

***NORTH CAROLINA
FUTURE BUSINESS LEADERS OF AMERICA***



Chapter Management Handbook

Updated August, 2017

NC DEPARTMENT OF PUBLIC INSTRUCTION

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Calendar of Activities

The calendar of activities is constantly being updated. It has been omitted from this manual to avoid any references to an outdated calendar. Please refer to the North Carolina FBLA website for the current calendar (www.ncfbla.org).

Membership

Membership Classifications

Active membership in FBLA is available for:

- high school students who are enrolled in at least one business course during the school year or who have already completed at least two business courses
- middle school students who are enrolled in a business course during the school year or have completed one business course.

If your school has semester courses, an active member may be enrolled in a business course either first or second semester. Professional membership is automatic for local chapter advisers. We also have **partnering opportunities** that count as business courses.

Associate membership is available for those students who are not taking a business course this school year and have not completed two business courses, but who want to participate in FBLA activities by paying both state and national dues. Associate members may participate in committee work, school, and community/service projects. Associate members **cannot** participate in competitive events or hold office.

Courses approved for NC FBLA membership include Cluster Foundation or Enhancement courses located in the Career Clusters in Business, Finance or Information Technology; as well as a number of courses approved by NC FBLA for membership. For the most up to date list of approved courses for membership eligibility click the “Courses for FBLA Membership eligibility” document here: <http://ncfbla.org/documents/>

PARTNERING OPPORTUNITIES

There are several programs (such as the National Academy Foundation or NAF) program that we list as "partnering opportunities" in our standard course of study. We do not provide the curriculum, but we recognize those courses as contributing significantly to our standard course of study, and we allow students taking those courses to be active FBLA members. Those partnering opportunities are listed on page 38 of the Standard Course of Study.

The following are external nationally recognized programs. The participants must be members of schools of these organizations and follow the curriculum requirements of these partnerships. NCDPI will not provide any curriculum materials for these programs.

- International Baccalaureate (IB) Business Management
- International Baccalaureate (IB) Information Technology
- National Academy Foundation (NAF) Academy of Finance
- National Academy Foundation (NAF) Academy of Information Technology

Membership Dues

Local middle school and high school chapters must affiliate with both the state and national organizations in order to use the name FUTURE BUSINESS LEADERS OF AMERICA (FBLA). Membership forms for state **and** national dues are mailed from the national office to local chapters. Membership is also available online at www.fbla-pbl.org.

MEMBERSHIP DUES REPORTING PROCEDURES FOR 2014-2015

DUES		FBLA High School		FBLA Middle Level
State Dues		\$6.00		\$5.00
National Dues		\$6.00		\$6.00
Total Dues per Member		\$12.00		\$11.00

Send national and state dues (combined in one check or money order) to:

National Membership Dues
Future Business Leaders of America-Phi Beta Lambda, Inc.
PO Box 79063
Baltimore, MD 21279-0063

Local chapter advisers who have membership questions may contact Lisa Frye Smothers or Ashley Witherspoon at the national office (1-800-325-2946) or e-mail membershipdir@fbla.org or custserv@fbla.org, respectively.

State/National Membership Registration

Please follow these procedures for submitting membership forms and checks. All membership forms must be completed online.

- ♦ Go to the FBLA-PBL home page at fbla-pbl.org
- ♦ Click **LOGIN** in the menu bar at the top right of the page.



Logged in as Guest

LOGOUT

FBLA-PBL Adviser-Only Area.

To enter this site you must enter your Chapter Number and Site Password below.

Chapter Number:	<input type="text"/>
Site Password:	<input type="password"/>

If you are a new chapter, please click on Form a FBLA Chapter, Form a FBLA-ML Chapter, Form a PBL Chapter

Enter

- ♦ Enter your chapter number as directed above. Your chapter number is listed on previous FBLA membership forms.
 - ♦ Enter the password and click on the **Log In** button. The national FBLA office sends the password to local chapter advisers. The password is not case sensitive.
 - ♦ Once your school name appears, you should see your school at the top right of the text on the **Services** screen.
 - ♦ Under the Services list, click **Membership Registration**.
 - ♦ Read the directions.
 - ♦ At the bottom of the page click the **Continue to Step One** button.
 - ♦ Follow the directions for each step to add your members for the year.
 - ♦ Before exiting, click the **View & Print Statement** button at the bottom left-and side of the page to preview your membership.
 - ♦ Print a copy of the list of members from your local chapter. Keep a copy for your records and send a copy with your payment for state and national dues. Your chapter membership is not activated until the membership list and payment are received.
 - ♦ **Write one check to cover both state and national dues.** Total state and national dues are **\$12.00 per member for high school members** and **\$11.00 per member for middle school members**. Local chapters must affiliate with both the state and national organizations in order to use the name Future Business Leaders of America (FBLA) and participate in competitive events.
- ♦ **Mail your school check or money order and printed membership list to:**

**NATIONAL MEMBERSHIP DUES
FBLA-PBL, INC.
P O BOX 79063
BALTIMORE MD 21279**

Dues Deadlines

Unless you are organizing a new chapter or reactivating a chapter this school year, you **MUST** pay your state dues by the **November 1 receipt deadline** in order for your chapter and members to:

- 🕒 Be placed on active mailing list.
- 🕒 Qualify for the Gold Seal Award.
- 🕒 Compete at regional competitive events.

