b. Each first-place award – 3 points
 - c. Each second-place award – 2 points
 - d. Each third-place award – 1 point
14. Representation at National Fall Leadership Conference – 5 points.
15. National Leadership Conference Participation (preceding year) – 3 points per member attending.
16. National Leadership Conference Participation (preceding year) – 3 points per winner.

Do not use the Joyce M. Keller Annual Report any longer for the Helen Ragan Report. It should be an entirely separate report.

JUDGING

A panel of judges for this event will select the winner. All decisions of the judges are final. They will look to see that it follows the sequence of the rating sheet.

STATE AWARD

The first-place award will be presented at the State Leadership Conference



HELEN RAGAN CHAPTER OF THE YEAR AWARD

Rating Sheet

Points given may range between zero and the maximum number indicated.

Professional Programs	_____ 16 points
Initiating a new or reactivated chapter	_____ 10 points per chapter
Appearance on a radio program or TV show	_____ 8 points
Publicity - Written Articles	_____ 20 points
Appearance before a Civic or Trade Group	_____ 20 points
School Service Project(s)	_____ 50 points
Community Service Project(s)	_____ 50 points
James L. White Scholarship Fund	_____ (See chart on guidelines)
Helping Another Chapter	_____ 8 points
State and National Project(s)	_____ 50 points
Regional Fall Leadership Conference Participation	_____ 11 points (see chart on guidelines)
Regional Competitive Events Participation	_____ 21 points (see chart on guidelines)
State Leadership Conference Participation	_____ (See chart on guidelines)
National Fall Leadership Conference Participation	_____ 5 points
National Leadership Conference Participation	_____ 3 points per member attending
National Leadership Conference Winners	_____ 3 points per winner

TOTAL SCORE _____

School: _____

Address: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

LOCAL CHAPTER ANNUAL BUSINESS REPORT – JOYCE M. KELLER AWARD

State/National Event

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. The Joyce M. Keller Award recognizes FBLA chapters that effectively summarize their year's activities. This event provides participants with valuable experience in preparing annual business reports.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the second semester membership dues deadline of the current school year may enter one report.

REPORT COMPETENCIES

- ◆ arrange report in proper business style and logically arranged
- ◆ correct spelling and grammar
- ◆ describe report development
- ◆ explain local chapter organization and characteristics of chapter
- ◆ document productivity and recognition of chapter

OVERVIEW

The report should include the chapter's annual business; follow the RATING SHEET sequence in writing the report. Projects used for other FBLA reports may be included.

REPORT GUIDELINES

Report - General

- Student members, not advisers, must prepare reports.
- **Three (3) copies** of the report must be submitted.
- The local chapter adviser must attach an Event Entry Form to the front cover of the report. The report must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership

Conference and start of the current State Leadership Conference.

- Penalty points will be given if the written project doesn't adhere to the guidelines.
- This event is prejudged before the SLC.
- The report format must adhere to the same technical guidelines listed for chapter manuals on the **National Website**.

Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx).
- All reports must be bound (e.g., tape binding, spiral binding).

Report Contents

- Table of contents with page numbers
- Follow the RATING SHEET sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 ½" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- No items may be attached to any page in the report.

Local Chapter Annual Business Report Continued

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (stockholders)	0	1-2	3-4	5	
Chapter Information Included • Number of members • Size of school and community • When and where the chapter was organized	0	1-2	3-4	5	
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations and activities	0	1-2	3-4	5	
Support of FBLA national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For FBLA competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
Subtotal					(100 max.)
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):					
<input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
Total Points					(100 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP

LOCAL RECRUITMENT OF CHAPTERS – HIGH SCHOOL

State Event

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA and/or PBL. Additional chapters provide more students the opportunity to become better prepared for careers in business and make possible the expansion of national services and activities.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the second semester dues deadline of the current school year may enter.

OVERVIEW

Chapter recognition in the event is determined by the state office after the audits of the current year's membership record. The figures used in determining the winners will be the number of newly chartered or reactivated chapters on record in the FBLA state office for the current school year.

GUIDELINES

- An Event Entry Form must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- The chartering or reactivation of FBLA and/or PBL chapters may be used in the computation of this event.
- Chapters that install officers and initiate members of currently active chapters do not qualify for this award.

STATE AWARDS

The first, second, and third place winners will receive trophies.



LOCAL RECRUITMENT OF CHAPTERS – HIGH SCHOOL

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA, FBLA-Middle Level, and/or PBL.

Complete all of the information requested below. A local chapter *must recruit a minimum of two (2) new/reactivating chapters* to qualify. Mail this entry to your state chairperson for approval. The state chairperson must forward the entry to the national center **to be received by the second Friday in May.**

School Name: _____

Lead Adviser's Name: _____ Chapter No. _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

List chapters (minimum of two) chartered and/or reactivated, giving chapter number, name of school, city, state, and zip code.

Chapter name of School City State Zip Date Chapter Activities Completed to number Chartered or Reactivated installed or Charter or Reactivate Reactivated

Chapter Number	Name of School Chartered or Reactivated	City	State	Zip	Date Chapter Installed or Reactivated	Activities Completed to Charter or Reactivate

Number of chapters chartered this year by your chapter: _____

Number of chapters reactivated this year by your chapter: _____

Chapter President or Adviser State Chair or State Adviser

Signed Date

PARTNERSHIP WITH BUSINESS PROJECT

State/National Event

This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about a business through communication and interaction with the business community.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the second semester membership dues deadline for the current school year may enter one (1) report.

Members representing their chapters in the oral presentation portion of this event may compete in an additional individual event.

PROJECT COMPETENCIES

- ♦ arrange report logically and in proper business style
- ♦ demonstrate good written communication skills
- ♦ describe project development and implementation

PERFORMANCE COMPETENCIES

- ♦ answer questions effectively
- ♦ demonstrate ability to make a businesslike presentation
- ♦ demonstrate good verbal communication skills
- ♦ describe project development and implementation
- ♦ explanation is logical and systematic

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete all parts to be eligible to win an award.

This project describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about a business. This event should not be a chapter fund-raising

project. Specifically, the performance should address the business partnership, member involvement, and results of the project.

REPORT GUIDELINES

Report - General

- Student members, not advisers, must prepare the report.
- **Three (3) copies** of the report must be submitted.
- The local chapter adviser must attach an Event Entry Form to the front cover of the report. The report must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Penalty points will be given if the written project doesn't adhere to the guidelines.
- This event is prejudged before the SLC.
- The report format must adhere to the same technical guidelines listed for chapter manuals on the **National Website**.

Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information unless they are cut out.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx).
- All reports must be bound (e.g., tape binding, spiral binding).

Partnership With Business Project Continued

Report Contents

- Table of contents with page numbers
- Follow the RATING SHEET sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 ½" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

PERFORMANCE GUIDELINES

- Based on the highest written report scores, a maximum of ten (10) chapters will be selected to make oral presentations at the State Leadership Conference.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- Five (5) minutes will be allowed to set up **and** remove equipment and presentation items. **all equipment for the presentation must be provided by the chapter.**
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- Team members must perform all aspects of the presentations (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.

- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting deductions of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, the judges will conduct a three (3) minute question and answer period.
- The final performance is open to conference attendees, **except** performing participants of this event if space permits.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference.

A panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, and third place winners will receive trophies. The first and second place winners are eligible to compete in the National Leadership Conference.



PARTNERSHIP WITH BUSINESS PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Report Content					
Development					
Description of the partnership goals	0	1–2	3–4	5	
Description of the planning activities used to build a partnership	0	1–3	4–7	8–10	
Roles of business leaders and chapter members in developing the partnership	0	1–2	3–4	5	
Implementation					
Description of the activities implemented to learn concepts of business operations	0	1–5	6–10	11–15	
Roles of business leaders and chapter members in implementing the project	0	1–5	6–10	11–15	
Results, concepts learned, and impact of the project provided	0	1–5	6–10	11–15	
Degree of Involvement (e.g., hours spent, personal contact, and executives and department heads contacted)	0	1–3	4–7	8–10	
Examples of publicity and recognition received as a result of the partnership	0	1–2	3–4	5	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of written report and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal					(100 max.)
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):					
<input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers <input type="checkbox"/> 3 copies of report not received <input type="checkbox"/> report format follows rating sheet					
Total Points					(100 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP



PARTNERSHIP WITH BUSINESS PROJECT

Performance Rating Sheet

Preliminary Round
 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement the partnership	0	1-7	8-14	15-20	
Degree of chapter member involvement in the project	0	1-5	6-10	11-15	
Explain roles of business leaders and chapter members in implementing the project	0	1-5	6-10	11-15	
Information learned from management (i.e., business planning, organization, motivation, control, objectives, and goal setting)	0	1-5	6-10	11-15	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					(100 max.)
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					(100 max.)
Report Score					(100 max.)
Final Score (add total points and report score)					(200 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator
 NAP

SPIRIT EVENT- CHEER/CHANT/SLOGAN CONTEST

Local/Regional/State Event and Used at National

This event will help to unify, build and amplify the spirit of North Carolina FBLA participants at the summer National Leadership Conference (NLC) by annually selecting a state **chant/cheer/slogan**.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year may submit one (1) entry for the Chant/Cheer/Slogan contest. Up to three (3) members may participate. Participation will not preclude FBLA members from competing in another category. Only **NC FBLA** members are eligible to submit entries for the Chant/Cheer/Slogan competition. The Chant/Cheer/Slogan competition entry *MUST* be an **original work**.

CHANT/CHEER/SLOGAN CONTEST

- The **chant/cheer/slogan MUST** be submitted for judging on a **CD ROM** or **DVD Disc** that is **Microsoft Media Player** accessible and should include the script (words) for the chant/cheer/slogan accessible in a **Word document** (*saved as a rich text file*). The disc should be labeled with the following information:
 - Contestant's Name
 - Competition – Chant/Cheer/Slogan
 - FBLA Chapter
 - Chapter Number
 - Adviser's Name
- FBLA local chapters may enter both spirit contests (Cheer/Chant/Slogan and/or Tee Shirt Design) but a separate entry form must be used for each of the two contests.
- The chapter contestant(s) may choose to demonstrate a performance of the chant/cheer/slogan (but this is not mandatory).

- The Chant/Cheer/Slogan entry should:
 - Be catchy, lively, short, (no more than 1 minute), and may rhyme.
 - Include part or all of the State Theme
 - Clearly identify who we are – **NC FBLA**.
 - Should be convincing and believable.
 - Spark participants' emotions.

LOCAL CONTEST

- Each local chapter will conduct Chant/Cheer/Slogan contest.
- **Only NC FBLA members** are eligible to participate in the contest.
- The local contest will be judged by a committee selected by the local Adviser and/or the local Advisory Committee
- Each chapter can only submit **one entry** for the Chant/Cheer/Slogan.
- The winning local chant/cheer/slogan will be submitted into the **Regional Contest**. The local judging must be done in time to submit the events to the board member on the date home site tests are due for Regional Competition.

REGIONAL CONTEST

- All local chapter-winning entries for the Chant/Cheer/Slogan contest *MUST* be submitted to the **Regional Board Member** on the date home site tests are due for Regional Competition according to the Calendar of Activities.
- The Regional Board Member will organize a committee to judge all winning local entries submitted in a timely manner.

- **One Regional entry** will be selected to compete with other Regional winning entries at the State level.
- Regional Board Members must submit the Region's winning entry to the State Adviser by the date given on the Calendar of Activities.

STATE CONTEST

- The State Adviser will select a committee consisting of NC Executive Board members and current NC FBLA State Officer Team to judge the eight (or fewer, if all regions did not participate) regional winning entries for the Chant/Cheer/Slogan contest submitted

to the State Adviser by the deadline on the Calendar of Activities.

REGIONAL/STATE/NATIONAL RECOGNITION

- All regional winners from the **Chant/Cheer/Slogan contest** will appear onstage at the NC SLC Opening Session.
- **The top three winners will receive awards.**
- The winning Chant/Cheer/Slogan will be used for the **State's NLC chant/cheer/slogan.**

SPIRIT EVENT- TEE SHIRT DESIGN CONTEST

Local/Regional/State Event and Used at National

This event will help to unify, build and amplify the spirit of North Carolina FBLA participants at the summer National Leadership Conference (NLC) by annually selecting a tee shirt design. The tee shirt design will be included in the NC FBLA Spirit Pack that participants to the NLC will be able to purchase.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year may submit one (1) entry for the Tee Shirt Design contest. Up to three (3) members may participate. Participation will not preclude FBLA members from competing in another category. Only **NC FBLA** members are eligible to submit entries for the Tee Shirt Design competition. The Tee Shirt Design competition entry *MUST* be an **original work**.

