FBLA COMPETITIVE EVENTS PROGRAM

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COMPETITIVE EVENTS PROGRAM

MISSION STATEMENT

The mission of the NC FBLA competitive Events 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.

PROGRAM DESIGN AND PURPOSE

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

- Each participant may compete in one chapter event and one individual or team event.
- Participants must bring a copy of the prejudged media sent if they want to include it in their performance.
- Performance attendance for prejudged events—presentation of the event must be conducted by participants who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as state winners must register for the SLC. No replacement or substitutes will be allowed.
- 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 SLC, 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 Website Design. Access may not be via WiFi, so participants should plan appropriately when selecting laptops/tablets on which to present.
- Microphones will not be used in any events.
- **Preliminary performance** events are not open to conference attendees.
- Three (3) copies of the following media must be received for prejudging by the deadline on the Calendar of Activities—Computer Game & Simulation Programming, Desktop Application Programming, Graphic Design and Mobile Application Development.
- Videos for Digital Video Production should be uploaded to You Tube or School Tube. These videos should be marked "unlisted."
- Six (6) copies of application materials must be submitted for Future Business Leader and Job Interview.
- Report projects must not have been submitted for a previous SLC.

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 uploaded by the date listed on the Calendar of Activities. 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 NC FBLA 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.

OVERVIEW OF FBLA COMPETITIVE EVENTS PROGRAM COMONENTS

Test Components	Description
Objective Test Individual	A 60-minute objective online test. Non-graphing calculators may be used.
Production Test Individual	A one- or two-hour computer production test administered and proctored at the home school prior to the RLC and/or SLC.

Performance Components	Description
Role Play Team	Competitors receive a role play scenario 10 or 20 minutes prior to the scheduled event times. Judges receive a copy of the role play, along with suggested questions to ask during each performance.
Prejudged Individual, Team, or Chapter	Report or project content is prejudged before the conference. The presentation of a report or project is judged during the conference.
Interview Individual	The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
Speech Individual	A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.
Presentation Individual or Team	The presentation of an individual or team's project, or campaign on a specific topic provided on the National Website. This topic changes each year.

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	▪ J=Prejudged project
		▪ C=Case Study
		▪ P=Oral Presentation/Performance

See the National FBLA Competitive Event link for most recent changes in National Level Events.
http://www.fbla-pbl.org/files/2114/7137/3797/FBLA-Competitive-Events.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.	4
Accounting II	I	S,N	O			4
Advertising	I	S,N	O			4
Agribusiness	I	S, N	O			4
American Enterprise Project	C	S,N	J,P			4
Banking & Financial Systems	T	S,N	O,C,P			4
Business Calculations	I	R,S,N	O			4
Business Communication	I	R,S,N	O			4
Business Financial Plan	I or T	S,N	J,P			4
Business Law	I	S,N	O			4
Business Plan	I or T	S,N	J,P			4
Coding & Programming	I	S, N	J,P			4
Community Service Project Roy Allen Award	C	S,N	J,P			4
Computer Applications	I	R,S,N	H,O			4
Computer Game & Simulation Programming	I or T	S,N	J,P			4
Computer Problem Solving	I	S,N	O			4
Crime Prevention Project	C	S	J			N/A
Cyber Security	I	S,N	O			4
Database Design & Applications	I	R,S,N	H,O			4

Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
Digital Video Production	I or T	S,N	J,P			4
E-Business	I or T	S,N	J,P			4
Economics	I	S,N	O			4
Emerging Business Issues	I or T	S,N	C,P			4
Entrepreneurship	T	S,N	O,C,P			4
FBLA Principles & Procedures	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Future Business Leader (FBL)	I	R,S,N	O,P			4
Global Business	T	S,N	O,C,P			4
Gold Seal Chapter Award of Merit	C	S,N	J			N/A
Graphic Design	I or T	S, N	P			4
Health Care Administration	I	S,N	O			4
Helen Ragan Chapter of the Year	C	S	J			N/A
Help Desk	I	S,N	O,C,P			4
Hospitality Management	T	S,N	O,C,P			4
Impromptu Speaking	I	S,N	P			4
Insurance & Risk Management	I	S,N	O			4
Introduction to Business	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Business Communication	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Business Presentation	I or T	S,N	O,P	Y	Participants must be enrolled in grades 9 or 10.	3
Introduction to Business Procedures	I	R,S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Financial Math	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4

Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
Introduction to Information Technology	I	R,S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Parliamentary Procedure	I	R,S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Job Interview	I	R,S,N	P			4
Journalism	I	S,N	O			4
Local Chapter Annual Business Report	C	S,N	J			4
Local Recruitment of Chapters	C	S				N/A
Marketing	T	S,N	O,C,P			4
Mobile Application Development	I or T	S,N	J,P			4
Network Design	T	S,N	O,C,P			4
Networking Concepts	I	R,S,N	O			4
Organizational Leadership	I	S,N	O			4
Parliamentary Procedure	I or T	S,N	O,P			4
Partnership with Business Project	C	S,N	J,P			4
Personal Finance	I	S,N	O			4
Public Service Announcement	I or T	S,N	J,P			4
Public Speaking I	I	R,S,N	P	Y	Participants must be enrolled in grades 9 or 10.	4
Public Speaking II	I	R,S,N	P			4
Publication Design	I or T	S,N	O, P			4
Securities & Investments	I	S,N	O			4
Spirit – NC FBLA	C - T-Shirt C- Cheer	R, S	J			N/A
Sports & Entertainment Management	T	S,N	O,C,P			4
Spreadsheet Applications	I	R,S,N	H,O			4
Website Design	I or T	S,N	J,P			4
Word Processing	I	R,S,N	H,O			4

TABLE II – SCHOLARSHIP 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-BE 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	J	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	J	1, 2
Computer Slide Show Presentation – ML	I or T	S	C,J	1, 2
Crime Prevention Project – ML	C	S	J	
Desktop Publishing Application – ML	I or T	S	H	1, 2
FBLA Creed – ML	I	R,S	P	
Gold Seal Chapter Award of Merit – ML	C	S	J	
Impromptu Speaking – ML	I	S	P	
Introduction to Business Communication - ML Previously called - Proofreading and Editing	I	R,S	O	1, 2
Keyboarding Applications I – ML	I	S	H	1, 2
Keyboarding Applications II – ML	I	S	H	1, 2
Largest Local Chapter Membership Award – ML	C	S		
Local Chapter Activities Report - ML	C	S,N	J	1,2
Local Recruitment of Chapters – ML	C	S		
Parliamentary Procedure – ML	I	S	O	
Public Speaking – ML	I	R,S	P	
Spirit – NC FBLA	C - T-Shirt C- Cheer	R, S	J	
Spreadsheet – ML	I	S	H	1, 2

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 Competitive Events 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/about-fbla/

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

Members will be screened for dress code violations before they will be allowed to go 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 Parliamentarian 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 one, two, three or four 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.

CHANGES TO THIS EDITION

NC Competitive Event Modifications

Introduction to Information Technology, Introduction to Parliamentary Procedure, and Networking Concepts—moved to begin at the regional level.

Business Financial Plan, Business Plan, Coding & Programming, Computer Applications, Computer Game & Simulation Programming, Database Design & Application, Digital Video Production, E-Business, Graphic Design, Mobile Application Development, Public Service Announcement, Publication Design, Spreadsheet Applications, Website Design, Word Processing **–** number of entries changed from one (1) to up to four (4) based on membership.

Statement of Assurance and Event Entry Forms for SLC will be uploaded for all events **except** Computer Slide Show – ML**,** Parliamentary Procedures, Scholarship Events, and Recognition Events.

New Events

- Advertising – online objective test, individual event
- Journalism – online objective test, individual event
- Organizational Leadership – online test, individual event

Modified Events From National Office

- Coding & Programming (formerly Desktop Application Programming) – name change only
- Emerging Business Issues – individual or team of 2-3

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/files/9914/7137/2731/Format-Guide-FBLA-Competitive-Events.pdf

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.

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 upload an Event Entry Form by the receipt deadline on the Calendar of Activities. Participants must be selected in accordance with the regulations of the state and national associations.
- Members may not repeat an event at the SLC. Exceptions to this regulation are as follows:
  - *National Modified Events*. An individual may compete in the same event when the event is modified.
  - *Team Events*. In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at one previous SLC to include Banking and Financial Systems, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation Programming, Desktop Publishing, Graphic Design, Digital Video Production, E-business, Emerging Business Issues, Entrepreneurship, Global Business, Hospitality Management, Marketing, Mobile Application Development, Network Design, Public Service Announcement, Sports & Entertainment Management, and Website Design. Team members may not compete in the same event more than two (2) years at the state level.
  - *Parliamentary Procedure*. Two members of the team may have competed in this event at a previous SLC; however, they may not compete more than twice in this event at the state level.
  - *Individual Entry*. A member who competed as an individual entry in a team event at the state level may compete in the same event a second time as part of a team but not a second time as an individual.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code

HOME SITE PRODUCTION EVENTS

Regional Home Site—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. **Each region may handle this differently**.
State Home Site—Local chapters must upload the Event Entry Form and furnish the Test Administrator Identification Form by the date given on the Calendar of Activities. Directions will be emailed to you.

After the **regional 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. **State test** will be uploaded. Directions will be emailed to you.

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. These events will require the student to stand and orally defend his/her 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. 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
- Computer Game and Simulation Programming
- Coding & Programming
- Computer Slide Show Presentation - ML
- Digital Video Production
- E-Business
- Emerging Business Issues
- Graphic Design
- Introduction to Business Presentation
- Mobile Application Development
- Public Service Announcement
- Publication Design
- Website Design

2017 NLC COMPETITIVE EVENT TOPICS

BUSINESS FINANCIAL PLAN

You are planning to open a Family Entertainment Center (FEC) in a city with a population of approximately 200,000. You will lease an existing 30,000 square foot building that is currently empty with nothing but four outside walls in an area that is already properly zoned for your business venture. You can design your FEC as you wish, but it must be completely indoors and include an arcade and food. You will also be offering party packages to your customers.

You will need to name your FEC, create the theme, and design the floor plan for needed construction/renovation. You will need to purchase equipment, furnishings, and inventory for your decided launch date. You will need to determine hours of operation, decide staffing requirements, and create marketing and advertising plans.

CODING & PROGRAMMING

Develop a database program to manage the general operations of a Family Entertainment Center (FEC). Give the FEC a name. The program must allow the user to complete at minimum the following tasks:

- Enter/view/edit a list of employees
- Create/edit a weekly work schedule for employees
- Generate/print weekly schedule reports
- Enter attendance of customers
- Enter/track, generate, and print report(s) showing customer attendance by time of day (AM/PM) and day of week

COMPUTER GAME & SIMULATION PROGRAMMING

Create a 1980s style video arcade game. The game must:

- include at least three (3) levels of play
- include three (3) lives/chances
- keep score
- run on a PC using Windows 7 or newer
- be a standalone executable program
- be virus and malware free
- contain a celebratory event and conclusion
- include a leaderboard
- include audio and visual indicator that the game has been completed
- run solely by keyboard stroke
- qualify for a maximum ESRB rating of E10+

DIGITAL VIDEO PRODUCTION

Create a promotional video for a new, member original TV series or movie. The rating should meet "G" requirements.