STUDENTS MAY NOT COMPETE IN REGIONAL COMPETITIVE EVENTS UNLESS THEIR DUES ARE RECEIVED BY NOVEMBER 1.

A second dues deadline of January 12 is recognized primarily for those students who may be taking a second semester business course and/or transfer students. Dues received by January 12 will qualify these students to compete in the state and national leadership conferences.



Evaluating FBLA Chapter Officers

Here is a list of suggestion points for evaluating chapter officers.

- Attendance at General Meetings 20
- Contestant in Competitive Events 20
- Fund-raising Activities 20
- Assistance with Committee Work 20
- Holding an Elected Office 20
- Committee Chair 20
- Recruit a New Member 10
- Attendance at Special and Social Events 10
- FBLA-PBL Activities, Field Trips, Guest Speakers 10
- Attendance at Regional/District State Conferences 10
- Attendance at Workshops 10
- Attendance at State Executive Board Meetings 10
- Attendance at National Conferences 10
- Recruiting a Professional Division Member 10

State Information

2017-2018 THEME

The national FBLA theme is **Elevate Your Future**. Feel free to use this theme throughout the year on any printed material or as advertisement for local chapter activities, such as bulletin boards, programs, newsletters, etc.

The NC FBLA State theme is **Pursuit of Excellence**. Please feel free to use this theme throughout the year on any printed material or as advertisement for local chapter activities, such as bulletin boards, programs, newsletters, etc.

State Officers & Regional Advisors

State Officers: <http://ncfbla.org/contacts/state-officers/>

Regional Advisors: <http://ncfbla.org/contacts/regional-advisors/>

Board of Directors

The NC FBLA Board of Directors is composed of local chapter advisers from each of the eight FBLA regions in North Carolina. Each regional board representative is elected for a three-year term by the chapters located in their region.

Board members are elected to serve the local chapters in their respective regions. If you have suggestions or recommendations that you would like to have presented to the Board, contact the board representative from your region. Board members and their term of office are shown below.

Board of Directors: <http://ncfbla.org/contacts/executive-board/>

Board Eligibility

Duties and responsibilities of board members are listed in Article V, Sections 3 and 4 of the NC FBLA Bylaws. Please use the Nomination for Board of Directors Form to nominate an adviser from your region in the year the term for the board member from your region expires. All nominations must be returned by the deadline listed in the Calendar of Events. Following the receipt of nominations, local chapters will be notified of voting procedures.

Regional board member elections will be held in the spring of the year in which terms expire. In addition to being willing to promote and uphold the high ideals of NC FBLA, board members must also meet the following eligibility requirements:

- ♦ Served as an adviser or co-adviser of an active FBLA chapter for least three years;
- ♦ Attended and participated in at least three leadership conferences at the state, regional, or national levels;
- ♦ Attended and participated in NC FBLA regional meetings.

NOMINATION FOR BOARD OF DIRECTORS

CHECK YOUR REGION

Central Eastern Northwest Southeast
 Southwest Triad Triangle East Western

(Please nominate **one** adviser from your region.)

Name
School Name
School Address
School Telephone ()
School FAX ()
Adviser's E-mail
<input type="checkbox"/> Yes <input type="checkbox"/> No I have checked with this individual to make sure he/she agrees to run for this Board position and that he/she meets the qualifications outlined in the State Bylaws.
Nominated by:
Name of Nominating Adviser
School
Date

Please return this form by the deadline listed in the Calendar of Activities to the FBLA State Advisor. The address is:

NC FBLA
6358 Mail Service Center
Raleigh, NC 27699-6358
FAX (919) 807-3899

Resource Materials

Listed below are FBLA materials available from the state and national offices and FBLA supplier. Materials available follow the name and address of the source. Telephone numbers are listed for your convenience. Please note that there is a charge for some items from the FBLA state and national offices and for all items from FBLA-PBL Marketplace.