TEE SHIRT DESIGN CONTEST

- The **Tee Shirt Design** *MUST* be submitted for judging on a CD ROM or DVD Disc in JPG format (maximum of 1 Megabyte in size). A printed copy of the design should also be included. The disc should be labeled with the following information:
 - Contestant's Name
 - Competition – Chant/Cheer/Slogan
 - FBLA Chapter
 - Chapter Number
 - Adviser's Name
- FBLA local chapters may enter both contests (Cheer/Chant/Slogan and/or Tee Shirt Design) but a separate entry form must be used for each of the two contests.
- A maximum of two ink colors may be used on the tee shirt design and no hand drawn entries will be accepted. Designs for front and back should be submitted on application software.

LOCAL CONTEST

- Each local chapter will conduct Tee Shirt Design contest.
- **Only NC FBLA members** are eligible to participate in the contest. The local contest will be judged by a committee selected by the local Adviser and/or the local Advisory Committee
- The winning local Tee Shirt Design will be submitted into the **Regional Contest**. The local judging must be done in time to submit the events to the board member on the date home site tests are due for Regional Competition.

REGIONAL CONTEST

- All local chapter-winning entries for the Tee Shirt Design contest *MUST* be submitted to the **Regional Board Member** on the date home site tests are due for Regional Competition according to the Calendar of Activities.
- The Regional Board Member will organize a committee to judge all winning local entries submitted in a timely manner.
- **One Regional entry** will be selected to compete with other Regional winning entries at the State level.
- Regional Board Members must submit the Region's winning entry to the State Adviser by the date given on the Calendar of Activities.

STATE CONTEST

- The State Adviser will select a committee consisting of NC Executive Board members and the current NC FBLA State Officer Team to judge the eight (or fewer, if all regions did not participate) regional winning entries for the Tee Shirt Design contest submitted to the State Adviser by the deadline on the Calendar of Activities.

REGIONAL/STATE/NATIONAL RECOGNITION

- All regional winners from the **Tee Shirt Design contest** will appear on stage at the NC SLC Opening Session.
- **The top three winners will receive awards.**
- The winning Tee Shirt Design will be used for the **State's Tee Shirt Design** for NLC.

PLEASE KEY

NC FBLA SPIRIT CHEER/CHANT/SLOGAN & TEE SHIRT CONTEST FORM		
Place a Check (✓) Mark Beside the Contest That You Are Entering. Use a separate form for each contest.		
<input type="checkbox"/> NC FBLA Spirit Cheer/Chant/Slogan Contest <input type="checkbox"/> NC FBLA Spirit T-Shirt Contest		
Member(s) Participating in this Contest 1. 2. 3.		
Chapter #	Number of Members	Name of School
Region		City
Adviser's Name		
Adviser's School Phone Number ()		Adviser's Home Phone Number ()
Adviser's School FAX Number ()		Adviser's E-mail Address
I have not previously entered this contest at an FBLA Local, Regional, or State Leadership Conference. My adviser and I have read the North Carolina State FBLA Spirit Contest Guidelines and based on the guidelines, I am eligible to compete.		
President's or Secretary's Signature		
Adviser's Signature	For Office Use Only	
Planning Period		
Best Time to Call at Home		



FBLA SPIRIT CHANT/CHEER/SLOGAN

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENTS					
Identification					
Clearly identifies NC	0	1-2	3-4	5	
Includes NC FBLA Theme	0	1-2	3-4	5	
Originality					
High evidence of individual's or team's original creativity	0	1-2	3-4	5	
Chant/Cheer/Slogan					
Is catchy, lively, short (no more than 30 seconds-1 minute)	0	1-2	3-4	5	
Effects					
Sparks emotions & excitement	0	1-2	3-4	5	
Convincing and believable	0	1-2	3-4	5	
Total Points	(30 max)				

School: _____

Address: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



NC FBLA SPIRIT TEE SHIRT

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENTS					
Identification					
Clearly identifies NC	0	1-2	3-4	5	
Includes all or part of NC FBLA Theme	0	1-2	3-4	5	
Includes the name of the city where the NLC will be held	0	1-2	3-4	5	
Originality					
High evidence of individual's or team's original work and creativity	0	1-2	3-4	5	
Craftsmanship/Skill					
Design reflects craftsmanship, creativity and purposeful regard for the membership of NC FBLA (two colors maximum)	0	1-2	3-4	5	
Suitable for the Purpose					
Design is suitable for the purpose for which it is intended (public display on T-Shirts to be worn by NC FBLA participants attending the NLC).	0	1-2	3-4	5	
Total Points				(30 max)	

School: _____

Address: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

**SCHOLARSHIP
EVENTS
HIGH SCHOOL**

ALSUP BUSINESS SCHOLARSHIP AWARD

This scholarship award is designed to provide financial assistance to an outstanding FBLA member who plans to further his/her education in business.

ELIGIBILITY

Each local chapter may enter one (1) contestant who is on record as having paid dues by the second semester membership dues deadline.

- Only high school seniors who are active members of an FBLA chapter and take an active part in the State Leadership Conference are eligible.
- All applicants should plan to work toward a degree in business at an accredited North Carolina two- or four-year institution of higher learning.
- A committee composed of members of the high school business faculty, and either the principal, guidance counselor or both should select each eligible applicant.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.
- Participants must not have entered this event previously.

OVERVIEW

The funds for this \$500 scholarship are made possible by a gift from a supporter of FBLA and business education.

REGULATIONS

A four-part application package must be completed and received by the state office no later than the deadline indicated on the Calendar of Activities.

Along with the Event Entry Form, a four-part application package should be submitted, consisting of the following:

1. Information Form
2. Letter of Recommendation from the school principal
3. Applicant's Essay
4. Official Transcript

Four (4) copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.

PROCEDURE

Administration

- The FBLA state chairman and state adviser will administer the award.
- Winners will be notified in writing of the steps to follow in obtaining the remittance.

Application

- Students applying must write an essay (maximum of two (2) pages, single- or double-spaced lines) in which they discuss their career goals and why they chose their selected career.

SELECTION

Applications will be screened and at least five (5) finalists will be selected. These finalists will be notified by letter, telephone, or e-mail at least one week before the State Leadership Conference. The finalists must be available for interviews at the State Leadership Conference. Interview times will be determined through a random drawing.

JUDGING

A panel of judges will conduct and evaluate the interviews and determine the recipient. All decisions of the judges are final.

STATE AWARD

The recipient of the scholarship award will be announced at the State Leadership Conference.

Scholarship Event Entry Form

PLEASE KEY

NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Place a) Mark Beside the Event That You Are Entering. •check ((*Only one student per form*)

<input type="checkbox"/> Alsup Business Scholarship	<input type="checkbox"/> Professional Division Scholarship	<input type="checkbox"/> NCBEA Outstanding Student
<input type="checkbox"/> James L. White Scholarship	<input type="checkbox"/> King's College Scholarship	<input type="checkbox"/> Who's Who in FBLA
<input type="checkbox"/> NCACTE-BE Scholarship	<input type="checkbox"/> UNC-G Scholarship	

Name of Contestant (Only One Name per Form)

Business Subjects Completed	Business Subjects Enrolled in this Year
------------------------------------	--

Grade	Chapter #	Number of Members	Name of School
--------------	------------------	--------------------------	-----------------------

Region Central Region	City
---------------------------------	-------------

Adviser's Name

Adviser's School Phone Number ()	Adviser's Home Phone Number ()
---	---

Adviser's School Fax Number ()	Adviser's E-mail Address
---	---------------------------------

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature	President's or Secretary's Signature
-------------------------------	---

Adviser's Signature	For Office Use Only
----------------------------	----------------------------

Planning Period	
------------------------	--

Best Time to Call at Home	
----------------------------------	--

INFORMATION FORM ALSUP BUSINESS SCHOLARSHIP

School Year _____

Name (Mr., Miss) _____
Last
First
Middle

High School _____

Date of Birth _____

Other Children in the Family

Name	Age	School/College	Grade/College Level

Career Choice _____

Why did you choose this career? _____

List your three (3) most significant high school extracurricular activities.

List outstanding honors received.

List community or volunteer activities.

List other scholarships received

Information concerning family income and resources:

Name	Address	Occupation	Yearly Income

Please explain any special circumstances of which the committee should be aware.



ALSUP BUSINESS SCHOLARSHIP AWARD

Rating Sheet

Points given may range between zero and the maximum number indicated.

ESSAY

Evidence of career planning _____ 10

TRANSCRIPT

Scholastic Aptitude _____ 20

Subtotal _____ **30**

INTERVIEW

Proper greeting, introduction and closing _____ 10

Poise, maturity, enthusiasm, and personal appearance _____ 10

Communication skills _____ 10

Self-confidence, initiative, and assertiveness _____ 10

Financial need _____ 30

Subtotal _____ **70**

Total Score _____ **100**

Name of Applicant: _____

Address of Applicant: _____

High School Attending: _____

College Planning to Attend: _____

Judge's Signature _____ Date _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

FBLA PROFESSIONAL DIVISION SCHOLARSHIP AWARD

This scholarship award, made possible through the efforts of the FBLA Professional Division, will be presented to one or more outstanding FBLA members who plan to further their education.

ELIGIBILITY

Each local chapter may enter one (1) contestant who is on record as having paid dues by the second semester membership dues deadline.

- Only high school seniors who are active members of an FBLA chapter which takes an active part in the State Leadership Conference are eligible.
- All applicants should plan to work toward a degree at an accredited four-year institution of higher learning.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

OVERVIEW

Funds for this award will come from State Leadership Conference t-shirt sales conducted by the FBLA Professional Division.

The amount and number of scholarships will be determined by the availability of funds and the FBLA Professional Division's approval.

REGULATIONS

1. An application package must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
2. Along with the Event Entry Form, a four-part application package should be submitted, consisting of the following:
 - a. Information Form
 - b. 2 Letters of Recommendation
 - c. Applicant's Essay
 - d. Official Transcript
 - e. Resume
3. Awarded scholarships must be claimed by January 30 of the following year.
4. Participants selected for an interview and failing to report on time may be disqualified.

JUDGING

5. In order to receive the award, the student must enroll on a full-time basis, in the fall semester of the calendar year in which the initial award was announced and continue that status through the spring semester of the following year.

CRITERIA

Criteria to be considered in the selection of the local chapter's nominee for this event should include:

- Contributions to the local FBLA chapter.
- Leadership ability/potential
- Benefits derived from FBLA membership
- Academics
- Community Service

PROCEDURE

- Students must write an essay (maximum of two (2) pages, double-spaced, one-inch margins, name, school, and title keyed on separate title page). In their essay, applicants should discuss the importance of FBLA in their lives and how this scholarship would help them to obtain their future goals.
- Students must submit two letters of recommendation one from their FBLA adviser and one from another school official (principal/vice-principal/teacher).
- Students must provide a brief résumé (original or copy) not to exceed two (2) pages. Photographs are not allowed.
- Students applying for this scholarship should have maintained at least a 3.0 grade point average in high school which they can demonstrate through a certified high school transcript.'
- Four (4) copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.

FBLA Professional Division Scholarship Award Continued

Applications will be screened and at least five (5) finalists will be selected. These finalists will be notified at least one week before the State Leadership Conference.

The finalists must be available for interviews at the State Leadership Conference.

A panel of judges will conduct and evaluate the interview and determine the recipients. All decisions of the judges are final.

STATE AWARD

The recipient(s) of the scholarship will be announced at the State Leadership Conference.