E-BUSINESS

Create a site that would allow a platform for a digital yard sale to raise funds to attend NLC. The site must include a shopping cart and a place to donate funds for those not wishing to make a purchase. The items must be searchable. A contact form must be available.

EMERGING BUSINESS ISSUES

In the ever-changing world of business communication and demand for instantaneous information, discuss the issues surrounding cloud computing in relation to storage, access, and security. Be prepared to argue the affirmative, that cloud computing would positively answer the demand for instantaneous information; and be prepared to argue the negative, that cloud computing is not the answer to instantaneous information.

GRAPHIC DESIGN

You have been hired as a graphic designer for a new Family Entertainment Center (FEC) opening in a city with a population of approximately 200,000. Provide a branding package for the owners that would include a name for the FEC, logo, theme, store front design, interior and exterior signage, and menu boards.

INTRODUCTION TO BUSINESS PRESENTATION

Create a presentation for professional members, local businesses, and/or vendors to encourage participation in and benefits of judging opportunities at FBLA competitions.

MOBILE APPLICATION DEVELOPMENT

Create a mobile application that would allow a platform for a digital yard sale to raise funds to attend NLC. The app should allow for the donation of items, including picture, suggested price, and a rating for the condition of the item. The app should allow for interaction/comments on the items. Code should be error free.

PUBLIC SERVICE ANNOUNCEMENT

Develop a public service announcement that addresses the safety and security surrounding the use of drones.

PUBLICATION DESIGN

Create a publication portfolio promoting a new, member original TV series or movie. The portfolio should include a poster, character cutout design, ¼ page newspaper advertisement, and three additional promotional products. Everything should meet "G" rating requirements.

WEBSITE DESIGN

Develop a website for a new Family Entertainment Center (FEC) opening in a city with a population of approximately 200,000. Name the FEC. The FEC will be offering a variety of activities of your choice with a snack bar. The FEC will offer party packages to their customers. The website should allow customers to check availability for parties and make party reservations online. The site should also include a contact page.

Middle Level

COMPUTER SLIDE SHOW PRESENTATION

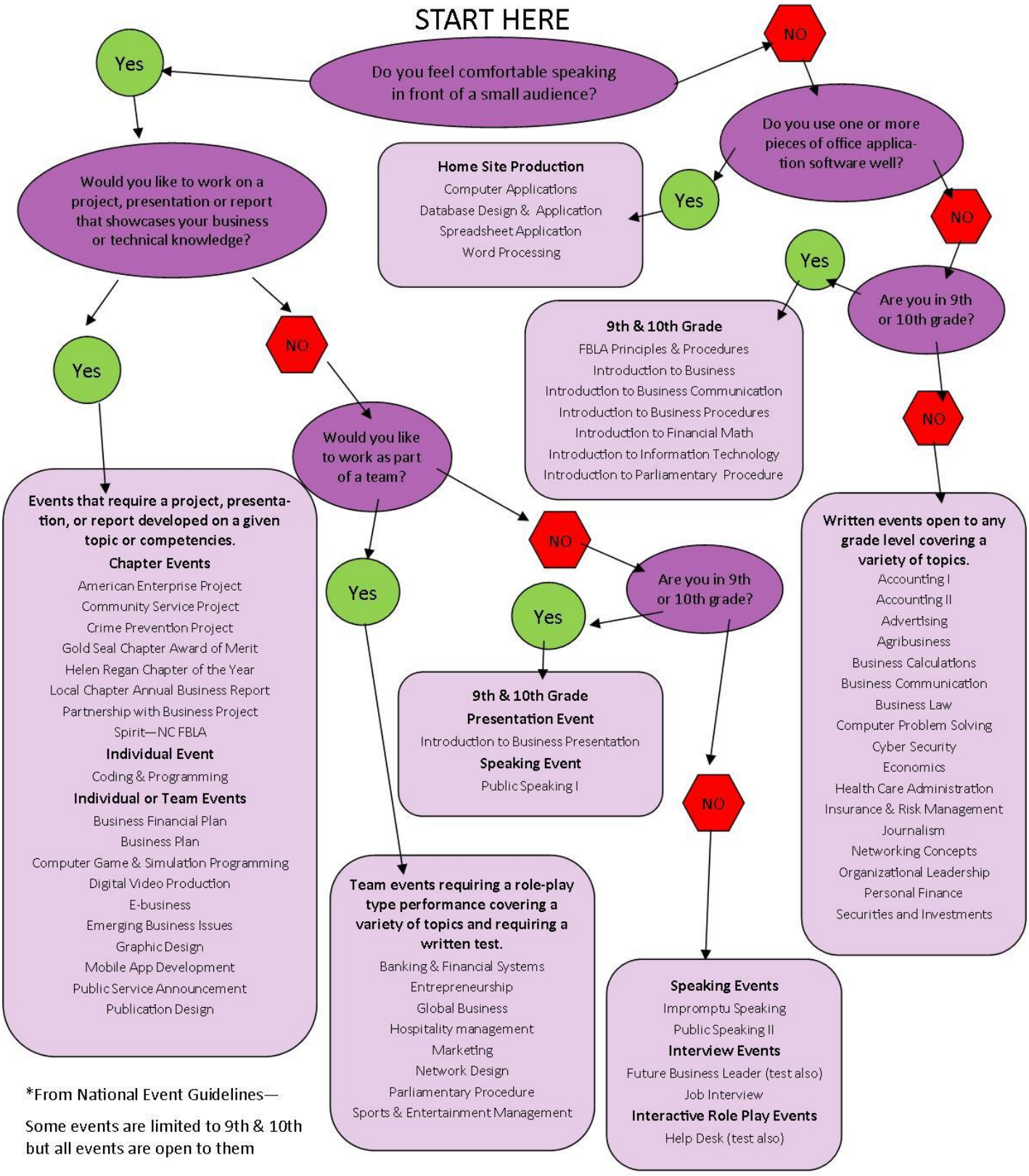
Create a slide presentation on Interviewing Tips.

COMPETITIVE EVENTS, PROJECTS & RECOGNITION

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

Choosing Your FBLA Competitive Event*



*From National Event Guidelines—

Some events are limited to 9th & 10th but all events are open to them

INDIVIDUAL EVENTS HIGH SCHOOL

ACCOUNTING I

Regional/State/National Event — Objective Test

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 three (3) 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.

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, third and fourth 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, third and fourth 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 | Objective Test

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 three (3) 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.

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

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.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

ADVERTISING – NEW EVENT

State/National Event | Objective Test

This event recognizes FBLA members who demonstrate an understanding of and skill in advertising concepts and procedures.

ELIGIBILITY

Each local chapter may enter three (3) 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.

OBJECTIVE TEST COMPETENCIES

- personal selling & sales promotion
- traditional & alternative advertising media
- consumer behavior
- basic marketing functions
- branding & positioning
- economy
- advertising plan
- legal & ethical issues
- diversity & multicultural market
- public relations
- creation of advertisement
- consumer-oriented advertising
- financial planning
- communication
- consumer purchase classifications
- target market
- market segmentation
- product development
- product life cycle
- price planning
- channels of distribution
- marketing research
- effective advertising & promotional messages
- budget
- financing advertising campaigns
- demographics
- history & influences
- advertising industry & careers
- supply chain management
- distribution logistics
- Internet
- self-regulation
- careers
- advertising workplace
- leadership, career development, & team building
- risk management

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

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

AGRIBUSINESS

State/National Event | Objective Test

This event recognizes FBLA members who demonstrate an understanding of and skill in basic agribusiness concepts and procedures.

ELIGIBILITY

Each local chapter may enter three (3) 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.

OBJECTIVE TEST COMPETENCIES

- economics
- finance and accounting
- health, safety, and environmental management
- management analysis and decision making
- marketing
- terminology and trends

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

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

BUSINESS CALCULATIONS

Regional/State/National Event | Objective Test

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 three (3) 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.

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

BUSINESS COMMUNICATION

Regional/State/National Event | Objective Test

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 three (3) 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.

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

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BUSINESS LAW

State/National Event | Objective Test

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 three (3) 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.

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

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

CODING & PROGRAMMING (FORMERLY DESKTOP APPLICATION PROGRAMMING)

State/National Event | Prejudged Project & Presentation

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 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
1-40	1
41-70	2
71-110	3
111 and 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 of Activities 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

Performance

- The top ten (10) individuals based on the prejudged program will advance to the SLC for the performance component.
- 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.

Coding & Programming Continued

- The individual has seven (7) minutes to present the case describing the program.
- 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.
- The performance is open to conference attendees who are not participants of this event.

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

CODING & PROGRAMMING (FORMERLY DESKTOP APPLICATON PROGRAMMING)

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Readability and Style					
Appropriate identifiers used for variables, constants, arrays, objects, etc.	0	1–3	4-7	8-10	
Commentary provided line-by-line and/or section is readable, useful, and complete	0	1–7	8–14	15–20	
General program documentation is readable, useful, and complete (i.e. execution instruction, system requirements, etc.)	0	1–7	8–14	15–20	
Comments:					
Program Structure and Content					
Program is concise, does not contain unnecessary complexity or repetitive blocks of code (uses functions and sub routines as necessary)	0	1–7	8–14	15–20	
Appropriate data types are used for data storage to avoid drain on system resources	0	1–7	8–14	15–20	
Program follows a logical sequence to accomplish required tasks (unusual approaches are well documented)	0	1–3	4-7	8-10	
Comments:					
Results					
Program produces desired results (free of logic errors)	0	1–7	8–14	15–20	
Program handles user and/or data input errors well (coded to avoid run-time errors)	0	1–7	8–14	15–20	
Resulting output/feedback (onscreen and/or printed reports, alert/error messages, etc.) were useful	0	1–10	11-20	21-30	
Comments:					
Usability					
Program provides instructions or a help menu for user assistance	0	1–3	4-7	8-10	
User is able to navigate the program intuitively using a logical sequence (appropriate tab order for user input, asks for input in a logical sequence, etc.)	0	1–3	4-7	8-10	
Program interface, feedback, reports, etc, are free of spelling, punctuation, and grammatical errors	0	1-2	3-4	5	
Program aesthetics maintain user interest	0	1-2	3-4	5	
Subtotal				**(200 max.)**	
Penalty Points Deduct five (5) points for not adhering to Guidelines. ❑ Statement of Assurance not received					_____
Total Points				**(200 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

CODING & PROGRAMMING (FORMERLY DESKTOP APPLICATON PROGRAMMING)

Performance Rating Sheet

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	
Comments:					
Delivery					
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	
Comments:					
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					**(200 max.)**
Final Score (add total score and prejudged score)					(**300 max.)**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMPUTER APPLICATIONS

Regional/State/National Event

Home Site Production & Objective Test

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 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
1-40	1
41-70	2
71-110	3
111 and up	4

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.

Computer Applications Continued

Home Site Testing

- A *Home Site Testing Administrator Form* must be completed for regional competition. Information will be uploaded for state competition.

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.

JUDGING

Grading of the production test will be based on printed copy. 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.

Computer Applications Continued

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third, and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

COMPUTER PROBLEM SOLVING

State/National Event | Objective Test

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 three (3) 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.

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

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

CYBER SECURITY

State/National Event | Objective Test

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 three (3) 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.