NORTH CAROLINA FBLA
6358 Mail Service Center
Raleigh, NC 27699-6358
(919) 807-3873
maryjane.Thomas@dpi.nc.gov

Adviser Resources

- NC FBLA Chapter Management Handbook
- NC FBLA State Officer Candidate Guide
- NC FBLA Competitive Events Program
- NC FBLA State Handbook

FBLA-PBL, INC.
1912 Association Drive
Reston, VA 22091-1591
(OR 1-800-FBLA WIN)
www.fbla-pbl.org

Career Information
Curriculum Tools/Workshops
Entrepreneurship Materials
Membership Recruitment &
Chapter Visibility Materials

National Awards Program
Officer Resources
Parliamentary Procedure Resources
Self Improvement Resources
Winning Chapter Reports and Projects

FBLA-PBL MARKETPLACE
4471 Nicole Drive
Lanham, MD 20706
(866)FBLA-PBL
marketplace@apisource.com
www.fbla-pbl.org

State Fund-Raising Projects

Listed below are several state endorsed fund-raising projects for NC-FBLA chapters. This means that if your local chapter chooses to sell these products, the state chapter will receive a percentage of your gross sales. This amount is in addition to the profit earned by the local chapter. The rebate earned for the state chapter will not have any effect on local chapter profits.

For the last several years, these rebate funds have been used to offset the cost of sending the State Leadership Conference winners to the National Leadership Conference. Please consider these fund-raising projects when planning your local chapter program of work.

<u>Company</u>	<u>Product</u>
Champion's Challenge/Nestle-Beich P O Box 2914 Bloomington, IL 67102-9979 1-800-431-1248	Candy
Tom-Wat, Inc. 333 State Street Bridgeport, CT 06604 1-800-243-9250	Gifts/Household Items
Ozark Delight #1 Lollipop Lane Prairie Grove, AR 72753 1-800-334-8991	Lollipops

Regional Information:

<http://ncfbla.org/regional-2/new-regional-alignment>

Regional Conferences

REGIONAL FALL LEADERSHIP CONFERENCES (RFLC)

NC FBLA Fall Leadership Conferences are held to offer development workshops to FBLA members and to introduce other students to FBLA and what it has to offer. Most regions, though not all, have these conferences each year.

This information is disseminated through your regional board member/regional vice president.

PERMISSION FORM/CODE OF CONDUCT

A sample permission form has been included on page 17 for local chapter use. This form is designed for use with FBLA conferences and related activities.

Also included on pages 18 is the DELEGATE CODE OF CONDUCT. This document is found in the online registration site. For State Leadership Conferences it should be printed from the online registration, signed by **all** students and advisers attending regional and state conferences. For Regional Conferences it can be printed from this manual and must be signed by **all** students and advisers attending.

REGIONAL COMPETITIVE EVENTS CONFERENCES

A Competitive Events Conference is scheduled for each FBLA region. Each local chapter will receive registration information/materials from the vice president/board member of your region.

Local chapter advisers who have not received conference registration materials at least five weeks prior to the scheduled conference date should contact their regional adviser. Email addresses for regional advisers are listed under the 'Contact' tab at www.ncfbla.org.

Much of the success of the regional meetings depends upon everyone's cooperation. It is possible that a chapter will be disqualified from participation if they fail to meet the deadline date for submitting registration materials and entry forms. **The Registration Form** should be returned to the **regional adviser** by the **receipt deadline**. Your NC FBLA Executive Board and regional advisers' contact information is located under the 'Contact' tab at www.ncfbla.org.

LIST OF REGIONAL COMPETITIVE EVENTS

Refer to the NC FBLA Competitive Events Program – <http://ncfbla.org/documents>

COMPETITIVE EVENT ELIGIBILITY

Student members participating in regional and state competition must be **ACTIVE** FBLA members. Active membership means that a high school student is enrolled in a **business** course during the school year (or has already completed **at least two business courses**) and has paid both state and national dues; or that a middle school member is actively enrolled in a business course or has completed **one** business course. State dues must have been postmarked by **November 1** for students to be eligible for regional competition.

ABOUT COMPETITIVE EVENT ENTRY FORMS

All information should be keyed on the competitive event entry forms emailed to you by the regional adviser/regional board member and the forms must be emailed/mailed to the regional board member by the date selected per the regional adviser/regional board member.

Regional competitive events will be conducted according to the event guidelines in the NC FBLA Competitive Events Program. Students who do not adhere to the guidelines will be disqualified. If you need a copy of the guidelines check the website <http://ncfbla.org/documents>

The first, second, third and fourth-place high school and first, second and third place middle level winners from each region will advance to competition at the State Leadership Conference. The winners of the NCBEA Outstanding Student Service Award and Regional Businessperson of the Year will be recognized at the Regional Competitive Events and the State Leadership Conferences.