Scholarship Event Entry Form

PLEASE KEY

**NC FBLA SCHOLARSHIP EVENTS ENTRY FORM
STATE-LEVEL COMPETITION**

Place a) Mark Beside the Event That You Are Entering. •check ((*Only one student per form*)

<input type="checkbox"/> Alsup Business Scholarship	<input type="checkbox"/> Professional Division Scholarship	<input type="checkbox"/> NCBEA Outstanding Student
<input type="checkbox"/> James L. White Scholarship	<input type="checkbox"/> King's College Scholarship	<input type="checkbox"/> Who's Who in FBLA
<input type="checkbox"/> NCACTE-BE Scholarship	<input type="checkbox"/> UNC-G Scholarship	

Name of Contestant (Only One Name per Form)

Business Subjects Completed	Business Subjects Enrolled in this Year
------------------------------------	--

Grade	Chapter #	Number of Members	Name of School
--------------	------------------	--------------------------	-----------------------

Region Central Region	City
---------------------------------	-------------

Adviser's Name

Adviser's School Phone Number ()	Adviser's Home Phone Number ()
---	---

Adviser's School Fax Number ()	Adviser's E-mail Address
---	---------------------------------

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature	President's or Secretary's Signature
-------------------------------	---

Adviser's Signature	For Office Use Only
----------------------------	----------------------------

Planning Period	
------------------------	--

Best Time to Call at Home	
----------------------------------	--

INFORMATION FORM FBLA PROFESSIONAL DIVISION SCHOLARSHIP

School Year _____

Name (Mr., Miss) _____
Last
First
Middle

High School _____

Date of Birth _____

Other Children in the Family

Name	Age	School/College	Grade/College Level

Career Choice _____

Why did you choose this career? _____

List your three (3) most significant high school extracurricular activities.

List outstanding honors received.

List community or volunteer activities.

List other scholarships received

Information concerning family income and resources:

Name	Address	Occupation	Yearly Income

Please explain any special circumstances of which the committee should be aware.



FBLA PROFESSIONAL DIVISION SCHOLARSHIP AWARD

Rating Sheet

Points given may range between zero and the maximum number indicated.

Essay

- Evidence of career planning _____(5)
- Correct Form (spacing, margins, length, organization, and neatness) _____(5)
- Evidence of how student has benefited from FBLA _____(5)

Application Materials

- Scholastic aptitude _____(10)
- Participation in FBLA _____(10)
- Other Activities _____(5)
- Letters of Recommendation _____(5)
- Effectiveness of Application Materials _____(5)
(e.g. correct format, error free)

Interview

- Poise, maturity, enthusiasm _____(10)
- Self-confidence, initiative, and assertiveness _____(10)
- Communication Skills _____(10)
- Professional Appearance (grooming and appropriate business attire) _____(5)
- Need _____(15)

TOTAL SCORE _____(100)

Name _____

Home Address _____

School _____

Judge's Signature _____

Date _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

JAMES L. WHITE SCHOLARSHIP AWARD

This scholarship award, made possible through the efforts of the local chapter members, will be presented to one or more outstanding FBLA members who plan to further their education in business. This award is named in honor of Dr. James L. White, the first state adviser of NC FBLA.

ELIGIBILITY

Each local chapter may enter one (1) contestant who is on record as having paid dues by the second semester membership dues deadline.

- Only high school seniors who are active members of an FBLA chapter which takes an active part in the State Leadership Conference are eligible.
- All applicants should plan to work toward a degree in business at an accredited North Carolina two- or four-year institution of higher learning.
- Each eligible applicant should be selected by a committee composed of members of the high school business faculty, and either the principal, guidance counselor or both.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.
- Participants must not have entered this event previously.

OVERVIEW

Funds for this award will come from state membership dues – 10 cents per member. Individual chapters are encouraged to make special contributions to the scholarship fund if they so desire. Special contributions should be sent to the state office. All chapters contributing to the fund prior to the State Leadership Conference will be given special recognition in the conference program.

The amount and number of scholarships will be determined by the availability of funds and the Board of Directors' approval.

REGULATIONS

1. An entry form must be completed and received by the state office no later than the close of business on the date given on the

Calendar of Activities.

2. **Along with** the Event Entry Form, a four-part application package should be submitted, consisting of the following:
 - a. Information Form
 - b. Letter of recommendation from the school principal
 - c. Applicant's essay
 - d. Official transcript
3. Four copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.
4. Awarded scholarships must be claimed by January 30 of the following year.

PROCEDURE

Administration

- The award will be administered by the FBLA state chairman and state adviser.
- Winners will be notified in writing of the steps to follow in obtaining the remittance.

Application

- Students applying must write an essay (maximum of two (2) pages, single- or double-spaced) in which they discuss their career goals and why they choose their selected career.

Selection

- Applications will be screened and at least five (5) finalists will be selected. These finalists will be notified by letter, telephone, or e-mail at least one week before the State Leadership Conference.
- The finalists must be available for interviews at the State Leadership Conference. Interview times will be determined by a random drawing.

JUDGING

A panel of judges will conduct and evaluate the interview and determine the recipients. All decisions of the judges are final.

STATE AWARD

The recipient(s) of the scholarship award will be announced at the State Leadership Conference.

Scholarship Event Entry Form

PLEASE KEY

NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Place a) Mark Beside the Event That You Are Entering. •check ((*Only one student per form*)

<input type="checkbox"/> Alsup Business Scholarship	<input type="checkbox"/> Professional Division Scholarship	<input type="checkbox"/> NCBEA Outstanding Student
<input type="checkbox"/> James L. White Scholarship	<input type="checkbox"/> King's College Scholarship	<input type="checkbox"/> Who's Who in FBLA
<input type="checkbox"/> NCACTE-BE Scholarship	<input type="checkbox"/> UNC-G Scholarship	

Name of Contestant (Only One Name per Form)

Business Subjects Completed	Business Subjects Enrolled in this Year
------------------------------------	--

Grade	Chapter #	Number of Members	Name of School
--------------	------------------	--------------------------	-----------------------

Region Central Region	City
---------------------------------	-------------

Adviser's Name

Adviser's School Phone Number ()	Adviser's Home Phone Number ()
---	---

Adviser's School Fax Number ()	Adviser's E-mail Address
---	---------------------------------

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature	President's or Secretary's Signature
-------------------------------	---

Adviser's Signature	For Office Use Only
----------------------------	----------------------------

Planning Period	
------------------------	--

Best Time to Call at Home	
----------------------------------	--

INFORMATION FORM JAMES L. WHITE SCHOLARSHIP

School Year _____

Name (Mr., Miss) _____
Last
First
Middle

High School _____

Date of Birth _____

Other Children in the Family

Name	Age	School/College	Grade/College Level

Career Choice _____

Why did you choose this career? _____

List your three (3) most significant high school extracurricular activities.

List outstanding honors received.

List community or volunteer activities.

List other scholarships received

Information concerning family income and resources:

Name	Address	Occupation	Yearly Income

Please explain any special circumstances of which the committee should be aware.



JAMES L. WHITE SCHOLARSHIP AWARD

Rating Sheet

Points given may range between zero and the maximum number indicated.

ESSAY

Evidence of career planning _____ 10

TRANSCRIPT

Scholastic Aptitude _____ 20

Activities _____ 10

Subtotal _____ **40**

INTERVIEW

Proper greeting, introduction, and closing _____ 10

Poise, maturity, enthusiasm, and personal appearance _____ 10

Communication skills _____ 10

Self-confidence, initiative, and assertiveness _____ 10

Need _____ 20

Subtotal _____ **60**

TOTAL SCORE _____ **100**

Name of Applicant _____

Address of Applicant _____

High School Attending _____

College Planning to Attend _____

Judge's Signature _____ Date _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

KING'S COLLEGE/SONJA H. LITTON

CHI ALPHA KAPPA SCHOLARSHIP

This scholarship award, made possible through the joint efforts of Chi Alpha Kappa Chapter of Phi Beta Lambda and King's College, will be presented to one outstanding FBLA member who plans to further his or her education at King's College in Charlotte, North Carolina.

This award is made in honor of Sonja H. Litton, the founder of the Phi Beta Lambda Chapter of King's College and a longtime supporter of business education in North Carolina.

ELIGIBILITY

- Only high school seniors who are active members of FBLA are eligible to enter.
- All applicants should plan to work toward a diploma in one of the career areas offered at King's College in Charlotte, North Carolina.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

OVERVIEW

The funds for this \$1000 scholarship award are made possible by the joint efforts of the Chi Alpha Kappa Chapter of Phi Beta Lambda and King's College. The scholarship award will be applied to the tuition at King's College in Charlotte, North Carolina. One scholarship will be awarded each year.

GUIDELINES

1. An application package and entry form must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.

2. A four-part application package should be completed, consisting of the following:
 - a. Event Entry Form.
 - b. Adviser's letter of recommendation.
 - c. Official copy of applicant's transcript.
 - d. Original essay on the importance of post-secondary business education. The essay should not exceed two double-spaced keyed pages.
3. Four (4) copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.
4. All applicants will be scheduled for an interview during the State Leadership Conference.

PROCEDURE

The award will be administered by a representative from King's College.

The winner will be notified in writing of the steps to follow in obtaining remittance.

JUDGING

Applications will be reviewed by a screening committee. All applicants must be available for interviews at the State Leadership Conference. A panel of judges, at least one of whom is a representative of King's College, will conduct the interview and determine the winner. The decision of the judges is final.

STATE AWARD

The recipient of the scholarship will be announced at the State Leadership Conference

Scholarship Event Entry Form

PLEASE KEY

**NC FBLA SCHOLARSHIP EVENTS ENTRY FORM
STATE-LEVEL COMPETITION**

Place a) Mark Beside the Event That You Are Entering. •check ((*Only one student per form*)

<input type="checkbox"/> Alsup Business Scholarship	<input type="checkbox"/> Professional Division Scholarship	<input type="checkbox"/> NCBEA Outstanding Student
<input type="checkbox"/> James L. White Scholarship	<input type="checkbox"/> King's College Scholarship	<input type="checkbox"/> Who's Who in FBLA
<input type="checkbox"/> NCACTE-BE Scholarship	<input type="checkbox"/> UNC-G Scholarship	

Name of Contestant (Only One Name per Form)

Business Subjects Completed

Business Subjects Enrolled in this Year

Grade

Chapter #

**Number of
Members**

Name of School

Region

Central Region

City

Adviser's Name

Adviser's School Phone Number

()

Adviser's Home Phone Number

()

Adviser's School Fax Number

()

Adviser's E-mail Address

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature

President's or Secretary's Signature

Adviser's Signature

For Office Use Only

Planning Period

Best Time to Call at Home



**KING'S COLLEGE/SONJA H. LITTON
CHI ALPHA KAPPA SCHOLARSHIP
Rating Sheet**

Points given may range between zero and the maximum number indicated.

APPLICATION PACKAGE

Scholastic Aptitude and Achievement _____ 30

ESSAY ON POST-SECONDARY BUSINESS EDUCATION

Organization and Neatness _____ 10

Knowledge and Insight in Business Education _____ 10

Evidence of career planning _____ 10

Subtotal _____ **60**

INTERVIEW

Attitude _____ 10

Articulation _____ 10

Poise _____ 5

Self-confidence _____ 5

Personal Appearance _____ 10

Subtotal _____ **40**

TOTAL SCORE _____ **100**

Name _____

School _____

Judge's Signature _____ Date _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

NC ACTE BROYHILL LEADERSHIP SCHOLARSHIP

This scholarship award, made possible by the North Carolina Association for Career and Technical Education, honors a local chapter officer by providing tuition for attending the Broyhill Leadership Conference, and one scholarship for any freshman or sophomore FBLA member even if they do not hold an office.

ELIGIBILITY

Each local chapter may enter two (2) participants who are active members. One scholarship is designated for a local chapter officer (president, vice-president, secretary, treasurer, historian, reporter, or parliamentarian) who is not in their senior year. The second scholarship is reserved for any freshman or sophomore. This applicant does not have to hold an office.

Schools may apply for either or both scholarships. A member is eligible to apply for this scholarship each year he or she is a local officer except during their senior year. A freshman who has applied for this scholarship may also apply when he or she is a sophomore.

OVERVIEW

1. A member entering this event must be currently classified below the senior grade level.
2. A member entering this event may also enter another event at the State Leadership Conference.
3. The applicant for this award must submit the following materials along with the entry form to the FBLA state office:
 - a. A two to four (2-4) page, double spaced essay entitled, "Why I Would Like To Attend The Broyhill Leadership Conference."
 - b. The essay must be in manuscript form, double spaced, one-inch side margins, name, school, and title keyed on separate title page.
 - c. The following should be included in the essay:
 - Activities in which the applicant has participated where leadership skills were needed.
 - Opportunities the applicant has had to use leadership skills (emphasis

should be given to current year activities).