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

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

DATABASE DESIGN & APPLICATION

Regional/State/National Event

Home Site Production & Objective Test

Databases are necessary to organize data and information in business. This event recognizes FBLA members who demonstrate that they have acquired entry-level skills for understanding database usage and development in business.

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
1-40	1
41-70	2
71-110	3
111 and up	4

OBJECTIVE TEST COMPETENCIES

- data definitions/terminology
- query development
- table relationships (include referential integrity)
- form development
- reports (sorts, group, graphics, calculations)

PRODUCTION COMPETENCIES

- design of multiple table databases (selection of tables, fields and data types, ER diagrams, relationships)
- creation of tables and inserting data into tables
- development of single table SQL statements
- development of multiple table SQL statements
- creation of forms/reports

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.

Objective Test

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

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 setup, and warm-up.
- 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.
- Calculators are not allowed on the production portion of the test.
- The production test will constitute 85 percent of the final event score.

JUDGING

The school-site production test will be used to break a tie. The objective test will constitute 15 percent and the production test will constitute 85 percent of the final event score.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third, and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

ECONOMICS

State/National Event | Objective Test

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 three (3) 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.

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

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

FBLA PRINCIPLES AND PROCEDURES

9TH & 10TH GRADES ONLY

State/National Event

Objective Test

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 three (3) 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.**

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

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

FUTURE BUSINESS LEADER – MODIFIED FROM NATIONAL GUIDELINES

Regional/State/National Event — Interview 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** 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 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

Nationals have added a pre-judged component; however NC will continue to run this event as in the past. Nationals has two (2) rating sheets—one (1) for the cover letter and résumé that will be prejudged (50 points) and one (1) for the interview. The interview rating sheet has a place to add the score from the pre-judged component. Competitors moving on to the national level—read the national guidelines carefully.

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).

Participants are required to complete all parts to be eligible to win an award. A letter of application and resume must be submitted in six (6) folders and turned in at the registration desk at the Regional Conference and mailed to the State Adviser by the date listed on the Calendar of Activities.

GUIDELINES

Letter and Résumé

- 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.
- Student members, not advisers, must prepare all materials.
- 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.

Future Business Leader Continued

- 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.
- Participants will be assigned times determined by a random drawing for the final fifteen-minute (15) interview.
- 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, third, and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

FUTURE BUSINESS LEADER – MODIFIED FROM NATIONAL RATING SHEET

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	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	11-15	
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:

FUTURE BUSINESS LEADER – MODIFIED FROM NATIONAL RATING SHEET

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	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					
Objective Test Score (to be used in the event of a tie)					
Final Score				**100 max.**	

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HEALTH CARE ADMINISTRATION

State/National Event | Objective Test

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 three (3) 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.

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

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

HELP DESK

State/National Event — Individual Objective Test & Role Play

The ability to provide technical assistance to the users of computer hardware and software is essential to the success of any organization and its continued operation. This event provides recognition for FBLA members who demonstrate an understanding of and ability to provide technical assistance to end users.

ELIGIBILITY

Each local chapter may enter three (3) 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.

OBJECTIVE TEST COMPETENCIES

- help desk operations and procedures
- customer management
- support center infrastructure and procedures
- professional career and leadership skills
- communication

PERFORMANCE COMPETENCIES

- demonstrate ability to make a business like presentation
- demonstrate effective verbal communication skills
- provide ways for client to solve their problem
- translate case into effective, efficient, and spontaneous action
- resolve conflict resolution

OVERVIEW

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

Case Study
An interactive/role-play situation will be given based on customer service in the technical field.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) individuals with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All participants will be sequestered before the first performance to receive instructions and time assignments.
- Ten (10) Minutes before the performance, each participant will receive the scenario.
- Two (2) 4” x 6” note cards will be provided for each competitor and may be used during the preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- Individuals should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All questions raised in the case must be addressed during the presentation.
- Objective test scores will be used to break a tie.
- The participant has five (5) minutes to interact with a panel of judges to demonstrate in a clear and effective way how he/she would solve the problem.
- This is a role play event with open exchange between the participants and the judges throughout the presentation.
- At the end of four (4) minutes, a timekeeper will stand until noticed. At five (5) minutes the timekeeper will stand indicating time is up.
- The performance is open to conference attendees who are not participants of this event.

Help Desk Continued

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

HELP DESK

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Problem Identification					
Describe the situation(s)	0	1-3	4-7	8-10	
Problem/incident properly documented	0	1-3	4-7	8-10	
Suggests a solution or recommendation(s); resolved problem	0	1-5	6-10	11-15	
Comments:					
Technology					
Basic hardware/software knowledge, used correct terminology	0	1-2	3-4	5	
Demonstrates ability to effectively answer client's technical questions	0	1-3	4-7	8-10	
Meets the needs of the client/customer	0	1-3	4-7	8-10	
Demonstrates troubleshooting skills and effective investigative methods	0	1-3	4-7	8-10	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1–3	4–7	8–10	
Demonstrates conflict resolution skills	0	1-2	3-4	5	
Brings situation(s) to closure	0	1-2	3-4	5	
Comments:					
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.					
Total Points				**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:

IMPROMPTU SPEAKING

State/National Event | Speech 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 at the state level 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

Impromptu Speaking Continued

- 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 AND NATIONAL ELIGIBILITY

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

IMPROMPTU SPEAKING
Performance Rating Sheet

❑ 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	
Comments:					
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	
Comments:					
Delivery					
Extemporaneous delivery (i.e., not merely read from the notes)	0	1–5	6-10	11-15	
Demonstrates self-confidence, poise, eye contact, and appropriate 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	
Comments:					
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:

INSURANCE & RISK MANAGEMENT

State/National Event | Objective Test

This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic insurance and risk management principles and procedures.

ELIGIBILITY

Each local chapter may enter three (3) 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.

OBJECTIVE TEST COMPETENCIES

- risk management process
- property and liability insurance
- health, disability, and life insurance
- insurance knowledge
- decision making
- careers
- ethics

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

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

INTRODUCTION TO BUSINESS

9TH & 10TH GRADES ONLY

State/National Event

Objective Test

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 three (3) 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.***

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

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

INTRODUCTION TO BUSINESS COMMUNICATION 9TH & 10TH GRADES ONLY

State/National Event Objective Test

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 three (3) 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.*

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

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

INTRODUCTION TO BUSINESS PROCEDURES — 9TH & 10TH GRADES ONLY

Regional/State/National Event — Objective Test

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 three (3) 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.

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.***

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

Introduction to Financial Math

9TH & 10TH GRADES ONLY

State/National Event

Objective Test

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 three (3) 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**.*

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

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

INTRODUCTION TO INFORMATION TECHNOLOGY 9TH & 10TH GRADES ONLY

Regional/State/National Event Objective Test

Successful business leaders must understand the impact of technology and how to effectively harness it to drive business. This event recognizes FBLA members who demonstrate acquired technology skills aligned with the Internet and Computing Core Certification (IC^3) objectives.

ELIGIBILITY

Each local chapter may enter three (3) 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 through 10** of the current school year are eligible. **An official student transcript is required with the entry form.**

OBJECTIVE TEST COMPETENCIES

- computer hardware and software
- operating systems
- common program functions
- word processing
- spreadsheets
- presentation software
- networking concepts
- e-mail and electronic communication

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

INTRODUCTION TO PARLIAMENTARY PROCEDURE 9TH & 10TH GRADES ONLY

Regional/State/National Event | Objective Test

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 three (3) 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.*

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.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

JOB INTERVIEW – MODIFIED FROM NATIONAL GUIDELINES

Regional/State/National Event — Interview 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

Nationals have added a pre-judged component; however NC will continue to run this event as in the past. Nationals has two (2) rating sheets—one (1) for the cover letter and résumé that will be prejudged (50 points) and one (1) for the interview. The interview rating sheet has a place to add the score from the pre-judged component. Competitors moving on to the national level—read the national guidelines carefully.

This event consists of two (2) parts:

Letter of Application and Résumé
Interview

Participants are required to complete all parts to be eligible to win an award. A letter of application and resume must be submitted in six folders and turned in at the registration desk at the Regional Conference and mailed to the State Adviser by the date listed on the Calendar of Activities.

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 and Résumé

- 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. Highlight your work/volunteer experience. 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 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 and résumés 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

Job Interview Continued

the initial interview, letter of application, and résumé, a maximum of ten (10) participants will be selected for a final interview at SLC .

- The interview will be conducted by professionals from business. The interview times will be determined by random drawing.

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

JOB INTERVIEW – MODIFIED FROM NATIONAL RATING SHEET

Interview Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1-2	3-4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1-2	3-4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1-3	4-7	8-10	
Professional appearance	0	1-2	3-4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Relates previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1-5	6-10	11-15	
Possesses knowledge about the position and career field	0	1-3	4-7	8-10	
Possesses excellent communication skills uses appropriate grammar and uses appropriate length of time to answer questions	0	1-5	6-10	11-15	
Participant asks questions that demonstrate interest in organization and understanding of position	0	1-2	3-4	5	
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 when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score				**(100 max.)**	

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

JOURNALISM – NEW EVENT

State/National Event | Objective Test

This event recognizes FBLA members who demonstrate an understanding of and skill in basic journalism concepts and procedures.

ELIGIBILITY

Each local chapter may enter three (3) 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.

OBJECTIVE TEST COMPETENCIES

- economics of journalism
- grammar & format
- law & ethics
- business of journalism
- history of journalism

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

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

NETWORKING CONCEPTS

Regional/State/National Event | Objective Test

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 three (3) 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.

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.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

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ORGANIZATIONAL LEADERSHIP – NEW EVENT

State/National Event | Objective Test

This event recognizes FBLA members who demonstrate an understanding of and skill in basic organizational leadership concepts and procedures.

ELIGIBILITY

Each local chapter may enter three (3) 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.

OBJECTIVE TEST COMPETENCIES

- leadership concepts
- leadership managerial roles
- behavior & motivation
- networking
- communication skills
- leader & follower relations
- team leadership
- self-managed teams
- strategic leadership for managing crises & change
- levels of leadership
- leadership theory
- traits of effective leaders
- personality profile of effective leaders
- leadership attitudes
- ethical leadership
- relationship between power, politics, networking, & negotiation
- coaching
- managing conflict
- team decision making
- organizational politics
- team skills
- charismatic & transformational leadership
- stewardship & servant leadership
- diverse settings

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

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

PERSONAL FINANCE

State/National Event | Objective Test

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 three (3) 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.

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

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

PUBLIC SPEAKING I

9TH & 10TH GRADES ONLY

Regional/State/National Event

Speech 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, third, and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

PUBLIC SPEAKING I
Performance Rating Sheet

☐ 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	
Comments:					
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	
Comments:					
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1–3	4–7	8–10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1-3	4-7	8-10	
Demonstrate self-confidence, poise, eye contact, and appropriate gestures	0	1-2	3-4	5	
Presentation is sincere, engaging, interesting, original, creative and convincing	0	1-2	3-4	5	
Comments:					
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(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLIC SPEAKING II

Regional/State/National Event — Speech 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, third, and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

PUBLIC SPEAKING II
Performance Rating Sheet

☐ 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	
Comments:					
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	
Comments:					
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1–3	4–7	8–10	
Professional tone, appropriate language (i.e., inflection, pace, emphasis, and enthusiasm)	0	1-3	4-7	8-10	
Demonstrate self-confidence, poise, eye contact, and appropriate gestures	0	1-2	3-4	5	
Presentation is sincere, engaging, interesting, original, creative and convincing	0	1-2	3-4	5	
Comments:					
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:

SECURITIES & INVESTMENTS

State/National Event | Objective Test

A description will be added after the National Event Guidelines have been posted.