REGISTRATION PROCEDURES FOR REGIONAL COMPETITIVE EVENTS

You will receive detailed information regarding the competitive events from your respective regional vice president and regional adviser. Please return the registration information and required fees to your regional officer/adviser by the stipulated deadline.

Local chapter advisers who have not received conference registration materials at least five weeks prior to the scheduled conference date should contact their regional adviser.

HOME SITE TESTING

NC FBLA uses home site testing to administer Word Processing, Database Design & Application, Spreadsheet Application (HS) and Computer Applications. Local chapters are permitted to conduct the production portion of these events at the student's home school. This allows students a better opportunity to demonstrate proficiency on familiar equipment and eliminates the difficulty schools have in bringing equipment to conferences. Students participating in home site events must be registered for the Regional Competitive Events Conference in their region by the designated deadline.

Local chapters must identify an impartial test administrator (**not a *business teacher*** in the department) to administer the test. This form will be provided by the regional adviser/regional board member with other RCEC documents at the time of registration.

The Test Administrator Identification form is to be emailed to the regional adviser ***with your Competitive Events Conference registration materials by the indicated deadline date.*** Upon receipt of the identification form, the regional adviser will send the test, administrator release form, guidelines, script, and return envelope to the test administrator you have identified. Tests are confidential and cannot be emailed until a Home Site Test Administrator Form has been keyed and submitted.

After the test is completed, all materials (test, administrator release form, guidelines, script, data diskette and student's test documents) must be shredded and deleted from the computer. This is important as the competitors will be disqualified if the tests are postmarked at a later date. Home site tests are confidential and **ARE NOT TO BE COPIED.**

Students participating in home site test events will be required to take an objective test at the Regional Competitive Events Conference or prior to the conference at their local school depending on the region. **Chapters may not substitute competitors in these events.** Identification may be required. These tests will contain material related to the specific event. The objective portion of the test will weigh 15% of the final results. Both parts of the tests will be graded at the conference.

NC FBLA PERMISSION FORM

Student:
Activity:
City/State:
Departure (Date/Time):
Return (Date/Time):

My son/daughter understands that he/she will be expected to attend all conference activities and to conduct himself/herself in a proper, businesslike manner at all times. Proper manner also includes neither possession of nor use of intoxicating beverages or drugs. My son/daughter and I understand and accept the rules and regulations governing this conference or meeting.

It is also understood that my son/daughter will be chaperoned while attending this event and that normal precautions will be taken in the interest of his/her safety and well being. I grant permission for medical aid should an emergency occur.

Medical Insurance Provider: _____ # _____
Transportation will be one or a combination of those listed below (please check).
<input type="checkbox"/> My child has my permission and will be traveling with _____ (parent, adviser, etc.) to and from the above named activity. <input type="checkbox"/> Airplane <input type="checkbox"/> Bus <input type="checkbox"/> Other (specify _____) <input type="checkbox"/> Private auto. My child has my permission to drive to and from the above named activity. <input type="checkbox"/> My child has my permission to carry others as passengers in his/her vehicle.
Delegate's Signature _____ Parent' Signature _____ Address _____ Telephone(_____) _____

Advisers: *Reproduce this form and have a signed copy in your possession for each student attending FBLA functions. Take this form with you to each function in case you need it. Also, make sure that students and parents are informed of conference rules and regulations.*

**NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA
REGIONAL/STATE LEADERSHIP CONFERENCE**

DELEGATE CODE OF CONDUCT

One of the goals of FBLA is to facilitate the transition from school to work. Individual conduct and appearance is a part of that training. It is a special privilege to attend an FBLA conference and it is the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times.

FBLA members have an excellent reputation. Your conduct at all FBLA functions should make a positive contribution to the reputation that has been established. Listed below are conduct rules for regional and state conferences.

All delegates shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, or FBLA.

Conduct not conducive to an educational conference is prohibited. Such conduct includes, but is not limited to, actions disrupting a businesslike atmosphere, association with non-conference individuals or activities which endanger self or others.

Delegates shall keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries or illnesses must be reported to the adviser immediately.

Curfews are listed in the conference programs. Curfew will be enforced by local and state advisers, professional division members and security personnel. Curfew is described as being in your assigned room by the designated hour.

No alcoholic beverages or narcotics of any form shall be in your possession at any time, under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.

Conference delegates are guests of the hotel and convention center and must not deface or destroy property. Do not throw ANYTHING out of windows or over balconies, not even water. Any damages to property or furnishings in the hotel or convention center will be paid for by the individual or chapter responsible.

As a delegate to the any of the FBLA Leadership Conferences, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by State and National FBLA.