- Situations where the applicant felt a need for better leadership skills.
 - How attendance and participation in the Broyhill Leadership Conference would benefit the applicant.
 - How the local chapter would benefit from the applicant's participation in the Conference.
- d. The student must sign, as part of the entry form, a statement of originality for the essay submitted.
4. Four (4) copies of the materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participant's name, school, and event name. Include participant's name on all pages submitted.

CRITERIA

Criteria to be considered in the selection of the local chapter's nominee(s) for this event should include:

- Contributions to the local FBLA chapter.
- Leadership ability/ potential.
- Benefits derived from FBLA membership.

JUDGING

Applications will be reviewed by a screening committee and eight (8) finalists will be selected and notified prior to the State Leadership Conference. These finalists must be available for interviews at the State Leadership Conference. A separate panel of judges will interview the finalists using the rating sheet for this event.

All decisions of the judges are final.

STATE AWARDS

One scholarship award for a local chapter officer and one scholarship award for a freshman/sophomore will be announced at the State Leadership Conference.

Scholarship Event Entry Form

PLEASE KEY

**NC FBLA SCHOLARSHIP EVENTS ENTRY FORM
STATE-LEVEL COMPETITION**

Place a) Mark Beside the Event That You Are Entering. •check ((*Only one student per form*)

<input type="checkbox"/> Alsup Business Scholarship	<input type="checkbox"/> Professional Division Scholarship	<input type="checkbox"/> NCBEA Outstanding Student
<input type="checkbox"/> James L. White Scholarship	<input type="checkbox"/> King's College Scholarship	<input type="checkbox"/> Who's Who in FBLA
<input type="checkbox"/> NCACTE-BE Scholarship	<input type="checkbox"/> UNC-G Scholarship	

Name of Contestant (Only One Name per Form)

Business Subjects Completed

Business Subjects Enrolled in this Year

Grade

Chapter #

**Number of
Members**

Name of School

Region

Central Region

City

Adviser's Name

Adviser's School Phone Number

()

Adviser's Home Phone Number

()

Adviser's School Fax Number

()

Adviser's E-mail Address

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature

President's or Secretary's Signature

Adviser's Signature

For Office Use Only

Planning Period

Best Time to Call at Home



NC ACTE BROYHILL LEADERSHIP SCHOLARSHIP

Rating Sheet

Points given may range between zero and the maximum number indicated.

ESSAY

- Correct form (spacing, margins, length, organization, and neatness) _____ 10
- Evidence of activities using leadership skills* _____ 20
- Evidence of how student and chapter would benefit from Broyhill Leadership Conference** _____ 20
- Subtotal** _____ **50**

INTERVIEW

- Communication skills _____ 15
- Presentation of facts in an orderly manner _____ 10
- Personal appearance _____ 5
- Self-confidence, initiative, and assertiveness _____ 10
- Poise and maturity _____ 10
- Subtotal** _____ **50**

TOTAL SCORE _____ **100**

Name _____

Region _____

School _____

Address _____

City _____ Zip _____

Judge's Signature _____

Date _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

UNCG-BRYAN SCHOOL OF BUSINESS AND ECONOMICS SCHOLARSHIP

This scholarship award is designed to provide financial assistance to FBLA members planning to attend the University of North Carolina - Greensboro and declare a business major in the Bryan School of Business and Economics. This one thousand dollar (\$1,000) scholarship may be renewable for four (4) years.

ELIGIBILITY

Each local chapter that is on record as having paid dues by the second semester membership dues deadline may enter one (1) contestant.

- Only high school seniors who are active members of an FBLA chapter and take an active part in the State Leadership Conference are eligible.
- The student is expected to have an SAT score of 1200 or higher. However, if the high school GPA is high and/or the student is in the top 10% of the graduating class, a SAT score of 1100 or above may be considered. The high school GPA should be at least 3.5.
- All applicants should have applied for admission to the University of North Carolina - Greensboro and plan to work toward a degree with a business major in the Bryan School.
- A committee composed of members of the high school business faculty and either the principal, guidance counselor, or both, should select each eligible applicant.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

OVERVIEW

1. A four (4) part application package must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
2. The four (4) part application package consists of:
 - a. Event Entry Form.
 - b. Letter of Recommendation from the school principal.
 - c. Applicant's Essay.
 - d. Official Transcript.
3. Four (4) copies of the above materials should be submitted. Each copy of the

materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.

4. Participants **must not** have entered this event previously.
5. Participants selected for an interview and failing to report on time may be disqualified.
6. In order to receive the award, the student must attend UNCG and enroll in the Bryan School of Business and Economics on a full-time basis, in the fall semester of the calendar year in which the initial award was announced and continue that status through the spring semester of the following year.

PROCEDURE

- The award will be administered by the FBLA state chairman/adviser.
- Winners will be notified in writing of the steps to follow in obtaining the remittance.
- Students applying must write an essay (maximum of two (2) pages, single- or double-spaced) in which they discuss why they wish to pursue a degree in one of the programs at the Bryan School of Business and Economics and how it relates to their career goals.
- This award may be renewable each year for \$1,000 for up to three additional years of continuous full-time enrollment. (Maximum total award \$4,000) if the scholar performs well academically and sufficient funds are available.
- The recipient must maintain at least a 3.0 grade point average, make normal progress toward an undergraduate degree in the Bryan School of Business and Economics, show evidence of benefiting from participation in co-curricular activities and continue to meet eligibility and initial selection criteria.

UNCG Bryan School of Business and Economics Scholarship Continued

JUDGING

A screening committee will review applicants and five (5) finalists will be selected. These finalists will be notified by letter or telephone at least one week before the State Leadership Conference. The finalists must be available for interviews at the State Leadership Conference. A panel of judges will conduct interviews and determine the winner and alternate(s).

The final decision on the award will be with the Bryan School of Business and Economics.

STATE AWARDS

The recipient of the scholarship award will be announced at the State Leadership Conference.

Scholarship Event Entry Form

PLEASE KEY

NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Place a) Mark Beside the Event That You Are Entering. •check ((*Only one student per form*)

- | | | |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship | <input type="checkbox"/> Who's Who in FBLA |
| <input type="checkbox"/> NCACTE-BE Scholarship | <input type="checkbox"/> UNC-G Scholarship | |

Name of Contestant (Only One Name per Form)

Business Subjects Completed

Business Subjects Enrolled in this Year

Grade

Chapter #

**Number of
Members**

Name of School

Region

Central Region

City

Adviser's Name

Adviser's School Phone Number

()

Adviser's Home Phone Number

()

Adviser's School Fax Number

()

Adviser's E-mail Address

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature

President's or Secretary's Signature

Adviser's Signature

For Office Use Only

Planning Period

Best Time to Call at Home



UNCG BRYAN SCHOOL OF BUSINESS SCHOLARSHIP Rating Sheet

Points given may range between zero and the maximum number indicated.

ESSAY

Evidence of career planning _____ 10

TRANSCRIPT

Scholastic aptitude _____ 20

INTERVIEW

Personal appearance _____ 10

Proper greeting, introduction, and closing _____ 10

Poise, maturity, and enthusiasm _____ 10

Communication skill _____ 10

Self-confidence, initiative, and assertiveness _____ 10

Need _____ 20

TOTAL SCORE _____ **100**

Name _____

Home Address _____

School _____

Judge's Signature _____

Date _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

RECOGNITION EVENTS HIGH SCHOOL

ADVISER OF THE YEAR AWARD

State Event

The purpose for this award is to recognize an outstanding FBLA local chapter adviser.

ELIGIBILITY

Nominations may come from local chapter advisers, FBLA members, and local administrators. When nomination forms are received in the state office, each nominee will be contacted by the state office for further information.

Nomination forms must be postmarked to the state office no later than the close of business on the date given on the Calendar of Activities.

OVERVIEW

A selection committee of the previous recipients will review information according to stated criteria, with emphasis being given to that adviser who:

- Has a deep commitment to FBLA and the members.
- Uses a fair and democratic approach in leading the chapter.
- Actively promotes interaction of FBLA activities with all business teachers in the department.
- Works with business persons and civic groups in the community.
- Uses businesslike methods in coordinating the work of FBLA.
- Uses sound planning and evaluation of local chapter activities.
- Provides opportunities for members to participate in FBLA activities beyond the local level.
- Has served as a local chapter adviser for at least three (3) years.

PLEASE KEY

**NC FBLA STATE COMPETITIVE EVENTS ENTRY FORM
NC FBLA ADVISER OF THE YEAR**

Name of Adviser Nominee:

School:

Region:

Complete School Address

School Address:

City, State Zip:

School Telephone: ()

Complete Home Address

Street Address:

City, State Zip:

Home Telephone

()

Nominee's e-mail:

Name of Nominator:

Region:

Complete School Address

School Address:

City, State Zip:

Please return this form to the state office by the postmark deadline specified on the NC FBLA Calendar of Activities.

For Office Use Only

BUSINESS PERSON OF THE YEAR AWARD

Regional/State/National Event

This event recognizes outstanding leaders from the business sector throughout the state who have contributed to the success of Future Business Leaders of America - Phi Beta Lambda on the local, state, and national levels.

ELIGIBILITY

Each chapter, having met the fall dues deadline, may enter one (1) person in the Businessperson of the Year Event. The nominees **must** be members of the private business sector—not students or educators.

OVERVIEW

Criteria for selection of nominees at the local and state level should include, but do not have to be limited to:

- Years of participation in FBLA-PBL activities.
- Promotion of FBLA-PBL through presentations and seminars.
- Contribution to chapter projects and activities.
- Financial assistance to and sponsorship of activities for local and/or state chapter(s).

The biographical sketch of each nominee should particularly address the above areas.

REGULATIONS

Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award; such nominees will be disqualified.

- Nominees must be selected in accordance with the regulations of the state chapter and national association.
- Nominees must not have received state recognition in this event at a previous State Leadership Conference.
- Regional recipients, along with any nominees from the state office will be considered for the state award.
- The entry form must be completed by the local chapter adviser and submitted to the regional board member with each nominee's biographical sketch. The material must be received no later than the close of business on the date given on the Calendar of Activities.

JUDGING

A panel of judges appointed by the regional board member shall evaluate the information submitted for each nominee and determine the recipient of the regional award.

The state recipient of this award will be determined by a majority vote of the NC FBLA Board of Directors.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

The Regional Businessperson will be recognized at the State Leadership Conference. The recipient of the state award will be announced at the State Leadership Conference. This person will represent the state at the National Leadership Conference.

NC FBLA STATE COMPETITIVE EVENTS ENTRY FORM BUSINESSPERSON OF THE YEAR	
Name of Businessperson	
Occupation	
Type of Business	
Complete Business Address	
Business Telephone	
Home Telephone	
Name of Nominator	
School	Region
Complete School Address School Address: City, State Zip:	
Adviser's Signature and Date	Adviser's School FAX
Adviser's School Phone	Adviser's E-mail
Adviser's Planning Time	Adviser's Home Phone
Please return this form, the businessperson's résumé, and supporting materials as outlined under the criteria in the NORTH CAROLINA STATE AWARDS PROGRAM GUIDELINES to your Regional Board Member by December 1 .	

LARGEST LOCAL CHAPTER MEMBERSHIP AWARD

State Event

Effective state and national programs depend upon membership support and growth from all divisions. An increased membership base on the local level provides resources for the expansion of services to local chapters. Membership recruitment offers chapters a worthwhile experience in public relations and leadership. Recognition of this award is given to the chapter which has attained the largest listing of members.

ELIGIBILITY

All active local chapters are eligible.

OVERVIEW

Official membership records are audited in the state and national offices; therefore, no entry form is required for this event.

Winners in this event are determined by the state and national office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state and national offices of the current school year by the second semester dues deadline.

STATE AWARDS

Awards are presented at the State Leadership Conference to the highest membership chapters in each region and to the highest chapter membership in the state. Two local chapters from each of the national regions will be recognized at the National Leadership Conference.

NC FBLA HONORARY LIFE MEMBER AWARD

Honorary life members shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA. Honorary life members shall not vote or hold office and shall not be required to pay dues.