ELIGIBILITY

Each local chapter may enter three (3) participants at the state 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.

OBJECTIVE TEST COMPETENCIES

- investment fundamentals
- personal investing
- retirement and estate planning
- financial services industry
- financial assets and markets
- financial services regulation
- stock market
- mutual funds

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

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

SPREADSHEET APPLICATIONS

Regional/State/National Event | Home Site Production & Objective Test

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 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
1-40	1
41-70	2
71-110	3
111 and 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 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

Grading of the production test will be based on printed copy. The objective test will constitute 15 percent and the production test will constitute 85 percent of the final event score.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third and fourth 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.***

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

WORD PROCESSING

Regional/State/National Event | Home Site Production & Objective Test

Word processing skills are necessary for all business leaders. This event recognizes FBLA members who demonstrate acquired word processing skills aligned with Microsoft Office Suite Certification—Microsoft Word 2010 (MOS) Core Competencies.

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
1-40	1
41-70	2
71-110	3
111 and up	4

OBJECTIVE TEST COMPETENCIES

- sharing and maintaining documents
- page layout and reusable content
- formatting content
- illustrations and graphics
- grammar, punctuation, spelling, and proofreading
- references and hyperlinks
- mail merge options
- printing
- related application knowledge

PRODUCTION COMPETENCIES

- production of all types of business forms
- letters and mail merge
- memorandums
- tables
- reports
- statistical reports
- materials from rough draft and unarranged copy
- e-mail 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 is allowed to be used for the production test.
- 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.
- The score received on this portion of the event will constitute fifteen (15) percent of the final event score.
- Participants may use their non-graphing calculators.

JUDGING

Grading of the skill test will be based on printed copy. 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 Continued

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third, and fourth 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

INDIVIDUAL OR TEAM EVENTS HIGH SCHOOL

BUSINESS FINANCIAL PLAN

State/National Event - (Individual or Team) Prejudged Report & Presentation

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

Each local chapter may enter one – four (1 - 4) plans at the state level 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. Local chapters may enter the number of plans based on membership as follows:

Membership	Plans
1-40	1
41-70	2
71-110	3
111 and up	4

The plan 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 pre-judged report and a presentation. Competitors 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. See **REPORT FORMAT GUIDELINES on National Website**.

GUIDELINES

Written Report

- The plan in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Establish and develop a complete financial plan for a business venture by writing a report on the topic.
- A one-page description of the plan should be the first page of the report (not included in page count).
- Competitors must prepare reports. Advisers and others are not permitted to write 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.**
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Plan should include the name of participants.

Business Financial Plan Continued

- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½“ x 11” paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the 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.
- Points will be deduced if the written plan does not adhere to the guidelines.
- Reports must be original, current, and not submitted for a previous SLC.

Oral Presentation

- The report will be prejudged according to the rating sheet. The top ten (10) individuals or teams will advance to the SLC for the oral presentation.
- The oral presentation must be conducted by authors of the plan.
- The chapter must provide all equipment for the presentation.
- Internet access will not be provided.
- Prejudged materials, visual aids and samples related to the plan may be used during the presentation; however, no items may be left with the judges or audience.
- 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.
- 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 performance is open to conference attendees who are not participants of this event.

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

BUSINESS FINANCIAL PLAN
Report Rating Sheet

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 • Legal form of business • Company governance • Company location(s) • Long- and short-term goals	0	1–7	8–14	15–20	
Operations and Management • Business facilities described • Management personnel identified • Workforce described (current and projected)	0	1–8	9-18	19-25	
Target Market • 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 • Name and type of financial institution to which loan application is being made	0	1–7	8-14	15-20	
Loan Request • Purpose of loan and amount requested • Itemized planned expenditures • Projections for future stability of company	0	1–10	11–20	21–30	
Supporting Documents • Works cited page	0	1–5	6–10	11–15	
Comments:					
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	
Comments:					
Subtotal				**(200 max.)**	
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ missing cover information ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points				**(200 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS FINANCIAL PLAN

Performance Rating Sheet

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	
Comments:					
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	
Comments:					
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:

BUSINESS PLAN

State/National Event - (Individual or Team) Prejudged Report & Presentation

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 – four (1 - 4) plans at the state level 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. Local chapters may enter the number of plans based on membership as follows:

Membership	Plans
1-40	1
41-70	2
71-110	3
111 and up	4

The plan 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 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 presentation. Competitors 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. See **REPORT FORMAT GUIDELINES on National Website**.

GUIDELINES

Written Report

- The plan in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- 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 basic details of the business, including an overview, location, legal structure, and organization.
  - **Industry Analysis** provides an analysis of the larger industry in which the business will belong; analyzes key trends and players in the industry; demonstrates an understanding and awareness of external business decisions.
  - **Target Market** provides a brief overview of the nature and accessibility of the target audience.
  - **Competitive Analysis** includes an honest and complete analysis of the business' competition and demonstrates an understanding of the business' relative strengths and weaknesses.

Business Plan Continued

- **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 business operations on a day-to-day basis, including production processes, physical facility reviews, use of technology, and processes followed to ensure delivery of products or services.
- **Management and Organization** describes the key participants in the new business venture identifies the human resources the business can draw upon as part of the management team, employee pool, consultants, directors, or advisers. It also portrays the role each will play in the business' development and discusses compensation and incentives.
- **Long-Term Development** gives a clear vision for where the business will be in three (3), five (5), or more years. It offers an honest and complete evaluation of the business' potential for success and failure and 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** includes copies of key supporting documents (e.g., certifications. licenses, tax requirements, codes, letters of intent of advance contract endorsements, etc.).
- Note: Business must not have been in operation more than 12 months.

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- Reports must not exceed thirty (30) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Plan should include the name of participants.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½" x 11" paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the 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.
- Points will be deduced if the written plan does not adhere to the guidelines.
- Reports must be original, current, and not submitted for a previous SLC.

Oral Presentation

- The plan will be prejudged according to the rating sheet. The top ten (10) individuals or teams will advance to the SLC for the oral presentation.
- The oral presentation must be conducted by authors of the plan.
- The chapter must provide all equipment for the presentation.
- Internet access will not be provided.
- Prejudged materials, visual aids and samples related to the plan may be used during the presentation; however, no items may be left with the judges or audience.
- 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.
- 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 performance is open to conference attendees who are not participants of this event.

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

BUSINESS PLAN
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary • 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 • 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 • 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 • 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 • 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 • 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 • Business facilities described • Production plan defined and analyzed • Workforce plan defined and analyzed • Impact of technology	0	1–5	6–10	11–15	
Management and Organization • 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	

Business Plan Report Rating Sheet Continued

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Long-term Development • 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 • Type of accounting system to be used is identified • Financial projections are included and reasonable • 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 • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1–5	6–10	11–15	
Comments:					
Report 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	
Comments:					
Subtotal				**200 max.**	
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ Missing cover information ❑ missing table of contents ❑ over thirty (30) pages ❑ no page numbers in report ❑ report format does not follow rating sheet					_____
Total Points				**200 max.**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS PLAN
Performance Rating Sheet

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	
Comments:					
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	
Comments:					
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			**300 max.**		

Name(s): _____

School: _____

City: _____ State: _____

Judge's Signature: _____

Judge's Comments:

COMPUTER GAME & SIMULATION PROGRAMMING

State/National Event – (Individual or Team) Prejudged Project and Presentation

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 local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

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.

Computer Game & Simulation Programming Continued

PROGRAM GUIDELINES

Prejudged Program

- Choose a 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.
- The program must run on a Windows XP or higher computer.
- Data must be free of viruses/malware. Any entry with contaminated data will not be judged.
- 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. The program must contain the following, at a minimum:
  - must be graphical in nature, not text based
  - an initial title page with the game title, user interface control instruction, and active buttons for Play and Quit
  - a quit command programmed to the escape key
- 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 date indicated on the Calendar of Activities. Label the media using a marker with the school, participant name, and event. A Statement of Assurance must be uploaded by the date indicated on the Calendar of Activities.
- Competitors must prepare projects. Advisers and others are not permitted to help.

PERFORMANCE GUIDELINES

Performance

- The top ten (10) individuals or teams based on the program score will advance to the SLC for the performance component.
- The participant(s) 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.
- The 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, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

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	
Comments:					
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	
Immersion-player feels connected to the gameplay and is not distracted or removed from interaction	0	1-3	4-7	8-10	
Rewards—player is rewarded properly for taking game risks	0	1-3	4-7	8-10	
Comments:					
Game Concept & Design Evaluation					
Fully addresses concept and topic	0	1-7	8-14	15-20	
Game play and graphics appropriate for concept and age group	0	1-3	4-7	8-10	
Incorporates entertainment and education elements	0	1-3	4-7	8-10	
Tide slide is attractive with working direction, quit, 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	1-3	4-7	8-10	
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	
Comments:					
Subtotal				**200 max.**	
Penalty Points Deduct five (5) points for failure to follow guidelines. ☐ Statement of Assurance not received					
Total Points				**200 max**	

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMPUTER GAME & SIMULATION PROGRAMMING

Performance Rating Sheet - Modified

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes the topic, problem, and challenges	0	1-2	3-4	5	
Describes the planning process used to design the game through planning documents such as storyboards, flowcharts, etc.	0	1-3	4-7	8-10	
Describes design software selection and why these were most appropriate to the task	0	1-3	4-7	8-10	
Describes the user interface (input/output parameters) and why this applies best for this audience	0	1-3	4-7	8-10	
Describes how the game flows from starting point to victory and what is needed to win	0	1-5	6-10	11-15	
Describes user interactions and how these actions are entertaining, educational, and engaging to the audience	0	1-5	6-10	11-15	
Describes the program modules, structure, and commenting	0	1-3	4-7	8-10	
Describes the usefulness of the program in meeting the educational goal of the topic	0	1-2	3-4	5	
Comments:					
Delivery					
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	
Demonstrated the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments:					
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.**		
Prejudged Score			**200 max.**		
Final Score (add total points and prejudged score)			**300 max.**		

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

DIGITAL VIDEO PRODUCTION

State/National Event – (Individual or Team) Prejudged Project and Presentation

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

Each local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

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

- The Statement of Assurance which includes the video URL address must be uploaded by the date listed on the Calendar of Activities.
- 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.
- The production may use any method to capture or create moving images.
- The presentation should include sources used to research the topic; development and design process; use of different video techniques; a list of equipment and software used; and copyright information for pictures, music or other items.
- Presentations should be at least two (2) and no more than four (4) minutes in length.

Digital Video Production Continued

Oral Presentation

- The top ten (10) individuals or teams based on the score of the prejudged project will advance to the SLC for the oral presentation component.
- Presentation of the entry must be conducted by participants who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as winners must register for the SLC.
- No replacement or substitutes will be allowed.
- The oral presentation is an explanation of the digital video production.
- A small portion of the video should be shown to the judges.
- 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.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- The video has been prejudged. Participants must bring a copy of the video if they choose to show a portion of the video 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.
- Individuals or teams will have seven (7) minutes to describe the project.
- 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 performance is open to conference attendees, except performing participants of this event.