Advisers are responsible for the supervision of delegate conduct. Delegates who disregard the code of conduct will be subject to disciplinary action and can be sent home at their own expense. Parents will be notified.

“I fully understand the Delegate Code of Conduct and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the guidelines”

DELEGATE SIGNATURE	DATE

“I have read and fully understand the Delegate Code of Conduct and agree to help enforce these guidelines”

Adviser Signature

Date

PLEASE KEY

BUSINESS PERSON OF THE YEAR

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

Date: _____

School

Region

Complete School Address

School Address:

City, State Zip:

Adviser's Signature

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**.

National Information

FBLA National Conferences

FBLA-PBL offers national meetings that promote leadership development. FBLA-PBL conferences are a great place to reach our audience face-to-face. For information on how to exhibit or present a workshop, contact Robert Smothers, Conference Manager, by e-mail at conferencemgr@fbla.org.

National Leadership Conference (NLC)

FBLA-PBL members have the competitive edge, as the best and brightest of FBLA and PBL convene to compete in leadership events, share their successes, and learn new ideas about shaping their career future through workshops and exhibits. This four-day conference is considered the pinnacle of the FBLA-PBL experience, especially for those running for national office. FBLA-PBL has forged partnerships with industry leaders to underwrite competitive events and scholarships for students achieving national ranking.

Many of our state winners from SLC represent North Carolina and compete at NLC. Refer to www.fbla-pbl.org for current dates and location.

National Fall Leadership Conference (NFLC)

The FBLA National Fall Leadership Conference is an excellent opportunity for students to attend a national conference. FBLA members and advisers from many states in several regions will be participating at the conference. All active local chapters should receive registration materials directly from the national office. If your chapter did not receive conference materials, contact the National Conference Director, Richard Bowen, conferencedir@fbla.org. Most of the information about NFLC can be viewed from the home page tab for NFLC at the national website. Refer to the calendar of activities for location and dates. Information about the conference is also posted on the national website www.fbla-pbl.org.

Local Chapter News

Local chapters can make national headlines by submitting articles for FBLA's national publication, *Tomorrow's Business Leader*. Many exciting and innovative activities take place on the local level. These activities can receive national recognition by having them published in the national publication. An electronic form is currently located on the home page at www.fbla.org to submit your chapter spotlights.

National Partnerships

FBLA-PBL members may choose to participate in the following programs. For additional information, refer to the Chapter Management Handbook received

electronically to all active chapters in August, or call the National Center (1-800-325-2946).

Fund-Raising Programs

For the most current listing of fund-raising programs, please view the 2017-2018 Chapter Management Handbook (national handbook)

Educational Programs

You will find in the most current education programs in the 2017-2018 Chapter Management Handbook (national handbook) located on the homepage at www.fbla.org.

NC FBLA State Leadership Conference

The annual NC FBLA State Leadership Conference is an outstanding leadership experience for FBLA members. Information in this section is designed to enable your chapter to have an educational and enjoyable experience. Please read the information in this section carefully. Refer to the calendar of activities for dates and locations.

Conference Participants

Active local chapters that have paid dues by January 12 are permitted to attend the State Leadership Conference. Delegates must hold **active** membership in FBLA. Each chapter member attending the conference is expected to participate in conference activities. Active participation includes being a competitive event contestant, scholarship finalist, running for state office, assisting in an officer candidate campaign, serving as a voting delegate, or involved in some other conference activity.

Conference Registration

All persons (delegates, advisers, and guests) attending any of the conference activities must pay the registration fee. **ALL REQUESTS FOR REFUNDS MUST BE MADE IN WRITING NO LATER THAN THE DATE STATED ON THE CALENDAR OF ACTIVITIES.** Full refunds are not given. Refunds for 50% of the registration will be mailed after the conference if the request is received by the designated date posted on the calendar. Substitutions are not allowed once registration is closed. **ALL REGISTRATION MUST BE ONLINE. No *additional* delegates will be permitted to register after the stated deadline.** No on-site registration will be available.

The conference registration fee is used to pay conference expenses, including:

Conference Breaks	Plaques/Awards	Disc Jockeys
Meeting Space Rental	Security Officers	Entertainment
Video Production	Printing	Staging
Speakers' Fees	Decorations	Adviser Activities

When completing the registration materials, please follow the directions on the web site and on the online Conference Registration Form. Please use a school check or money order. ***Do not send personal checks or cash.*** Checks should be made payable to **NC FBLA** and mailed to:

**NC FBLA
6358 Mail Service Center
Raleigh, NC 27699-6358**

The **RECEIPT deadline for registration materials is listed in the Calendar of Activities.**

Competitive Events

The most recent edition of the NC FBLA Competitive Events and subsequent revisions govern all competitive events. These revisions are distributed to the NC FBLA Board of Directors, and posted online as the board approves them.