ELIGIBILITY

Honorary life membership may be awarded to educators, business or civic leaders who are not actively engaged in business education, and have given support and encouragement to the further development of FBLA. Educators with previous service in FBLA may be eligible upon termination of service.

OVERVIEW

Criteria for selection of nominees at the local and state level should include:

- Years of participation in FBLA activities.

- Promotion of FBLA through presentations, seminars, and workshops.
- Contribution to chapter projects and activities at the local, regional and state levels.
- Financial assistance to local and/or state chapter.
- Donations and sponsorships of activities.

The biographical sketch of each nominee should address the areas listed above. The sketch should be limited to no more than five keyed pages and received by the state office **no later** than the close of business on the date given on the Calendar of Activities.

STATE AWARD

State chapter honorary life membership(s) will be determined by a majority vote of the NC FBLA Board of Directors. The recipient(s) of the award will be announced at the State Leadership Conference.

NCBEA OUTSTANDING STUDENT SERVICE AWARD

State Event

To develop and promote local chapter involvement, the North Carolina Business Education Association recognizes an outstanding student of a local FBLA chapter.

ELIGIBILITY

Each local chapter may enter one (1) participant at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester dues deadline.

The winner from each region will be entered in competition at the State Leadership Conference

OVERVIEW

1. The award is based only on the current school year.
2. The participant may not enter the Who's Who in FBLA event.
3. The participant should submit the following supporting materials along with the entry form to the regional board member.
 - a. A one (1) page double-spaced essay stating, "Why I Am Applying For This Award."
 - b. A narrative report listing the participant's contribution to the local chapter and service given which strengthened and implemented the chapter's Program of Work and support the Goals of FBLA. Information in this report should be listed in the order indicated on the rating sheet.
 - c. Copy of the local chapter's program of work.

CRITERIA

Criteria to be considered in the selection of the local chapter's nominee for this event should include:

- Contributions to or participation in local chapter projects that support the Program of Work and the FBLA Goals.

- Offices, chairmanships and local committee memberships held.
- Contributions to local, state and national projects.

FBLA-PBL GOALS

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

JUDGING

A panel of judges appointed by the regional board member will judge this event on the regional level. All judges' decisions are final.

A panel of judges at the State Leadership Conference will evaluate the regional winners and select a first-place winner.

STATE AWARDS

A first-place certificate will be presented at the Regional Competitive events. The finalists from each region will receive a medallion and a plaque. The first-place winner at the state level will receive a plaque at the State Leadership Conference

Scholarship Event Entry Form

PLEASE KEY

NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Place a) Mark Beside the Event That You Are Entering. •check ((**Only one student per form**)

- | | | |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship | <input type="checkbox"/> Who's Who in FBLA |
| <input type="checkbox"/> NCACTE-BE Scholarship | <input type="checkbox"/> UNC-G Scholarship | |

Name of Contestant (Only One Name per Form)

Business Subjects Completed

Business Subjects Enrolled in this Year

Grade

Chapter #

**Number of
Members**

Name of School

Region

Central Region

City

Adviser's Name

Adviser's School Phone Number

()

Adviser's Home Phone Number

()

Adviser's School Fax Number

()

Adviser's E-mail Address

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature

President's or Secretary's Signature

Adviser's Signature

For Office Use Only

Planning Period

Best Time to Call at Home



NCBEA OUTSTANDING STUDENT SERVICE AWARD Rating Sheet

Points given may range between zero and the maximum number indicated.

Evaluation Criteria	POOR	GOOD	EXCELLENT	SCORE
Essay ~ "Why I am applying for this award"				
One Page/Double Spaced	0 1 2 Does not follow guidelines as stated.	3 4 Partially follows guidelines as stated	5 Follows guidelines as stated	
Essay content addresses question	0 1 2 Does not address question	3 4 Partially addresses question	5 Completely addresses question	
Narrative Report ~ Listing the participant's contributions which strengthened & implemented Program of Work & FBLA Goals				
Contributions & service which strengthened the chapter's program of work	0 1 2 3 4 5 6 7 8 Limited participation in chapter activities	9 10 11 12 13 Partial participation in chapter activities	14 15 Outstanding participation in all chapter activities.	
Goal #1: Develop competent, aggressive business leadership	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #2: Strengthen the confidence of students in themselves and their work	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #3: Create more interest in and understanding of American business enterprise.	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #4: Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.	0 No activities to promote this goal	2 3 4 activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #5: Develop character, prepare for useful citizenship, and foster patriotism	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #6: Encourage scholarship and promote school loyalty	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	

NC FBLA COMPETITIVE EVENTS PROGRAM

Evaluation Criteria	POOR	GOOD	EXCELLENT	SCORE
Goal # 7: Assist students in the establishment of occupational goals.	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #8: Facilitate the transition from school to work.	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Participation ~ Offices, Chairmanships, Committee Memberships				
Officer positions held	0 No officer positions held	9 10 11 12 13 Chapter officer position(s) held	14 15 State and/or National officer positions held	
Chairmanships held	0 No Chairmanship positions held	2 3 4 5 6 Chapter chairmanship position(s) held	7 8 9 10 State and/or National chairmanship position(s) held	
Committee Memberships held	0 No committee memberships positions held	2 3 4 Chapter committee memberships position(s) held	5 State and/or National committee memberships position(s) held	
Contributions ~ Contributions to local, state & national projects				
Contributions made	0 No contributions made	2 3 4 Some contributions made	5 Significant contributions made	
Total Score				

Name _____

Region _____

School _____

Address _____

City (Zip) _____

Judge's Signature _____ Date _____

Judge's Comments:

WHO'S WHO IN FBLA

State/National Event

This award honors FBLA members who have made outstanding contributions to the association at the local, state, and national levels.

ELIGIBILITY

Each local chapter may enter one (1) participant who is an active member and is on record in the FBLA State Office as having paid dues by the second semester membership dues deadline. Local chapters that have a state officer may have up to two (2) participants.

OVERVIEW

- An Event Entry Form must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Participants must be enrolled in their senior year of school and are required to submit an official transcript along with the entry form.

CRITERIA

Criteria for selection of nominees at the state level should include:

- Years of participation in FBLA activities.
- Extent of participation in conferences sponsored by the state chapter and national association.
- Offices, chairmanships, and committee memberships held.
- Contributions to local, state, and national projects.
- Participation in other activities.
- Recommendations supportive of the member's involvement in FBLA.
- Complete the "Future" level of the Business Achievement Awards.

GUIDELINES

Nominee(s) shall prepare and submit a narrative report along with the Event Entry Form.

The narrative should follow the report format given in the front of the guidelines.

The narrative will be *much shorter* than business reports in other events.

JUDGING

Reports will be evaluated by a panel of judges who will select the winners. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The ten (10) finalists will receive medallions and the first-place winner will receive an award at the State Leadership Conference. The first-place winner will be recognized at the National Leadership Conference

Scholarship Event Entry Form

PLEASE KEY

NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Place a) Mark Beside the Event That You Are Entering. •check ((**Only one student per form**)

- | | | |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship | <input type="checkbox"/> Who's Who in FBLA |
| <input type="checkbox"/> NCACTE-BE Scholarship | <input type="checkbox"/> UNC-G Scholarship | |

Name of Contestant (Only One Name per Form)

Business Subjects Completed

Business Subjects Enrolled in this Year

Grade

Chapter #

**Number of
Members**

Name of School

Region

Central Region

City

Adviser's Name

Adviser's School Phone Number

()

Adviser's Home Phone Number

()

Adviser's School Fax Number

()

Adviser's E-mail Address

I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.

Contestant's Signature

President's or Secretary's Signature

Adviser's Signature

For Office Use Only

Planning Period

Best Time to Call at Home

WHO'S WHO IN FBLA

RATING SHEET

Points given may range between zero and the maximum number indicated.

SERVICE

Number of years in FBLA _____ 3 pts. each year
Local chapter committee member _____ 3 pts. each committee
Local chapter committee chairman _____ 5 pts. each chaired
Local chapter officer _____ 6 pts. each year
State officer _____ 40 pts. each office
National officer _____ 50 pts. each office

Subtotal _____

PARTICIPATION

Number of Fall Regional Leadership
Conferences Attended _____ 5 pts. each conference
Number of State Leadership
Conferences Attended _____ 10 pts. each conference
Number of National Leadership
Conferences Attended _____ 10 pts. each conference
Number of Regional/ State/
National Competitive Events Entered _____ 5 pts. each event
Number of Regional/ State
National Competitive Events Won _____ 5 pts. each event

Subtotal _____

OTHER CONTRIBUTIONS

FBLA contributions (service you specifically gave)
which strengthened and implemented your
chapter's program of work _____ 2 pts. each (list)

TOTAL SCORE _____

Name _____ City _____

School _____

Judge's Signature _____

Date _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
--

**INDIVIDUAL
EVENTS
MIDDLE
LEVEL**

BUSINESS COMMUNICATION – ML

State Event

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

OVERVIEW

The objective test may include grammar, word definition and usage, proofreading, spelling, punctuation, numbers, capitalization, and oral communication concepts.

GUIDELINES

- A one-hour (1) on-line objective test will be administered based on the competencies listed in the overview.
- Participants may use their non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS

The top five (5) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

BUSINESS COMPUTER TECHNOLOGY – ML

State Event

Technology is the new competitive edge for business. Successful business leaders must understand the impact of technology and know how to effectively harness it to drive their business' success. This event provides recognition for FBLA members who have an understanding of basic business computer technology.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members (grades 6 through 8) and are on recorded in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

OVERVIEW

The objective test may include questions on word processing, database, spreadsheet, graphics, and telecommunications, as well as basic technology concepts and business equipment.

GUIDELINES

- A one-hour (1) on-line objective test will be administered based on the competencies listed in the overview.
- Participants may use their non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

BUSINESS CONCEPTS – ML

State Event

The American business enterprise system functions effectively when participants are properly trained to make good business decisions. This event provides recognition for FBLA members who demonstrate an understanding of the American business enterprise system and its effect on consumers, employees, and entrepreneurs.

ELIGIBILITY

Each local chapter may enter participants who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
30-60	2
61-90	3
91-up	4

OVERVIEW

The objective test may include questions on the characteristics and organization of business, money management and banking, economic systems, rights and responsibilities of employees, managers, owners, and government, insurance, consumerism, and career awareness.

GUIDELINES

- A one-hour (1) on-line objective test will be administered at the State Leadership Conference based on the competencies listed in the overview.
- Participants may use their non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

BUSINESS MATH – ML

Regional/State Event

Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who have an understanding of basic math functions needed in business.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

First-, second-, and third-place winners at the regional level will qualify to compete at the State Level. *Local Advisers must register winners to compete at the state level.*

OVERVIEW

The objective test will consist of items related to business such as questions on basic math concepts, decimals, fractions, percentages, discounts, consumer credit, and data analysis and probability.

GUIDELINES

- A one-hour (1) on-line objective test will be administered based on the competencies listed.
- Participants may use their non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

REGIONAL/STATE AWARDS

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference.

State - The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

CAREER EXPLORATION – ML

Regional/State Event/National Recognition

Career Exploration recognizes those FBLA-Middle Level students who are working toward improving their knowledge of career opportunities.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

First-, second-, and third-place winners at the regional level will qualify to compete at the State Level. *Local Advisers must register winners to compete at the state level.*

OVERVIEW

The objective test may include questions on skills, career plans, career goals, job searches, job applications, cover letters, resumes, interviews, *Occupational Outlook Handbook*, and basic career education.

GUIDELINES

A 45-minute on-line objective test will be administered based on the competencies listed in the overview.

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

REGIONAL/STATE AWARDS

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference.

State - The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two (2) winners will be recognized by the national center on the FBLA-PBL website.

FBLA CREED – ML

Regional/State Event

This event is designed to stimulate interest in public speaking among beginning FBLA members providing an opportunity for them to compete against peers using the FBLA Creed as the subject.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

First-, second-, and third-place winners at the regional level will qualify to compete at the State Level. *Local Advisers must register winners to compete at the state level.*

GUIDELINES

Preliminary Round

- Participants will be assigned to groups for the preliminary round based on random selection prior to the Regional Competitive Events (if over 12 entries) and the State Leadership Conference.
- Participants must recite from memory the latest version of the FBLA Creed. An introductory statement of no more than fifteen (15) seconds will be allowed. No visual aids may be used.
- NO lectern will be available. No microphone will be allowed.
- Participants receiving the highest scores from each group will be selected for the final round.