JUDGING

Media will NOT be returned to the chapters. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

DIGITAL VIDEO PRODUCTION

Production Rating Sheet

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	
Comments:					
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	
Comments:					
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 ❑ Statement of Assurance not received					_____
Final Score				**(200 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

DIGITAL VIDEO PRODUCTION
Performance Rating Sheet

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 of the video	0	1–7	8–14	15–20	
Proper documentation of pictures, audio, etc.	0	1–3	4-7	8-10	
Comments:					
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	
Demonstrates the ability to effectively answer questions	0	1–2	3-4	5	
Comments:					
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:

E-BUSINESS

State/National Event – (Individual or Team) Prejudged Project and Presentation

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 enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

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.

The top ten (10) individuals or teams with the highest scores on the prejudged project will advance to the SLC for the performance component to explain their Website. Participants must complete both parts of the event to be eligible to win an award.

GUIDELINES

Prejudged Project

- The Statement of Assurance which includes the URL address must be uploaded by the date listed on the Calendar of Activities.
- Entries will be prejudged according to the rating sheet.
- Student members, not advisers, must prepare projects.
- 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 found on the Calendar of Activities.
- Sites should be designed to allow for viewing by as many different platforms as possible.
- If using a shopping cart, it does not need to be activated.

E-business Continued

- 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.
- Competitors must prepare projects. Advisers and others are not permitted to help.

Oral Presentation

- The top ten (10) based on the score of the prejudged project will advance to the SLC for the oral presentation component.
- 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 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; and copyright issues with pictures, music, and other items.
- Presentation of the entry must be conducted by participant(s) who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to to be recognized as state winners must register for the SLC. No replacement or substitutes will be allowed.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
- 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 performance is open to conference attendees, except performing participants of this event.

JUDGING

The prejudged website will be used to break a tie. The decision of the judges on both the prejudged and presentation is final.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

E-BUSINESS

Production Rating Sheet

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	1–5	6-10	11-15	
Graphic design shows creativity, originality, and supports topic	0	1–5	6-10	11-15	
Page elements are effective without being distracted	0	1–3	4–7	8–10	
Comments:					
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	
Comments:					
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	
Comments:					
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 & platforms	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 home page	0	1-3	4-7	8-10	
Comments:					
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:

E-BUSINESS

Performance Rating Sheet

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	
Comments:					
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	
Comments:					
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:

EMERGING BUSINESS ISSUES

State/National Event | Presentation Without Equipment

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 submit one (1) entry at the state level 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 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
- 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.
Participants will be expected to research the topic prior to the conference and be prepared to present **both** the affirmative and negative arguments.

GUIDELINES

- An event entry form must be uploaded by the date given on the Calendar of Activities.
- 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.
- Teams will be permitted to bring prepared notes of any type for the presentation.
- Teams will have seven (7) minutes to present both sides.
- No books, other bound materials, reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- A lectern will NOT be available. No microphone will be used.

Preliminary Round

- Team members will draw to determine the order of presentations.
- All team members must participate in the presentation.
- Teams should introduce themselves, describe the situation, present both affirmative and negative and make their recommendations and summarize their case.
- A timekeeper will stand at six (6) minutes and again at seven (7) 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.
- A maximum of fifteen (15) – five (5) from each group will be selected for the final round.

Emerging Business Issues Continued

- Final Round Team members will draw to determine the order of presentations.
- Teams will be sequestered in the final round.
- All other procedures as outlined in the preliminary round will be followed for the final round.
- If space permits the final performance is open to conference attendees, except performing participants of this event.

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

The top ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and 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
Content					
Understanding of issue/topic	0	1–3	4–7	8–10	
Comments:					
Affirmative Argument					
Flow and logic of content	0	1–2	3-4	5	
Quality of Evidence	0	1–3	4–7	8–10	
Persuasiveness	0	1–3	4–7	8–10	
Relevance of arguments	0	1–3	4–7	8–10	
Comments:					
Negative Argument					
Flow and logic of content	0	1–2	3-4	5	
Quality of Evidence	0	1–3	4–7	8–10	
Persuasiveness	0	1–3	4–7	8–10	
Relevance of arguments	0	1–3	4–7	8–10	
Comments:					
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	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
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.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

GRAPHIC DESIGN

State/National Event - (Individual or Team) Presentation Event With Equipment

An essential part of today's business world is commercial design and promotion; therefore, the preparation of computer-based digital art is paramount to the production of quality copy used for promotional purposes.

ELIGIBILITY

Each local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

OVERVIEW

This event consists solely of a presentation given at SLC.

Emphasize graphic interpretation of the topic and design. Do not use any words, diagrams, clip art, and/or artwork that are not public domain. The logo must be saved in JPEG, GIF, or EPS format. Graphics should be computer generated.

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the Format Guide. **See the National Website for topic**.

PERFORMANCE COMPETENCIES

- answer questions effectively
- demonstrate ability to make a businesslike presentation
- demonstrate good decision making and problem solving skills
- demonstrate good verbal communication skills
- describe project development and implementation
- explain content logically and systematically

GUIDELINES

Performance Guidelines

- Presentation of the entry must be conducted by participants who authored the event. In case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as state winners must register for the SCL. No replacement or substitutions will be allowed.
- The presentation will be the opportunity for the students to "sell" their design and include an explanation of the choices made in the design.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- The chapter must provide all equipment for the presentation.
- Five (5) minutes will be allowed to set up and remove equipment and/or presentation items.
- The individual or team has seven (7) minutes to present to a panel of judges and sell the logo and tag line concept.
- 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, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees who are not participants in this event.

Graphic Design Continued

JUDGING

The decision of the judges is final.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

GRAPHIC DESIGN
Performance Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of promotional materials	0	1-7	8-14	15-20	
Explains the design and development process	0	1-7	8-14	15-20	
Create interest and desire for design	0	1-7	8-14	15-20	
Consistency in graphic design to theme	0	1-7	8-14	15-20	
Delivery					
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	1-3	4-7	8-10	
Comments:					
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.					
Total Points				**100 Max**	

Name(s):_____

School: _____State: _____

Judge's Signature: _____

Judge's Comments:

Introduction to BUSINESS PRESENTATION — 9TH & 10TH GRADE ONLY

State/National Event - (Individual or Team) — Presentation Event With Equipment

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** at the state level 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.

*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**.*

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. Use a presentation software program as an aid in delivering a business presentation.

GUIDELINES

See the National Website for topic.

Project

- Use a presentation software program as an aid in delivering a business presentation.
- Comply with state and federal copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are responsible for bringing a copy of their project to show to the judges.

Preliminary Performance

- A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
- 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.
- The final performance is open to conference attendees based on space availability, except performing participants of this event.

Introduction to Business Presentation Continued

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

Introduction to Business Presentation

Performance Rating Sheet

☐ Preliminary Round ☐ Final Round

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 formatting and effect 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	
Comments:					
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	
Comments:					
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	
Comments:					
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:

MOBILE APPLICATION DEVELOPMENT

State/National Event – (Individual or Team) Prejudged Project and Presentation

Society is daily moving to a constant feed of communication, transfer of information, and need to access or process information in a mobile environment. Mobile Applications are necessary to provide users with the ability to be productive while away from their full computers. Mobile Applications can be used as a lite version of something that would be done on a full computer, or they can provide a tool for something that users would only need to do on their phone.

ELIGIBILITY

Each local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

PROJECT COMPETENCIES

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

PERFORMANCE COMPETENCIES

- explains content logically and systematically
- 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
- answer questions effectively

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. Performances should describe the program completed. Specifically, the performance should address the program creation, processes used, and results of the program.

The top ten (10) based on the score of the prejudged program will advance to the SLC for the performance component.

GUIDELINES

Prejudged Program

- The individual or team will research the topic, and then create a mobile application on the national topic.
- Three (3) DVDs containing the executable object, data, program documentation (including but not limited to, execution instructions, system requirements, and text files for all program code—and support files needed to run the executable file need to be received by the date on the Calendar of Activities. A Statement of Assurance needs to be uploaded by the date on the Calendar of Activities.
- The following platforms may be used to develop the project: Google's Android™, Apple iOS™ or Microsoft Windows Phone™.
- The prejudged submission must include the source code and screen shots of the GUI in PDF format.

Mobile Application Development Continued

- The solution must run standalone with no programming errors.
- Applications may deploy from a smartphone, tablet, or both, but must be smartphone deployable.
- Applications do not need to be available for download from a digital-distribution multimedia-content service.
- Competitors must prepare projects. Advisers and others are not permitted to help.

Performance

- The top ten (10) individual or teams on the prejudged program will advance to the SLC. The prejudged program score will be used to break a tie.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- The following will be provided: Internet, screen, power, and table. Participants must provide their own equipment. Access may not be via WiFi, so participants should plan appropriately when selecting laptops/tablets on which to present.
- The application must be presented to the judges (projection equipment may be used).
- The individual or team will have seven (7) minutes to describe the program, address copyright laws, explain development software used, and explain features and functionality.
- At the end of six (6) minutes, a timekeeper will stand until noticed. At seven (7) minutes the timekeeper will stand indicating time is up. 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.
- Visual aids and samples related to the project may be used (including a mobile device with the App loaded); however, no items may be left with the judges or audience.
- The 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 ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

MOBILE APPLICATION DEVELOPMENT

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Usability and Support					
Code packaged and readme file included with instructions for testing application	0	1-3	4-7	8-10	
Program launches and is functional on appropriate IDE (Xcode, Eclipse, Visual Studio).	0	1–3	4–7	8–10	
Comments:					
Design Evaluation					
Fully addresses concept and topic	0	1-5	6-10	11-15	
Graphics are appropriate and consistent for concept and age group	0	1-3	4-7	8-10	
Incorporates social media elements as appropriate to topic	0	1-3	4-7	8-10	
ICON appropriate for application	0	1-3	4-7	8-10	
Utilizes MVC and navigation is clear	0	1-3	4-7	8-10	
Application is bug free and does not crash.	0	1-3	4-7	8-10	
Code is well written and logically designed.	0	1-5	6-10	11-15	
Comments:					
Subtotal				**(100 max.)**	
Penalty Points Deduct five (5) points for not adhering to Guidelines. ❑ Statement of Assurance not received					_____
Final Score				**(200 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MOBILE APPLICATION DEVELOPMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describe the scenario	0	1-2	3-4	5	
Describes the planning process used to design the application	0	1-3	4-7	8-10	
Describes application documentation	0	1-2	3-4	5	
Describes input/output and application parameters	0	1-5	6-10	11-15	
Describes how the application flows	0	1-7	8-14	15-20	
Describes application template or structure	0	1-5	6-10	11-15	
Describes the usefulness of the application	0	1-3	4-7	8-10	
Comments:					
Delivery					
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	1-3	4-7	8-10	
Comments:					
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 directions.					
Total Points				**(100 max.)**	
Prejudged Score				**(100 max.)**	
Final Score (add total points and prejudged score)				**(200 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PARLIAMENTARY PROCEDURE – HIGH SCHOOL

State/National Event - (Individual or Team) Individual Objective Test & Team Role Play

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** at the state level for 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

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 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.
- An event entry form must be **MAILED** along with the SLC registration confirmation check by the date given on the Calendar of Activities.
- 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 component. 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, and a copy of the minutes from a preceding meeting.
- 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. The secretary will take notes during the performance, but the notes will not be transcribed into minutes.
- The problem may or may not include class of motions, but all five (5) classes of motions – main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly – must be demonstrated during the performance.
- No reference materials, visual aids, or electronic devices may be brought to or used 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.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top five (5) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and 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**

Please Key – Mail with SLC Registration Check			
NC FBLA COMPETITIVE EVENTS ENTRY FORM			
PARLIAMENTARY PROCEDURE			
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 is eligible to compete.			
Adviser's Signature			
TEAM MEMBERS: **My adviser and I have read the North Carolina State Awards Program Guidelines and based on these guidelines, I am eligible to compete.**			
President's Name (As listed on the Membership Form)	Grade	Entered Event Previously ☐Yes ☐No	Signature
Vice President's Name (As listed on the Membership Form)	Grade	Entered Event Previously ☐Yes ☐No	Signature
Secretary's Name (As listed on the Membership Form)	Grade	Entered Event Previously ☐Yes ☐No	Signature
Treasurer's Name (As listed on the Membership Form)	Grade	Entered Event Previously ☐Yes ☐No	Signature
Member's Name (As listed on Membership Form)	Grade	Entered Event Previously ☐Yes ☐No	Signature
No more than two (2) members may have entered this event previously.			