Advisers, make sure that you are familiar with event guidelines and rating sheets. Also, make copies of the guidelines for your students for their respective events. Make careful note of any eligibility requirements and deadline dates.

A student may enter an individual event or team event AND a chapter event. Please check the table located in the NC FBLA Competitive Events for middle grade or high school student events.

See the NC FBLA Competitive Events Program for a listing of all competitive events, recognition events, and the event guidelines.

Competitive Event Entry Forms

Generic entry forms have been designed for some individual, team, and chapter projects. They are also available for recognition events. Entry forms are located on the NC FBLA web site and must be uploaded along with all projects or recognition events indicate in the guidelines that they are needed.

Regional winners MUST RE-REGISTER for State Competition. Since all registration is completed on line, only the local advisor can register a student. The regional board member will submit a list of regional winners to the NC FBLA State Office for verification.

Home Site Testing

NC FBLA uses home site testing to administer:

- Computer Applications
- Database Design & Application
- Keyboarding Applications II—Middle Level
- Keyboarding Applications I—Middle Level
- Multimedia & Website Development – Middle Level
- Spreadsheet—Middle Level
- Spreadsheet Application
- Word Processing

All local chapters are permitted to conduct the production portion of the competition (Home Site test) at the student's home school. This allows students a better opportunity to demonstrate proficiency on familiar equipment and eliminates the difficulty schools have in bringing equipment to conferences.

Students competing in Computer Applications, Database Design & Application, Spreadsheet Application and Word Processing at the NC FBLA State Leadership Conference must be 1st, 2nd, 3rd. or 4th place regional winners. All home site testing event competitors must be registered for the SLC by the designated deadline.

Local chapters must identify an impartial test administrator (**not** a business teacher in the department) to administer the home site test and submit a Test Administrator Identification Form. This person will be required to sign and date a release form indicating that the test has been administered according to regulations and will be emailed along with other specific testing items.

Tests will **not** be emailed until the test administrator/proctor has been identified and the adviser has registered his/her students for SLC and submitted the correct email address on the online registration site.

After the test is completed, the test will be uploaded by the student per email instructions. All other documents required for the test will be destroyed by the proctor.

Students participating in home site testing events will also be required to take an objective test for SLC except for Desktop Publishing, Keyboarding I and Keyboarding II. (No substitutions can be made for competitors in these events. The student taking the objective test must be the same student who performed the home-site test. Identification may be required.) These objective tests will contain material related to the specific event. The objective portion of the test will weigh 15% of the final results.

Competitive Events with Eligibility Restrictions

Please refer to the NC FBLA Competitive Events Program to see eligibility for each event.

Voting Delegates

Each active local chapter is entitled to send voting delegates from its active membership to the State Leadership Conference. The number of voting delegates allocated is based on the number of members in your chapter:

Under 50 members	-	2 voting delegates
50 - 100 members -		3 voting delegates
Over 100 members	-	4 voting delegates

Voting delegates should be registered during online registration.

James L. White Scholarship Contributions

We encourage local chapters to contribute to the James L. White Scholarship Program. Your chapter will earn points toward eligibility for a Gold Seal Chapter Award of Merit and the Helen Ragan Chapter of the Year. Please continue to support this worthwhile scholarship for outstanding business students. Chapters contributing \$25 or more will have their chapter listed in the conference program and will wear a James L. White ribbon. The deadline for submitting your contribution and receiving points for Gold Seal is listed in the calendar of activities. A form for scholarship contributions is included on page 29.

Advisor of the Year

Nominations for Adviser of the Year may come from local chapter advisers, FBLA members and local school administrators. After receiving completed nomination forms for this event, the state office will contact nominees requesting additional information to be used by an impartial selection committee. Refer to the Calendar of Activities for the **receipt deadline**.

The form for Adviser of the Year is in the NC FBLA Competitive Events Program.

The portfolio for Adviser of the Year nominees must be received by the deadline listed in the Calendar of Activities. Chapters nominating an adviser for this award should submit the Entry Form to the state office by the deadline listed in the Calendar of Activities.

State Officer Candidates

Local chapter advisers who observe leadership qualities and commitment in a chapter member should discuss with the member the possibility of applying to become a candidate for a state office position. Advisers should make students aware of the duties and responsibilities involved in serving as a state officer. The duties of each state officer are listed in the NC FBLA Bylaws and in the NC FBLA State Officer Candidate Guide.