Final Round

- There will be only one group for the final round.
- The Preliminary Round procedures will be used in the Final Round.

JUDGING

Performances will be evaluated by a panel of judges. All decisions of the judges are final.

REGIONAL/STATE AWARDS

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference.

State - The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.



THE FBLA CREED - ML

Rating sheet

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

Rating Sheet

Points given may range between zero and the maximum number indicated.

Articulation/Enunciation	_____	25
Stage Presence	_____	20
Power of Expression	_____	25
Professional Appearance	_____	5
Accuracy & General Effect	_____	25

Total Points _____ **100**

Name: _____

School: _____

Judge's Signature: _____

Date: _____

Judge's Comments:

IMPROMPTU SPEAKING – ML

State Event

The ability to express one’s thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

ELIGIBILITY

Each chapter may enter participants who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

OVERVIEW

Each participant will be given the same topic that will relate to FBLA-PBL goals, activities, and/or current programs.

GUIDELINES

- Two (2) 4"x6" index card will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the index card. Participants must furnish their own pens and pencils.
- The speech should be four (4) minutes in length.
- No reference materials may be brought to or used during the preparation or presentation.
- NO lectern will be available. No microphone will be used.

Preliminary Round

- Participants will be divided into two (2) or more preliminary groups, depending on the number of participants.
- Participants must report for instructions thirty (30) minutes prior to the time of the

first scheduled speech. Participants will be sequestered until their preparation time.

The order of performance will be determined through a random drawing.

- Participants will be given the topic and have ten (10) minutes to prepare prior to appearing before the judges.
- Any notes made during the preparation time may be used when speaking. The index cards must be submitted to the event administrator at the conclusion of the speech.
- At the time of the performance, the administrator will introduce each participant by name only. Each speech should be four (4) minutes in length. A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 3:31 or over 4:29.

Preliminary performances are not open to conference attendees. Final performance is open to conference attendees except performing participants of this event.

Up to twelve (12) participants, depending on the number of preliminary groups, will be selected for the final round.

Final Round

- Finalists must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. Finalists will be sequestered until their preparation time.
- The order of performance will be determined through a random drawing.
- All other procedures, as outlined in the preliminary round, will be followed for the final round.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.



IMPROMPTU SPEAKING – ML

Performance Rating Sheet

Preliminary Round
 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Relation to FBLA-PBL goals, activities, and/or current programs	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
ORGANIZATION					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
DELIVERY					
Voice quality, diction	0	1-3	4-7	8-10	
Appropriate gestures, eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
TOTAL POINTS				(100 max)	
PENALTY POINTS: Deduct five (5) points for presentations under 3:31 or over 4:29 minutes					
FINAL SCORE				(100 max)	

Name: _____

School: _____ State: _____

Judge's Signature: _____

VERIFICATION
 (scores checked)
 Administrator
 NAP

INTRODUCTION TO BUSINESS COMMUNICATION—ML

Regional/State Event/National Recognition (Previously known as proofreading & editing)

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for FBLA-Middle Level members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-up	4

First-, second-, and third-place winners at the regional level will qualify to compete at the State Level. *Local Advisers must register winners to compete at the state level.*

OVERVIEW

The objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

GUIDELINES

A forty-five (45)-minute on-line objective test will be administered based on the competencies listed in the description.

REGIONAL/STATE AWARDS

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference.

State - The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two (2) winners will be recognized by the national center on the FBLA-PBL website.

KEYBOARDING APPLICATIONS I – ML

State Event/National Recognition

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize middle level FBLA members who can demonstrate basic keyboarding applications skills.

ELIGIBILITY

Each local chapter may enter participants who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-up	4

OVERVIEW

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability.

GUIDELINES

Home Site Testing

- Forty-five (45) minutes will be allowed for the skills production test at the home-testing site. Additional time will be allowed

for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order. Word division manuals and dictionaries may be used as reference materials.

- Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability in the General Information section.)
- Participants must recognize the necessity for accurate proofreading.

JUDGING

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two (2) winners will be recognized by the national center on the FBLA-PBL website and individuals will receive a medal for outstanding achievement at SLC.

KEYBOARDING APPLICATIONS II – ML

State Event/National Recognition

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize middle level FBLA members who can demonstrate **advanced** keyboarding applications skills.

ELIGIBILITY

Each local chapter may enter participants who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-up	4

OVERVIEW

Participants should be able to produce a business letter; a one-page report with a title page, reference page, and citations; and a two- or three-column table. Results will be based on accuracy of printed copy and Standards of Mailability.

GUIDELINES

Home Site Testing

- Forty-five (45) minutes will be allowed for the skills production test at the home-testing site. Additional time will be allowed for general directions, equipment set-up, and warm-up. Problems are weighted according to difficulty and may be completed in any order. Word division manuals and dictionaries may be used as reference materials.
- Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (See Standards of Mailability in the General Information section.)
- Participants must recognize the necessity for accurate proofreading.

JUDGING

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two (2) winners will be recognized by the national center on the FBLA-PBL website and individuals will receive a medal for outstanding achievement at SLC.

PARLIAMENTARY PROCEDURE – ML

State Event

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedure.

ELIGIBILITY

Each local chapter may enter participants who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

OVERVIEW

The objective test will consist of parliamentary procedure principles and FBLA-PBL bylaws. Questions for this test are drawn from the National Association of Parliamentarians' official test bank and *Robert's Rules of Order, Newly Revised* (11th edition).

GUIDELINES

- A one-hour (1) on-line objective test will be administered based on the competencies listed in the overview.
- Participants may use their non-graphing calculators

JUDGING

Ties will be broken based on the shortest amount of time taken to complete the test.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

PUBLIC SPEAKING –ML

Regional/State Event

This event recognizes middle grades FBLA members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantiated speech.

ELIGIBILITY

Each local chapter may enter participants at the regional level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

First-, second-, and third-place winners at the regional level will qualify to compete at the State Level. *Local Advisers must register winners to compete at the state level.*

OVERVIEW

The content of the three-minute (3) speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals.

GUIDELINES

- Participants must not have entered this event previously.
- Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
- When delivering the speech, the participant may use notes or note cards. No visual aids may be used.

- No lectern will be available. No microphone will be used.
- A local chapter adviser must confirm contestant with the regional board member at the Regional Competitive Events and at the conference registration desk at the State Leadership Conference to verify event registration.

PROCEDURE

Preliminary Round

- Participants could be divided in up to three (3) groups depending on the number of participants.
- Participants must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. The order of performance will be determined by a random drawing.
- At the time of the performance, the event administrator will introduce each participant by name only. Each speech should be three (3) minutes in length. A timekeeper will stand at two (2) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 2:31 or over 3:29.
- All performances are open to conference attendees, except performing participants of this event.
- A maximum of fifteen (15) participants — up to five (5) from each group — will be selected for the final round.

Final Round

- Finalists must report for instructions thirty (30) minutes prior to the time of the first scheduled speech. The order of performance will be determined through a random drawing.
- All other procedures as outlined for the preliminary round will be followed for the final round.

JUDGING

A panel of judges will evaluate speeches. All decisions of the judges are final.

Public Speaking – ML Continued

REGIONAL/STATE RECOGNITION

Regional – First, second, and third place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference.

State - The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.



PUBLIC SPEAKING ML

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENT					
Relation to FBLA-PBL goals, activities, and/or current programs	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
ORGANIZATION					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
DELIVERY					
Voice quality, diction	0	1-3	4-7	8-10	
Appropriate gestures, eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
TOTAL POINTS (100 max)					
PENALTY POINTS: Deduct five (5) points for presentations under 2:31 or over 3:29 minutes					
FINAL SCORE (100 max)					

Name: _____

School: _____ State: _____

Judge's Signature: _____

VERIFICATION
(scores checked)

Administrator

NAP

SPREADSHEET – ML

State Event/National Recognition

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. FBLA-Middle Level students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.

ELIGIBILITY

Each local chapter may enter participants at the state level who are active members (grades 6 through 8) and are on record in the FBLA state office as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

OVERVIEW

Participants should be prepared to complete problems in a spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

GUIDELINES

- The state chapter will administer this event by school-site testing.
- Students will be given forty-five (45) minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Calculators are not allowed.
- Participants must recognize the necessity for accurate proofreading.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two winners will be recognized by the national center on the FBLA-PBL Web site.

**INDIVIDUAL
OR
TEAM EVENTS
MIDDLE
LEVEL**

COMPUTER SLIDE SHOW PRESENTATION – ML

State Event/National Recognition - (Individual or Team)

This event provides recognition for FBLA-Middle Level members who demonstrate an ability to use presentation software to prepare and deliver a message.

ELIGIBILITY

Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 6 through 8). Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by the second semester membership dues deadline.

OVERVIEW

The topic to be developed for this slide show and submitted for competition can be found on the National FBLA website.

GUIDELINES

- The slide show must address the topic in the description section. Entries will be judged according to the rating sheet.

- Presentations should be at least one (1) minute and no more than three (3) minutes in length.
- Presentations may be submitted on a CD or DVD. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
- Presentations should be clearly labeled with the name of the event, name of participant(s), school name, and state.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two winners will be recognized by the national center on the FBLA-PBL Web site and individuals will receive a medal for outstanding achievement at SLC.

COMPUTER SLIDE SHOW PRESENTATION
Event Entry Form
(Please Key)

Team Member(s):

School Name:

School Address:

School City, State Zip

Region

Software used:

	Media type submitted <input type="checkbox"/> CD
--	---

Instructions/procedures for running the presentation:

We, the undersigned, attest that the design, creation, and preparation of this multimedia presentation is the original work of our chapter members.

_____ Team Member's Signature	_____ Grade	_____ Adviser's Signature
_____ Team Member's Signature	_____ Grade	_____ Adviser's E-mail ()
_____ Team Member's Signature	_____ Grade	_____ Adviser's Fax Number ()
		_____ Adviser's School Phone Number



COMPUTER SLIDE SHOW PRESENTATION - ML

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation content clearly relates to assigned topic	0	1-3	4-7	8-10	
Copyright laws have been followed and are cited	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-3	4-7	8-10	
Elements included in presentation are suitable and appropriate	0	1-3	4-7	8-10	
Presentation					
Presentation includes identifiable opening, body, and conclusion	0	1-3	4-7	8-10	
Audio and visual elements are coordinated and complimentary	0	1-3	4-7	8-10	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation is effective at motivating audience to action	0	1-3	4-7	8-10	
Sound, transitions, timings, and other special-effects enhance the presentation	0	1-3	4-7	8-10	
Total Points					(100 max.)
Penalty Points Deduct five (5) points if presentation is under one (1) minute or over three (3) minutes.					
Final Score					(100 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION (scores checked) <input type="checkbox"/> Administrator <input type="checkbox"/> NAP
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DESKTOP PUBLISHING APPLICATION—ML

State Event/National Recognition - (Individual or Team)

This event provides recognition for FBLA-Middle Level members who can demonstrate skills in the areas of desktop publishing and creativity.

ELIGIBILITY

Entries may be created by an individual member or by a team, not to exceed three (3) members (grades 6 through 8). Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL national center as having paid dues by the second semester membership dues deadline.

Local chapters may enter members as follows:

Membership	Participants
1-30	1
31-60	2
61-90	3
91-Up	4

OVERVIEW

Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation that include graphics, text, layout creativity, and appropriate fonts and type sizes.

GUIDELINES

- The state chapter will administer this event by school-site testing.
- Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
- Students may use only one computer for the event.
- Participants may bring clip art or use the Internet to access graphics.
- The finished product will be submitted in black and white or color on plain paper.
- Word-division manuals and dictionaries may be used as reference materials.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two winners will be recognized by the national center on the FBLA-PBL Web site and individuals will receive a medal for outstanding achievement at SLC.