PARLIAMENTARY PROCEDURE

Performance Rating Sheet

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

Motions Classification	Comments	Value	Score
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
Motions Performance Subtotal			
Comments:			
Business of the Meeting			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
Business of the Meeting Performance Subtotal			
Comments:			
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			
Comments:			
Subtotal		**(100 max.)**	
Time Penalty Deduct one (1) point per full half minute under 9:00 minutes or over 11:00 minutes. Time:			
Penalty Deduce 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): _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLIC SERVICE ANNOUNCEMENT

State/National Event - (Individual or Team) Presentation Event With Equipment

Public service ads (PSA) or public announcements are basic messages to the public that raise awareness on a specific issue. This event recognizes FBLA members who demonstrate the ability to research a topic (issue) and create an original and informative thirty (30) second PSA video, raising awareness and/or evoking a changed attitude toward the issue.

ELIGIBILITY

Each local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

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
- identify the basic functions and resources for editing an audio/video production
- required information is effectively communicated
- copyright laws followed

PERFORMANCE COMPETENCIES

- explain content 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
- answer questions effectively

OVERVIEW

This event consists of two (2) parts: a prejudged video and a performance component. Participants are required to complete both parts to be eligible to win an award. A prejudged video should be developed based on the national topic found on the National Website. Participants are expected to research and form an objective on the given topic, create a script and a 30-second video.

GUIDELINES

Prejudged Video

- The Statement of Assurance which includes the video URL address must be uploaded by the date listed on the Calendar of Activities.
- Participants must research and form an objective on the given topic (social issue).
- Presentations should be 30 seconds in length.
- The video production may use any method to capture or create moving images.
- Competitors must prepare the video. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

Performance

- The top ten (10) individual or teams on the prejudged video will advance to the SLC. The prejudged program score will be used to break a tie.

Public Service Announcement Continued

- Presentation of the entry must be conducted by participants who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as state winners must register for the SLC. No replacement or substitutes will be allowed.
- The presentation is an explanation of the topic research, script development, and video production.
- The PSA must be shown to the judges.
- The presentation should include the team's objective toward the topic; major findings from the topic research; the script writing process; use of different video techniques; a list of equipment and software used; and copyright issues with pictures, music or other items.
- Competitors must bring their own script copy if they want to refer to it during the presentation.
- Participants are responsible for bringing a copy of the project 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 or audience.
- Five (5) minutes will be allowed to set up and remove equipment and/or presentation items.
- The following will be provided: Internet, screen, power, and table. Participants must provide their own equipment. Access may not be via WiFi, so participants should plan appropriately when selecting laptops/tablets on which to present.
- Teams will have five (5) minutes to describe the project and show their video.
- At the end of four (4) minutes, a timekeeper will stand until noticed. At five (5) minutes the timekeeper will stand indicating time is up. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over five (5) minutes.
- Following each presentation, the judges will conduct a three (3) minute question and answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

The decision of the judges is final.

STATE AWARDS AND NATIONAL ELIGIBILITY

A maximum of ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

PUBLIC SERVICE ANNOUNCEMENT

Video Rating Sheet – Prejudged

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Video Presentation					
Topic (social issue) full and properly researched and demonstrated in video	0	1-3	4-7	8-10	
Video is clear and concise (does not exceed 30 seconds)	0	1-2	3-4	5	
Elements included in PSA video are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Audio and visual elements coordinated and complimentary	0	1-3	4-7	8-10	
Video is effective at informing and/or evoking a changed attitude towards the issue	0	1-3	4-7	8-10	
Presentation shows creativity and originality	0	1-3	4-7	8-10	
Presentation includes an effective opening, body, and conclusion	0	1-3	4-7	8-10	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Audio Editing • Good quality • Appropriate volume	0	1-3	4-7	8-10	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-3	4-7	8-10	
Titles and graphics enhance overall quality of presentation	0	1-2	3-4	5	
Comments:					
Subtotal				**(100 max.)**	
Penalty Points Deduct five (5) points for not adhering to Guidelines. ❑ Statement of Assurance not received					_____
Final Score				**(100 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLIC SERVICE ANNOUNCEMENT
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Video Presentation					
Topic (social issue) full and properly researched and demonstrated in video	0	1-3	4-7	8-10	
Video is clear and concise (does not exceed 30 seconds)	0	1-5	6-10	11-15	
Elements included in PSA video are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Audio and visual elements coordinated and complimentary	0	1-5	6-10	11-15	
Video is effective at informing and/or evoking a changed attitude towards the issue	0	1-3	4-7	8-10	
Presentation shows creativity and originality	0	1-3	4-7	8-10	
Presentation includes an effective opening, body, and conclusion	0	1-5	6-10	11-15	
Transitions are effective and appealing	0	1-3	4-7	8-10	
Audio Editing • Good quality • Appropriate volume	0	1-3	4-7	8-10	
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	
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	1-3	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.					
Total Points (add total points and prejudged score)				**(150 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLICATION DESIGN MODIFIED FROM NATIONAL GUIDELINES

State/National Event - (Individual or Team) Presentation Event With Equipment

Knowledge of publication design 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 publication design, creativity, and decision making.

ELIGIBILITY

Each local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

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

PERFORMANCE COMPETENCIES

- Demonstrate excellent verbal communication.
- Display effective decision-making and problem-solving skills
- Express self-confidence and poise.
- Work well as a team when applicable.
- Exhibit logic and systematic understanding.
- Conduct a professional business presentation.
- Answer questions effectively (when applicable)
-

OVERVIEW

This event consists of two (2) parts: an objective test and performance component. Participants are required to complete both parts.

There is no longer a national online test for this event; however, at the state level, there will be an online test. The top ten (10) individuals or teams with the highest scores on the objective test will advance to the SLC for the performance component. Students will need to prepare throughout the year as the finalists will not know until two or three weeks prior to SLC if they are among the finalists.

See the National Website for topic.

GUIDELINES

An event entry form must be mailed or emailed to the state adviser by the date given on the Calendar of Activities.

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 be used to determine the top ten (10) individuals/teams to advance to the state competition.
- Non-graphing calculators may be used.

Performance

- The event is to highlight print publications.
- 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.
- Competitors may bring copies of printed materials designed for presentation.
- Comply with state and federal copyright laws.

Publication Design Continued

- The presentation should include the team's objective toward the topic; use of different video techniques; a list of equipment and software used; and copyright issues with images, or other items.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for bringing a copy of their project to show the judges.
- The chapter must provide all equipment for the presentation.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- The individual or team has seven (7) minutes to present. At the end of (6) minutes, a timekeeper will stand until noticed. At seven (7) minutes the timekeeper will stand indicating time is up.
- Following each presentation, the judges will conduct a three (3) minute question and answer period.

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

PUBLICATION DESIGN
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describe the event topic and promotional materials	0	1-5	6-10	11-15	
Explains the design and development process	0	1-5	6-10	11-15	
Create interest and desire of the design for target audience	0	1-5	6-10	11-15	
Clear connection to theme throughout materials	0	1-5	6-10	11-15	
Incorporates a consistency in products to theme	0	1-5	6-10	11-15	
Include correct grammar, punctuation, spelling, and information related to event topic	0	1-2	3-4	5	
Delivery					
Statements are well organized and clearly stated	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates active participation and 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.**	

Names: _____

School: _____State: _____

Judge's Signature: _____

Judge's Comments:

WEBSITE DESIGN

State/National Event – (Individual or Team) Prejudged Project and Presentation

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.

ELIGIBILTY

Each local chapter may enter one – four (1 - 4) projects at the state level 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. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

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.

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.
- Projects must address the given topic (information may be real or fictitious).
- A Statement of Assurance with the URL address listed must uploaded by the date given on the Calendar of Activities.
- 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. Judging of the website will take place before the State Leadership Conference.
- Websites should be designed to allow for viewing by as many different platforms as possible.
- 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

Website Design Continued

copyright laws and may be disqualified if items are used inappropriately.
- Use of templates must be identified. See Format Guide.
- Competitors must prepare projects. Advisers and others are not permitted to help.

Performance Guidelines
- Based on the highest prejudged project scores, a maximum of ten (10) individuals or teams will be selected to make an oral presentation at the State Leadership Conference.
- The presentation is an explanation of the website and the website should be 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.
- Presentation of the entry must be conducted by participants who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as state winners must register for the SLC. No replacement or substitutes will be allowed.
- 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.
- The individual or team has seven (7) minutes to present. At the end of (6) minutes, a timekeeper will stand until noticed. At seven (7) minutes the timekeeper will stand indicating time is up. When the presentation 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. All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

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

WEB SITE DESIGN
Production Rating Sheet

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	
Comments:					
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	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	
Comments:					
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 are used appropriately (e.g. Flash, JavaScript, etc.)	0	1-3	4-7	8-10	
Site is compatible with multiple browser variants	0	1-3	4-7	8-10	
Comments:					
Subtotal				**(200 Max.)**	
Penalty Points Deduct five (5) points each for not following Guidelines.					
Penalty Points Deduct five (5) points for not submitting a Statement of Assurance.					
Total Points				**(200 max.)**	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

WEBSITE DESIGN

Performance Rating Sheet

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	
Comments:					
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	
Comments:					
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:

TEAM EVENTS HIGH SCHOOL

BANKING AND FINANCIAL SYSTEMS

State/National Event — Collaborative Objective Test and Team Performance (Role Play)

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 is composed of two (2) parts: an objective test and an interactive role-play.

Case Study
A problem or scenario encountered in the banking or financial business community.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.

Banking and Financial Systems 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.
- 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.
- 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.

JUDGING

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

BANKING & FINANCIAL SYSTEMS
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1–3	4-7	8-10	
Alternatives are recognized with pros and cons stated and evaluated	0	1–7	8-14	15-20	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–7	8-14	15-20	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1–7	8-14	15-20	
Comments:					
Explanation					
Statements are well-organized and clearly stated; appropriate business language used	0	1–3	4-7	8-10	
Team members demonstrate self-confidence, poise, and good voice projection	0	1–2	3-4	5	
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	
Comments:					
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:

ENTREPRENEURSHIP

State/National Event | Collaborative Objective Test and Team Performance (Role Play)

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 role-play.