A state office is not just a title to be held and enjoyed; but rather, it is a serious and time-consuming task requiring much sacrifice. There are also many rewards. Leadership development activities in which officers are involved may include: State Officer Training, Broyhill Leadership Conference, Institute for Leaders, National Leadership Conference, National Fall Leadership Conference, CTE Summer Conference, NC CTSO Leadership Summit for President and Parliamentarian, NC FBLA Regional Conferences, and the State Leadership Conference.

An application and screening information are available in the Officer Candidate Guide, available on the NC FBLA website, www.ncfbla.org. The postmark deadline for submitting officer application materials: (See calendar for activities).

Hotel Reservations

The headquarters hotel for the SLC is listed in the Calendar of Activities. For your convenience, a hotel reservation form is included in the SLC online registration information or on the website. Reservations for the conference can be secured only through the use of these forms.

All SLC housing will be handled by the hotel and must be sent directly to the hotel on the *Application for Room Reservations* form. Reservations will not be taken by telephone. Confirmations will be mailed from the hotel to only one person (adviser). After confirmation has been received, reservation changes must be made directly with the hotel.

If your chapter is sharing a room with another chapter, please send only one housing form listing the names of **all** occupants. Please indicate on the form if you are traveling with another school. Housing forms must be received no later than the date listed on the Calendar of Activities and the hotel reservation form. Rooms will be assigned on a first-come, first-served basis. (*Exception: Chapters of board members and regional advisers have priority assignment.*)



PLEASE KEY

NC FBLA STATE COMPETITIVE EVENTS ENTRY FORM
NC FBLA ADVISOR 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:
<i>Please return this form to the state office by the receipt deadline specified on the NC FBLA Calendar of Activities.</i>
For Office Use Only

VOTING DELEGATE SESSION

ADVISER RESPONSIBILITIES

- Verify your voting delegates when you receive conference registration materials.
- Check for voting delegate ribbons in your registration package.
- Insure that voting delegates are wearing their voting delegate ribbons during the conference.

VOTING DELEGATE RESPONSIBILITIES

- Wear your voting delegate ribbon at all times.
- Become familiar with all candidates during the Opening Session and/or in the campaign
- **Secure the code from your local adviser for electronic voting.**
- For all matters requiring a vote of the delegates to the State Leadership Conference, each local chapter is entitled to cast its votes according to the number of members in the chapter. Each chapter with fewer than 50 members may have two (2) voting delegates; chapters with 50-100 members, three (3) voting delegates; and chapters with more than 100 members, four (4) voting delegates.
- Each voting delegate must cast his/her own vote. Voting delegates must be verified during registration at the State Leadership Conference.

James L. White Scholarship Fund - Local Chapter Contribution

The James L. White Scholarship Award is an award named in honor of Dr. James L. White, the first state adviser of NC FBLA. This scholarship is a monetary award designed to recognize students who plan to further their education in business. This award is made possible through the contributions and efforts of local chapters.

School Name
Address
City, State Zip
Region:
Contribution \$
Date:

Make checks payable to NC FBLA and send with this form by the date listed in the calendar of activities to:

**NC FBLA
6358 Mail Service Center
Raleigh, NC 27699-6358**

Membership Award Application

MEMBERSHIP ACHIEVEMENT AWARD APPLICATION

Year 2 _____ to 2 _____

If your chapter has maintained or increased membership for the current school year from the prior school year, you are eligible for this award.

_____ Number of paid members last year

_____ Number of current paid members

School Name _____

Region _____

School Address _____

City, State Zip _____

School Telephone (_____) _____ FAX (_____) _____

Advisor's signature _____ Date _____

To receive the Membership Achievement Award, send this completed application to the NC FBLA state office with your State Leadership Conference registration materials by the date specified in the Calendar of Activities.

100% Class Participation Award

100% CLASS PARTICIPATION AWARD APPLICATION

School Name _____ Region _____

Class Title _____

Number of students in class _____ (*attach official class roster*)

Adviser _____ Date _____

School Address _____

City, State Zip _____

School Telephone (____) _____ FAX (____) _____

To receive the 100% Class Participation Award, send this completed application, an **official** class roster and a copy of the National Membership Reporting Form to the NC FBLA state office with your State Leadership Conference registration materials by the date specified in the Calendar of Activities.

State Leadership Conference Conduct Rules

The following general rules and regulations will apply to **ALL** persons attending the FBLA State Leadership Conference.