DESKTOP PUBLISHING APPLICATION – ML

Production Test Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
USABILITY					
Piece effectively meets goals of the project	0	1-6	7-14	15-20	
Piece addresses appropriate audience and shows good grasp of the concept	0	1-2	3-4	5	
Information effectively synthesized	0	1-2	3-4	5	
TECHNICAL FEATURES					
Appropriate font selection (i.e., size, font type, mix, leading)	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, hanging indents, alignment, text wrapping)	0	1-3	4-7	8-10	
Effective application of a special effect(s), which may include but is not limited to drop cap, shadowing, reverse type, screens, mirror images	0	1-3	4-7	8-10	
LAYOUT					
Creative, original	0	1-3	4-7	8-10	
Appealing	0	1-3	4-7	8-10	
Selection and effective use of graphic(s)	0	1-3	4-7	8-10	
OVERALL EFFORT					
Comprehensive approach to the project Sound application of tools (computer and software) to the task Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea	0	1-3	4-7	8-10	
TOTAL POINTS (100 Max.)					
PENALTY POINTS. Deduct points for each typographical, spelling, or grammatical error. Refer to the Standards of Mailability on the National Website.					
FINAL SCORE (100 Max.)					

Names: _____

School: _____ State: _____

Judge's Signature: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP

**CHAPTER
EVENTS
MIDDLE
LEVEL**

AMERICAN ENTERPRISE PROJECT – ML

State Event/National Recognition

This event recognizes middle level FBLA chapters that successfully implement an education program to promote free enterprise.

ELIGIBILITY

Each local chapter that is on record in the FBLA-PBL National Center as having paid dues by the deadline for the current school year may submit one (1) report.

OVERVIEW

Reports must promote an awareness of some part of the American (free) enterprise system with the school and/or community and answer the Report Format questions. The project is intended to help members learn more about the free enterprise system and is designed for chapter participation.

PROCEDURE

- The chapter Adviser must attach an event entry form to the front cover of the report.
- The report must be completed and received by the state office no later than the deadline on the calendar.
- The report format should follow the same sequence shown on the rating sheet.
- Creativity through design and use of meaningful graphics is encouraged.
- **Three (3) copies** of the report should be submitted to the State Office and received by the close of business on the date given on the Calendar of Activities.

REPORT GUIDELINES

- Report must be keyed in the order of the questions listed in the following Report Format section.
- The report must describe an activity on American enterprise/free enterprise that was conducted during the current school year.
- The report should be no more than five (5) pages including the cover sheet and attachments and be on standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.

- Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
- Pages may not be laminated or bound in sheet protectors.
- Reports should be stapled in the upper left-hand corner with the cover sheet.

REPORT FORMAT

The report will consist of questions and answers. Key the following questions followed by your comments and description.

- Describe the chapter's American Enterprise Project.
- State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.
- Describe how the chapter chose this particular project as an American enterprise activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the school or community.
- Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
- You may incorporate pictures in to the report.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two winners will be recognized by the national center on the FBLA-PBL Web site and individuals will receive a medal for outstanding achievement at SLC.



AMERICAN ENTERPRISE PROJECT – ML

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1–7	8–14	15–20	
Statement of project goals	0	1–3	4–7	8–10	
Description of project choice	0	1–3	4–7	8–10	
Description of project planning and development	0	1–3	4–7	8–10	
Description of implementation	0	1–3	4–7	8–10	
Uniqueness of project	0	1–2	3–4	5	
Service to the community	0	1–2	3–4	5	
Evidence of publicity	0	1–2	3–4	5	
Format					
Followed project criteria	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct one [1] point for each error)	0	1–5	6–10	11–15	
Total Points			(100 max.)		

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

COMMUNITY SERVICE PROJECT – ML

State Event/National Recognition

This event recognizes FBLA-Middle Level chapters that successfully implement a community service project to serve the citizens of the community.

ELIGIBILITY

Each local chapter that is on record in the FBLA-PBL National Center as having paid dues by the second semester membership dues deadline may submit one (1) report..

OVERVIEW

Reports must describe a chapter project that serves the community and conforms to the guidelines and format stated. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.

PROCEDURE

- The chapter adviser must attach an event entry form to the front cover of the report.
- The report must be completed and received by the state office by the date listed on the Calendar of Activities.
- The report format (See REPORT FORMAT GUIDELINES on National Website) should follow the same sequence shown on the rating sheet.
- Creativity through design and use of meaningful graphics is encouraged.
- **Three (3) copies** of the report should be submitted to the State Office and received by the close of business on the date given on the Calendar of Activities.

REPORT GUIDELINES

- Report must be keyed in the order of the questions listed in the following Report Format section.
- The report must describe a community service activity that was conducted during the current school year.
- The report should be no more than five (5) pages including the cover sheet and attachments and be on standard 8 ½" x 11" paper.

- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents. Scrapbooks and loose or bulky exhibits are not acceptable.
- Pages may not be laminated or bound in sheet protectors.
- Reports should be stapled in the upper left-hand corner with the cover sheet.

REPORT FORMAT

The report will consist of questions and answers. Key the following questions followed by your comments and description.

- Describe the chapter's Community Service Project.
- State the purpose and goals of the project. The purpose and goals should be keyed as numbers or bullets.
- Describe how the chapter chose this particular project as a community service activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the community and its citizens.
- Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
- You may incorporate pictures in to the report.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two winners will be recognized by the national center on the FBLA-PBL Web site and individuals will receive a medal for outstanding achievement at SLC.



COMMUNITY SERVICE PROJECT – ML

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1–7	8–14	15–20	
Statement of project goals	0	1–3	4–7	8–10	
Description of project choice	0	1–3	4–7	8–10	
Description of project planning and development	0	1–3	4–7	8–10	
Description of implementation	0	1–3	4–7	8–10	
Uniqueness of project	0	1–2	3–4	5	
Service to the community	0	1–2	3–4	5	
Evidence of publicity	0	1–2	3–4	5	
Format					
Followed project criteria	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct one [1] point for each error)	0	1–5	6–10	11–15	
Total Points				(100 max.)	

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

CRIME PREVENTION PROJECT– ML

State Event

This event is designed to recognize those local chapters that design and participate in a crime prevention project in their local community.

ELIGIBILITY

All active chapters who are on record as having paid dues by the second semester membership dues deadline are eligible for this event at the State Leadership Conference.

REGULATIONS

- The chapter adviser must attach an Event Entry Form to the front cover of the report. It must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Each chapter should select one topic area for a crime prevention/awareness project and implement activities in that area. Examples of topics might be:
 - ♦ Child Safety
 - ♦ Shoplifting
 - ♦ Missing Children
 - ♦ Defensive Living
 - ♦ Consumer Protection
 - ♦ Vandalism
 - ♦ Business Crimes
- The report (original or copy) must be typewritten and must not exceed ten (10) numbered pages, excluding title pages, table of contents, dividers, appendices, front and back covers, etc. Pages must be no larger than 8 ½" x 11". The report may be single or double-spaced. Information is to be keyed on one side of the paper and is counted as a page.
- The project report must describe an activity of the local chapter, which was conducted between the previous year's State Leadership Conference and the current year's State Leadership Conference.
- The report must have a soft cover of a paperweight such as cover stock, not to

exceed 9" x 12". Two and three-ring hardback notebooks are NOT acceptable.

- Valuable items must not be included with the report. Copies should be sent instead of important original documents.
- Scrapbooks and loose, bulky exhibits are not acceptable, and such entries will be disqualified. However, appendices may include the scripts of a slide, film, or videotape presentation.
- The report should not include any attached items; i.e., pictures, programs, news clippings, etc. Such items may be appropriately copied and included in an appendix.
- The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized and prepared, contains substantiated statements, and is written in a business style.
- Reports not adhering to these regulations will be disqualified.

PROCEDURE

The Crime Prevention Project must be designed to enable students to become more aware of the importance of crime prevention in their local community and in the state. In addition, the project should involve the students in activities that communicate the importance of crime prevention to the local community.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists prior to the State Leadership Conference.

STATE AWARDS

The first-place winner will be presented at the State Leadership Conference.



CRIME PREVENTION PROJECT - ML

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project	0	1-7	8-14	15-20	
Statement of project goals	0	1-3	4-7	8-10	
Description of project choice	0	1-3	4-7	8-10	
Description of project planning and development	0	1-3	4-7	8-10	
Description of implementation	0	1-3	4-7	8-10	
Uniqueness of project	0	1-2	3-4	5	
Service to the community	0	1-2	3-4	5	
Evidence of publicity	0	1-2	3-4	5	
Format					
Followed project criteria	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct one [1] point for each error)	0	1-5	6-10	11-15	
Total Points					(100 max.)

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator
 NAP

GOLD SEAL CHAPTER AWARD OF MERIT – ML

State Event

The Gold Seal Chapter Award of Merit recognizes outstanding local chapters which have actively participated in projects and programs identified with the goals of FBLA.

ELIGIBILITY

All active local chapters who are on record as having paid dues by the second semester membership dues deadline are eligible to enter this event at the State Leadership Conference.

OVERVIEW

At the beginning of the school year, FBLA chapters should review the suggested criteria for the Gold Seal Chapter Award of Merit. This list serves as a guide for the state office in the evaluation process. Criteria may include:

- Paid state and national dues by October 20th.
- Conducted projects or programs identified with the goals of FBLA-PBL.
- Recruited professional members.
- Sent representatives to FBLA conferences sponsored by the state chapter and the national association.
- Participated in the Winner's Circle Recognition Program.
- Encouraged other schools to organize FBLA-PBL chapters.
- Participated in state and national project(s) for the current year.
- Planned visits to business and industry.
- Conducted financial development projects, if allowed by school administration.
- Invited businesspersons and other professionals to become involved in chapter activities.
- Promoted FBLA-PBL.
- Conducted a public relations program in the school and community and documented the

activities with newspaper clippings and reports of radio/ TV coverage.

GUIDELINES

- An Event Entry Form must be completed and received by the state office along with **three (3) copies** of the Gold Seal Chapter Award of Merit report no later than the close of business on the date given on the Calendar of Activities.
- Documentation of items (newspaper clippings, etc.) on the rating sheet should be included in the appendix of the Gold Seal Chapter Award of Merit Report.
- The format must adhere to the same technical guidelines for chapter manuals (See REPORT FORMAT GUIDELINES on the National Website).

JUDGING

The chapter files, in the state office will be examined. A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

Up to 15% of the total number of active NC FBLA chapters are eligible for the Gold Seal Award of Merit. The number of awards presented at the State Leadership Conference will be submitted for consideration at the National Leadership Conference.

NATIONAL ELIGIBILITY

This is state level recognition only. If, however, a Middle School chapter comes in with a higher rating than a High School chapter, they will be submitted for consideration at NLC.



GOLD SEAL CHAPTER AWARD OF MERIT – ML Rating Sheet

Points given may range between zero and the maximum number indicated.

PRODUCTIVITY

Initiating a new or reactivated chapter	_____	5 points each
School Service Projects	_____	5 points each
Community Service Projects	_____	5 points each
Recruitment of Professional Members	_____	5 points each
Field Trips to Business and Industry	_____	5 points each
State Projects	_____	5 points each
Middle Level Achievement Awards Program	_____	6 points each
Attendance at Conferences:		
Regional Fall Leadership Conference	_____	3 points
Southern Region Fall Leadership Conference	_____	7 points
State Leadership Conference	_____	5 points
National Leadership Conference	_____	9 points

RECOGNITION

Regional Competitive Events Winners	_____	1 point per event
National Competitive Events Winners	_____	2 points per event
Professional Development Activities with Business and Industry	_____	5 points each
Radio, TV, Civic/Trade Group Appearance	_____	5 points each
State Competitive Events Winners	_____	1 point per event
Publicity (Newspaper, Magazine Article)	_____	3 points each

Subtotal _____

PROCEDURES

Paid State and National Dues by October 20 th	_____	10 points
Financial Development Projects	_____	3 points each

Subtotal _____

TOTAL SCORE _____

School: _____

Address: _____ Region: _____

Judge's Signature: _____

LARGEST LOCAL CHAPTER MEMBERSHIP AWARD – ML

State Event

Effective state and national programs depend upon membership support and growth from all divisions. An increased membership base on the local level provides resources for the expansion of services to local chapters. Membership recruitment offers chapters a worthwhile experience in public relations and leadership. Recognition of this award is given to the chapter which has attained the largest listing of members.

ELIGIBILITY

All active middle level chapters

PROCEDURE

Official membership records are audited in the state and national offices; therefore, no entry form is required for this event.

Winners in this event are determined by the state and national office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state and national offices of the current school year by the second semester dues deadline.

STATE AWARDS

Awards are presented at the State Leadership Conference to the highest membership middle level chapter in the state.

LOCAL CHAPTER ACTIVITIES REPORT – ML

State Event/National Recognition

This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.

ELIGIBILITY

Each local chapter that is on record in the FBLA-PBL National Center as having paid dues by the second semester membership dues deadline may submit one (1) report.

OVERVIEW

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

PROCEDURE

- The chapter adviser must attach an event entry form to the front cover of the report.
- The report must be completed and received by the state office no later than the date indicated on the Calendar of Activities.
- The report format should follow the same sequence shown on the rating sheet.
- Creativity through design and use of meaningful graphics is encouraged.
- **Three (3) copies** of the report should be submitted to the State Office and received by the close of business on the date given on the Calendar of Activities.

GUIDELINES

- The report should follow the Rating Sheet.
- Reports must not exceed a total of five (5) pages, including cover sheet and other documentation.
- Pages must be on standard 8 ½" x 11" paper and may not be laminated or bound in sheet protectors.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Reports should be stapled in the upper left-hand corner with the cover sheet.
- Reports must describe activities of the chapter that were conducted during the current school year.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges selects the winners. All decisions of the judges are final.

STATE AWARDS

The top ten (10) finalists will receive medallions and first-, second-, and third-place awards will be presented at the State Leadership Conference.

NATIONAL RECOGNITION

The top two winners will be recognized by the national center on the FBLA-PBL Web site and individuals will receive a medal for outstanding achievement at SLC.



LOCAL CHAPTER ACTIVITIES REPORT – ML

Written Report Rating Sheet - Score Calculation

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Service to school and community	0	1-5	6-10	11-15	
Recruitment of members	0	1-5	6-10	11-15	
Leadership development for officers and members	0	1-5	6-10	11-15	
Support of FBLA-PBL national and state projects		1-5	6-10	11-15	
Public Relations-evidence of publicity	0	1-5	6-10	11-15	
Format of Report					
Clear and concise presentation with logical arrangements of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct one (1) point for each error)	0	1-5	6-10	11-15	
Total Points				(100 max)	

School: _____

City: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION
(scores checked)

Administrator

NAP

LOCAL RECRUITMENT OF CHAPTERS – ML

State Event

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA and/or PBL. Additional chapters provide more students the opportunity to become better prepared for careers in business and make possible the expansion of national services and activities.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the second semester dues deadline of the current school year may enter.

OVERVIEW

Chapter recognition in the event is determined by the state office after the audits of the current year's membership record. The figures used in determining the winners will be the number of newly chartered or reactivated chapters on

record in the FBLA state office for the current school year.

GUIDELINES

- An Event Entry Form must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- The chartering or reactivation of FBLA and/or PBL chapters may be used in the computation of this event.
- Chapters that install officers and initiate members of currently active chapters do not qualify for this award.

STATE AWARDS

First-, second-, and third-place awards will be presented at the State Leadership Conference.



LOCAL RECRUITMENT OF CHAPTERS– MIDDLE LEVEL

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA, FBLA-Middle Level, and/or PBL.

Complete all of the information requested below. A local chapter *must recruit a minimum of two (2) new/reactivating chapters* to qualify. Mail this entry to your state chairperson for approval. The state chairperson must forward the entry to the national center **to be received by the second Friday in May.**

School Name: _____

Lead Adviser's Name: _____ Chapter No. _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

List chapters (minimum of two) chartered and/or reactivated, giving chapter number, name of school, city, state, and zip code.

Chapter name of School City State Zip Date Chapter Activities Completed to number Chartered or Reactivated installed or Charter or Reactivate Reactivated

Chapter Number	Name of School Chartered or Reactivated	City	State	Zip	Date Chapter Installed or Reactivated	Activities Completed to Charter or Reactivate

Number of chapters chartered this year by your chapter: _____

Number of chapters reactivated this year by your chapter: _____

Chapter President or Adviser State Chair or State Adviser

Signed Date

SPIRIT EVENT- CHEER/CHANT/SLOGAN CONTEST

Local/Regional/State Event and Used at National

This event will help to unify, build and amplify the spirit of North Carolina FBLA participants at the summer National Leadership Conference (NLC) by annually selecting a state **chant/cheer/slogan**.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year may submit one (1) entry for the Chant/Cheer/Slogan contest. Up to three (3) members may participate. Participation will not preclude FBLA members from competing in another category. Only **NC FBLA** members are eligible to submit entries for the Chant/Cheer/Slogan competition. The Chant/Cheer/Slogan competition entry *MUST* be an **original work**.

CHANT/CHEER/SLOGAN CONTEST

- The **chant/cheer/slogan MUST** be submitted for judging on a **CD ROM** or **DVD Disc** that is **Microsoft Media Player** accessible and should include the script (words) for the chant/cheer/slogan accessible in a **Word document** (*saved as a rich text file*). The disc should be labeled with the following information:
 - Contestant's Name
 - Competition – Chant/Cheer/Slogan
 - FBLA Chapter
 - Chapter Number
 - Adviser's Name
- FBLA local chapters may enter both spirit contests (Cheer/Chant/Slogan and/or Tee Shirt Design) but a separate entry form must be used for each of the two contests.
- The chapter contestant(s) may choose to demonstrate a performance of the chant/cheer/slogan (but this is not mandatory).

- The Chant/Cheer/Slogan entry should:
 - Be catchy, lively, short, (no more than 1 minute), and may rhyme.
 - Include part or all of the State Theme
 - Clearly identify who we are – **NC FBLA**.
 - Should be convincing and believable.
 - Spark participants' emotions.

LOCAL CONTEST

- Each local chapter will conduct Chant/Cheer/Slogan contest.
- **Only NC FBLA members** are eligible to participate in the contest.
- The local contest will be judged by a committee selected by the local Adviser and/or the local Advisory Committee
- Each chapter can only submit **one entry** for the Chant/Cheer/Slogan.
- The winning local chant/cheer/slogan will be submitted into the **Regional Contest**. The local judging must be done in time to submit the events to the board member on the date home site tests are due for Regional Competition.

REGIONAL CONTEST

- All local chapter-winning entries for the Chant/Cheer/Slogan contest *MUST* be submitted to the **Regional Board Member** on the date home site tests are due for Regional Competition according to the Calendar of Activities.
- The Regional Board Member will organize a committee to judge all winning local entries submitted in a timely manner.

- **One Regional entry** will be selected to compete with other Regional winning entries at the State level.
- Regional Board Members must submit the Region's winning entry to the State Adviser by the date given on the Calendar of Activities.

STATE CONTEST

- The State Adviser will select a committee consisting of NC Executive Board members and current NC FBLA State Officer Team to judge the eight (or fewer, if all regions did not participate) regional winning entries for the Chant/Cheer/Slogan contest submitted to the State Adviser by the deadline on the Calendar of Activities.

REGIONAL/STATE/NATIONAL RECOGNITION

- All regional winners from the **Chant/Cheer/Slogan contest** will appear onstage at the NC SLC Opening Session.
- **The top three winners will receive awards.**
- The winning Chant/Cheer/Slogan will be used for the **State's NLC chant/cheer/slogan.**

SPIRIT EVENT- TEE SHIRT DESIGN CONTEST

Local/Regional/State Event and Used at National

This event will help to unify, build and amplify the spirit of North Carolina FBLA participants at the summer National Leadership Conference (NLC) by annually selecting a tee shirt design. The tee shirt design will be included in the NC FBLA Spirit Pack that participants to the NLC will be able to purchase.

ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year may submit one (1) entry for the Tee Shirt Design contest. Up to three (3) members may participate. Participation will not preclude FBLA members from competing in another category. Only **NC FBLA** members are eligible to submit entries for the Tee Shirt Design competition. The Tee Shirt Design competition entry *MUST* be an **original work**.

TEE SHIRT DESIGN CONTEST

- The **Tee Shirt Design** *MUST* be submitted for judging on a CD ROM or DVD Disc in JPG format (maximum of 1 Megabyte in size). A printed copy of the design should also be included. The disc should be labeled with the following information:
 - Contestant's Name
 - Competition – Chant/Cheer/Slogan
 - FBLA Chapter
 - Chapter Number
 - Adviser's Name
- FBLA local chapters may enter both contests (Cheer/Chant/Slogan and/or Tee Shirt Design) but a separate entry form must be used for each of the two contests.
- A maximum of two ink colors may be used on the tee shirt design and no hand drawn entries will be accepted. Designs for front and back should be submitted on application software.

LOCAL CONTEST

- Each local chapter will conduct Tee Shirt Design contest.
- **Only NC FBLA members** are eligible to participate in the contest. The local contest will be judged by a committee selected by the local Adviser and/or the local Advisory Committee
- The winning local Tee Shirt Design will be submitted into the **Regional Contest**. The local judging must be done in time to submit the events to the board member on the date home site tests are due for Regional Competition.

REGIONAL CONTEST

- All local chapter-winning entries for the Tee Shirt Design contest *MUST* be submitted to the **Regional Board Member** on the date home site tests are due for Regional Competition according to the Calendar of Activities.
- The Regional Board Member will organize a committee to judge all winning local entries submitted in a timely manner.
- **One Regional entry** will be selected to compete with other Regional winning entries at the State level.
- Regional Board Members must submit the Region's winning entry to the State Adviser by the date given on the Calendar of Activities.

STATE CONTEST

- The State Adviser will select a committee consisting of NC Executive Board members and the current NC FBLA State Officer Team to judge the eight (or fewer, if all regions did not participate) regional winning entries for the Tee Shirt Design contest submitted to the State Adviser by the deadline on the Calendar of Activities.

REGIONAL/STATE/NATIONAL RECOGNITION

- All regional winners from the **Tee Shirt Design contest** will appear on stage at the NC SLC Opening Session.
- **The top three winners will receive awards.**
- The winning Tee Shirt Design will be used for the **State's Tee Shirt Design** for NLC.

PLEASE KEY

NC FBLA SPIRIT CHEER/CHANT/SLOGAN & TEE SHIRT CONTEST FORM		
Place a Check (✓) Mark Beside the Contest That You Are Entering. Use a separate form for each contest.		
<input type="checkbox"/> NC FBLA Spirit Cheer/Chant/Slogan Contest <input type="checkbox"/> NC FBLA Spirit T-Shirt Contest		
Member(s) Participating in this Contest 4. 5. 6.		
Chapter #	Number of Members	Name of School
Region		City
Adviser's Name		
Adviser's School Phone Number ()		Adviser's Home Phone Number ()
Advisers School FAX Number ()		Adviser's E-mail Address
I have not previously entered this contest at an FBLA Local, Regional, or State Leadership Conference. My adviser and I have read the North Carolina State FBLA Spirit Contest Guidelines and based on the guidelines, I am eligible to compete.		
President's or Secretary's Signature		
Adviser's Signature	For Office Use Only	
Planning Period		
Best Time to Call at Home		



FBLA SPIRIT CHANT/CHEER/SLOGAN

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENTS					
Identification					
Clearly identifies NC	0	1-2	3-4	5	
Includes NC FBLA Theme	0	1-2	3-4	5	
Originality					
High evidence of individual's or team's original creativity	0	1-2	3-4	5	
Chant/Cheer/Slogan					
Is catchy, lively, short (no more than 30 seconds-1 minute)	0	1-2	3-4	5	
Effects					
Sparks emotions & excitement	0	1-2	3-4	5	
Convincing and believable	0	1-2	3-4	5	
Total Points	(30 max)				

School: _____

Address: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



NC FBLA SPIRIT TEE SHIRT

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
CONTENTS					
Identification					
Clearly identifies NC	0	1-2	3-4	5	
Includes all or part of NC FBLA Theme	0	1-2	3-4	5	
Includes the name of the city where the NLC will be held	0	1-2	3-4	5	
Originality					
High evidence of individual's or team's original work and creativity	0	1-2	3-4	5	
Craftsmanship/Skill					
Design reflects craftsmanship, creativity and purposeful regard for the membership of NC FBLA (two colors maximum)	0	1-2	3-4	5	
Suitable for the Purpose					
Design is suitable for the purpose for which it is intended (public display on T-Shirts to be worn by NC FBLA participants attending the NLC).	0	1-2	3-4	5	
Total Points				(30 max)	

School: _____

Address: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