Case Study
A decision-making problem encountered by entrepreneurs in one (1) or more of the following areas: business planning, human relations, financial management, or marketing.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.

Entrepreneurship 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.
- 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.
- 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.

JUDGING

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

ENTREPRENEURSHIP
Performance Rating Sheet

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	
Comments:					
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	
Comments:					
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 in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

GLOBAL BUSINESS

State/National Event — Collaborative Objective Test and Team Performance (Role Play)

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
- explain content logically and systematically
- explanation is logical and systematic

OVERVIEW

This event is composed of two (2) parts: an objective test and an interactive role-play.

Case Study
A problem encountered in the international/global arena.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.

Global Business 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.
- 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.
- 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.

JUDGING

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

GLOBAL BUSINESS
Performance Rating Sheet

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	
Comments:					
Delivery					
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	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
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 in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HOSPITALITY MANAGEMENT

State/National Event — Collaborative Objective Test and Team Performance (Role Play)

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 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

- 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

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 effective decision-making and problem-solving skills
- display self-confidence through content knowledge and idea articulation
- explain content logically and systematically

- explanation is logical and systematic

OVERVIEW

This event is composed of two (2) parts: an objective test and an interactive role-play.

Case Study
A scenario in the hospitality management industry.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.
- 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.

Hospitality Management Continued

- 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.
- 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.

JUDGING

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

HOSPITALITY MANAGEMENT
Performance Rating Sheet

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	1-3	4-7	8-10	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1–5	6-10	11-15	
Participants demonstrate self-confidence, poise, and good voice projection	0	1–5	6-10	11-15	
Demonstrates the ability to effectively answer questions	0	1–5	6-10	11-15	
Comments:					
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 in the event of a tie)					

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MARKETING

State/National Event — Collaborative Objective Test and Team Performance (Role Play)

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

- explanation is logical and systematic

OVERVIEW

This event is composed of two (2) parts: an objective test and an interactive role-play.

Case Study
A marketing problem proposed, and a solution discussed.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.
- 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.

Marketing Continued

- 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.
- 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.

JUDGING

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

MARKETING
Performance Rating Sheet

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	
Comments:					
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	
Comments:					
Subtotal				**(100 max.)**	
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Points 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:

NETWORK DESIGN

State/National Event — Collaborative Objective Test and Team Performance (Role Play)

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

- explanation is logical and systematic

OVERVIEW

This event is composed of two (2) parts: an objective test and an interactive role-play.

Case Study
An analysis of a computing environment situation and recommendation for a network solution that addresses the issue provided.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.
- A flip chart and markers will be provided.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.
- 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

Network Design Continued

presentation and refer to the case for specifics. This is a role-play event.

- 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.
- 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.

JUDGING

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 ten (10) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and 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	1–5	6–10	11–15	
Uses correct terminology	0	1–5	6–10	11–15	
Presents an effective strategy	0	1–10	11–20	21–30	
Comments:					
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	
Comments:					
Delivery					
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	
Comments:					
Subtotal				**(150 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				**(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:

SPORTS & ENTERTAINMENT MANAGEMENT

State/National Event — Collaborative Objective Test and Team Performance (Role Play)

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 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

- management basics
- events management
- management functions
- decision making
- management strategies
- strategic planning tools
- networking and delegation
- careers in entertainment industry
- leadership
- managing groups and teams
- ethics
- management for entertainment industry
- marketing concept and buyer behavior
- marketing information management and research
- marketing mix and product life cycle
- distribution, pricing, and market conditions
- promotion, advertising, and sponsorship
- sales
- entrepreneurship
- human resource management

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 effective decision-making and problem-solving skills
- display self-confidence through content knowledge and idea articulation
- explain content logically and systematically

OVERVIEW

This event is composed of two (2) parts: an objective test and an interactive role-play.

Case Study
A problem outlining the understanding and awareness of sports and entertainment issues within today's society.

GUIDELINES

An event entry form must be uploaded by the date given on the Calendar of Activities.

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.
- The top ten (10) teams with the highest score on the objective test will advance to the SLC. Ties will be broken based on the shortest amount of time taken to complete the test.

Performance

- All team members will be sequestered 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 competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.

Sports and Entertainment Management Continued

- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All team members are expected to actively participate in the performance.
- All questions raised in the case must be addressed during the presentation.
- Turn off all electronic devices.
- 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.
- 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.
- 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.

JUDGING

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

SPORTS & ENTERTAINMENT MANAGEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Marketing challenge for sports and entertainment industry is understood and well-defined	0	1–5	6–10	11–15	
Alternative promotions and sponsorships for sports and entertainment are recognized with pros and cons stated and evaluated	0	1–5	6-10	11-15	
Logical solution is selected for the sports and entertainment challenge with positive and negative aspects of its implementation given	0	1–5	6-10	11-15	
Issues regarding branding strategies of products for sports and entertainment presented in case are addressed completely	0	1–3	4-7	8-10	
Marketing's decision is clear for specific sports and entertainment market segmentation	0	1–5	6–10	11–15	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language used for sports and entertainment marketing	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 while accurately describing marketing strategies for sports and entertainment challenge	0	1–2	3-4	5	
Team members demonstrate the ability to effectively answer marketing questions for sports and entertainment challenge	0	1–3	4-7	8-10	
Comments:					
Subtotal					**(100 max.)**
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Points 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: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

CHAPTER EVENTS HIGH SCHOOL

AMERICAN ENTERPRISE PROJECT

State/National Event | Prejudged Report & Presentation

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 (1) 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 pre-judged report and a presentation. Competitors 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 must describe chapter activities conducted between the previous SLC and the current SLC.

GUIDELINES

Written Report

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Competitors, not advisers, must prepare reports. Advisers and others are not permitted to write reports.
- Project should include the name of the school, state, name of the event, and year (20XX-XX).
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½“ x 11” paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the 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.
- Points will be deduced if the written plan 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).

Oral Presentation

- The project will be prejudged according to the rating sheet. The top ten (10) chapters will advance to the SLC for the oral presentation.

American Enterprise Project Continued

- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- The chapter must provide all equipment for the presentation.
- Internet access will not be provided.
- Prejudged materials, visual aids and samples related to the report may be used during the presentation; however, no items may be left with the judges or audience.
- 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.
- 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 performance is open to conference attendees who are not participants of this event.

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and 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	
Comments:					
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report design appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal				**(100 max.)**	
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ missing cover information ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					____
Total Points				**(100 max.)**	

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

AMERICAN ENTERPRISE PROJECT

Performance Rating Sheet

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	
Comments:					
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	
Comments:					
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:

COMMUNITY SERVICE PROJECT ROY ALLEN AWARD

State/National Event | Prejudged Report & Presentation

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 pre-judged report and a presentation. Competitors are required to complete both parts to be eligible to win an award.

Reports must describe one (1) chapter project that serves the community. The project must be in the interest of the community and be designed for chapter 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. The report must include:

- description of the project
- chapter member involvement
- degree of impact on the community
- evidence of publicity received
- project evaluation

Report must describe chapter activities conducted between the previous SLC and the current SLC.

GUIDELINES

Written Report

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Competitors, not advisers, must prepare reports. Advisers and other are not permitted to write reports.
- Report should include the name of the school, state, name of the event, and year (20XX-XX).
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½“ x 11” paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the 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.
- Points will be deduced if the written plan does not adhere to the guidelines.
- Reports must be original, current, and not submitted for a previous SLC.
- 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).

Oral Presentation

- The project will be prejudged according to the rating sheet. The top ten (10) chapters will advance to the SLC for the oral presentation.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- The chapter must provide all equipment for the presentation.
- Internet access will not be provided.
- Visual aids and samples related to the plan may be used during the presentation; however, no items may be left the judges or audience.
- 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.
- 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 performance is open to conference attendees who are not participants of this event.

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JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and 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	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report & design appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal				**(100 max.)**	
Penalty Points Deduct five (5) points each for not adhering to report guidelines (maximum of twenty [20] points): ❑ missing cover information ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points				**(100 max.)**	

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMMUNITY SERVICE PROJECT ROY ALLEN AWARD

Performance Rating Sheet

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	
Comments:					
Delivery					
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	
Comments:					
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: _____

City: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

CRIME PREVENTION PROJECT

State Event | Prejudged Report

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

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.

The 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.

Report must describe a chapter activity conducted between the previous SLC and the current SLC.

REPORT GUIDELINES

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Competitors, not advisers, must prepare reports. Advisers and others are not permitted to write reports. 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.
- Report should include the name of the school, state, name of the event, and year (20XX-XX).
- Reports must not exceed ten (10) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½“ x 11” paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the 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.
- Points will be deduced if the written plan does not adhere to the guidelines.
- Reports must be original, current, and not submitted for a previous SLC.

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	
Comments:					
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	
Comments:					
Subtotal					**(100 max.)**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of ten [10] points): ❑ missing table of contents ❑ over ten (10) pages ❑ no page numbers in report ❑ report format does not follow rating sheet					___
Total Points					**(100 max.)**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

GOLD SEAL CHAPTER AWARD OF MERIT

State/National Award | Prejudged Report

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

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.

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 Business Achievement Awards 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

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- 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
Support of National Projects (examples below)	_____ 5 points each
March of Dimes	
Support of State Projects (examples below)	_____ 5 points each
Contribution to James L White Scholarship	
Food Drive	
Secure a Business Partner for an SLC competitive event (minimum $50 donation)	
Participate in Spirit Events	
Business Achievement Awards Chapter Program	_____ 6 points each
Future Award, Business Award, Leader Award, America Award (Individual Recognition at the National Level)	
Professional Development Activities with Business and Industry	_____ 5 points each
Guest Speakers	
Field Trips	
Partner with a business for a competitive event project	
Attendance at Conferences:	
Regional Fall Leadership Conference	_____ 3 points per person
National Fall Leadership Conference	_____ 5 points per person
Regional Competitive Events	_____ 3 points per person
State Leadership Conference	_____ 5 points per person
National Leadership Conference	_____ 9 points per person

RECOGNITION

Regional Competitive Events Finalist	_____ 1 point each
Regional Competitive Events Winner	_____ 3 points each
State Competitive Events/Open Test Finalist	_____ 1 point each
State Competitive Events Winner	_____ 3 points each
National Competitive Events Finalist	_____ 2 point each
National Competitive Events Winners	_____10 points each
Radio, TV, Civic/Trade Group Appearance	_____ 5 points each
Publicity (Newspaper, Magazine Article)	_____ 3 points each

PROCEDURES

Paid State and National Dues by October 20th	_____ 10 points
Financial Development Projects (Fundraisers, Income Statement, Solicitation of Funds, etc.)	_____ 3 points each

TOTAL SCORE _____

School: _____

Address: _____Region: _____

Judge's Signature:_____

HELEN RAGAN CHAPTER OF THE YEAR AWARD

State Event | Prejudged Report

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

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 (1) report.

OVERVIEW

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- All information to be considered for the award must also be in the Annual Business Report.
- 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.

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 guest speaker, film, or other special feature is planned for the purpose of promoting educational growth.
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.
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.