- Conference delegates should wear name badges at all times.
- The state conference is open to only chapter members, advisers, and chaperones from chapters affiliated with both state and national FBLA. Chaperones are eligible to attend SLC upon advance payment of the same conference fees as students and advisers. Persons not registered may not attend conference activities.
- All conference delegates shall attend all general sessions, special meetings, and other planned conference activities. Advisers are to discuss attendance and participation in conference activities with their group.
- Neither the possession nor the use of intoxicating beverages, marijuana or other drugs is permitted by any delegate attending the conference.
- Conference delegates are not to participate in hotel lounge activities.
- A curfew is set each night, after which all delegates are to be in their **own** room and are **reasonably quiet**. **Advisers are to make room checks for their students.**
- Students assigned to a particular hotel room should not move to another room without the consent of their adviser. Room changes should be made at the hotel registration desk by the adviser.
- Conference delegates are requested to respect hotel and convention center property and policies. Students are not permitted to hang out of hotel windows, throw objects, ride up and down elevators, sit improperly on lobby furniture, go barefooted, or wear night clothes outside their rooms.
- Smoking in meetings, hallways, and the hotel lobby is **not** allowed.
- As a delegate to the any of the FBLA Leadership Conferences, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by State and National FBLA.
- Individual violators of these rules and regulations will be disqualified from competitive events and will be sent home upon notification of parents and school officials.
- Violators of these rules will jeopardize their chapter's attendance at next year's SLC.

SLC Delegates Form for Signatures

DELEGATE SIGNATURE	DATE

I have read and fully understand the Delegate Code of Conduct and agree to help enforce these guidelines.

Adviser Signature _____

Date _____



Dress Code for State, Regional and National Leadership 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.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- ◆ Business suit with collar dress shirt, and necktie or
- ◆ Sport coat, dress slacks, collar shirt, and necktie or
- ◆ Dress slacks, collar shirt, and necktie.
- ◆ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ◆ Dress shoes and socks.

Females

- ◆ Business suit with blouse or Business pantsuit with blouse or Skirt or dress slacks with blouse or sweater or Business dress.
- ◆ Capris or Gauchos with a coordinating jacket/suit worn below the knee
- ◆ Dress shoes

Inappropriate attire, for both men and women, includes:

- ◆ Jewelry in visible body piercing, other than ears
- ◆ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ◆ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts. No low waist cut pants or sagging jeans.
- ◆ T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- ◆ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ◆ Athletic wear, including sneakers
- ◆ Hats or flannel fabric clothing
- ◆ Bolo ties
- ◆ Visible foundation garments

CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

Semi-formal, formal, or FBLA-PBL attire should be worn to the awards program.

Friday Night Social - Clean jeans, (no cut-offs or holes permitted), conference t-shirt and tennis shoes (sneakers).

Eligibility to Compete at the National Leadership Conference

Below is a list of national competitive events and eligibility of state winners to compete at the National Leadership Conference. Although this information is in the North Carolina Competitive Events Program, it has been listed here for quick reference. Only students in grades 9-12 of the current school year are eligible to compete at the national leadership conference. Middle level students may compete in Open Events.

Refer to state awards program

North Carolina FBLA – PBL



Professional Division

The Professional Division supports and promotes FBLA-PBL, Inc. and its goals. Members:

- Support FBLA-PBL programs and serve as liaisons between the workplace and the classroom.
 - Mentor FBLA-PBL members to strengthen leadership and provide career counseling.
 - Keep members informed on current business trends.
 - Established business professionals can help, teach, and encourage the rising generation of business leaders. Professional members give students the chance to work one-on-one with experienced leaders. Members receive the FBLA-PBL Professional Edge and other national publications. Anyone who has an interest in FBLA-PBL can become a Professional Division member/former members, employers, educators, FBLA-PBL advisers, parents, business people, and community supporters.
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North Carolina FBLA Professional Division MEMBERSHIP APPLICATION

Contact Information:

First Name		Middle		Last	
Home Address			City	State	Zip
Home Email				Home Phone	
School/Work Address			City	State	Zip
School/Work Email				School/Work Phone	
High School Attended			Year of Graduation		

Complete this form and mail it with the \$25 membership dues to:

FBLA-PBL, Inc., Professional Division
1912 Association Drive
Reston, VA 20191-1591

Please make checks payable to FBLA-PBL, Inc.

Professional Information:

I am willing to help with Regional Leadership Conferences.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Regions I can help with are:
I am willing to administer workshops.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Topics I can speak on:
I am willing to help with Regional Competitive Events.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Regional I can help with are:
I am willing to help with State Leadership Conferences.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Events I have worked with:
I am willing to attend and help with Southern Region Fall Leadership Conference	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
I am willing to attend and help with National Leadership Conferences.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

If you would like a Professional Division nametag, please print your name as you would like it to appear on the tag, and include \$7.00 in addition to your \$25 membership dues.

Your name as you would like it to appear on your nametag.

Professional Division 2017-2018 Officer Team

Link: <http://ncfbla.org/contacts/professional-division>

CTE Business & Information Technology Education Staff

Link: <http://ncfbla.org/contacts/nc-dpi>