Helen Ragan Chapter Of The Year Award Continued

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 (11) 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.

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 – MODIFIED JOYCE M. KELLER AWARD

State/National Event | Prejudged Report

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 (1) 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 must describe chapter activities conducted between the previous SLC and the current SLC.

GUIDELINES

Written Report

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Competitors, not advisers, must prepare reports. Advisers and other are not permitted to write reports.
- Report should include the name of the school, state, name of the event, and year (20XX-XX).
- Report should include the chapter's program of work.
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½" x 11" paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the 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.
- Points will be deduced if the written plan does not adhere to the guidelines.
- Reports must be original, current, and not submitted for a previous SLC.
- 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).

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, third and fourth place winners will receive trophies and 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
Introduction					
"State of the Chapter" remarks to current members by chapter president • Number of members • Size of school and community	0	1–3	4-7	8-10	
Comments:					
Activities to Benefit Chapter and Its Members					
Program of Work	0	1-2	3-4	5	
Recruitment activities	0	1–2	3–4	5	
Leadership development	0	1–2	3–4	5	
Career exploration and preparation	0	1–2	3–4	5	
Business partnerships	0	1–2	3–4	5	
Chapter fundraising	0	1–2	3–4	5	
Public relations activities and chapter publicity	0	1–2	3–4	5	
Comments:					
Activities to Benefit Other Individuals and Organizations					
State and national projects	0	1–3	4-7	8-10	
Other community service projects	0	1–2	3-4	5	
Comments:					
Conferences and Recognition					
Participation in FBLA conferences	0	1–3	4-7	8-10	
Other chapter and individual recognitions earned	0	1-3	4-7	8-10	
Competitive event winners and participants	0	1–2	3–4	5	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics are appropriate for purpose	0	1–2	3–4	5	
Comments:					
Subtotal				**(100 max.)**	
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points				**(100 max.)**	

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PARTNERSHIP WITH BUSINESS PROJECT

State/National Event | Prejudged Report & Presentation

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 pre-judged report and a presentation. Competitors are required to complete both 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 demonstrate the development and implementation of an innovative, creative, and effective partnership plan. The report should include:

- description of the partnership goals and planning activities
- roles of business leaders and chapter members in developing and implementing the partnership
- results, concepts learned, and impact of the project
- provide degree of involvement (hours spent, personal contact, executives and department heads contacted)
- examples of publicity and recognition received as a result of the partnership

Report must describe chapter activities conducted between the previous SLC and the current SLC.

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

GUIDELINES

Written Report

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Competitors, not advisers, must prepare reports. Advisers and others are not permitted to write reports.
- Project should include the name of the school, state, name of the event, and year (20XX-XX).
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½“ x 11” paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the particular criterion, include a statement to that effect in the report. The report must be similar to that of a business financial

Partnership With Business Project Continued

plan with substantiated statements in a clear and concise format.
- Points will be deduced if the written plan 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).

Oral Presentation
- The report will be prejudged according to the rating sheet. The top ten (10) chapters will advance to the SLC for the oral presentation.
- Up to three (3) members from each local chapter selected for the finals will give an oral presentation at the State Leadership Conference.
- The chapter must provide all equipment for the presentation.
- Internet access will not be provided.
- Prejudged materials, visual aids and samples related to the report may be used during the presentation; however, no items may be left with the judges or audience.
- 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.
- 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 performance is open to conference attendees who are not participants of this event.

JUDGING

All decisions of the judges are final.

STATE AWARDS AND NATIONAL ELIGIBILITY

The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and 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	1–3	4–7	8–10	
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	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report design appropriate to the audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					**(100 max.)**
Penalty Points: Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points					**(100 max.)**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PARTNERSHIP WITH BUSINESS PROJECT

Performance Rating Sheet

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	
Comments:					
Delivery					
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	
Comments:					
Subtotal				**(100 max.)**	
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduce 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:

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.

Spirit Event- Cheer/Chant/Slogan Contest

- 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.**

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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.

Spirit Event – Tee Shirt Design Contest Continued

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.

☐ **NC FBLA Spirit Cheer/Chant/Slogan Contest** ☐ **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 ( )

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:

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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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:

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.
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.

JUDGING

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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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 (e.g. correct format, error free)	_____(5)

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:

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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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:

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 or associate's degree 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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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:

NC ACTE-BUSINESS ED. DIV. BROYHILL LEADERSHIP SCHOLARSHIP

This scholarship award, made possible by the North Carolina Association for Career and Technical Education, honors a local chapter officer or any freshman or sophomore FBLA member even if they do not hold an office.by providing tuition assistance for attending the Broyhill Leadership Conference. The amount of the scholarship will be determined by availability of funds and MCACTE-BE Executive Board approval.

ELIGIBILITY

Each local chapter may enter one (1) participant who is an active member. The 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 or for any freshman or sophomore. This applicant does not have to hold an office.

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

The one scholarship award will be announced at the State Leadership Conference. The winner will be required to submit a photo to the NCACTE-BE for publication in the division newsletter. The winner will also be required to submit an article to the NC ACTE-BE after they

Broyhill Leadership Scholarship Continued

have attended the Broyhill Conference. His article should highlight their experience at the conference. The article will be published in the first available NCACTE-BE Newsletter. Contact the NCACTE-BE at ncactebe@gmail.com.

Scholarship Event Entry Form

PLEASE KEY

NC FBLA SCHOLARSHIP EVENTS ENTRY FORM
STATE-LEVEL COMPETITION

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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-BE 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:

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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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:

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 emailed to the state adviser 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 though 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 ELIGIBLITY

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 though 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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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.	

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

Check the Event That You Are Entering. **(Only one student per form)**

- ☐ Alsup Business Scholarship
- ☐ James L. White Scholarship
- ☐ NCACTE-BE Scholarship
- ☐ Professional Division Scholarship
- ☐ King's College Scholarship
- ☐ UNC-G Scholarship
- ☐ NCBEA Outstanding Student
- ☐ Who's Who in FBLA

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			**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:

INDIVIDUAL EVENTS MIDDLE LEVEL

BUSINESS COMMUNICATION – ML

State Event | Objective Test

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 ten 10) 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 | Objective Test

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 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 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 | Objective Test

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 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 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 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 | Objective Test

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 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

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 | Objective Test

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 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

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 Speech 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 Speech 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: _____

INTRODUCTION TO BUSINESS COMMUNICATION—ML

Regional/State Event/National Recognition — Objective Test

(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 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

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 | Home Site Production

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 Mailablility.

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 | Home Site Production

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 | Objective Test

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 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 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 Speech 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: _____

SPREADSHEET – ML

State Event/National Recognition | Home Site Production

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 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) Prejudged Project

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) active members (grades 6 through 8) and 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 topic to be developed for this slide show and submitted for competition can be found on the National FBLA website.

GUIDELINES

- Three (3) copies of the project and an Event Entry Form must be received by the date listed on the Calendar of Activities.
- The slide show must address the topic in the description section of the ML National Competitive Guide. 2016-17 topic found on page 19 of this guide. 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 (2) 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** ☐ **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:

DESKTOP PUBLISHING APPLICATION—ML

State Event/National Recognition - (Individual or Team) Home Site Production

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)

Entries may be created by an individual member or by a team, not to exceed three (3) active members (grades 6 through 8) and 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 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 (2) 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 - Modified

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Overall Appeal					
Presentation immediately grabs audience	0	1-3	4-7	8-10	
Content effectively covers topic with all the vital information (who, when, where, why, and how)	0	1-3	4-7	8-10	
Presentation appeals to intended audience	0	1-3	4-7	8-10	
Layout					
Layout is creative, original	0	1-3	4-7	8-10	
Text and graphics are well balanced with no overlapping items that reduce readability	0	1-3	4-7	8-10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1-3	4-7	8-10	
Technical Features					
Effective application of a special effect(s) may include but are not limited to drop caps, shadowing, reverse type, screens, and mirror images	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	
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Total Points				**(100 Max.)**	

Names: _____

School: _____ State: _____

Judge's Signature: _____

Judge's Comments:

CHAPTER EVENTS MIDDLE LEVEL

AMERICAN ENTERPRISE PROJECT – ML

State Event/National Recognition | Prejudged Report

This event recognizes middle level FBLA chapters that successfully implement an education program to promote free enterprise.

ELIGIBILITY

Entries may be created by an individual member or by a team, not to exceed three (3) active members (grades 6 through 8) and on record in the FBLA state office as having paid dues by the second semester membership dues deadline 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 report in PDF format and the Event Entry Form must be uploaded no later than the date given 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.

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.

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 (2) 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 of Project					
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:

COMMUNITY SERVICE PROJECT – ML

State Event/National Recognition | Prejudged Report

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 state office 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 report in PDF format and the Event Entry Form must be uploaded no later than the date given 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.

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.

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 (2) 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 of Project					
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:

CRIME PREVENTION PROJECT– ML

State Event | Prejudged Report

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

ELIGIBILITY

Entries may be created by an individual member or by a team, not to exceed three (3) active members (grades 6 through 8) and on record in the FBLA state office as having paid dues by the second semester membership dues deadline may submit one (1) report.

REGULATIONS

- The report in PDF format and the Event Entry Form must be uploaded no later than 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 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.
- 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 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:

GOLD SEAL CHAPTER AWARD OF MERIT – ML

State Event | Prejudged Report

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

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

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 Middle Level Achievement 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

- The report in PDF format and the Event Entry Form must be uploaded no later than 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 AND NATIONAL ELIGIBILITY

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.

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
Support of National Projects (examples below)	_____ 5 points each
March of Dimes	
Support of State Projects (examples below)	_____ 5 points each
Contribution to James L White Scholarship	
Food Drive	
Secure a Business Partner for an SLC competitive event (minimum $50 donation)	
Participate in Spirit Events	
Middle Level Achievement Program	_____ 6 points each
Entrepreneur Level, Business Level, Enterprise Level (Individual Recognition at the National Level)	
Professional Development Activities with Business and Industry	_____ 5 points each
Guest Speakers	
Field Trips	
Partner with a business for a competitive event project	
Attendance at Conferences:	
Regional Fall Leadership Conference	_____ 3 points per person
National Fall Leadership Conference	_____ 5 points per person
Regional Competitive Events	_____ 3 points per person
State Leadership Conference	_____ 5 points per person
National Leadership Conference	_____ 9 points per person

RECOGNITION

Regional Competitive Events Finalist	_____ 1 point each
Regional Competitive Events Winner	_____ 3 points each
State Competitive Events/Open Test Finalist	_____ 1 point each
State Competitive Events Test Winner	_____ 3 points each
National Competitive Events Finalist	_____ 2 point each
National Competitive Events Winners	_____10 points each
Radio, TV, Civic/Trade Group Appearance	_____ 5 points each
Publicity (Newspaper, Magazine Article)	_____ 3 points each

PROCEDURES

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

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 | Prejudged Report

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 state office 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 report in PDF format and the Event Entry Form must be uploaded no later than the date given 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.

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.
- 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 (2) 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:

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.

Spirit Event- Cheer/Chant/Slogan Contest Continued

- 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.**

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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.

Spirit Event- Tee Shirt Design Contest Continued

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.

☐ **NC FBLA Spirit Cheer/Chant/Slogan Contest** ☐ **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: