



August 2014

Dear FBLA Chapter Adviser:

Welcome to the 2014–15 membership year! This year's theme is **Step Up to the Challenge!** This new *FBLA Chapter Management Handbook* will help you and your students step up their business knowledge this year. The *Chapter Management Handbook* is designed to be your easy-to-use, complete guide to FBLA.

We are pleased to include a new membership poster and NFLC Guide. This guide highlights our National Fall Leadership Conferences, which are held in three different geographic locations each year and provide students and advisers with an opportunity to share ideas and reaffirm common goals with their peers from across the country. Members participate in leadership and professional development workshops. This year's conferences will be held in the following locations:

**Washington, D.C.**  
November 7-8, 2014

**Minneapolis, Minnesota**  
November 14-15, 2014

**New Orleans, Louisiana**  
November 21-22, 2014

To put your new *Chapter Management Handbook* package together, simply insert the sections before the corresponding section title page. The inserts included with the text pages should be kept with your handbook. They have been provided by our national partners and should be inserted as follows:

**Fundraising**

- Association Motor Club Marketing (AMCM)
- Country Meats
- DormCo.com
- Ozark Delight Candy Company
- Pride Distributors
- Schermer Pecans
- School Spirit Coffee
- Tom-Wat Fundraising
- Zinch

**Building a Chapter**

- Junior Tours
- Knowledge Matters

**MarketPlace** – Combined catalog and order form.











Best wishes for an exciting and successful year!

*Enclosures*

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# ABOUT FBLA-PBL

## WHO WE ARE

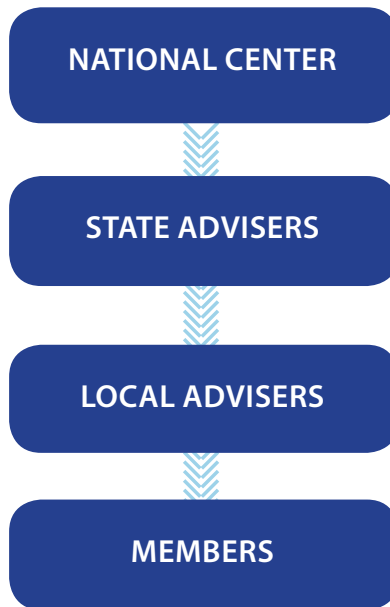
For nearly eighty years, FBLA-PBL has been dedicated to inspiring and developing the next generation of leaders by preparing members for careers in business and business-related fields.

FBLA-PBL's mission is to *bring business and education together in a positive working relationship through innovative leadership and career development programs.*

More than a quarter million strong, FBLA-PBL is the largest business career student organization in the world and spans four divisions:

- **Future Business Leaders of America (FBLA)** for high school students
- **FBLA-Middle Level (FBLA-ML)** for junior high, middle, and intermediate school students
- **Phi Beta Lambda (PBL)** for postsecondary students
- **Professional Division (PD)** for working professionals and FBLA-PBL alumni

## HOW FBLA-PBL IS ORGANIZED



## CONFERENCES

FBLA-PBL offers a breadth of activities that build personal and professional skills, including unique career-development programs and a variety of conferences and workshops:

- Competitive events
- National Leadership Conference (NLC)
- Institute for Leaders (IFL)
- National Fall Leadership Conference (NFLC)

## BENEFITS

- Scholarships
- Trophies and cash awards
- Travel
- Discounts on hotel and travel
- Networking
- Electronic career portfolio
- Co-curricular education programs
- Recognition programs
- Publications
- Friendship and fun



## MISSION STATEMENT

To bring business and education together in a positive working relationship through innovative leadership and career development programs.

### 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** and practice efficient money management.
- **ENCOURAGE** scholarship and promote school loyalty.
- **ASSIST** students in the establishment of occupational goals.
- **FACILITATE** the transition from school to work.

### CODE OF ETHICS

- **I WILL** be honest and sincere.
- **I WILL** approach each task with confidence in my ability to perform my work at a high standard.
- **I WILL** willingly accept responsibilities and duties.
- **I WILL** seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- **I WILL** abide by the rules and regulations of my school.
- **I WILL** exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- **I WILL** dress and act in a manner that will bring respect to me and to my school.
- **I WILL** seek to improve my community by contributing my efforts and my resources to worthwhile projects.

### CREED

- **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 of 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.

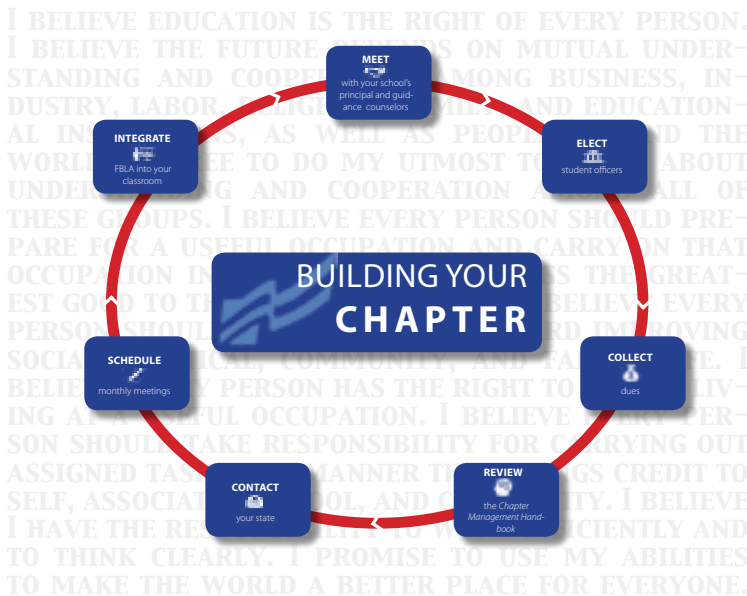
### PLEDGE

**I SOLEMNLY PROMISE** to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.



# BUILDING A CHAPTER

A successful chapter starts with you, the local chapter adviser. Know your roles, then get started with the chapter-building basics.



**Meet** with your school's principal and guidance counselors



**Elect** student officers



**Collect** dues



**Review** the *Chapter Management Handbook*.



**Contact** your state adviser



**Integrate** FBLA into your classroom



**Schedule** monthly meetings



**Recruit** new members



# CHAPTER-BUILDING BASICS

Use this checklist to ensure your chapter is ready for business.

- READ YOUR CHAPTER MANAGEMENT HANDBOOK**
- CONNECT WITH YOUR STATE ADVISER**

Contact FBLA state adviser to learn about events and activities in your state. Make sure he/she has your key contact information so he/she can send you updates, information, and provide local technical support.
- CONNECT WITH YOUR SCHOOL'S BUSINESS OFFICE**

You'll need to pay membership dues, so find out how your school processes membership dues, travel funds, and conference registration fees.
- GET TO KNOW SCHOOL POLICIES AND PROCEDURES**

Many FBLA activities require travel to off-campus events, both day and overnight. Learn about your school's excused absence policies, chaperone requirements, substitute teacher processes, and other procedures.
- CHECK ON FUNDING SUPPORT FROM YOUR SCHOOL OR DISTRICT OFFICE**

How is federal Carl Perkins or state Career Technical Education (CTE) funding used at your school? Some districts allow funding to support transportation, lodging, educational resources, study materials, conference registration, and/or adviser professional development. Find out if there are restrictions on fundraising (e.g., nutritional issues with candy sales) or service activities.
- GIVE YOUR CHAPTER VISIBILITY**

Many schools have a yearly activities calendar. Include your key FBLA events. This also is an effective recruitment tactic.
- MEET WITH YOUR SCHOOL'S COUNSELORS**

Connecting with school counselors is a key way to ensure your business, marketing, management, and information technology courses are full of great students—and potential FBLA members. Help counselors understand the academic rigor and relevance of FBLA; show them the FBLA competitive events program so they can see how FBLA fits into class curricula.
- FIND CO-ADVISERS**

Ask your fellow teachers to join as co-advisers. Talk with your business department chair, fellow CTE/business class instructors, and other teachers. Co-advisers do not need to travel or sign up for after-school assignments. Their assistance will help you build an award-winning program and multiply your success.
- INTEGRATE FBLA INTO YOUR CLASSROOM**

FBLA is a co-curricular educational tool. Provide time for meetings and projects in class. Introduce the competitive events program and Business Achievement Awards as class projects. Treat each of your students as an FBLA member and ask them to join!



## EMBLEM CEREMONY

Use this ceremony during a first meeting or open house. Or combine it with an officer installation, chapter installation, or new member induction ceremony ([go.fbla.org/elearning](http://go.fbla.org/elearning)). Download the FBLA crest from [go.fbla.org/logos](http://go.fbla.org/logos).

### Suggested Officer Scripts

#### PRESIDENT

*Welcome to the FBLA-PBL Emblem Ceremony. Our emblem or shield illustrates the importance of our mission to bring business and education together in a positive working relationship through innovative leadership and career development programs.*

#### VICE PRESIDENT

*Education symbolizes the right of every individual.*  
(Place "Education" on display.)

#### SECRETARY

*Progress represents the challenge of tomorrow, which depends on mutual understanding and cooperation of business, industry, labor, religious, family, and educational institutions and by people of our own and other lands.* (Place "Progress" on display.)

#### TREASURER (or other officer)

*Future reminds us the future of the world depends upon the quality of leadership we are able to produce, and with FBLA-PBL we will be the business leaders of the future. We must learn to recognize how and where our individual talents will be useful.* (Place "Future" on display.)

#### REPORTER (or other officer)

*Business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government.* (Place "Business" on display.)

#### HISTORIAN (or other officer)

*Leaders represent the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership ahead.* (Place "Leaders" on display.)

#### PARLIAMENTARIAN (or other officer)

*America. Finally, we think about America. The future of America depends on our generation. We should pledge ourselves to use our abilities to make America a better place for everyone.*  
(Place "America" on display.)

#### PRESIDENT

*All the words together stand for Future Business Leaders of America. The emblem stands for our organization, which provides opportunities for each member to become a leader of tomorrow.*

## OFFICER ROLES & ELECTIONS

Student officers are the backbone of chapter operations. The local chapter and adviser determine the number of elected officers for their chapter. Most chapters elect a president, vice president, secretary, and treasurer. Roles might extend to class representatives, who report upcoming activities to their respective classes. See the *Bylaws, Article VII, Sections 1–6* for a list of basic duties by office.

Look for student leaders who will fulfill these responsibilities:

- facilitate an environment where all members can grow professionally;
- keep members informed about all organizational activities;
- include all members in a dynamic program of work and welcome their suggestions;
- conduct the chapter business in proper parliamentary procedure and maintain complete, current records and minutes; and
- encourage individual and chapter participation in district/regional, state, and national conferences.

### APPENDIX: A.2 Sample Point System

#### Officer Elections

When considering officer candidates, look for members who are enthusiastic and knowledgeable about the organization and motivated to get their hands dirty. At a minimum, you need two officers to run your chapter: president and secretary. However, five to seven officers are optimal. Elections may occur in the spring or the beginning of the school year.

You may opt to elect officers from the floor, however, FBLA-PBL recommends selecting officer candidates through an application-screening process. Notify qualified candidates, then present them to members during a chapter meeting. Each candidate may give a one- to two-minute speech before members vote. A hand vote, voice vote, or ballot vote is acceptable. Refer to your local chapter bylaws for election procedures.

**APPENDICES: A.3 Sample Officer Application; A.4 Fill-in-the-blank Chapter Bylaws**

## CHAPTER MEETINGS

Use this time to brainstorm, make decisions, and plan events. Regular, well-planned meetings help maintain member interest and participation, help you schedule events, plan activities, and promote the general welfare of the association. It is important to maintain a balance between business and social activities.

**APPENDICES: A.5 Sample Chapter Minutes; A.6 Sample Agenda**



# PROGRAM OF WORK

The next steps in building a chapter are to develop a program of work and set up committees to help complete chapter projects.

The program of work is a written action plan consisting of goals, strategies, and chapter activities as determined by chapter officers. Chapter committees plan all activities, and since members support what they help create, each chapter member should serve on at least one standing committee.

## SUGGESTED COMMITTEES

Appointed committee chairs prepare brief project reports for every completed project. Many chapters have the following ongoing committees to build chapter involvement:

### Professional Development

Plans icebreakers and finds guest speakers for meetings; coordinates business tours and social activities.

### Community Service

Facilitates chapter's community involvement by coordinating service activities.

### Fundraising

Plans chapter fundraisers in support of chapter activities, including conferences, seminars, travel, etc.

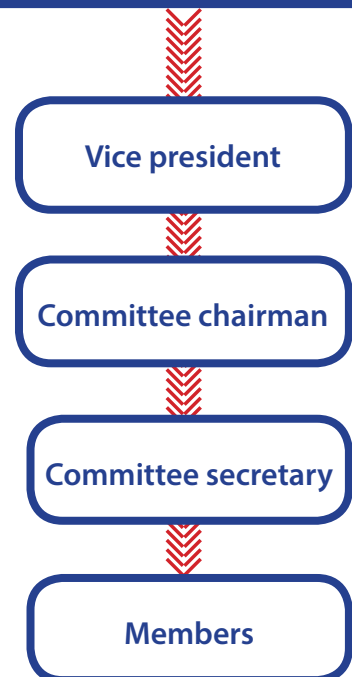
**More:** [go.fbla.org/fblafundraising](http://go.fbla.org/fblafundraising)

### Recruitment/Membership

Plans recruitment and retention activities.

**APPENDICES: B.1** *Local Chapter Monthly Report*; **B.2** *Sample Monthly Financial Report*

## COMMITTEE LEADERSHIP





# ACTIVITIES AT-A-GLANCE

Use the following calendar as a guide as you develop your program of work.

J  
U  
L  
Y

- Plan officer training
- Prepare program of work
- Plan pool party/cookout for officers

A  
U  
G

- Place membership recruitment posters and flyers around school; post and share about FBLA on social media
- Meet with local officers to prepare a recruitment drive

S  
E  
P  
T

- Hold chapter meeting and committee sign ups
- Plan membership recruitment drive
- Participate in Super Sweeps
- Develop member committees
- Submit dues to national office

O  
C  
T

- **Membership deadline:** October 20
- Hold chapter meeting
- Plan Emblem and Induction Ceremonies for new members
- Promote competitive events and have students begin preparing/studying

N  
O  
V

- Hold chapter meeting
- Promote American Enterprise Day
- Promote Prematurity Awareness Day/Month
- Participate in a local competition
- Attend a National Fall Leadership Conference

D  
E  
C

- Hold chapter meeting
- Organize a community service project
- Plan a social for your chapter members
- Promote the BAA

J  
A  
N

- Hold chapter meeting
- Sponsor second semester recruitment drive
- Participate in district/regional competition

F  
E  
B

- Hold chapter meeting
- Celebrate Career and Technical Education Month
- Celebrate FBLA-PBL Week
- Plan a job shadowing experience for members

M  
A  
R  
C  
H

- **Membership deadline:** March 1
- Hold chapter meeting
- Plan chapter trip and business tours
- Attend state spring conference

A  
P  
R  
I  
L

- **Membership Madness and Mania deadlines:** April 1
- Hold chapter meeting
- Attend State Leadership Conference

M  
A  
Y

- Plan end-of-the-year banquet
- Complete electronic scrapbook
- Elect new officers
- Sponsor pizza/bowling night

J  
U  
N  
E

- Attend FBLA National Leadership Conference



**PROGRAM OF WORK PLANNING**

Review this sample chart to begin planning your chapter's program of work.

**BRIEFLY DESCRIBE YOUR PROJECT: Raise funds and awareness for FBLA-PBL national service partner March of Dimes.**

MONTH	GOALS	TACTIC	RESOURCES	BUDGET	ASSIGNED	FOLLOW UP/ EVALUATION
Aug./ Sept.	Create long- and short-term chapter goals. <i>Hint: Goals are specific and realistic.</i>	Brainstorm, share, define, and refine strategies to meet your goals. <i>Hint: Think project activities.</i>	What resources are available to help you with your project? <i>Hint: Think people, money, time, materials, and facilities.</i>	Plan for project expenses to help meet chapter goals and attend conferences. <i>Hint: Use the sample budget forms in the appendix.</i>	Break goals into manageable components and assign to committees or individuals.	Check in regularly to determine progress and identify potential problems.
Oct.	Raise \$2,000 for March of Dimes	Host advocacy booth at football games; sell \$1 raffle tickets	March for Babies team youth website <a href="http://marchofdimes.com/teanyouth">marchofdimes.com/teanyouth</a>	\$200 allocated for raffle tickets/prize	All members	Secured booth and volunteers
Nov.		Host advocacy booth at football games; sell \$1 raffle tickets		\$200 allocated for raffle tickets/prize	Officers	Secured booth and volunteers
Dec.					Officers	Submit T-shirt design to printer
Jan.				\$500 allocated for T-shirts		Mini march T-shirts printed
Feb.	Host mini march during FBLA-PBL Week; sell T-shirts, \$10 ea.				All members	
Mar.	Recruit March for Babies sponsors via social media	Recruit March for Babies sponsors via social media	March for Babies team youth website		All members	
Apr.	Recruit March for Babies sponsors via social media	Recruit March for Babies sponsors via social media	March for Babies team youth website		All members	
May	Participate in March for Babies	Participate in March for Babies	community		All members	REACHED GOAL!!!
June/July						Funds submitted to MOD.



# TOOLS & ACTIVITIES

## ADVISER RESOURCES

Advisers have access to materials, events, and activities to supplement and integrate into coursework. Check out the following quick resources, and refer to the adviser area of [fbla-pbl.org](http://fbla-pbl.org) for additional information.

### Fbla-pbl.org

[Fbla-pbl.org](http://fbla-pbl.org) is the most readily available resource for all things FBLA-PBL, including an exclusive section for advisers: renew your membership, register for national conferences, browse the adviser area, register members for the Business Achievement Awards, complete interactive Membership Madness and Membership Mania forms, and access social media.

### eLearning Center

Visit the eLearning Center for resources, including curriculum integration materials, videos, presentations, and more!

**More:** [go.fbla.org/elearning](http://go.fbla.org/elearning)

### Login

The [fbla-pbl.org](http://fbla-pbl.org) adviser area is a great resource, including information on:

- Stock Market Game
- Interactive Membership Madness and Mania forms
- *Adviser eBlasts*
- *Chapter Management Handbook*
- Curriculum integration ideas and lesson plans
- Local chapter ideas and project samples
- Membership, scholarship, and grant award winners
- Competitive events tips
- FBLA-PBL publications

### *How to Register for the Adviser Area*

To get started, follow the registration instructions on the next page.

## PUBLICATIONS

FBLA-PBL publishes several digital and print publications, including:



### **Adviser eBlast**

Monthly updates, including important reminders and upcoming events and deadlines. *Published digitally.*



### **Advisers' Hotline**

Stay current with the association's programs, publications, policies, partnerships, and events. *Published digitally.*



### **Chapter Management Handbook (CMH)**

From programs, to fundraising, to competitive events, the CMH is your comprehensive guide to chapter management. *Printed and published digitally.*



### **Competitive Events Guide**

A comprehensive guide to competitive events, including competencies and rating sheets. *Printed and published digitally.*



### **Tomorrow's Business Leader**

A quarterly magazine for FBLA and FBLA Middle Level members, which includes suggestions for chapter programs, career and business-related articles; and news of local, state, and national activities. *Printed and published digitally.*



**Step 1**

Go to [fbla-pbl.org](http://fbla-pbl.org)



**Step 2**

Select the "Adviser's Area" option in the Adviser and State Key Contact drop down menu.



**Step 3**

Select the "Need to register for this area?" Click [HERE](#)."

**Step 4**

Fill out the FBLA-PBL Adviser Registration. Select your own user name and password.



**Step 5**

Check your email; your credentials will be sent immediately.



**Step 6**

Log in the adviser's area, using your selected user name, password, and assigned chapter number.

**Step 7**

You now have access to membership awards, registrations forms, publications, and more!

**TRADEMARK POLICY**

All local and state advisers are responsible for protecting the use and image of FBLA-PBL's logo and trademarked items. State and local FBLA-PBL chapters are permitted to use trademarked items without obtaining approval from FBLA-PBL, Inc. on printed materials, promotional pieces, and displays that are not sold. Written approval must be obtained from FBLA-PBL, Inc. for any item that will be sold by local or state FBLA-PBL chapters.

Commercial vendors are not permitted to use FBLA-PBL trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, unless vendor has been specifically granted a license by FBLA-PBL, Inc.

The following are protected trademarks, service marks, or trade names: Acronyms—FBLA, PBL, FBLA-PBL, FBLA-PBL, Inc.

**LOGOS AND SERVICE MARKS**

Visit [go.fbla.org/logos](http://go.fbla.org/logos) to download official logos and service marks.

- Service Marks—*Tomorrow's Business Leader, FBLA Advisers' Hotline*
- Trade Names—*Future Business Leaders of America, Phi Beta Lambda, or Future Business Leaders of America-Phi Beta Lambda*



## SOCIAL NETWORKING GUIDELINES

Social media gives the FBLA-PBL National Center, advisers, and members the opportunity to foster a virtual community and communicate directly with members, stakeholders, and the general public.

Because these sites are a public reflection of FBLA-PBL's program, we have an interest in maintaining a positive image on social media.

### *Guidelines for Social Networking*

These guidelines provide a framework for FBLA-PBL National Center staff, advisers, members, and alumni, who create and administer websites and social networking pages on behalf of FBLA-PBL.

1. **Be secure.** Advisers should retain ownership of all chapter-sponsored social media accounts (i.e., user names and passwords) and routinely monitor their chapters' sites. Be mindful with whom you share account information and change passwords routinely with each new officer. (**Tip:** Most social media sites offer accounts with various levels of administrative rights that can be assigned to students.)
2. **Be responsible.** Advisers, students, and professional members are personally responsible for the content they publish on blogs, social networking sites, and any other form of user-generated media. Be mindful that what you publish will be public for a long time.
3. **Be transparent.** Identify yourself by name (via your social networking profile) and, when relevant, your role with FBLA-PBL when you discuss any FBLA-PBL-related matters. Write in the first person and make it clear that you are speaking for yourself and not on behalf of FBLA-PBL.
4. **Be discrete.** Don't divulge confidential business or personal information. Ask permission to publish or report on conversations that are meant to be private or internal to FBLA-PBL. If you have any doubt about whether information is confidential, it probably is.
5. **Be fair.** Refrain from writing, tweeting, or posting anything—including photographs or videos—that could be perceived as reflecting bias or favoritism. This same guideline should be used when joining, following, or friending any person or organization online. In short, avoid words or actions that could tarnish the credibility and reputation of FBLA-PBL.
6. **Be respectful.** Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in a school or workplace environment.
7. **Be lawful.** Respect copyright, fair use, and financial disclosure laws.

Use common sense and a code of ethics when posting to websites and social networks:

- Tell the truth.
- Write deliberately and accurately.
- Acknowledge and correct mistakes promptly.
- Disagree with other opinions respectfully.
- Don't alter previous posts without indicating that you have done so.
- Disclose conflicts of interest.
- Keep private issues and topics private.
- Share only appropriate media (text, photos, videos, audio).

## CONNECT WITH US!

 /FutureBusinessLeaders

 @FBLA\_National

 /FBLAPBLINC

 /FBLAPBLINC

### FACEBOOK.COM

A social sharing site where users post thoughts, pictures, videos, and more. This is a great way to communicate with members.

#### TERMS

**Wall:** Your personal Facebook home.

**Newsfeed:** Where you can view your friends' activities.

**Private message:** A private message between you and another user.

### TWITTER.COM

A microblog where users post information bites, including web page links, videos, photos, and more. This is a great way to promote events.

#### TERMS

**Tweet:** A message of 140 characters or less .

**Retweet:** When you share someone else's tweet.

*Example: NormalJoe: RT @FBLA\_National: help us celebrate fbla-pbl week!*

**Hashtag:** A conversation filing system. Including a category name and a # sign within a message makes it easily searchable. *Example: Happy #FBLAPBLWeek!*

**Feed:** A stream of news and updates.

### PINTEREST.COM

A visual sharing site where users post photos, videos, and articles. This is a great way to share ideas with members.

#### TERMS

**Board:** A space to post items.

**Pin:** A photo, video, or article.

### YOUTUBE.COM

A video sharing site where users post and share videos. This is a great tool to create interactive chapter resources and encourage recruitment.



### EDUCATIONAL PROGRAMS & CURRICULUM

Encourage your students to take part in FBLA-PBL's national educational programs and curriculum. These unique programs include chapter projects, leadership programs, fundraising initiatives, community service events, and skills-building curricula. Preview the programs at [fbla-pbl.org](http://fbla-pbl.org) under "Membership Benefits."

#### America Saves

America Saves Week February 23–28, 2015 is a national effort aimed at teaching and motivating students to save. An easy to implement, peer based approach, has students pledging to save and receiving ongoing information and resources to encourage regular saving. Call 216.375.3255, email [gbarany@consumerfed.org](mailto:gbarany@consumerfed.org), or visit [americasavesweek.org](http://americasavesweek.org).



#### American Institute of Certified Public Accountants (AICPA)

AICPA's [StartHereGoPlaces.com](http://StartHereGoPlaces.com) is a destination site for high school students exploring accounting as a viable career path and provides supplemental resources to assist educators and engage students in the classroom. With tools such as the FutureMe, college checklist, dedicated educators' portal and an interactive, online game called Bank On It™ ([bankonitgame.com](http://bankonitgame.com)), the site will soon become your go-to resource. For questions, email [startheregoplaces@aicpa.org](mailto:startheregoplaces@aicpa.org).



#### American Management Association



Operation Enterprise is the American Management Association (AMA)'s young adult leadership division which offers educational programs for high school and college students to prepare tomorrow's business leaders. Call 800.634.4262 or visit [amanet.org/oe](http://amanet.org/oe) for more information.

#### Brainbench

Brainbench offers over 400 online technical and career certification tests. FBLA members and advisers are able to take one free test. Go to the Adviser Area at [fbla-pbl.org](http://fbla-pbl.org) to access the free Brainbench certification code.



#### CareerSafe® Online—New

CareerSafe®, provides online OSHA 10-hour safety training for your students at an affordable cost of \$25 per student. Your students will not only receive an industry recognized credential, but will be safer and more employable in the workforce. Call 888.614.SAFE (7233), email [info@careersafeonline.com](mailto:info@careersafeonline.com), or visit [careersafeonline.com](http://careersafeonline.com). Don't forget to select FBLA when you register.



#### Certified Internet Web Professional (CIW)

Certification Partners' industry-leading IT and Web Development courseware, certifications, and



training solutions are accepted as an official certification by K-12 through higher-education institutions, federal agencies, corporations, associations, and non-profit organizations. The company specializes in information technology (IT) job skills with its premier CIW brand, delivers essential workforce training with its LifeSkills certification series, and offers a variety of job skills training internationally with CertPRESS. Visit <http://www.certification-partners.com> for more information.

#### Certiport

Certiport is the leading provider of certification exam development, delivery, and program management services delivered through an expansive network of over 10,000 Certiport Authorized Testing Centers worldwide. Certiport manages a sophisticated portfolio of leading certification programs including: the official Microsoft® Office Specialist certification program, the Microsoft Technology Associate certification, the Adobe® Certified Associate certification program, the CompTIA Strata™ IT Fundamentals, and the IC3 certification program. To learn more about Certiport call 888-999-9830 or visit [certiport.com](http://certiport.com).



#### Economics for Leaders

Economics for Leaders (EFL) is a selective summer program for high school students held on college campuses across the country. At this week-long residential program participants develop the leadership skills necessary to succeed in the 21st century economy. Call 530.757.4630, email [information@fte.org](mailto:information@fte.org), or visit [fte.org](http://fte.org).



#### Embry-Riddle Aeronautical University, College of Business, Daytona Beach Campus



Embry-Riddle offers B.S. degrees in Business Administration with majors in Management, Marketing, Accounting & Finance, and Aviation Business Administration with a major in Air Transportation. We offer Master degrees in Business Administration, Aviation Business Administration, and Aviation Finance, as well as an accelerated MBA program. To learn more, go to our website, [daytonabeach.erau.edu/cob](http://daytonabeach.erau.edu/cob); join our Facebook page; follow us on Twitter; or find us on YouTube (COBReport). We are the *Business of Flight*™!

#### Everest Colleges, Institutes & Universities—New

At Everest, we understand that choosing a career path and a school can be a big decision. That's why we're here to answer your questions and help students every step of the way. With FREE interactive High School workshops on student preparedness and soft skill training at over 60 campuses, we invite you to be a part of it all at [www.everest.edu](http://www.everest.edu), or visit [www.whatnowgrad.com](http://www.whatnowgrad.com) and view "Educators." You may also email [jcochran@cci.edu](mailto:jcochran@cci.edu) or call 270.978.4783.





**Gary E. West COB, West Liberty University—New**

At the Gary E. West College of Business at West Liberty University, a four-year public university in northern West Virginia, career success for graduates is our top-priority. The beautiful, safe WLU campus is just an hour from Pittsburgh, near Wheeling, WV. Accounting, information systems, finance, marketing, management, health care management, tourism and event planning, sports management, and entrepreneurship are among the program offerings. Learn more at [business@westliberty.edu](mailto:business@westliberty.edu).



**H&R Block**

H&R Block believes teaching students about money is an important investment and is committed to increasing teens' financial fitness. Through H&R Block Dollars & Sense, the company provides educators and students with personal finance curriculum and resources, and has donated more than \$4 million in grants and scholarships since 2009. For more information, call 816.854.6211, email [dollarsandsense@hrblock.com](mailto:dollarsandsense@hrblock.com) or visit [hrblockdollarsandsense.org](http://hrblockdollarsandsense.org).



**HowTheMarketWorks.com—New**

HowTheMarketWorks.com is a FREE stock game website used by over 10,000 teachers and 275,000 students each year. It allows users to create a custom stock market trading challenge for their class or club. You choose the trading dates and rules for your class or club, and then your students compete against each other buying and selling stocks, bonds, and mutual funds to see who can have the highest portfolio value. Teach your students how the stock market works! Visit <http://www.howthemarketworks.com/fbla.html>.



**Job Shadow Day**

The Job Shadow Coalition encourages young people across the country to explore their futures through career awareness and mentoring opportunities. The nationwide kick-off is Groundhog Job Shadow Day.

**Johnson & Wales University**

Johnson & Wales University is a private, nonprofit, accredited institution with approximately 17,000 graduate and undergraduate students enrolled at campuses in Providence, RI; North Miami, FL; Denver, CO; and Charlotte, NC. An innovative educational leader, the university offers a unique model integrating arts and sciences and industry-focused education with work experience and leadership opportunities. Be sure to check out the Scholarship area of this CMH to learn about opportunities for FBLA students. For more information on our school visit [www.jwu.edu](http://www.jwu.edu).



**Junior Tours**

Inspire your students by planning an exciting and educational trip to New York City or Chicago. It's the best way to



boost enrollment and spirit in your FBLA chapter. Junior Tours puts together all inclusive tour packages at affordable prices. Chaperones travel free. For more information, contact us today at 800.631.2241, [travel@juniortours.com](mailto:travel@juniortours.com) or [juniortours.com](http://juniortours.com).

**Keyboarding Online**

Keyboarding Online has settings to break/prevent cheating and Hunting and Pecking. Easily individualize goals, automatic grading, nada printing. Call 888.963.4817, email [Sales@EllsworthPublishing.com](mailto:Sales@EllsworthPublishing.com), or visit [keyboardionline.com](http://keyboardionline.com) for a phone demo/webinar.



**Knowledge Matters**

Knowledge Matters is sponsoring a special event based on the Virtual Business – Personal Finance Online simulation. FBLA members will use the simulation to test their skills at managing their own financial lives and will compete against students across the country. Students open bank accounts, apply for credit cards, monitor credit scores, apply for jobs, purchase insurance and more. The simulation is compatible with both Mac & PC systems. Call 877.965.3276, email [Info@KnowledgeMatters.com](mailto:Info@KnowledgeMatters.com), or visit [KnowledgeMatters.com](http://KnowledgeMatters.com).



**Lead2Feed—New**

"Empowered to Lead. Inspired to Serve" Lead2Feed is a FREE leadership program teaching middle and high school students a proven process to become passionate, service-minded leaders for life. Call: 704.905.3705, email [dodge.debby@gmail.com](mailto:dodge.debby@gmail.com) or visit [lead2feed.com](http://lead2feed.com) to register for the 2014–15 school year.



**LifeSmarts and the National Consumers League**

LifeSmarts is an educational competition about personal finance and other consumer topics. Students compete online and in-person to demonstrate their knowledge. LifeSmarts, a free program, complements the curriculum already in schools and can be used as an activity for classes and clubs. Call 202.835.3323, email [lisah@nclnet.org](mailto:lisah@nclnet.org), or visit [lifesmarts.org](http://lifesmarts.org).



**March of Dimes Grants**

March of Dimes provides national awards to the FBLA-PBL chapters and states that raise the most money, as well as awards grants up to \$1,000 for local chapters and up to \$2,500 for state chapters to support programming or activities to further raise awareness and necessary funds to support the urgent mission of the March of Dimes to help all babies be born healthy. Call 800.711.FBPB, email [teamyouth@marchofdimes.org](mailto:teamyouth@marchofdimes.org) or visit [www.marchofdimes.org](http://www.marchofdimes.org).



**Men's Wearhouse**

Men's Wearhouse offers a classroom seminar entitled *How to Dress for Success, First Impressions are Everything*. We'll visit your classroom or provide you





with Do-it Yourself support materials. Call 888.970.1912 or email [specialevents@tmw.com](mailto:specialevents@tmw.com), or visit [menswearhouse.com](http://menswearhouse.com).

**Mercer University, Eugene W. Stetson School of Business & Economics—New**



On our lush campus with historical buildings and new athletic facilities, the Stetson School of Business offers career focused business education to develop entrepreneurial leaders and responsible global citizens. Service learning and study abroad options abound, with a 100% placement rate for students seeking internships. Mercer Means Business: <http://business.mercer.edu>.

**Mercy College School of Business**



Mercy College's School of Business offers an elite 40 student Business Honors Program with opportunities for scholarship, Fortune 500 networking and internships as early as your freshman and sophomore year, and mentoring by our executive faculty in Marketing, Accounting, Management, and Finance. Email [csalute@mercy.edu](mailto:csalute@mercy.edu), call 914.364.1851, or visit [www.mercy.edu/business](http://www.mercy.edu/business).

**Microsoft DreamSpark—New**



Microsoft believes that students can do amazing things if they only have the right tools. DreamSpark is about giving educators and their students no cost access to Microsoft professional-level developer, designer, and gaming software. DreamSpark gives students the chance to develop world class software, web applications, cool and creative designs, as well as amazing games. For more information call 214.674.3630, email [bjensen@microsoft.com](mailto:bjensen@microsoft.com) or visit [dreamspark.com](http://dreamspark.com).

**My College Options**



myCollegeOptions®, the nation's largest college planning program, directly benefits participating students and families by providing them with a free college planning account that delivers comprehensive resources on colleges and universities, the college search and admissions processes, financial aid, scholarships, and matches to "best fit" colleges. Visit [myCollegeOptions.org](http://myCollegeOptions.org).

**National Association of Parliamentarians (NAP)**



The examination for membership in NAP is now available online. National dues for full-time students are \$37.50 plus payment of state dues. To learn more call 888.627.2929 or visit [parliamentarians.org/applyjoin/applications](http://parliamentarians.org/applyjoin/applications).

**National Organization of Youth Safety (NOYS)**



National Organizations for Youth Safety (NOYS) offers programs and contests as well as free resources and tools designed to assist youth-led efforts to improve safety on our nations roads. NOYS provides opportunities for teens to raise their voice for safe teen driving and take action to help keep what they value—friends, freedom, and fun. Call 828.367.6697, email [info@noys.org](mailto:info@noys.org), or visit [www.noys.org](http://www.noys.org).

**National Technical Honor Society**



The National Technical Honor Society currently serves thousands of FBLA-PBL and other CTSO members while awarding over \$160,000 in scholarships to members annually. NTHS honors the achievements of top CTE students, encourages the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in recognizing outstanding CTE student achievement. Charter your school today—free. Call 800.801.7090 or visit [www.nths.org](http://www.nths.org).

**New Worlds Emerge at WorldStrides**



New Worlds Emerge programs offer students the opportunity to earn college credit through unique, educational, life changing experiences. Students are immersed into college life by engaging in business classes taught by UCLA Anderson School of Management faculty, exploring the surrounding areas, and residing on campus in this keystone program. Call 855.812.8219, email [info@newworldsemerge.org](mailto:info@newworldsemerge.org), or visit [www.newworldsemerge.org](http://www.newworldsemerge.org).

**NFIB Entrepreneur-in-the-Classroom Curriculum**



NFIB's Entrepreneur-in-the-Classroom (EITC) curriculum is FREE, making it possible to introduce entrepreneurship to any high school classroom or after school program, regardless of discipline. EITC enables students to learn first-hand about the risks and rewards of operating a small business. Check out the three module curriculum, which contains teaching notes, PowerPoint presentations, and hands-on activities at [www.nfib.com/eitc](http://www.nfib.com/eitc).

**Oracle Academy Supports Computer Science Education—New**



Oracle Academy offers training for educators in a variety of formats, including self-study, on-line, and in-class training. The courses are available to Oracle Academy members, and are part of our suite of free resources in support of CS education. Members gain access to software, curriculum, training, certification resources and more. There is no cost to join the Oracle Academy Introduction to Computer Science program or to attend training. To learn more, visit [www.oracle.com/academy](http://www.oracle.com/academy).

**Praxis—New**



If you've ever wanted to be an entrepreneur, it's time to break the mold. Praxis is an intensive ten-month program for entrepreneurial young people who want more than college. We pair you with entrepreneurs across the country where you get paid to work while completing unique coursework and workshops on hard skills and starting a business. Ten months could change your life. Learn more and apply at [www.discoverpraxis.com](http://www.discoverpraxis.com), or contact us at [info@discoverpraxis.com](mailto:info@discoverpraxis.com).



### School Store Manual

Do you run a school store or would you like to start one? Through a partnership with the Raymond Geddes Company, FBLA-PBL has developed a school store manual complete with tips, do's and don'ts, and the necessary forms to make your business venture a success. To access this manual go to the Documents Library under FBLA at [www.fbla-pbl.org](http://www.fbla-pbl.org).

### Service Learning Curriculum

The March of Dimes and FBLA-PBL have teamed up to become involved in the service learning movement. This movement integrates classroom learning with community service, a process that career and technical education has traditionally developed and supported through its local and nationwide service programs. Student achievement is assessed on related projects as an integral part of the curriculum. If you would like a free printed binder of the materials, contact [membershipdir@fbla.org](mailto:membershipdir@fbla.org). New curriculum materials are also available on the March of Dimes website at [www.marchofdimes.com/youth](http://www.marchofdimes.com/youth).

### Stock Market Game (SMG)

Register your students and even yourself for our Fall 2014 SMG (September 2 – December 12) and Spring 2015 SMG (January 5 – April 17). Students and advisers will be ranked separately and winners will be publicized through FBLA-PBL. Go to the Advisers Area at [www.fbla-pbl.org](http://www.fbla-pbl.org) to learn more and complete your registration.



### The Art Institutes

An education at an Art Institutes school is all about turning the dream of living a creative life into a reality. We offer students the guidance, focus, technology, and career services they need to follow a path toward a creative profession. Visit [artinstitutes.edu](http://artinstitutes.edu) to learn more.



### The Griffith Insurance Education Foundation

The Griffith Insurance Education Foundation is a 501(c)(3) non-profit, non-advocacy educational organization that promotes the study and teaching of risk management and insurance through educational programs targeting students and public policymakers. For more information, please call 855.288.7743, email [info@griffithfoundation.org](mailto:info@griffithfoundation.org), or visit [www.griffithfoundation.org](http://www.griffithfoundation.org).



### The Howe School of Technology Management at Stevens Institute of Technology

The Howe School is the business school at Stevens, a private research university in Hoboken, NJ, with a legacy of innovation and excellence. The Howe School's seven degree programs—Business & Technology, Quantitative Finance, Marketing, Finance, Management, Information Systems, and Economics—emphasize leadership in business and mastery of technology. Approximately 96% of Stevens students secure full-time career placement upon graduation, and more than 90% earn paid internships. Visit [www.stevens.edu/howe](http://www.stevens.edu/howe) or contact Michelle Crilly at [Michelle.Crilly@stevens.edu](mailto:Michelle.Crilly@stevens.edu).



### The National Youth Leadership Forum (NYLF): Careers in Business & Innovation—New



The National Youth Leadership Forum (NYLF): Careers in Business & Innovation immerses students into one of the top business programs in the country! Through hands-on experience, corporate site visits, and networking with business professionals, students participate in a rigorous MBA-style curriculum to explore the focus areas of business creation, globalization, personal leadership, and business ethics. To nominate your students or to learn more, visit [www.EnvisionNom.com/BIZ](http://www.EnvisionNom.com/BIZ), email [TeachBusiness@envision-experience.com](mailto:TeachBusiness@envision-experience.com), or call us at 877.238.0571.

### The Princeton Review

If your students are thinking about college, they're also thinking about the SAT or ACT. The Princeton Review is a market leader in test preparation and has been helping students get into their top choice colleges since 1981. Call 800.273.8439 or visit [www.PrincetonReview.com/partner/fbla-pbl](http://www.PrincetonReview.com/partner/fbla-pbl) for the 10 percent partner discount.



### University of Utah—David Eccles Business Scholars



The Business Scholars program at the University of Utah gives high-achieving freshmen students an honors-level introduction to the various business disciplines. Business Scholars work with top faculty members and have the opportunity to travel regionally and internationally to interact with business leaders from the companies they study. Dozens of scholarships are available specifically for students accepted to Business Scholars. To learn more visit [www.business.utah.edu/scholars](http://www.business.utah.edu/scholars) or email [businessscholars@utah.edu](mailto:businessscholars@utah.edu).

### Visa Inc.—Practical Money Skills



Practical Money Skills for Life is an award-winning, free financial education program offering resources to help consumers manage their money through all stages of life. Launched in 1995, the program reaches millions per year with its financial literacy curriculum, educational games, monthly e-newsletter and free materials that cover a wide range of personal financial information. Visit [www.practicalmoneyskills.com](http://www.practicalmoneyskills.com) or email us at [info@practicalmoneyskills.com](mailto:info@practicalmoneyskills.com).

### Wesleyan College—New



An astonishing 84 years before women could even vote in the United States, they could earn a degree at Wesleyan College. First for Women isn't just a claim to fame; anchored in tradition and guided by an innovative spirit, first is forever. We offer 32 majors and 27 minors and have a student/faculty ratio of 10 : 1 with 85 percent of faculty members holding the highest degrees in their fields. Call 800.447.6610, email [admission@wesleyancollege.edu](mailto:admission@wesleyancollege.edu) or visit [www.wesleyancollege.edu](http://www.wesleyancollege.edu).



### BUSINESS ACHIEVEMENT AWARDS (BAA)

BAA is a professional portfolio- and skills-building program that focuses on the words on the FBLA crest: Service, Education, and Progress. Students work through the program’s following four tiers: Future, Business, Leader, and America.

#### Registering Members

Members must be registered online for the system to recognize them as eligible.

##### Step 1

Go to [fbla-pbl.org/BAA3](http://fbla-pbl.org/BAA3), log into the BAA adviser area.



##### Step 2

Select the “Need to register for this area?” Click [HERE](#).”



##### Step 3

Complete all required fields. You will receive a confirmation email with login credentials.



#### Member Passwords

##### Step 1

Go to [fbla-pbl.org/BAA3](http://fbla-pbl.org/BAA3), log into the BAA adviser area and click “Review entries.”



##### Step 2

Select the level you want to view (in this case Future Awards). Click “View/Manage Future Awards.”



##### Step 3

Click “Review/Key” to the left of the student name. This information is the password.





**Checking Member Progress**

*Step 1*

Go to [fbla-pbl.org/BAA3](http://fbla-pbl.org/BAA3) and log into the BAA adviser area. Select the level and the member's name.

*Step 2*

Select the level that you want to view (in this case Future Awards). Click "View/Manage Future Awards."



*Step 3*

Click "Review/Key" to the left of the student name. Students can review their progress at [fbla.org/BAA3](http://fbla.org/BAA3).



*Step 2*

Once an entry is submitted, the adviser can print a certificate for the student from the confirmation email.

7/29/2014 1:47:47 PM

A new Director Entry Form has been submitted from the Career and Membership Achievement Program area of the National Website.

Chapter Number: 837  
 Adviser's Name: Lisa Smothers  
 Student's Name: Robert Smothers  
 Student Key: 621000

To download the Award Certificate, click the link below or cut-and-paste the link into your browser.

<http://www.fbla-pbl.org/ncap3/student/certificate.asp?viewkey=CR04736>



**Submitting Member Entries**

*Step 1*

Click the activity you wish to view. If the activity is complete, a check mark will appear next to it. When all activities are completed, you will see a submit button. Click "submit." Entries will not be processed unless submitted by the local chapter adviser.





### CONFERENCES

From the local to the national level, FBLA-PBL conferences help members develop leadership, chapter management, and career skills, as well as build lasting networks and friendships.



**Future conference dates:** [go.fbpa.org/futureconferences](http://go.fbpa.org/futureconferences)

#### State Leadership Conferences (SLC)

SLCs feature competitive events and elections. Competitive event winners earn the opportunity to compete at the National Leadership Conference. Contact your state adviser for details. *Spring conference.*

#### National Fall Leadership Conferences (NFLC)

Held in several leading American cities, NFLCs provide advisers and students with an opportunity to share ideas, network with aspiring business leaders, and reaffirm common goals with peers from across the country. Members also participate in leadership and professional development workshops and participate in business tours. *Fall conference.*

#### National Leadership Conference (NLC)

The NLC concludes the membership year and sets the stage for the upcoming school year. Participants attend business-related and leadership development workshops, tour businesses, elect national officers, and participate in the National Awards Program competitive events. The top event winners take home trophies and cash awards. *Summer conference.*

#### Institute for Leaders (IFL)

The IFL, held in conjunction with the NLC, equips members and advisers to be future leaders. Whether you want to lead your state or local chapter, or build business and career leadership skills, IFL is a total leadership experience. *Summer intensive workshop.*

#### Conference Code of Conduct & Dress Code

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to your image and the image of FBLA-PBL.

**APPENDICES: C.1** *Conference Checklist*; **C.2** *Conference Medical Release Form*; **C.3** *Conference Parental Consent Form*; **C.4** *Conference Code of Conduct Form*; **C.5** *Dress Code*

### COMPETITIVE EVENTS

The NLC competitive events program plays an integral role in the mission of FBLA-PBL. Competitive events help develop career-ready students by testing their skills and knowledge and applying classroom concepts in a workforce-simulated environment. Students can choose from over 60 events in business, management, technology, customer service, and finance for the opportunity to win awards and cash prizes. For more information on events and guidelines, review the *Competitive Events Guide*.

#### Your Members Should Compete to . . .

- demonstrate career competencies, business knowledge, and job-related skills;
- expand leadership skills;
- demonstrate competitive spirit;
- earn recognition for achievements;
- win cash awards;
- travel and network with other students.

#### Eligibility

NLC competitors must win at the regional and state competitions, must pay membership dues by March 1, and must pay the conference registration fee.

#### Open Events

Online testing events are available to any FBLA member present at the NLC. Prerequisites or registration are not required, and topics vary each year.





# NATIONAL DRESS CODE

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:

### FEMALES

Business suit with blouse

Business pantsuit  
with blouse

Skirt or dress slacks with  
blouse or sweater

Business dress

Capris or gauchos with  
coordinating jacket/suit,  
worn below the knee

Dress shoes



### MALES

Business suit with collar  
dress shirt and necktie

Sport coat, dress slacks,  
collar shirt, and necktie

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

## INAPPROPRIATE ATTIRE (FOR BOTH MEN AND WOMEN)

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; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-kneeboots; 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.*



## COMMUNITY SERVICE

Community service activities help chapters get involved in their communities. While practicing responsible citizenship, members also form networks with business and community leaders, and gain experience with managing projects beyond the classroom. Many chapters sponsor activities to support the FBLA-PBL national service partner, the March of Dimes.



### National Service Project

#### *March of Dimes Foundation*

FBLA-PBL has consistently ranked as the top March of Dimes fundraising partner during their over forty-year partnership, raising over \$15 million dollars. Visit [go.fbla.org/MarchforBabies](http://go.fbla.org/MarchforBabies) to get started.

**More:** [go.fbla.org/MODreportform](http://go.fbla.org/MODreportform)

**APPENDIX: C.6** *March of Dimes Fundraising Report Form*

#### *March of Dimes Grants*

The March of Dimes grants reward chapters for their March of Dimes partnership support and identify and support innovative ideas and projects that enhance the FBLA-PBL and March of Dimes partnership.

**More information:** [go.fbla.org/modgrantapplication](http://go.fbla.org/modgrantapplication)

**APPENDIX: C.7** *March of Dimes Grant Application Form*

#### *Prematurity Awareness Day and Month*

Prematurity Awareness Day, November 17, is the perfect opportunity to educate people in your school about premature birth. Visit the March of Dimes Team Youth website ([marchofdimes.com/youth](http://marchofdimes.com/youth)) for ideas on announcements, fundraisers, and awareness-raising activities.

**More:** [go.fbla.org/MODawareness](http://go.fbla.org/MODawareness)

#### *March for Babies*

March for Babies supports research and programs to help babies in your community and across the country get a healthy start. Join March for Babies and a million compassionate people in nearly 1,100 communities across the nation. Visit [marchofdimes.com/youth](http://marchofdimes.com/youth) to register your chapter for the March for Babies walk and find your local March of Dimes office.

**More:** [go.fbla.org/MarchforBabies](http://go.fbla.org/MarchforBabies)

**Community service ideas:** [go.fbla.org/communityservice](http://go.fbla.org/communityservice)

## NATIONAL CELEBRATIONS

Show your FBLA-PBL pride by participating in the following annual celebrations.

### American Enterprise Day

November 15 is American Enterprise Day. Salute and publicize the American free enterprise system and teach others about it through a wide range of activities, projects, and festivities.

**More:** [go.fbla.org/americanenterpriseday](http://go.fbla.org/americanenterpriseday)

**APPENDIX: C.8** *Sample American Enterprise Day Resolution Statement*

### FBLA-PBL Week

The second week of February is FBLA-PBL Week. Chapters are encouraged to publicize their activities, boost their membership, and gear up for spring events. FBLA-PBL Week also coincides with National Career and Technical Education (CTE) Month. This is an excellent opportunity to inform the public about the purpose of school-to-work activities and programs.

Here are popular ways to celebrate FBLA-PBL Week:

- **Monday—National President's Forum & Fight to the Finish:** All three division national presidents (FBLA, PBL, and Professional Division) host a live Internet broadcast to kick off FBLA-PBL Week. The Fight to the Finish contest recognizes the top 10 states with the most completed Business Achievement Awards.
- **Tuesday—Each One Reach One Day:** Talk to peers and community members about your FBLA-PBL experiences. And, of course, ask them to join!
- **Wednesday—Professional Attire Day/Adviser Appreciation Day:** Dress for success and share your appreciation for those that teach, lead, and mentor your chapter.
- **Thursday—Career Awareness Day:** Get involved with your Professional Division and connect with community leaders.
- **Friday—FBLA-PBL Pride Day:** Show your FBLA-PBL pride by posting a group photo to [Facebook.com/FutureBusinessLeaders](https://www.facebook.com/FutureBusinessLeaders).
- **Saturday—Community Service Day:** Choose a community service project to support. Suggested activities include working with the March of Dimes, volunteering at a homeless shelter, or conducting a blood drive.





# RECRUITMENT, RETENTION, & RECOGNITION

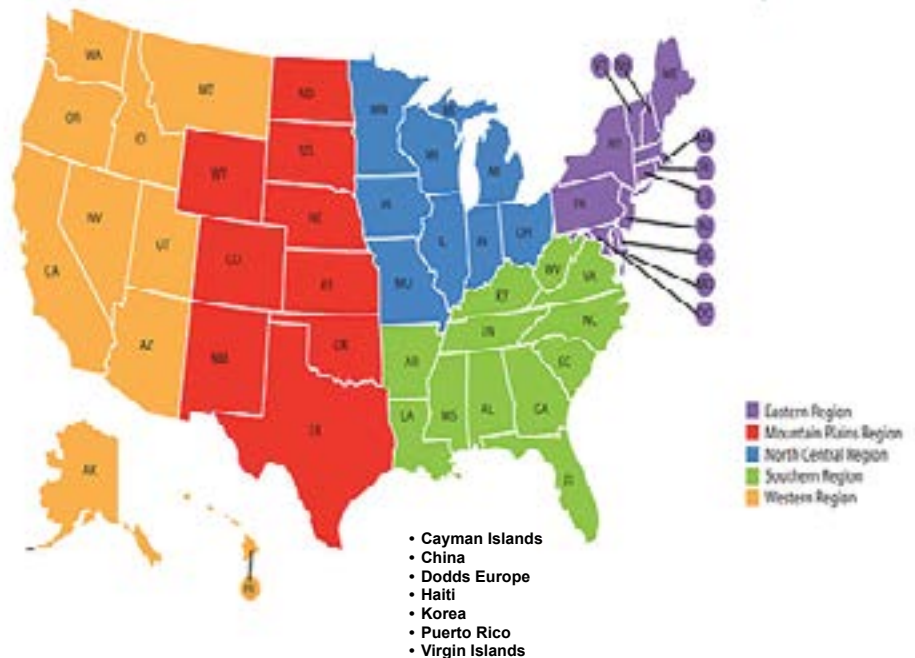
## RECRUITMENT

The most important resource of any organization is its members. A large and diverse membership makes for rich brainstorming sessions, unique projects, and lightened individual workloads. The more dependable and enthusiastic members are, the more you accomplish. Enrich your members and build a stronger chapter by using the resources on the following pages. Start by connecting with veteran members and advisers in your region.

**CONNECT**  
with members and advisers in  
your region!

Visit: [go.fbla.org/FBLAregions](http://go.fbla.org/FBLAregions)

## FBLA CHAPTER REGIONS



# MEMBERSHIP BENEFITS

LOCAL

STATE

NATIONAL

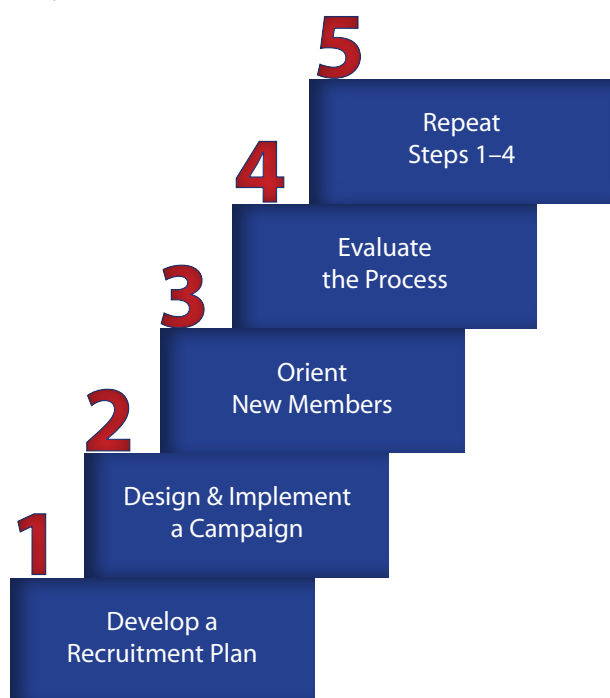
PERSONALIZED MEMBERSHIP CARD			●
LEADERSHIP POSITIONS	●	●	●
CONFERENCES		●	●
PUBLICATIONS	●	●	●
RECOGNITION	●	●	●
COMPETITION IN MORE THAN 60 BUSINESS AND SKILL-BASED EVENTS	●	●	●
INDIVIDUAL ONLINE MEMBERSHIP RECOGNITION PROGRAM	●	●	●
NETWORKING OPPORTUNITIES	●	●	●
TRAVEL	●	●	●
ADVISER <i>CHAPTER MANAGEMENT HANDBOOK</i>		●	●
INDIVIDUAL INCENTIVES	●	●	●
CHAPTER AWARDS & RECOGNITION	●	●	●
SCHOLARSHIPS		●	●
CERTIFICATION TESTS			●



## RECRUITING MEMBERS

### 5 Steps to Success

Recruiting members is easy! Follow these five steps and watch your chapter numbers rise.



#### 1. Develop a Recruitment Plan

- **Discuss your chapter's goals and objectives.** Where do you see your chapter in six months? A year?
- **Assess your membership.** Has it increased or decreased?
- **Set a recruitment goal.**
- **Develop a membership profile.** What types of people will help your chapter succeed? What are their interests? Where do they hang out? What kind of publicity attracts their attention?
- **Determine a recruitment period.** Will you allow students to join at any time or only during a predesignated recruitment period? Will you hold a mass meeting or is membership by invitation only?
- **Sell FBLA and the membership benefits.** What are the membership incentives? How will you personalize your message to each potential member?
- **Remember why you joined.** This is one of your most valuable tools in designing a recruitment strategy. What attracted you? How did you hear about FBLA-PBL? Why did you stay involved?
- **Emulate success.** How have other successful chapters recruited members?
- **Evaluate your strategy.**

#### 2. Design & Implement a Campaign

- **Ask members with artistic talents to design posters, flyers, banners, etc.**
- **Develop a time line.**
- **Advertise early.**

- **Post around campus.**
- **Promote in your class and to other groups.**

#### 3. Orient New Members

- **Plan a welcome meeting or ceremony.**
- **Train new members.** Hold an orientation and periodic training sessions. Well-trained, well-educated members feel a sense of ownership over their chapter.
- **Elements of a successful orientation program include:**
  - members' rights and responsibilities;
  - organization governance and operation policies and procedures;
  - organization history, traditions, and programs;
  - assimilation of new members into the organization; and
  - an overview of planned annual activities.

#### 4. Evaluate the Process

#### 5. Repeat Steps 1–4

### QUICK TIPS

- **Schedule a brief FBLA-PBL intro** at each meeting.
- **Co-sponsor campus events** to gain campus-wide recognition. Supply FBLA information at each event.
- **Ask key people to give recommendations** of possible members and leaders.
- **Do not expect a person to come to a meeting in a room full of people they do not know.** Offer to meet the student somewhere and go to the meeting together. Help him/her network with others in the organization.
- **Attend activity or club fairs.** Set up a recruitment booth.
- **Feed potential members.** Students love free food.
- **Recruit by interest.** If there are people interested in an issue, recruit them to head up a program on that issue.
- **Go to classrooms,** talk to students about the organization, and invite them to attend an event.
- **Hold meetings and events** in comfortable, visible, hospitable places.
- **Prepare an elevator speech** about the advantages of joining FBLA.
- **Snap photos at meetings and events;** put together an online scrapbook for prospective members.
- **Print business cards for members.** Include an open invitation to meetings and space for members to write their own name and number.



## RECRUITMENT IDEAS

Check out these ideas, then visit [go.fbla.org/fblarecruitmenttools](http://go.fbla.org/fblarecruitmenttools) for more tools.

### Recruitment Booth

Find a place at your school with a high density of foot traffic where you can set up a recruitment booth. Keep these tips in mind:

- *Attract with giveaways* (candy, food, brochures, giveaways).
- *Stand out* (big signs, bright shirts, decorations).
- *Creatively convey activities* (recruitment video, chapter scrapbooks, display awards).
- *Be organized.* (Have a sign-up sheet to collect contact information, membership applications, and a receipt book to collect dues.) **APPENDIX: D.1 Sample Membership Application**
- *Promote upcoming events.*
- *Welcome booth browsers* with a smile and say “Let me tell you a little bit about FBLA.”

### Recruitment Publicity

Get the word out! Keep your chapter visible using the following ideas:

- *Use promotional items* to identify members (T-shirts, bags, water bottles, etc.).
- *Develop a list of local news media.*
- *Share news and events* via social media.
- *Create and distribute literature* to local schools, businesses, and government.
- *Present FBLA business programs* to civic and service groups in the community.
- *Design promotional exhibits* around the school and community.
- *Display materials in your school* and community.
- *Write spot announcements*, interviews, and Q&A discussions for local radio and TV.
- *Provide photographs*, news releases, editorials, feature stories, and letters to the editor for the school and community newspapers.

#### APPENDIX: D.2 Sample Press Release

- *Announce chapter activities* and programs in your school’s daily announcements.
- *Invite community members* to partici-



participate in chapter meetings, banquets, business education classes, and advisory committees.

- *Distribute certificates of appreciation.*
- *Write to and visit elected public officials.*
- *Create a public awareness plan* that ties into a holiday or event.

*Promotional items and emblematics are available at [fblamarketplace.com](http://fblamarketplace.com).*

### Chapter Welcome Bash

Kick off your first meeting with a welcome bash! Begin with a brief and entertaining introduction, followed by a creative agenda full of icebreakers and networking opportunities—fostering friendships gives recruits a reason to join. No bash is complete without food!

### Club/Activity Fairs

Club/activity fairs can greatly benefit your chapter by increasing your audience of potential recruits. Try one of the following ideas:

- *Co-sponsor an event*, such as a guest speaker or workshop, with another club or organization. Have both your chapter and the other club introduce yourselves at the beginning of the event. Make yourselves available after the event to answer questions about FBLA.
- *Ask chapter members to volunteer* at your school’s career center or guidance office in exchange for recruitment opportunities to their students.

### Just Ask

The most successful recruitment method is very simple . . . just ask! Many prospec-

tive members need an extra push toward membership. Ask officers to speak to students in other classes using these tips:

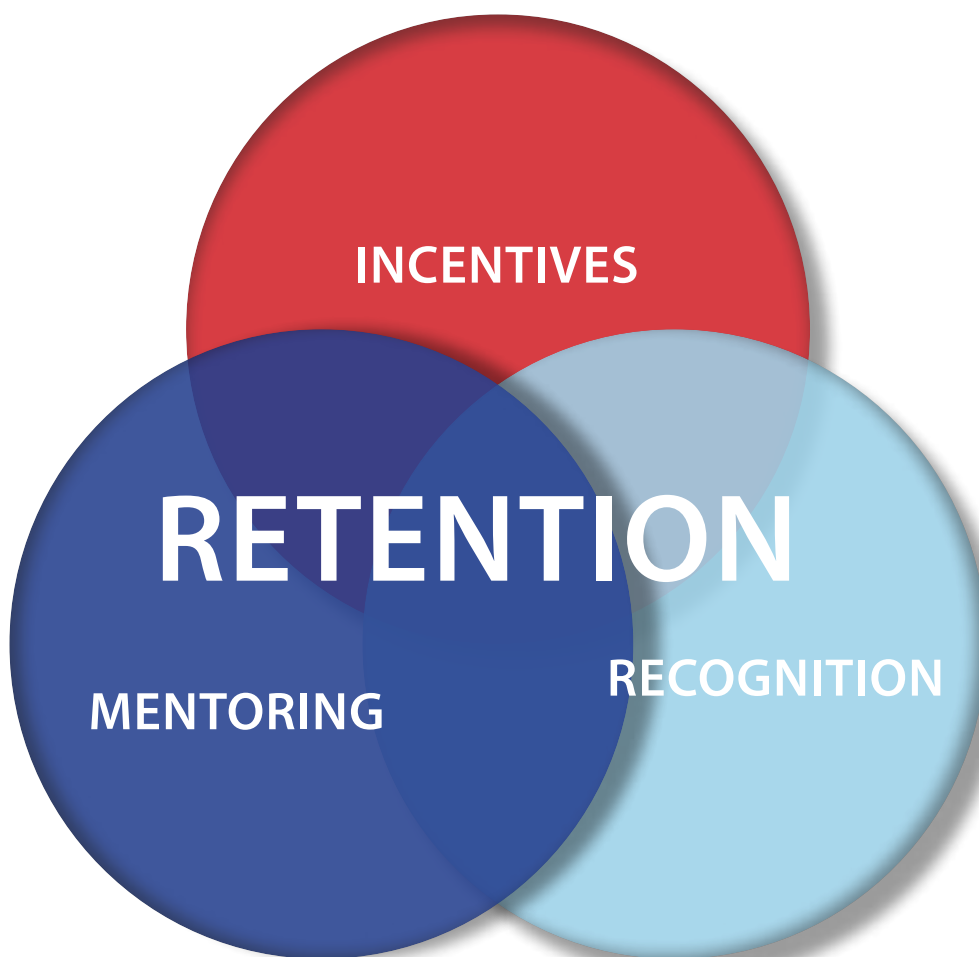
- *Remember ABC*—Ask, Bring, Close.
- *Speak from the heart*—tell prospective members why you joined.
- *Invite prospective members* to a meeting.
- *Be direct*—“Will you join?”

**APPENDICES: D.3 Sample FBLA Member Recruitment Letter; D.4 Professional Division Membership Form**

### Incentives

- *Food.* Entice attendance to after-school informational meetings with food. Conduct business and end the meeting with a pizza party, “Build your Own Banana Split Party,” etc.
- *Candy Invitations.* Hand out candy bars with catchy invitations to potential recruits (i.e., attach “Join FBLA-PBL to increase your Payday!” to a Payday bar).
- *Drawings.* Hold prize drawings at meetings. Students can win only after they pay dues.
- *Wall of Names.* Erect a “Wall of Names,” recognizing each member.
- *Night/Day of the Body Snatcher.* Award a prize at the end of chapter meetings to the person who snatched and brought the most nonmembers.

*Download one of the informational FBLA-PBL PowerPoint® presentations from [slideshare.net/FBLA-PBL](http://slideshare.net/FBLA-PBL) or [go.fbla.org/elearning](http://go.fbla.org/elearning) and show it at a chapter meeting.*



## RETENTION

To maintain and expand membership, your chapter members must play an active role in recruiting and retaining members. The key to growth is planning and implementing a variety of chapter activities. Keep the following ideas in mind.

### Incentives

Offer incentives for members to join for an additional year, including membership pins, FBLA-PBL T-shirts or other products, FBLA-PBL certificates, and awards for recruiting new members. Or institute a rating system where each activity has a specific point value. Award the member with the most points. **APPENDIX: A.2** *Sample Point System*

### Mentoring

Implement a mentor program by teaming up new members with experienced members—make them feel important.

### Recognition

Honor past members as part of the induction ceremony for new members or officer installation ceremony. Recognize members who won state or national competitive events the previous year.

**APPENDIX: D.5** *Adviser Recognition Form*

## RECOGNITION

Preview the awards chart on the following page, then visit the links below for more information. **APPENDIX: D.6** *Interactive Forms*

- **100 Percent Class Participation:**  
[go.fbلا.org/100percent](http://go.fbلا.org/100percent)
- **Action Awareness:**  
[go.fbلا.org/action](http://go.fbلا.org/action)
- **Big 10:**  
[go.fbلا.org/big10](http://go.fbلا.org/big10)
- **Big Brother:**  
[go.fbلا.org/bigbrother](http://go.fbلا.org/bigbrother)
- **Chapter Challenge:**  
[go.fbلا.org/sweeps](http://go.fbلا.org/sweeps)
- **Eco Chapter Project:**  
[go.fbلا.org/ecochapter](http://go.fbلا.org/ecochapter)
- **Gold Seal Chapter:**  
Contact your state
- **Good Neighbor:**  
[go.fbلا.org/goodneighbor](http://go.fbلا.org/goodneighbor)
- **Market Share:**  
[go.fbلا.org/marketshare](http://go.fbلا.org/marketshare)
- **Membership Achievement:**  
[go.fbلا.org/membershipachievement](http://go.fbلا.org/membershipachievement)
- **National Chapter Awards:**  
[go.fbلا.org/nationalawards](http://go.fbلا.org/nationalawards)
- **Nonstop November:**  
[go.fbلا.org/nonstop](http://go.fbلا.org/nonstop)
- **Outstanding Chapter:**  
[go.fbلا.org/outstandingchapter](http://go.fbلا.org/outstandingchapter)
- **Seven Up:**  
Automatically calculated based on membership records
- **State Recruitment Chapters:**  
Contact your state
- **Adviser Service Recognition:**  
Contact your state
- **Adviser Wall of Fame:**  
[go.fbلا.org/walloffame](http://go.fbلا.org/walloffame)
- **BAA America:**  
[go.fbلا.org/BAAamerica](http://go.fbلا.org/BAAamerica)
- **BAA Business:**  
[go.fbلا.org/BAAbusiness](http://go.fbلا.org/BAAbusiness)
- **BAA Future:**  
[go.fbلا.org/BAAfuture](http://go.fbلا.org/BAAfuture)
- **BAA Leader:**  
[go.fbلا.org/BAAleader](http://go.fbلا.org/BAAleader)
- **Businessperson of the Year:**  
Contact your state
- **Membership Madness:**  
[go.fbلا.org/membershipmadness](http://go.fbلا.org/membershipmadness)
- **Membership Mania:**  
[go.fbلا.org/membershipmania](http://go.fbلا.org/membershipmania)
- **Outstanding Local Adviser:**  
[go.fbلا.org/outstandinglocaladviser](http://go.fbلا.org/outstandinglocaladviser)
- **Who's Who:**  
Contact your state

# AWARD RECOGNITION



GROUP

PIN

LETTER

WEBSITE RECOGNITION

NFLC RECOGNITION

NFLC RIBBONS

ONLINE CERTIFICATE

CERTIFICATE

GIFT OR AWARD

NLC RIBBONS

Award Name	GROUP	PIN	LETTER	WEBSITE RECOGNITION	NFLC RECOGNITION	NFLC RIBBONS	ONLINE CERTIFICATE	CERTIFICATE	GIFT OR AWARD	NLC RIBBONS
100 Percent Class Participation	C						X			
Action Awareness	C		X				X			X
Big 10	C		X					X		
Chapter Challenge	C	X	X				X			X
FBLA Eco Chapter Award	C							X		
Gold Seal Chapter	C								X	X
Good Neighbor/Big Brother	C		X						X	X
Largest % Increase State Members	C			X					X	
Largest Chapter Membership PD	C			X					X	
Largest Increase State Membership	C			X					X	
Largest Local Chapter	C			X					X	
Largest State Chapter	C			X					X	
Largest State Chapter PD	C			X					X	
Market Share Award	C			X					X	
Membership Achievement Award	C						X			
Nonstop November	C		X				X			X
Outstanding Chapter	C		X					X		X
Seven Up	C		X							X
State Recruitment Chapters	C			X					X	
Super Sweeps	C		X	X		X				X
Adviser Service Recognition Award	I									X
Adviser Wall of Fame	I		X				X			X
BAA America	I	X	X				X		X	X
BAA Business	I	X					X			
BAA Future	I	X					X		X	
BAA Leader	I	X					X			
Businessperson of the Year	I		X						X	X
Membership Madness	I						X			
Membership Mania	I		X				X			
Outstanding Local Adviser	I					X				X
Who's Who	I					X				X



# FUNDRAISING

## GETTING STARTED

Fundraising is crucial to supporting chapter activities and expanding opportunities for your members. Preview the chart at the bottom of the page to get started.

**APPENDICES: E.1** *Sample Chapter Budget;*  
**E.2** *Conference Budget Form*

## OTHER SOURCES OF INCOME

There are a number of other funding sources available to help your chapter meet its goals.

### School Funding

Request funding from your school or busi-

ness department. *Note:* Some schools may not offer funding.

### Donations

Ask local businesses for donations, including food, prizes, cash, or anything that can help with projects.

### Sponsorships

Scout sponsors for events and trips.

**APPENDIX: E.3** *Sample Donations Sponsorship Letter*

### Local Dues Member Contributions

Consider charging local dues to offset chapter expenses. Members also may be

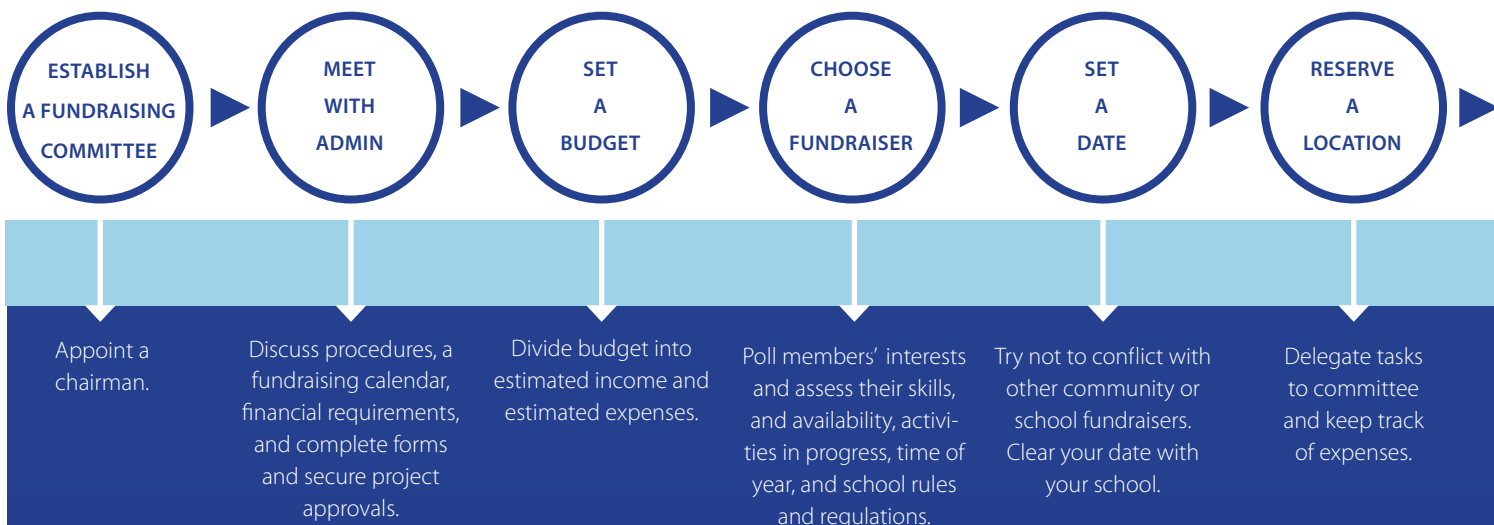
asked to pay some or all of their conference costs.

### Adviser Compensation

Many advisers are reimbursed for conference expenses. Reimbursements can offset the chapter's overall estimated expenditures.

### Special Funding Pool

Some states provide special funding to new and existing chapters. Compensation also may be available from the FBLA-PBL state office to students who qualify to compete at the NLC.



## FUNDRAISING PARTNERS

FBLA-PBL partners with a number of national sponsors to provide students with fun and hassle-free fundraising options. Choose from one of the following, then visit [go.fbla.org/FBLAfundraising](http://go.fbla.org/FBLAfundraising)



### Association Motor Club Marketing (AMCM)

AMCM provides your FBLA chapter the opportunity to build a recurring revenue business.

Your students will build their own business plan, incentives, and sales campaigns. The technology at AMCM is cutting edge and gives your students the experience of building a business using technology. Email [fbla@amcm-online.com](mailto:fbla@amcm-online.com), or call 605-254-8876 and visit [www.amcm-online.com/FBLA](http://www.amcm-online.com/FBLA).

have fun doing it, while receiving 100% profit. Your chapter sells advertising to local merchants, the merchants become properties on the game. Absolutely no risk and no obligation! Call Harriet at 800.451.5442, email [pride@prodigy.net](mailto:pride@prodigy.net), or visit [townopoly.net](http://townopoly.net).



### Schermer Pecans

Offers a delicious and healthy fundraising product. Call 800.841.3403, email [schermerpecans@yahoo.com](mailto:schermerpecans@yahoo.com) or visit [pecantreats.com](http://pecantreats.com).



### Country Meats

A healthy fundraiser that features fresh smoked snack sticks that everyone loves! 45% profit! Sells for \$1.00! For FREE SAMPLES call 800.277.8989 or visit [countrymeats.com/samplepack](http://countrymeats.com/samplepack).



### School Spirit Coffee

School Spirit Coffee provides a unique fundraiser that is personalized to each chapter or school.

From the size and color of the coffee packaging, to the design of the label, the finished product is created to boost school spirit and ultimately boost your profit potential. Chapters receive a 50% profit from their sales. Call 1-800-570-1443, email [Debbie@schoolspiritcoffee.com](mailto:Debbie@schoolspiritcoffee.com), or visit [www.schoolspiritcoffee.com](http://www.schoolspiritcoffee.com) for information on scheduling a fundraiser.



### DormCo.com

Receive FREE \$5 gift cards to [DormCo.com](http://DormCo.com) for each senior in your high school and earn 15% of all referred sales. This cost-free program earns funds for your chapter and requires no direct selling. Call 888.925.2899, email [FBLA@DormCo.com](mailto:FBLA@DormCo.com), or visit [DormCo.com/FBLA](http://DormCo.com/FBLA).



### Tom-Wat Fundraising

Offers a wide variety of easy and profitable programs, including gift catalogs, lollipops, chocolate bars, cookie dough, jewelry, magazines, flower bulbs, and much more. Call 800.243.9250, email [sales@tomwat.com](mailto:sales@tomwat.com), or visit [tomwat.com](http://tomwat.com).



### Krispy Kreme Fundraising

Doughnuts, BOGO cards, certificates, and coffee—Krispy Kreme Fundraising is profitable, simple and fast! Whether your chapter is large or small and whether your Krispy Kreme retail shop is near or far—it works!

Plus, you can repeat this fundraiser several times during the school year! Visit [krispykreme.com/fundraising](http://krispykreme.com/fundraising), email [fundraising@krispykreme.com](mailto:fundraising@krispykreme.com), or call 800.4KRISPY.



### ZenCaus

Rise and shine with Zencaus—it's a brand new day in fundraising. Revolutionary, innovative, and easy-to-use, Zencaus provides FBLA gift cards redeemable for a wide selection of products. Call 888.960.6148, email [customerservice@zencaus.com](mailto:customerservice@zencaus.com), or visit [fblagiftcards.com](http://fblagiftcards.com).



### Ozark Delight

Ozark Delight Lollipops are only available for fundraising. They do not sell to stores or other retail markets. Call 800.334.8991 or visit [ozarkdelight.com](http://ozarkdelight.com).



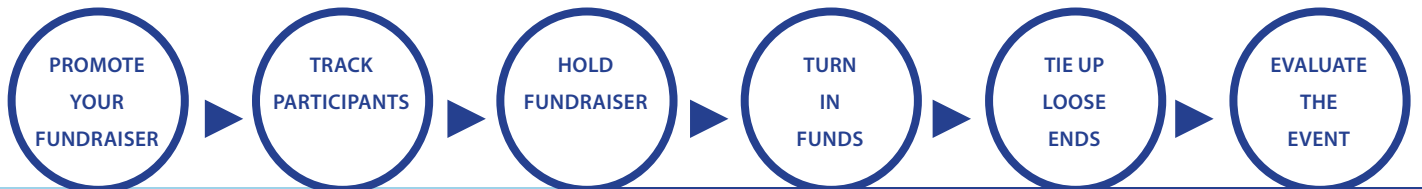
### Pride Distributors

Produces "Your Town-Opol," a fundraising board game made in the USA. Chapters can raise \$10,000–50,000 and



### Zinch.com

Zinch.com connects you with scholarships and best-fit colleges. Zinch will donate \$1 to your chapter for every member who signs up! Visit [Zinch.com/FBLA](http://Zinch.com/FBLA) or email [Rob@zinch.com](mailto:Rob@zinch.com).



Post flyers throughout the school and community. Promote your event through social or local media outlets.

Incentivize students by setting up accounts where a percentage of profits go toward their conference travel expenses.

Have fun!

Designate a fund collector and a date to turn in funds. Retain receipts for your records.

Review receipts and deposit slips, pay bills, and thank participants and sponsors.

Discuss logistics and begin planning for next year.

# FUNDRAISER

## TIMELINE & PLANNING SHEET

- Activities (sell products/services)
- Events
- Combination

APPENDIX: E.4 Fundraising Timeline & Planning Sheet

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS									
		8	7	6	5	4	3	2	1	ACTIVITY	FOLLOW UP
Determine fundraising needs		x	x	x						\$5000	
Establish committee	Adviser			x							
Identify with administrator	Officers			x	x					x	Done
Set budget	Adviser			x	x					\$1000	
Choose fundraiser	Adviser & officers					x	x	x		Dance-a-thon	
Set date	Chapter					x	x	x		Set date	May 4 secured
Publicize	Adviser									Social media	Ongoing
Organize volunteers / track participants	Officers								x	5 volunteers	Secured
Hold fundraiser	Chapter									May 4	x
Turn in funds	Secretary										Turned in May 7
Tie up loose ends / thank volunteers	Officers										Completed May 14
Evaluate event	Adviser & officers										SUCCESS!

Use this space to brainstorm fundraising ideas:

1. DormCo.com gift card palooza
2. Carwash
3. Sell Krispy Kreme donuts at sporting events
4. Fundraiser carnival; dunk tank, pie eating contest, pin the gavel on the officer
5. Dance-a-thon; charge \$5 cover, plus sell School Spirit Coffee
6. iPad raffle
7. \_\_\_\_\_
8. \_\_\_\_\_





# SCHOLARSHIPS

## Berkeley College

Berkeley College offers multiple scholarships of varying amounts to FBLA students. The awards are available to full-time students.

For an application, call the admissions office at the Berkeley College campus of your choice.

Campus choices are:

### Brooklyn

Brooklyn, New York  
718.637.8600

### Midtown Manhattan

New York, New York  
212.986.4343

### Newark

Newark, New Jersey  
973.642.3888

### Paramus

Paramus, New Jersey  
201.967.9667



### White Plains

White Plains, New York  
914.694.1122

### Woodbridge

Woodbridge, New Jersey  
732.750.1800

### Woodland Park

Woodland Park, New Jersey  
973.278.5400

## Catawba College Business Scholars Scholarship and Accounting Scholarship

Business and Accounting Scholarships are available for

Catawba College in Historic Salisbury, NC. Catawba is located in close proximity to Charlotte, Winston-Salem, and Greensboro. We excel at internships, careers, and top graduate school placement. Come study business and accounting with our exceptional faculty and students at Catawba College!

**Amount:** \$1000 and \$2000, can be combined with other scholarships (athletics, academics, other)

### Application:

<http://catawba.edu/about/our-campus/offices/financial/scholarships>

**Deadline:** 04/30/2015

**Contact:** [admissions@catawba.edu](mailto:admissions@catawba.edu)



### Champlain College - Build Your Own Business (BYOBiz) FBLA Scholarship Program—New

Champlain College <http://www.champlain.edu> located in Burlington, Vermont offers a special scholarship for incoming first-year FBLA members.

The BYOBiz/FBLA scholarship was established to support an FBLA student that either has developed and launched his/her own business or have an aptitude for entrepreneurship. Submissions will be evaluated based on the potential for success as evaluated by the scholarship committee. The award will range from \$3,000 up to \$10,000 per year based on the applicant's submission and the quality of their academic profile. First deadline is November 15, 2014. Visit [fbla.org/Membership/Benefits/Scholarships](http://fbla.org/Membership/Benefits/Scholarships) to learn about eligibility and application criteria.



### Cumberland University

Cumberland will provide up to five renewable \$2,000 scholarships to qualified FBLA members enrolled at CU.



**Application Receipt Deadline:** April 1

#### Criteria:

- Minimum high school GPA of 3.25. Transcript(s) must accompany the Scholarship Application.
- ACT score of 25 or above. A copy of the ACT score must accompany the Application.
- Completed personal essay (see application).
- Completed FBLA Scholarship Application
- Applications to be received by April 1, 2015. No applications considered after this date.

#### Selection Based On:

- Application for FBLA scholarship
- High school GPA
- ACT score
- Personal Essay

For information on obtaining an application contact Beatrice LaChance at 615.547.1244 or email [blachance@cumberland.edu](mailto:blachance@cumberland.edu).

### Economics for Leaders (EFL)

EFL is a selective summer program for high school students held on college campuses across the country. At this week-long residential program participants develop the leadership skills necessary to succeed in the 21st century economy. Call 530.757-4630, email [information@fte.org](mailto:information@fte.org), or visit [fte.org](http://fte.org).



### FBLA Distinguished Business Leader Scholarship

This scholarship is designed to recognize outstanding FBLA members for their activity and involvement in the association.



**Receipt Deadline:** April 1

**Individual Award:** Minimum of \$500; half awarded at the National Conference, and the other half upon joining PBL. Visit [fbla-pbl.org/FBLA/Membership/Benefits/Scholarships](http://fbla-pbl.org/FBLA/Membership/Benefits/Scholarships) for full criteria and an application form.

### Gary E. West Tuition Assistance Scholarship

At the Gary E. West College of Business at West Liberty University, a four-year public university in northern West Virginia, career success for graduates is our top-priority. The beautiful, safe WLU campus is just an hour from Pittsburgh, near Wheeling, WV. Accounting, information systems, finance, marketing, management, health care management, tourism and event planning, sports management, and entrepreneurship are among the program offerings. Learn more at [business@westliberty.edu](mailto:business@westliberty.edu).



### Johnson & Wales University

Johnson & Wales University is a private university with campuses in Providence, RI; North Miami, FL; Denver, CO; and Charlotte, NC, offering degree programs in arts and sciences, business, culinary arts, education, nutrition, hospitality, and technology.



JOHNSON & WALES  
UNIVERSITY

**Amount:** \$500 – full tuition

**Application:** Complete application for admission at admissions.jwu.edu

**Deadline:** Feb. 1 (to be considered for full tuition)

**Contact:** Tom Gauthier, Director of Educator Partnerships & Scholarship Programs, [tgauthier@jwu.edu](mailto:tgauthier@jwu.edu)

### Knowledge Matters

Knowledge Matters, Inc. is the maker of the industry-leading Virtual Business family of educational simulations. We are proud to sponsor the Virtual Business Scholarship which is a scholarship available to business, marketing, and personal finance students currently enrolled in their junior or senior year of high school throughout the country. To be eligible for nomination by their teachers, students must exhibit excellence in business, marketing, or personal finance classes and show interest and accomplishment in the use of technologies within these subjects.



Knowledge  
Matters, Inc.

**Amount:** \$2,000

**Application:** [www.KnowledgeMatters.com/scholarships](http://www.KnowledgeMatters.com/scholarships)

**Deadline:** September 15, 2014 - April 1, 2015

**Contact:** [Info@KnowledgeMatters.com](mailto:Info@KnowledgeMatters.com), [www.KnowledgeMatters.com](http://www.KnowledgeMatters.com), 413-587-9917

### Morrisville State College Leadership Awards

MSC is part of the SUNY system in Upstate NY that focuses on technology and applied learning in more than 75+ programs of study. Leadership Award recipients include those students who are active FBLA members and for those who hold a state or national officer position.



**Amount:** \$250/semester for a FBLA active member  
\$1250/semester for a State or National FBLA Officer

**Application:** [http://www.morrisville.edu/financial\\_aid/awards.aspx](http://www.morrisville.edu/financial_aid/awards.aspx)

**Deadline:** Must be postmarked by February 1st

**Contact:** Admissions at 315-684-6046 or [admissions@morrisville.edu](mailto:admissions@morrisville.edu)



### Mount Ida College

Mount Ida College, a small, private career-focused college in Newton, Mass., offers scholarships to FBLA-PBL members. Active members are eligible to receive a \$1,000 scholarship toward full-time undergraduate degree.



**Eligibility:** Active members applying as either a new or transfer student to study in any full-time undergraduate program at Mount Ida shall be considered eligible for the scholarship.

**Criteria:** Students indicate their FBLA-PBL involvement on their application for admission.

**Application Deadline:** Students accepted to Mount Ida College prior to May 1 are eligible for this scholarship.

**Application Form:** The admission application to Mount Ida College can be accessed through [mountida.edu](http://mountida.edu) under Admissions.

### National Technical Honor Society

The National Technical Honor Society is pleased to continue our partnership with FBLA-PBL to recognize the outstanding achievements of students in career and technical education. NTHS awards over \$160,000 in scholarships to its members annually and provides funding for two FBLA-PBL National Conference events each year. In 2014-15, NTHS offers two \$1,000 scholarships exclusively to FBLA-PBL members who are also current NTHS members in good standing. The NTHS/FBLA-PBL scholarship deadline is April 1. Schools must have an active NTHS chapter for student edibility. To learn more about starting a chapter and scholarship opportunities, visit [www.nths.org](http://www.nths.org) or call 800.801.7090.



### NFIB Young Entrepreneur Awards

The NFIB Young Entrepreneur Foundation provides nonrenewable scholarships each year ranging from \$1,000 to \$10,000.



**Eligibility:** Graduating high school seniors who will be entering their freshman year at an accredited two- or four-year school in the fall of 2015. Students must be able to demonstrate entrepreneurial spirit/initiative by owning or operating their own small business.

**Criteria:** The application process is in two phases. The first phase is an essay application, taking place October through December 2014. If selected as a semi-finalist, interviews will take place late January through mid-March, 2015. Applicants may apply online at [www.NFIB.com/YEA](http://www.NFIB.com/YEA) beginning October, 2014. Please direct any questions to the Young Entrepreneurship Foundation at 202-314-2042 or e-mail [yef@nfib.org](mailto:yef@nfib.org).

### Northwood University Business Club Scholarship

This scholarship is awarded to incoming freshmen who have displayed outstanding contributions to their high school business club. The deadline is open.



### Scholarship Amounts:

• \$4,000 (\$1,000/year)—Students must have a 2.7 GPA and submit a letter of recommendation from their adviser.

Eligibility requirements vary dependent on student's eligibility for other institutional aid. Participation in a business club at Northwood University is required. Upon acceptance to Northwood University, please email your letter of recommendation to the campus of your choice.

### West Palm Beach, FL

[fladmit@northwood.edu](mailto:fladmit@northwood.edu)

### Midland, MI

[miadmit@northwood.edu](mailto:miadmit@northwood.edu)

For information on other Northwood scholarship visit <http://www.northwood.edu/financial-aid/scholarships-and-grants.aspx>

### NSU & Razor's Edge Leadership Scholarship Program

FBLA Students are invited to apply to the Razor's Edge Leadership Scholarship Program at Nova Southeastern University in Ft. Lauderdale, FL. The Razor's Edge Program is a competitive four year program designed for first time in college freshmen; candidates must have the desire to continuously improve their leadership while actively leading on campus and beyond. Selected students receive a \$10,000 scholarship annually for up to four years of continuous undergraduate enrollment. For more information visit [www.nova.edu/studentleadership/razorsedge](http://www.nova.edu/studentleadership/razorsedge).



**Application Deadline:** Priority is December 5, 2014. Final is January 9, 2015.

**Contact:** Office of Student Leadership and Civic Engagement at 954-262-7179 or [razorsedge@nova.edu](mailto:razorsedge@nova.edu)

### Penn Commercial Business/Technical School

Penn Commercial is one (1) scholarship for high school seniors who are members of FBLA entering an associate degree program of study at Penn Commercial Business/Technical School.



**Application Deadline:** March 31

**Eligibility:** Open to high school seniors meeting qualifications consisting of FBLA participation and past academic records as requested on the application form.

**Award Amount:** The FBLA scholarship will amount to 25% of tuition per quarter in the program being offered by the school. The recipient must maintain a 2.0 GPA and an 85% attendance record or the scholarship is forfeited. The award must be used within one year.

**Application Procedure:** To obtain a scholarship application, contact Penn Commercial Business/Technical School Admissions Department at 724-222-5330 or 1-888-309-7484. For school information visit [www.penncommercial.edu](http://www.penncommercial.edu).



### Pittsburgh Technical Institute

Pittsburgh Technical Institute (PTI) proudly supports the efforts of FBLA and encourages members to apply for a PTI scholarship. PTI is providing three (3) \$6,000 scholarships for FBLA members.



**Application Deadline:** March 6, 2015

**Eligibility:** Applicants must be a high school senior and an active member of FBLA to apply for the scholarship.

**Criteria:**

- Recipients must apply their scholarship to either July 2015 or October 2015 PTI enrollment.
- Recipients must maintain a 3.0 GPA to earn a \$6,000 partial tuition scholarship renewal for their second PTI year in the associate degree programs.

For an application contact Vincent Gratteri at 1-800-644-7784, x5323 or ask your PTI admissions coordinator.

### The Art Institutes

An education at an Art Institutes school is all about turning the dream of living a creative life into a reality. We offer students the guidance, focus, technology, and career services they need to follow a path toward a creative profession. Visit [artinstitutes.edu](http://artinstitutes.edu) to learn more.



### University of the Ozarks

University of the Ozarks provides two (2) \$2,500 renewable scholarships for students who enroll as degree-seeking students in a bachelor's degree program. Scholarships are renewed each year for students who maintain a 2.75 cumulative GPA.



**Application Deadline:** March 1

**Eligibility:** Eligible students must have at least a 3.0 GPA and ACT score of 24. Applicants must submit a personal essay, and qualifying students must complete a personal interview before receiving the scholarship.

University of the Ozarks is a liberal arts college with a student population of about 600 in Clarksville, Arkansas. For more information on these scholarships and an application form visit [www.fbla-pbl.org](http://www.fbla-pbl.org).

### Webber International University (WIU) Scholarship



WIU is offering fifteen (15) recurring \$500 per semester scholarships to incoming FBLA students or active PBL members at WIU.

**Application Deadline:** Ongoing

**Award Amount:** \$500 per semester, renewable

**Eligibility:** Open to any FBLA member enrolling at WIU. Applicants must be a dues-paid member of FBLA-PBL and must agree to be an active PBL member at WIU. WIU has set up a "Millionaire Points" program in which scholarship award winners must participate.

**Application Procedure:** Applicants must complete the FBLA-PBL Scholarship Application Form and submit it with a letter of recommendation from their FBLA adviser. Applicants also must include a letter stating how or what contributions they could make to the WIU PBL chapter.

For more information on this scholarship and an application form, visit [www.fbla-pbl.org/Membership\\_Benefits/Scholarships](http://www.fbla-pbl.org/Membership_Benefits/Scholarships).

### Wesleyan College—NEW

The Wesleyan College FBLA scholarship is valued at \$9,000 and is renewable every year for four years, eight semesters, if the student remains in good standing and maintains a cumulative GPA of at least 2.5. Eligible high school seniors and transfer students may apply for the Wesleyan FBLA scholarship if they have completed requirements for the America level of the FBLA Business Achievement Awards. Eligible scholarship candidates should also possess a minimum SAT score of 1,000 (combined Critical Reading and Math) or an ACT score of 21 (Composite) and a high school GPA of 3.0.



### Zinch.com

Zinch.com offers over \$1 billion dollars in scholarships for college-bound high school students in a simple, easy to use format. Please contact Rob Wellington at [Rob@zinch.com](mailto:Rob@zinch.com) for a lesson plan on how to use Zinch to help your students pay for college. Zinch also offers simple, no-hassle fundraisers for FBLA chapters. Please find Zinch in the fundraiser section for more information.





## FBLA NATIONAL BYLAWS

REVISED 1995

### ARTICLE I Name

The name of this division of FBLA-PBL, Inc. shall be “Future Business Leaders of America” and may be referred to as “FBLA.”

### ARTICLE II Purpose

*Section 1.* The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9–12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

*Section 2.* The specific goals of FBLA are to:

- 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 which contribute to the improvement of home, business, and community;
- develop character, prepare for useful citizenship, and foster patriotism;
- encourage and practice efficient money management;
- encourage scholarship and promote school loyalty;
- assist students in the establishment of occupational goals; and facilitate the transition from school to work.

### ARTICLE III Membership

*Section 1.* FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA except that, in the case where there is no state chapter, the member shall be recognized by the

national office.

*Section 2.* National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members:

*Active Members* shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA and may participate in national events, in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

*Professional Members* shall be persons associated with or participating in the professional development of FBLA as approved by state chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training students, advisory council members, businesspersons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA; but shall not participate in events, serve as voting delegates, or hold office.

*Honorary Life Members* may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life members shall not vote or hold office and shall not be required to pay dues.

*National Honorary Life Members* may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office educa-

tion and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

### ARTICLE IV Dues and Finance

*Section 1.* National dues based on fiscal reports by the national center, and on recommendation by the national executive council and the board of directors, shall be determined by a majority vote of the state voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA national office or shall be submitted through state chapters at the discretion of the state chapter.

*Section 2.* Annual dues from 1990 through 1993 shall be \$5.00. Annual dues from 1994 until reconsidered shall be \$6.00.

*Section 3.* The affairs and property of FBLA shall be managed by the board of directors, which shall have the powers and duties of a board of directors, according to the current D.C. Code.

*Section 4.* The association president and chief executive officer shall administer all FBLA finances, submit an annual budget to the board of directors for approval, and provide the board of directors and members with an annual audit.

*Section 5.* The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

### ARTICLE V Organization

*Section 1.* FBLA shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters that have received charters and numbers issued by FBLA-PBL, Inc. and that are currently in good standing, shall be referred to as “Future Business Leaders of America” or “FBLA.”

*Section 2.* The board of directors of FBLA-PBL, Inc. shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of FBLA-PBL, Inc. and the laws of the District of Columbia. It may be referred to

as the board of directors. Members of the board of directors shall be nominated by state chairmen and elected by the local FBLA-PBL chapters of their respective regions for three- year terms in accordance with the nominating and voting procedures determined by the board of directors.

*Section 3.* The administration of FBLA shall be vested in the association president and chief executive officer of FBLA-PBL, Inc.

*Section 4.* There shall be a national executive council, which shall make recommendations to the board of directors and perform other duties as prescribed in these bylaws.

*Section 5.* There shall be five administrative regions.

- The Eastern Region consists of Connecticut, Delaware, District of Columbia, DoDDS-E (Europe), Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and Virgin Islands.
- The Southern Region consists of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.
- The North Central Region consists of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
- The Mountain Plains Region consists of Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming.
- The Western Region consists of Alaska, Arizona, California, Canal Zone, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

*Section 6.* State chapter charters shall be issued upon approval of the board of directors. A state chapter shall have at least five local chapters with all members holding national membership in FBLA and hold one annual meeting to elect state officers and conduct business in order to qualify for a charter. Each state chapter shall have a state committee composed of professional educators in the areas of business and office occupations.

*Section 7.* A state committee chairman shall be recommended by the association president and chief executive officer and approved by the board of directors.

*Section 8.* Each local chapter shall have an adviser who shall be a faculty member who is teaching a business or business-related class. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

## **ARTICLE VI Officers and Elections**

*Section 1.* National Officers. The national elected officers of FBLA shall be a president, five vice presidents representing the respective regions, a secretary, and a treasurer.

*Section 2.* Qualifications for National Office.

- A. Only active members are eligible to hold national office.
- B. Only those applicants who are present at the National Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- C. To be considered for an office in FBLA, a candidate shall:
  1. Have at least one full year remaining in his/her business program.
  2. Hold or have held an elective office in his/her local or state chapter.
  3. Be recommended by the chapter advisers and endorsed by his/her local and state chapters.
  4. File an official application with the association president and chief executive officer at FBLA-PBL, Inc. by May 15.
    - a. If no state chapter submits an applicant for a particular office by the May 15 deadline, then the deadline for the particular office shall be extended to June 15.
    - b. Applicants for national office who become candidates for office as of the second deadline shall have to prepare a

campaign for office like all other candidates, including a requirement to pass the officer screening committee and caucus in state chapter meetings.

- c. If no candidates are submitted for a particular office by the first or second deadline, then candidates may apply for office at the National Leadership Conference and shall comply with all guidelines that other candidates comply with during the conference.
5. Candidates for secretary must possess the ability to take minutes and must have completed one year of typewriting/keyboarding instruction by the time of their election at the National Leadership Conference.
  6. Candidates for treasurer must have completed one year of accounting, bookkeeping or record keeping by the time of their election at the National Leadership Conference

*Section 3.* Nominations.

- A. The president, secretary, and treasurer shall be nominated by a state chapter at a general session of the National Leadership Conference. The national vice presidents representing the regions shall be nominated by a state chapter at their respective regional meetings at the National Leadership Conference.
- B. Only candidates approved by the officer screening committee shall be nominated.

*Section 4.* Elections.

- A. The president, secretary, and treasurer shall be elected annually at a general session of the National Leadership Conference by the state voting delegates. The national vice presidents representing the regions shall be elected annually at their respective regional meetings at the National Leadership Conference by the local voting delegates of the respective regions.
- B. The president, secretary, and treasurer



shall be elected by a ballot vote of the state voting delegates. The national vice presidents shall be elected by a ballot vote by the local voting delegates of respective regions. A majority vote shall be required for elections. If no candidate for an office receives a majority vote on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.

- C. No two national officers shall be elected from the same state chapter.

**Section 5.** Term of Office. National officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the National Leadership Conference at which they were selected.

**Section 6.** Vacancy in Office. A vacancy in any office, other than that of president, shall be filled by appointment by the president with the approval of the national executive council. Should the office of president become vacant, the vice president from the president's region shall automatically become president.

**Section 7.** Appointment of Parliamentarian. The person scoring highest on the Parliamentary Procedure written test shall be appointed by the incoming national president to serve as parliamentarian. This individual shall have at least one year remaining before being graduated from a secondary school.

## ARTICLE VII

### Duties of FBLA National Officers

**Section 1.** The president shall:

- A. serve as chairman of the national executive council;
- B. preside over the council meetings and business meetings of FBLA;
- C. serve as a member of the board of directors;
- D. appoint appropriate committees and

- E. committee chairmen;
- E. serve as an ex-officio, nonvoting member of all committees;
- F. appoint the parliamentarian; and
- G. perform other duties for the promotion and development of local, state, and national FBLA.

**Section 2.** The vice presidents shall:

- A. assist the president in the promotion and development of FBLA in the regions that elected them;
- B. assist in planning Regional Leadership Conferences; and
- C. preside at regional meetings at the National Leadership Conference.

**Section 3.** The secretary shall:

- A. keep an accurate record of all business meetings of the National Leadership Conference and the national executive council;
- B. supply promptly at least one copy of the minutes and substantiating reports to the FBLA president and the association president and chief executive officer; and
- C. initiate communication with state officers to promote quality articles for national publications.

**Section 4.** The treasurer shall:

- A. assist the national office in keeping an accurate record of national officer travel expenses and disbursements, and in planning national officer travel; and
- B. present an annual financial report to members at the National Leadership Conference.

**Section 5.** The parliamentarian shall:

- A. advise the president of the orderly conduct of business in accordance with FBLA bylaws and *Robert's Rules of Order Newly Revised*;
- B. shall initiate communication with his/her state counterparts to promote expansion of parliamentary knowledge and awareness; and
- C. serves as an ex-officio member of the national executive council.

**Section 6.** These officers shall serve on the national executive council, perform the duties prescribed in these bylaws, and perform such other duties as are directed

by the FBLA president and the association president and chief executive officer and the board of directors and not inconsistent with these bylaws or other rules adopted by FBLA.

## ARTICLE VIII

### National Leadership Conference

**Section 1.** A National Leadership Conference shall be held each year. A date and location will be recommended by national staff and approved by the board of directors.

**Section 2.** Each state chapter in good standing shall be entitled to send two voting delegates and one alternate from its active membership to the National Leadership Conference.

**Section 3.** Each local chapter in good standing shall be entitled to send from its active membership, two to four local voting delegates and one alternate for each voting delegate to the National Leadership Conference in accordance with the following:

- Under 50 members—two voting delegates.
- 50–100 members—three voting delegates.
- Over 100 members—four voting delegates.

**Section 4.** All voting delegates of local and state chapters shall be officially certified by their respective advisers and their names submitted to the national office post-marked no later than 20 days prior to the National Leadership Conference.

**Section 5.** Voting. State voting delegates shall be entitled to vote on all matters that come before the general session. Local voting delegates shall be entitled to vote on all matters that come before the regional meetings. There shall be no proxy voting.

**Section 6.** Quorum. The quorum for all business meetings of the National Leadership Conference shall be a majority of the registered voting delegates.

## ARTICLE IX

### National Executive Council

**Section 1.** The national officers of FBLA shall, with the ex-officio, nonvoting

members, constitute the national executive council. The chairman of the board of directors, the association president and chief executive officer, and a state committee person for each national officer shall be ex-officio, nonvoting members.

*Section 2.* Duties. The National Executive Council shall:

- A. adopt policies of operation of FBLA as deemed necessary, by a three-fourths vote subject to the approval of the board of directors;
- B. approve committee appointments and the creation of new committees by the president;
- C. approve appointments by the president to fill vacancies in office;
- D. review all proposed amendments to the bylaws;
- E. present to the voting delegates at the National Leadership Conference, with recommendations, those proposed amendments approved by the board of directors; and
- F. perform such other duties as are prescribed by these bylaws.

*Section 3.* Meetings. Meetings shall be called by the president, or upon the written request of three voting members of the national executive council, upon approval by the association president and chief executive officer.

*Section 4.* Voting by Mail. Business of the national executive council may be conducted by mail at the discretion of the FBLA president upon the approval by the association president and chief executive officer. For adoption, action by mail shall require a three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

## **ARTICLE X** **Committees**

*Section 1.* Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the board of directors. Recommendations of persons for such appointments shall be requested of state chapters.

*Section 2.* Local and state chapters may select advisory committees to assist in the growth and development of their respec-

tive chapters.

*Section 3.* The president of FBLA shall, with the approval of the national executive council, establish committees, appoint their members for a period not to exceed his/her term in office, and assist these committees in their activities.

*Section 4.* An officer screening committee, composed of national officers and board members, shall be appointed by the FBLA president in consultation with the association president and chief executive officer. The officer screening committee shall, after careful consideration of applicants for officers of FBLA, approve candidates for nomination.

*Section 5.* Committee business may be conducted by mail at the discretion of the chairman. For adoption, action by mail shall require a majority vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

## **ARTICLE XI** **Emblems and Colors**

*Section 1.* The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors.

*Section 2.* Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups: they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

*Section 3.* The official colors of FBLA shall be blue and gold.

## **ARTICLE XII** **Parliamentary Procedure**

The rules contained in Robert's Rules of Order Newly Revised shall govern the FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these bylaws or any special rules of order the FBLA may adopt.

## **ARTICLE XIII** **Amendment**

Proposed amendments to these bylaws shall be submitted in writing by local or state chapters or by a national officer to the association president and chief executive officer no later than April 1. The proposed amendments shall be submitted for review to the division president and the bylaws committee of the board of directors by April 15. Proposed amendments approved by the bylaws committee shall be returned to the association president and chief executive officer by May 1. Each state chapter will be sent copies of the approved amendments by May 15. The national executive council shall present approved proposed amendments with recommendations to the state voting delegates at the National Leadership Conference. A two-thirds vote of the state-voting delegates present and voting at the National Leadership Conference is required for adoption.

*Adopted June 21, 1975*

*Amended July 4, 1979*

*Amended July 4, 1982*

*Amended July 4, 1983*

*Amended July 4, 1985*

*Amended June 29, 1986*

*Amended July 4, 1987*

*Amended June 28, 1988*

*Amended July 4, 1990*

*Amended July 4, 1992*

*Amended July 7, 1994*

*Amended July 3, 1995*



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Sales Presentation— <i>NEW</i>	130
Social Media Campaign— <i>NEW</i>	131
Sports & Entertainment Management	132
Website Design	133



# FBLA EVENTS AT-A-GLANCE

FBLA Competitive Events	# of State Entries	Event Type	Objective Test Time	Collaborative Objective Test	Prejudged Report/Project	Home-site Production Test/Time	National Preliminary Round	National Final Round	Equip. Set Up Time	Prep. Time	Performance Time	Q&A	Interactive Role Play
Accounting I	4	I	60										
Accounting II	3	I	60			1 hr							
Agribusiness	4	I	60										
American Enterprise Project	3	C			x		x	x	5		7	3	
Banking & Financial Systems	3	T	60	x				x		20	7		x
Business Calculations	4	I	60										
Business Communication	4	I	60										
Business Ethics	3	T					x	x			7	3	
Business Financial Plan	3	I,T			x		x	x	5		7	3	
Business Law	4	I	60										
Business Math (9th–10th grade)	4	I	60										
Business Plan	3	I,T			x		x	x	5		7	3	
Business Presentation	3	I,T					x	x	5		7	3	
Business Procedures	4	I	60										
Client Service	3	I					x	x		10	5		x
Community Service Project	3	C			x		x	x	5		7	3	
Computer Applications	3	I	60			2 hrs							
Computer Game & Simulation Programming	3	I,T			x		x	x	5		7	3	
Computer Problem Solving	4	I	60										
Cyber Security	4	I	60										
Database Design & Applications	3	I	60			1 hr							
Desktop Application Programming	3	I			x		x	x	5		7	3	
Desktop Publishing	3	I,T	60	x	x								
Digital Design & Promotion	3	I,T			x		x	x	5		7	3	
Digital Video Production	3	I,T			x		x	x	5		7	3	
E-business	3	I,T			x		x	x	5		7	3	
Economics	4	I	60										
Electronic Career Portfolio	3	I					x	x	5		7	3	
Emerging Business Issues Modified	3	T					x	x			7	3	
Entrepreneurship	3	T	60	x				x		20	7		x
FBLA Principles & Procedures (9th–10th grade)	4	I	60										
Future Business Leader	3	I	60				x	x			10,15		
Global Business	3	T	60	x				x		20	7		x



# FBLA EVENTS AT-A-GLANCE

	# of State Entries	Event Type	Objective Test Time	Collaborative Objective Test	Prejudged Report/Project	Home-site Production Test/Time	National Preliminary Round	National Final Round	Equip. Set Up Time	Prep. Time	Performance Time	Q&A	Interactive Role Play
<b>FBLA Competitive Events</b>													
Health Care Administration	4	I	60										
Help Desk	3	I	60					x		10	5		x
Hospitality Management	3	T	60	x				x		20	7		x
Impromptu Speaking	3	I					x	x		10	4		
Insurance & Risk Management	4	I	60										
Introduction to Business (9th–10th grade)	4	I	60										
Introduction to Business Communication (9th–10th grade)	4	I	60										
Introduction to Information Technology (9th–10th grade)	4	I	60										
Introduction to Parliamentary Procedure (9th–10th grade)	4	I	60										
Job Interview	3	I					x	x			10,15		
LifeSmarts	2	T	30	x			x	x					
Local Chapter Annual Business Report	3	C			x								
Management Decision Making	3	T	60	x				x		20	7		x
Management Information Systems	3	T	60	x				x		20	7		x
Marketing	3	T	60					x		20	7		x
Mobile Application Development	3	I, T			x		x	x	5		7	3	
Network Design	3	T	60	x				x		20	7		x
Networking Concepts	4	I	60										
Parliamentary Procedure	3	T	60					x		20	9-11		
Partnership with Business Project	3	C			x		x	x	5		7	3	
Personal Finance	4	I	60										
Public Service Announcement	3	I, T					x	x	5		5	3	
Public Speaking I (9th–10th grade)	3	I					x	x			4		
Public Speaking II	3	I					x	x			5		
Sales Presentation— <i>New</i>	3	I					x	x	5		7		x
Securities & Investments	4	I	60										
Sports & Entertainment Management	3	T	60	x				x		20	7		x
Spreadsheet Applications	3	I	60			1 hr							
Social Media Campaign	3	I, T					x	x	5		7	3	
3D Animation <i>New</i>	3	I, T			x		x	x	5		7	3	
Virtual Business Management Challenge	2	I, T					x	x			25		
Website Design	3	I, T			x		x	x	5		7	3	
Word Processing	3	I	60			1 hr							



# FBLA EVENTS BY NBEA STANDARDS

Events	Accounting	Business Law	Career Development	Communication	Computation	Economics & Pers. Finance	Entrepreneurship	Information Technology	International Business	Management	Marketing
Accounting I	X				X	X					
Accounting II	X		X		X	X					
Agribusiness	X					X	X			X	X
American Enterprise Project				X		X	X			X	
Banking & Financial Systems	X		X		X	X				X	
Business Calculations	X				X						
Business Communication				X							
Business Ethics		X		X							
Business Financial Plan	X			X	X	X				X	
Business Law		X							X		
Business Math					X						
Business Plan	X		X	X		X	X			X	X
Business Presentation				X				X			
Business Procedures			X	X	X	X		X			
Client Service			X	X				X			
Community Service Project				X						X	X
Computer Applications				X				X			
Computer Game & Simulation Programming								X		X	
Computer Problem Solving								X			
Cyber Security								X			
Database Design & Applications					X			X			
Desktop Application Programming				X				X		X	
Desktop Publishing				X				X			
Digital Design & Promotion				X				X			
Digital Video Production				X				X			
E-business				X		X	X	X			X
Economics						X	X		X	X	
Electronic Career Portfolio			X	X				X			
Emerging Business Issues				X		X			X	X	
Entrepreneurship	X			X			X			X	X
FBLA Principles & Procedures											
Future Business Leader	X	X	X	X	X		X		X	X	X



# FBLA EVENTS BY NBEA STANDARDS

Events	Accounting	Business Law	Career Development	Communication	Computation	Economics & Pers. Finance	Entrepreneurship	Information Technology	International Business	Management	Marketing
Global Business	X					X	X		X	X	X
Health Care Administration										X	
Help Desk				X				X			
Hospitality Management			X	X				X			
Impromptu Speaking				X							
Insurance & Risk Management	X		X			X		X		X	
Introduction to Business			X	X		X	X			X	X
Introduction to Business Communication				X							
Introduction to Parliamentary Procedure											
Introduction to Information Technology								X			
Job Interview			X	X							
LifeSmarts		X				X		X		X	X
Local Chapter Annual Business Report				X				X			X
Management Decision Making	X	X		X		X	X	X		X	
Management Information Systems				X				X		X	
Marketing							X				X
Mobile Application Development				X				X			X
Network Design				X				X		X	
Networking Concepts								X		X	
Parliamentary Procedure											
Partnership with Business Project			X	X			X	X		X	
Personal Finance						X					
Public Service Announcement				X				X			
Public Speaking I				X							
Public Speaking II				X							
Sales Presentation											X
Securities & Investments	X			X							
Social Media Campaign								X			X
Sports & Entertainment Management										X	X
Spreadsheet Applications					X			X			
3-D Animation				X				X			
Virtual Business Management Challenge	X	X	X	X	X	X	X	X		X	X
Website Design				X				X			X
Word Processing				X				X			



# FBLA EVENTS BY NATIONAL CLUSTERS

Events	Agriculture	Arts, A/V Tech. & Comm.	Business Mgmt. & Admin.	Finance	Gov't & Public Admin.	Human Services	Information Technology	Law, Public Safety	Marketing, Sales & Service	S.T.E.M.
Accounting I			X	X	X				X	
Accounting II			X	X	X				X	
Agribusiness	X		X						X	
American Enterprise Project			X				X			
Banking & Financial Systems			X	X	X	X				
Business Calculations			X	X						
Business Communication			X			X			X	
Business Ethics	X	X	X	X	X	X	X	X	X	X
Business Financial Plan			X	X		X				
Business Law			X					X		
Business Math			X	X						
Business Plan			X	X		X			X	
Business Presentation						X	X			
Business Procedures			X			X				
Client Service			X			X	X		X	
Community Service Project			X				X			
Computer Applications			X				X			X
Computer Game & Simulation Programming		X	X				X			X
Computer Problem Solving							X			X
Cyber Security							X			X
Database Design & Applications			X				X			X
Desktop Application Programming		X	X				X		X	X
Desktop Publishing		X					X			
Digital Design & Promotion		X					X		X	X
Digital Video Production		X					X		X	X
E-business			X	X			X		X	
Economics			X	X					X	
Electronic Career Portfolio		X	X	X		X	X	X	X	
Emerging Business Issues			X				X			
Entrepreneurship			X	X		X			X	
FBLA Principles & Procedures										
Future Business Leader			X			X	X		X	
Global Business			X	X	X	X			X	



# FBLA EVENTS BY NATIONAL CLUSTERS

Events	Agriculture	Arts, A/V Tech. & Comm.	Business Mgmt. & Admin.	Finance	Gov't & Public Admin.	Human Services	Information Technology	Law, Public Safety	Marketing, Sales & Service	S.T.E.M.
Health Care Administration			X	X	X	X	X	X		
Help Desk		X	X				X			
Hospitality Management			X			X	X		X	
Impromptu Speaking			X			X			X	
Insurance & Risk Management			X	X					X	
Introduction to Business			X	X					X	
Introduction to Business Communication			X						X	
Introduction to Parliamentary Procedure			X							
Introduction to Information Technology							X			
Job Interview	X	X	X	X	X	X	X	X	X	X
LifeSmarts			X	X			X		X	
Local Chapter Annual Business Report			X	X			X		X	
Management Decision Making			X	X		X		X	X	
Management Information Systems			X	X		X	X	X		
Marketing			X						X	
Mobile Application Development							X			
Network Design		X					X			
Networking Concepts		X					X			
Parliamentary Procedure			X							
Partnership with Business Project			X				X		X	
Personal Finance			X	X						
Public Service Announcement		X								
Public Speaking I			X						X	
Public Speaking II			X						X	
Sales Presentation									X	
Securities & Investments				X						
Social Media Campaign		X					X		X	X
Sports & Entertainment Management			X							
Spreadsheet Applications			X				X			
3-D Animation		X	X							X
Virtual Business Management Challenge			X				X		X	
Website Design		X					X		X	X
Word Processing			X				X		X	



# COMPETITIVE EVENTS

## INTRODUCTION TO COMPETITIVE EVENTS

Competitive events at the National Leadership Conference play an integral role in the mission of FBLA-PBL. They prepare students for successful careers in business by providing opportunities to apply classroom concepts in a workforce-simulated competitive environment. The competitive event guidelines and competencies that follow were created for competitors, advisers, and event judges.

### Guidelines

Guidelines are grouped by component (i.e., objective tests, production tests, performance) and include an event overview, eligibilities, and instructions on how to compete. Specific guidelines are identified within the table, and general guidelines are identified following the table.

### New, Modified, & Retired Events

To propose a new event, recommend an event modification, or suggest retiring an event, complete and submit the Recommendation for New/Modified Competitive Events form:

[go.fbلا.org/Cemodifications](http://go.fbلا.org/Cemodifications)

Questions? Contact the FBLA-PBL national office or email [education@fbلا.org](mailto:education@fbلا.org).

## MEMBERS COMPETE TO . . .

- Demonstrate career competencies, business knowledge, and job skills
- Expand leadership skills
- Display competitive spirit
- Receive recognition for achievements and scholarships for winners
- Travel
- Network



## CHANGES TO THIS EDITION

The following list highlights the most significant changes made for the current membership year. Check with your state to see if the new events will be offered at the state level this year.

### New Events

- 3D Animation—individual or team event; prejudged video; presentation
- Microsoft Office Specialist (Excel)
- Microsoft Office Specialist (Word)
- Sales Presentation—individual event, includes presentation of product
- Securities & Investments—individual event; objective test
- Social Media Campaign—individual or team event; presentation

### Modified Events

- Electronic Career Portfolio—guidelines and rating sheets have been revised.
- Emerging Business Issues—teams present both slides; presentation time increased to seven (7) minutes.
- Local Chapter Annual Business Report—reduced to fifteen (15) pages.
- Public Service Announcement—eliminate script submission.
- State can advance four (4) competitors in events requiring only objective tests.

## OVERVIEW OF FBLA COMPETITIVE EVENTS PROGRAM COMPONENTS

Below is a description of the different types of national competitive events. The states may modify the events offered at the district/region and state level. Always check your state guidelines if competing at the district/region and/or state level competition.

Test Components	Description
<b>Objective Test Individual</b>	A 60-minute test administered during the National Leadership Conference. Non-graphing calculators are provided for all objective tests.
<b>Production Test Individual</b>	A one- or two-hour computer production test administered and proctored at a designated school-site prior to the National Leadership Conference.

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

In addition to competitive events, FBLA-PBL offers open and pilot events.

### Open Events

Online testing events are open to any FBLA member present at the National Leadership Conference. Prerequisites or registration is not required. The open events tests may change each year. The top winner of each open event is recognized during the award ceremony.

### Pilot Events

A person competing in a pilot event is eligible to compete in another individual or team event. The top five (5) winners are recognized during the awards ceremony.



## GENERAL EVENT GUIDELINES

The general event guidelines below are applicable to all national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ slightly.

### Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by the second Friday in May.
- Each state may submit four (4) entries in events requiring only objective tests and three (3) individuals or teams for all events that require a prejudged or performance component.
- Each competitor can only compete in one (1) event and one (1) chapter event.

### 9th and 10th Grade Events

The following events are only open to 9th and 10th graders:

- Business Math
- FBLA Principles and Procedures
- Introduction to Business
- Introduction to Business Communications
- Introduction to Information Technology
- Introduction to Parliamentary Procedures
- Public Speaking I

### Repeat Competitors

Competitors are **not** permitted to compete in an event more than once at the NLC unless one of the following circumstances applies:

- **Modified Events:** A competitor may compete in the same event when the event is modified.
- **Team Events:** One (1) competitor of the team may have competed in the same event at one (1) previous NLC; however, they may not compete more than twice in the event at the national level.
- **Chapter Events:** Competitors may compete in a chapter event more than once. (American Enterprise Project, Community Service Project, and Partnership with Business Project).
- **Individual Entry:** A competitor who competed as an individual entry in a team event at the national level may compete in the same event a second time as part of a team, but not a second time as an individual.
- **Parliamentary Procedure:** Two (2) competitors of the team may have competed in this event at a previous NLC; however, they may not compete more than twice at the national level.
- **Pilot Event:** Competition in a pilot event does not

disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

### Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner.
- **Objective and Production Tests:** The production test scores will be used to break a tie based on the tie breaking criteria of objective tests.
- **Objective Tests and Performances:** The objective test score will be used to break a tie based on the tie breaking criteria of objective tests.
- **Reports/Projects and Performances:** The report/project scores will be used to break a tie.

### National Deadlines

- All prejudged components (reports, websites, statement of assurances) must be received by the second Friday in May.
  - All reports must be uploaded online.
- All production tests must be received by the national center by the third Friday in May.
  - All tests must be mailed to the FBLA-PBL national office at 1912 Association Drive, Reston, VA 20191.
- Competitor changes must be made by the first Friday in June. Deletions are the only changes allowed after this date and on site. State advisers/state chairs must make the changes.

### National Awards

The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10. Only one (1) award is given to the schools competing in chapter events (America Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).

### Additional Materials

Textbooks, other resource materials, and electronic devices may not be taken to or used during competitive events.

### Americans with Disabilities Act (ADA)

FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who submit a special needs form to the national center. **Form:** [go.fbla.org/specialneedsform](http://go.fbla.org/specialneedsform)

### Recording of Presentations

No audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.

## GENERAL PERFORMANCE EVENT GUIDELINES

### Performance Guidelines

- A maximum of fifteen (15) finalists or an equal number from each group in the preliminary round will advance to the final round.
- In the case of team events, all team competitors are expected to actively participate in the performance.
- Competitors cannot be replaced or substituted for pre-judged events with the exception of the chapter events—American Enterprise Project, Community Service Project, and Partnership with Business Project.
- All competitors must comply with the FBLA-PBL dress code.
- Prejudged materials and resumes will not be returned.

### Technology Guidelines

- The following will be provided for all technology presentation events: screen, power, table, and projector.
- Competitors utilizing Apple products or other devices that do not have a VGA port or HDMI will need to provide their own adapters.
- Internet access will be provided for 3D Animation, Digital Video Production, E-business, Electronic Career Portfolio, Mobile Application Development, Public Service Announcement, and Website Design. Access may not be WiFi, so competitors should plan appropriately when selecting laptops/tablets on which to present.

### 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).

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.
- Five (5) points may be deducted for presentations over the allotted time (selected events).
- Five (5) points may be deducted for not following guidelines (selected events).

### Audience

- Preliminary performances are not open to conference attendees.
- Final performances are open to conference attendees, space permitting (with the exception of interview events).
- Recording performances are prohibited.
- All electronic devices must to be turned off.
- All attendees must follow the dress code and wear their name badge.

### Sequestered Final Events

The following events are sequestered on the final performance day: Banking & Financial Systems, Client Service, Entrepreneurship, Global Business, Help Desk, Hospitality Management, Impromptu Speaking, Management Decision Making, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, and Sports & Entertainment Management.

- Competitors must report to the holding room prior to the first scheduled performance.
- Competitors are disqualified if they arrive after the first scheduled performance.
- Competitors must be escorted from room to room.
- Competitors may bring food and drinks to the holding room.
- Competitors may not communicate with outside individuals.
- No text messaging, email, Internet use, or phone calls are allowed after arriving at the holding room.



## OBJECTIVE TEST EVENTS & COMPETENCIES

### Overview

These events consist of a 60-minute test, administered during the National Leadership Conference (NLC).

### Eligibility

Each state may submit four (4) individuals. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Objective Test Guidelines

- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Event Name	Objective Test Competencies
<b>Accounting I</b> *See next page	Journalizing   account classification   terminology   concepts and practices   types of ownership   posting   income statements   balance sheets   worksheets   bank reconciliations   payroll   depreciation   manual and computerized systems   ethics
<b>Agribusiness</b>	Economics   finance and accounting   health, safety and environmental management   management analysis and decision making   marketing   terminology and trends
<b>Business Calculations</b>	Consumer credit   mark-up and discounts   data analysis and reporting   payroll   interest rates   investments   taxes   bank records   insurance   ratios and proportions   depreciation   inventory
<b>Business Communication</b>	Nonverbal and verbal communication   communication concepts   report application   grammar   reading comprehension   editing and proofreading   word definition and usage   capitalization and punctuation   spelling   digital communication
<b>Business Law</b>	Legal systems   contracts and sales   business organization   property laws   agency and employment laws   negotiable instruments, insurance secured transactions, bankruptcy   consumer protection and product/personal liability   computer law   domestic and private law
<b>Business Math</b> <i>9th &amp; 10th graders</i>	Basic math concepts   consumer credit   data analysis   probability   fractions   percentages   discounts   decimals
<b>Business Procedures</b>	Human relations   technology concepts   business operations   communication skills   information processing   decision making/management   career development   database and information management   ethics and safety   finance
<b>Computer Problem Solving</b>	Operating systems   networks   personal computer components   security   safety and environmental issues   laptop and portable devices   printers and scanners
<b>Cyber Security</b>	Defend and attack (virus, spam, spyware)   network security   disaster recovery   email security   intrusion detection   authentication   public key   physical security   cryptography   forensics security   cyber security policy
<b>Economics</b>	Basic economic concepts and principles   monetary and fiscal policy   productivity   macroeconomics   market structures   investments and interest rates   government role   types of businesses/economic institutions   business cycles/circular flow   supply and demand   international trade/global economics
<b>FBLA Principles &amp; Procedures</b> <i>9th &amp; 10th graders</i>	FBLA organization   bylaws and handbook   national competitive events guidelines   national publications   creed and national goals
<b>Health Care Administration</b>	Managing office procedures   medical terminology   legal and ethical issues   communication skills   managing financial functions   health insurance   records management   infection control   medical history   technology
<b>Insurance &amp; Risk Management</b>	Risk management process   property and liability insurance   health, disability, and life insurance   insurance knowledge   decision making   careers   ethics

Event Name	Objective Test Competencies
<b>Introduction to Business</b> <i>9th &amp; 10th graders</i>	Money management, banking, and investments   consumerism   characteristics and organization of business   economic systems   rights and responsibilities of employees, managers, owners, and government   career awareness   global business   ethics   insurance
<b>Introduction to Business Communication</b> <i>9th &amp; 10th graders</i>	Grammar   punctuation and capitalization   oral communication concepts   reading comprehension   word definition and usage   proofreading and editing   spelling
<b>Introduction to Information Technology</b> <i>9th &amp; 10th grade</i>	Computer hardware and software   operating systems   common program functions   word processing   spreadsheets   presentation software   networking concepts   email and electronic communication
<b>Introduction to Parliamentary Procedure</b> <i>9th &amp; 10th graders</i>	Parliamentary procedure principles   FBLA bylaws
<b>Microsoft Office Specialist (MOS) Excel</b>	Guidelines following
<b>Microsoft Office Specialist (MOS) Word</b>	Guidelines following
<b>Networking Concepts</b>	General network terminology and concepts   network operating system concepts   equipment for network access (firewall, DSU/CSU, T1, WiFi)   OSI model and functionality   network topologies and connectivity   network security
<b>Personal Finance</b>	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
<b>Securities &amp; Investments</b>	Investment fundamentals   personal investing   retirement and estate planning   financial services industry   financial assets & markets   financial services regulation   stock market   mutual funds

\*Accounting I—Participants must not have had more than two (2) semesters or one (1) semester equivalent to a full year in block scheduling in high school accounting instruction.

### **MICROSOFT OFFICE SPECIALIST (MOS) WORD—NEW** **MICROSOFT OFFICE SPECIALIST (MOS) EXCEL—NEW**

A core-level candidate for the Microsoft Word and Excel 2013 exams should have a fundamental understanding of the Word and Excel environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of the software.

#### **Eligibility**

Individuals from active local chapters may participate in the MOS Word or MOS Excel event. The top four (4) participants from each state in each event are eligible to compete at the National Leadership Conference. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

#### **Overview**

Students will take the MOS Word 2013 Core exam or the MOS Excel 2013 Core exam at their schools or at test centers. FBLA student members must register as a Certiport Testing Candidate and take a Qualifying MOS Certification Exam to participate in the new Microsoft Office Specialist events. Students may take the test at the local level more than once. The top four participants scoring the highest and having the least time from each state in each exam are eligible for national competition. The qualifying tests

have associated costs if your school doesn't have a site license to administer the MOS tests.

- Visit [www.certiport.com](http://www.certiport.com).
- Login using your Username and Password.
- Select "My Profile" at the top margin of the Certiport page.
- Select the "Profile" tab.
- Ensure "Student" is selected under Status.
- CRITICAL: Select "FBLA" in the Student Organizations field.
- Click the "Submit" button at the bottom of the page
- Event open from September 1, 2014 – March 1 2015

Students will be notified at the end of March if they qualify for the national events.

#### **Final Onsite Exam**

Qualifying students will take the MOS Word 2013 Expert or the MOS Excel 2013 Expert exam at the National Leadership Conference.

#### **2014-15 MOS DATES:**

September 1, 2014 to March 1, 2015

#### **Competencies**

For a list of the MOS Word Exam competencies go to [www.certiport.com/MOS](http://www.certiport.com/MOS)



## PRODUCTION AND OBJECTIVE TEST EVENTS

### Overview

These events consist of two (2) parts: a production test administered and proctored at a designated school-site prior to the NLC, and a 60-minute objective test administered on-site at the NLC.

### Eligibility

Each state may submit three (3) individuals. For Desktop Publishing, each state may submit three (3) individuals or three (3) teams of two (2), or a combination of individuals and teams totaling

three (3). Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

Event Name	Test Time	Production Test Competencies	Objective Test Competencies
<b>Accounting II</b>	1 hour	Financial statements   bank reconciliations   payroll   trial balance   journalizing   inventory   depreciation   adjusting/closing entries	Financial statements   corporate accounting   ratios and analysis   accounts receivable and payable   budgeting and cash flow   cost accounting/ manufacturing   purchases and sales   journalizing   income tax   payroll   inventory   plant assets and depreciation   departmentalized accounting   ethics   partnerships
<b>Computer Applications</b>	2 hours	Create, search, and query databases   spreadsheet functions and formulas   text slide graphics and presentations   business graphics   word processing	Basic computer terminology and concepts   presentation, publishing, and multimedia applications   email, integrated and collaboration applications   netiquette and legal issues   spreadsheet and database applications   security   formatting, grammar, punctuation, spelling, and proofreading
<b>Database Design &amp; Application</b>	1 hour	Multiple table database design   table creation, inserting data into tables   table SQL statements   creation of forms/reports	Data definitions/terminologies   query development   table relationships   form development   reports and forms
<b>Desktop Publishing</b> <i>Rating Sheet: page 100</i>	Topic	Students have all year to produce a solution to the problem and submit two copies in folders for prejudging by the 3rd Friday in May. Finished product must be submitted in color. Folders should be labeled with student names, school, state and event.  <b>2015 NLC Topic</b> <i>Some of your friends have started their own band and have asked you to be their marketing manager. You have been given the task to develop their promotional materials. You will need to design a poster that they will display in towns where they perform, a brochure they will send to different markets promoting the band, a business card, and quarter-page advertisement they will use for newspapers, magazines, and other areas.</i>	Basic desktop terminology and concepts   related desktop application knowledge   digital imaging and graphics   desktop layout rule and standards   safety, ethics, and legal issues   print process   message presentation, accuracy, and proofreading
<b>Spreadsheet Applications</b>	1 hour	Basic mathematical concepts   data organization concepts   creating formulas   functions   generate graphs for analysis purposes   pivot tables   create macros   filter and extract data	Formulas   functions   graphics, charts, reports   purpose for spreadsheets   pivot tables and advanced tools   macros and templates   filters and extraction of data   format and print options
<b>Word Processing</b>	1 hour	Production of all types of business forms   letters and mail merge   memos   tables   reports (including statistical)   materials from rough draft and unarranged copy   email messages	Related application knowledge   advanced applications   document formatting rules and standards   grammar, punctuation, spelling, and proofreading   printing

### Production Test Guidelines

- Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
- Administration of the production test is determined by the state chair/adviser.
- Competitors may bring prepared templates to the production portion for the Spreadsheet Application production part of the event.
- No calculators are allowed to be used on the production test.
- The production score will constitute 85 percent of the final event score, except Accounting II where it is 50%.
- The production test score will be used to break a tie.
- Desktop Publishing—two (2) copies of the finished production must be received at the national center by the third Friday in May.
- Tests must be received at the national center by the third Friday in May.

### Objective Test Guidelines

- The objective test score will constitute 15 percent of the final event score, except Accounting II which counts for 50 percent.
- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.



## OBJECTIVE TEST AND TEAM PERFORMANCE (ROLE PLAY) EVENTS

### Overview

These events consist of two (2) parts: an objective test and interactive role-play. A 60-minute objective test will be administered onsite at the NLC. Team competitors will take one (1) objective test collaboratively.

### Eligibility

Each state may submit three (3) teams of two (2) or three (3) members. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

The top fifteen (15) scoring teams are sequestered before the final performance and receive instructions at that time.

Event	Equip. Setup	Prep Time (sequestered)	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
Banking & Financial Systems	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Entrepreneurship	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Global Business	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Hospitality Management	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Management Decision Making	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Management Information Systems	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Marketing	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Network Design	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Sports & Entertainment Management	NA	20 min.	7 min.	6 min.	7 min.	NA	NA

Event Name	Objective Test Competencies & Case Overview
<b>Banking &amp; Financial Systems</b> <i>Rating Sheet: page 85</i>	<b>Competencies:</b> Concepts and practices   basic terminology   government regulation of financial services   impact of technology on financial services   types/differences of various institutions   ethics   careers in financial services   taxation <b>Case:</b> A problem or scenario encountered in the banking or financial business community.
<b>Entrepreneurship</b> <i>Rating Sheet: page 109</i>	<b>Competencies:</b> Business plan   community/business relations   legal issues   initial capital and credit   personnel management   financial management   marketing management   taxes   government regulations <b>Case:</b> A decision-making problem encountered by entrepreneurs in one (1) or more of the following areas: business planning, human relations, financial management, or marketing.
<b>Global Business</b> <i>Rating Sheet: page 112</i>	<b>Competencies:</b> 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 <b>Case:</b> A problem encountered in the international/global arena.
<b>Hospitality Management</b> <i>Rating Sheet: page 114</i>	<b>Competencies:</b> 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 <b>Case:</b> A scenario in the hospitality management industry.

<b>Management Decision Making</b> <i>Rating Sheet: page 118</i>	<p><b>Competencies:</b> Information and communication systems   human resource management   financial management   business operations   management functions and environment   business ownership and law   strategic management   ethics and social responsibility   marketing   economic concepts   careers</p> <p><b>Case:</b> A problem encountered by managers in the following areas: human resource management, financial management, marketing management or information systems management. Competitors will assume the role of management and present a solution to the case study.</p>
<b>Management Information Systems</b> <i>Rating Sheet: page 119</i>	<p><b>Competencies:</b> Systems analysis and design   database management and modeling concepts   object-oriented analysis and design   user interfaces   system controls   defining system and business requirements</p> <p><b>Case:</b> A decision-making problem outlining a small business' environment and needs. Competitors will analyze the situation and recommend an information system solution to address the issues raised.</p>
<b>Marketing</b> <i>Rating Sheet: page 120</i>	<p><b>Competencies:</b> Basic marketing fundamentals   economics   selling and merchandising   channels of distribution   marketing, information research, and planning   promotion and advertising media   legal, ethical, and social marketing aspects   e-commerce</p> <p><b>Case:</b> A marketing problem is proposed, and a solution is discussed.</p>
<b>Network Design</b> <i>Rating Sheet: page 123</i>	<p><b>Competencies:</b> Network installation   problem solving and troubleshooting   network administrator functions   configuration of Internet resources   backup and disaster recovery   configuration network resources and services</p> <p><b>Case:</b> An analysis of a computing environment situation and recommendation for a network solution that addresses the issues provided.</p>
<b>Sports &amp; Entertainment Management</b> <i>Rating Sheet: page 132</i>	<p><b>Competencies:</b> Management basics   event management   management functions   decision making   management strategies   strategic planning tools   networking and delegating   leadership   managing groups and teams   ethics   management for entertainment industry   marketing concepts 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   careers</p> <p><b>Case:</b> A problem outlining the understanding and awareness of sports and entertainment issues within today's society.</p>

### Performance Guidelines—Final Round

- Two (2) 4" x 6" note cards will be provided to 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.
- Flip charts are provided for Management Information Systems and Network Design.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their cases.
- 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.
- Objective test scores will be used to break a tie.

### Performance Time

- See chart.

### Sequestered Final Events

- See page 53.

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.

### Performance Competencies

- See page 53.



## OBJECTIVE TEST AND INDIVIDUAL ROLE PLAY EVENT: HELP DESK

### Overview

This event consists of two (2) parts, an objective test and an individual role play. A 60-minute objective test will be administered on-site at the NLC.

### Eligibility

Each state may submit three (3) individuals for this event. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

The top fifteen (15) scoring individuals are sequestered before the final performance and receive instructions at that time.

Event	Equip. Setup Time	Prep Time (sequester)	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
Help Desk	NA	10 min.	5 min.	4 min.	5 min.	NA	NA

Event Name	Objective Test Competencies & Case Overview
<b>Help Desk</b> <i>Rating Sheet: page 113</i>	<p><b>Competencies:</b> Help desk concepts   help desk operations   people component: help desk roles and responsibilities   process component: help desk process and procedures   information component: help desk performance measure   help desk setting   customer support as a profession   management processes</p> <p><b>Case:</b> An interactive role-play scenario will be given based on customer service in the technical field.</p>

### Performance Guidelines—Final Round

- Two (2) 4" x 6" note cards will be provided to 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.
- Individuals should introduce themselves, describe the situation, make their recommendations, and summarize their cases.
- All questions raised in the case must be addressed during the presentation.
- Objective test scores will be used to break a tie.

### Performance Time

- See chart.

### Sequestered Final Event

- See page 53.

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.

### Performance Competencies

- See page 53.



## OBJECTIVE TEST AND TEAM ROLE PLAY EVENT: PARLIAMENTARY PROCEDURE

### Overview

The Dorothy L. Travis Award for Parliamentary Procedure consists of two (2) parts, an objective test and a meeting presentation. A 60-minute objective test will be administered at the NLC. Questions for the parliamentary procedure principles section of the exam will be drawn from the National Association of Parliamentarian's official test bank. The team score is determined by the average scores of its members.

### Eligibility

Each state may submit three (3) teams composed of four (4) or five (5) persons (a president, vice president, secretary, treasurer, and an additional member) from active local chapters for this event. No more than two (2) members may have participated at a prior NLC. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

The top fifteen (15) scoring teams are sequestered before the final performance and receive instructions at that time.

### National Parliamentarian Candidate

The highest scoring underclassman on the parliamentary procedures exam who submits an officer application and meets all appropriate criteria becomes the new national parliamentarian.

Event	Equip. Setup Time	Prep Time (sequestered)	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
<b>Parliamentary Procedure</b>	NA	20 min.	9–11 min.	8 min.	11 min.	Yes	NA

Event Name	Objective Test Competencies
<b>Parliamentary Procedure</b> <i>Rating Sheet: page 124</i>	<b>Competencies:</b> Parliamentary procedure principles   FBLA Bylaws <b>Case:</b> The role play scenario will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on <i>Robert's Rules of Order, Newly Revised, 11th issue.</i>

### Performance Guidelines—Final Round

- All teams will be sequestered before their first performance to receive instructions and time assignments.
- Parliamentary procedure reference materials may be used during the preparation period but not during the performance itself. The following items may be taken into the prep and performance room: a copy of the problem for each team member, 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 also should be taken up during the meeting. The secretary will take notes during the performance, but 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

- See chart.

### Sequestered Final Event

- See page 53.

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.
- Deduction of one (1) point for each full thirty (30) seconds under nine (9) or over 11 minutes.

### Performance Competencies

- See page 53.



## PREJUDGED REPORTS AND PRESENTATION EVENTS

### Overview

These events consist of two (2) parts: a prejudged report and a presentation. Competitors are required to complete both parts for award eligibility.

### Eligibility

States may submit three (3) entries for these events. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

A maximum of fifteen (15) finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Event	Equip. Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 points)	Q&A (3 min.)
<b>American Enterprise Project</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Business Financial Plan</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Business Plan</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Community Service Project</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Local Chapter Annual Business Report</b>	Only prejudged written report						
<b>Partnership with Business Project</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Submission by 2nd Friday in May	# of Pages	Specific Guidelines
<b>American Enterprise Project</b> <i>Rating Sheets: page 83</i>	PDF or URL must be uploaded	15	<ul style="list-style-type: none"> <li>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.</li> <li>Reports must describe chapter activities conducted between the previous State Leadership Conference and the current State Leadership Conference.</li> </ul>
<b>Business Financial Plan</b> <i>Rating Sheets: page 87</i>	PDF or URL must be uploaded	15	<ul style="list-style-type: none"> <li>Establish and develop a complete financial plan for a business venture by writing a report on the topic below.</li> <li>A one-page description of the plan should be the first page of the report (not included in page count).</li> </ul> <p><b>2015 NLC Topic</b></p> <ul style="list-style-type: none"> <li><i>You are planning to open a one-stop-shop home improvement store where customers will be able to purchase a variety of items, including kitchen cabinets, closets, outdoor decks, curio cases, lighting, surveillance cameras, furniture, home theater equipment, flooring, and other home enhancements. Competition includes hardware stores, furniture stores, entertainment and electronics stores, and interior design companies.</i></li> </ul> <p><i>Your niche is that everything available in these stores can be purchased in one location where customers can bundle deals on multiple goods to save money. You plan to open your facility in a 25,000 square foot, stand-alone store and warehouse. You will need to purchase inventory for the store and stock the warehouse, as well as hire contractors, installers, and truck drivers to assist with the delivery and set up the building and the inventory.</i></p>



Event Name	Submission by 2nd Friday in May	# of Pages	Specific Guidelines
<b>Business Plan</b> <i>Rating Sheets:</i> <i>page 89</i>	PDF or URL must be uploaded	30	<p>An effective business plan should include the following information: <i>Executive Summary</i> provides a brief synopsis of the key points and strengths included in the plan.</p> <ul style="list-style-type: none"> <li>• <u>Company Description</u> includes basic details of the business, including an overview, location, legal structure, and organization.</li> <li>• <u>Industry Analysis</u> 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.</li> <li>• <u>Target Market</u> provides a brief overview of the nature and accessibility of the targeted audience.</li> <li>• <u>Competitive Analysis</u> includes an honest and complete analysis of the business' competition and demonstrates an understanding of the business' relative strengths and weaknesses.</li> <li>• <u>Marketing Plan and Sales Strategy</u> demonstrates how the business' product or service will be marketed and sold; includes both strategic and tactical elements of the marketing and sales approach.</li> <li>• <u>Operations</u> provides an overview of 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.</li> <li>• <u>Management and Organization</u> describes the key participants in the new business venture and identifies 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.</li> <li>• <u>Long-Term Development</u> gives a clear vision of 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.</li> <li>• <u>Financials</u> indicate the accounting methodology to be used by the business. Discuss any assumptions made in projecting future financial results. Present projections honestly and conservatively.</li> <li>• <u>Appendix</u> includes copies of key supporting documents (e.g., certifications, licenses, tax requirements, codes, letters of intent or advance contract, endorsements, etc.).</li> </ul>
<b>Community Service Project</b> <i>Rating Sheets:</i> <i>page 94</i>	PDF or URL must be uploaded	15	<p>Reports must describe one (1) chapter project that serves the community. The project must be in the interest of the community and designed for chapter participation. Include:</p> <ul style="list-style-type: none"> <li>• description of the project</li> <li>• chapter member involvement</li> <li>• degree of impact on the community</li> <li>• evidence of publicity received</li> <li>• project evaluation</li> </ul>
<b>Local Chapter Annual Business Report — Modified</b>  <i>Rating Sheet:</i> <i>page 117</i>	PDF or URL must be uploaded  Only prejudged	15	<p><b>Modifications</b></p> <ul style="list-style-type: none"> <li>• Reports must not exceed fifteen (15) pages.</li> <li>• Divider pages and appendices are optional and must be included in the page count.</li> </ul> <p>Report should include the chapter's annual business plan.</p> <p>Reports describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.</p>



Event Name	Submission by 2nd Friday in May	# of Pages	Specific Guidelines
<b>Partnership with Business Project</b> <i>Rating Sheets: page 125</i>	PDF or URL must be uploaded	15	Demonstrate the development and implementation of an innovative, creative, and effective partnership plan.  Include: <ul style="list-style-type: none"> <li>description of the partnership goals and planning activities</li> <li>roles of business leaders and chapter members in developing and implementing the partnership</li> <li>results, concepts learned, and impact of the project provide</li> <li>degree of involvement (hours spent, personal contact executives and department heads contacted)</li> <li>examples of publicity and recognition received as a result of the partnership</li> </ul>

### Report Guidelines

- Competitors must prepare reports. Advisers and others are not permitted to help.
- The state chair/adviser must upload a PDF or URL of the report by the second Friday in May.
- Front cover not counted against page limit.
- American Enterprise Project, Community Service, Local Chapter Annual Business Report, and Partnership with Business should include the name of school, state, name of the event, and year (201\_–1\_). Business Financial Plan and Business Plan should also include the names of participants.
- A title page, divider pages, and appendices are optional and must be included in the page count.
- Reports must include a table of contents and page numbers.
- Pages must be numbered and formatted to fit on 8½" x 11" paper.
- Reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence when writing the report.
- Business Plan shall not have been in operation for a period exceeding the previous year or that evaluate ongoing business ventures.
- If information is not available for the particular criterion, include a statement to that effect in your report.
- Points will be deducted if the written project doesn't adhere to the guidelines.
- Project content is prejudged before the NLC. The presentation of the project is judged at the NLC.
- Prejudged materials, visual aids and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- The report scores will be used to break a tie.
- Reports must be original, current, and not submitted for a previous NLC.
- Reports submitted for competition become the property of FBLA-PBL, Inc. These reports may be used for publication and/or reproduced for sale by the national association.

- Visual aids related to the project may be used; however, no items may be left with the judges or audience.

### Performance Time

- See chart.

### Technology Guidelines

- Internet access will not be provided.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- See page 53 for additional guidelines.

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.
- Five (5) points may be deducted for presentations over the allotted time.
- Five (5) points may be deducted for not following guidelines.

### Performance Competencies

- See page 53.

### Performance Guidelines



## PREJUDGED PROJECTS AND PRESENTATION

### Overview

These events consist of two (2) parts: a prejudged project and a presentation. Competitors are required to complete both parts for award eligibility.

### Eligibility

Each state may submit three (3) individuals or teams for these events. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

A maximum of fifteen (15) finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Event	Equip. Setup Time	Prep Time	Performance Time	Time Warning	Time Up	Penalty Over Time (5 points)	Q&A (3 min.)
<b>Computer Game Simulation &amp; Programming</b> *See next page	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Desktop Application Programming</b> *See next page	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Digital Design &amp; Promotion</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Digital Video Production</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>E-business</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Mobile Application Development</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Website Design</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>3D Animation</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Submission by 2nd Friday in May (prejudged)	Specific Guidelines
<b>3D Animation</b> —	Individual or Team	<ul style="list-style-type: none"> <li>See guidelines on page 70. (<i>New Rating Sheet: page 81</i>)</li> </ul>
<b>Computer Game Simulation &amp; Programming</b> <i>Topic: page 67</i> <i>Rating Sheets: page 96</i>	CD/DVD/USB (two (2) copies) Statement of Assurance	<ul style="list-style-type: none"> <li>Choose a programming language or game/animation engine to create a standalone executable program that will display creativity, programming skill, and convey the message of the topic.</li> <li>The program must run on Windows XP or a higher computer.</li> <li>Data must be free of viruses/malware. Any entry with contaminated data will not be judged.</li> <li>The program should be shown to the judges.</li> </ul>
<b>Desktop Application Programming</b> <i>Topic: page 67</i> <i>Rating Sheets: page 98</i>	CD/DVD/USB (two (2) copies) Statement of Assurance <i>Individual</i>	<ul style="list-style-type: none"> <li>Individual event.</li> <li>The program must run on Windows XP or higher.</li> <li>Solution must run standalone with no programming errors.</li> <li>Data must be free of viruses/malware. Any entry with contaminated data will not be judged.</li> <li>The program should be shown to the judges.</li> </ul>
<b>Digital Design &amp; Promotion</b> <i>Topic: page 69</i> <i>Rating Sheets: page 101</i>	CD/DVD/USB (two (2) copies) Statement of Assurance	<ul style="list-style-type: none"> <li>Emphasize graphic interpretation of the topic and design.</li> <li>Do not use any words, diagrams, clip art, and/or artwork that are not public domain.</li> <li>The logo must be saved in JPEG, GIF, or EPS format. Graphics should be computer generated.</li> </ul>
<b>Digital Video Production</b> <i>Topic: page 69</i> <i>Rating Sheets: page 103</i>	Videos must be uploaded as an URL. Statement of Assurance	<ul style="list-style-type: none"> <li>The production may use any method to capture or create moving images.</li> <li>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.</li> <li>The two (2) to four (4) minute video may be shown to the judges if desired.</li> </ul>



Event Name	Submission by 2nd Friday in May (prejudged)	Specific Guidelines
<b>E-business</b> <i>Topic: page 69</i> <i>Rating Sheets: page 105</i>	URL Statement of Assurance	<ul style="list-style-type: none"> <li>Websites must be available for viewing on the Internet at the time of judging.</li> <li>No changes may be made to the website after the official entry date.</li> <li>Sites should be designed to allow for viewing on as many different platforms as possible.</li> <li>If using a shopping cart, it does not need to be activated.</li> <li>Explanations should include development and design process, use and implementation of innovative technology, use and development of media elements.</li> <li>The website should be shown to the judges.</li> </ul>
<b>Mobile Application Development</b> <i>Topic: page 69</i> <i>Rating Sheets: page 121</i>	CD/DVD/USB (two (2) copies) Statement of Assurance	<ul style="list-style-type: none"> <li>The following platforms may be used to develop the project: Google's Android, Apple iOS, or Microsoft Windows Phone.</li> <li>Project submissions must include the source code and screen shots of the GUI in PDF format.</li> <li>The solution must run standalone with no programming errors.</li> <li>Applications may deploy from a smartphone, tablet, or both, but must be smartphone deployable.</li> <li>Applications do not need to be available for download from a digital-distribution multi-media-content service.</li> <li>The app should be shown to the judges.</li> </ul>
<b>Website Design</b> <i>Topic: page 69</i> <i>Rating Sheets: page 133</i>	URL Statement of Assurance	<ul style="list-style-type: none"> <li>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.</li> <li>Websites should be designed to allow for viewing on as many different platforms as possible.</li> <li>Explanations should include the development and design process, the use and implementation of innovative technology, and the use and development of media elements.</li> <li>The website should be shown to the judges.</li> </ul>

\**Computer Game Simulation & Programming*—All data and programs should be contained in a master folder named STATE\_ SCHOOL where your state and school are listed in that folder name format. Outside of the master folder, create a shortcut to the executable file. 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 instructions, and active buttons for Play and Quit.
- A quit command programmed to the escape key.

### Project Guidelines

- Competitors must prepare projects. Advisers and others are not permitted to help.
- The state chair/adviser must submit all projects and upload URLs by the second Friday in May.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Projects must be clearly labeled with the name of the event, state, participants' name(s), and school.
- Project content is prejudged before the NLC. The presentation of a project is judged at the NLC.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Any photographs, texts, trademarks, or names used on the site must be supported by proper documentation and approvals indicated on the site.
- When applicable, the use of templates must be identified.

- Projects submitted for competition become the property of FBLA-PBL, Inc. These projects may be used for publication and/or reproduced for sale by the national association.

### Performance Guidelines

- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.

### Performance Time

- See chart.

### Technology Guidelines

- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- See page 53 for additional guidelines.

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.
- Five (5) points may be deducted for presentations over the allotted time.
- Five (5) points may be deducted for not following guidelines (selected events).

### Performance Competencies

- See page 53.

## 2015 NLC PROJECT TOPICS

### 2015 Computer Game Simulation and Application Topic

You are a computer virus tracker. You live inside a computer and travel the network looking for viruses and malware. When some are detected, you have to travel to the infection site and launch anti-virus software discs at the malware minions. Escalate the adventure from basic network bugs to a Web Bot boss. Take note in design to include computer networking structure and devices.

### 2015 Desktop Application Programming Topic

Furry Friends Animal Shelter has asked you to develop an animal records system. Create an interface that allows supervisors and staff to enter animal patient information and print information-based reports. The initial screen should ask for the following basic information:

SCREEN - BASIC INFORMATION	
<b>Case Number (unique identifier)</b>	<ul style="list-style-type: none"> <li>If a case number is entered, the screen with all information about the animal should appear.</li> <li>If no case number is entered, then a new arrival button should be available.</li> </ul>
<b>The following information should be available for entry for all new arrivals.</b>	<ul style="list-style-type: none"> <li>Animal Name</li> <li>Animal Type (only options should be Dog, Cat, or Other)</li> <li>Animal Age (numeric field only)</li> <li>Date of Birth (if known)</li> <li>Date of Arrival (by default, should be the current date)</li> </ul>
<b>Micro-chipped (Yes/No field)</b>	<ul style="list-style-type: none"> <li>If yes, need to have field for chip number, owner, and date contacted.</li> <li>If no, need to have field for date of micro-chipping and chip number.</li> <li>Relinquishing Party</li> <li>Cage Number (numeric field only)</li> </ul>

Upon arrival, all animals will be placed in quarantine until all test results return. The report will show cage numbers for all animals in quarantine. The report should begin with the letter Q. After the initial screen information is entered, the screen should then advance to a special screen based on the animal type. Then the additional information should be able to be entered based on animal type.

SCREEN - ANIMAL TYPE	
<b>Dog</b>	<b>General Information Fields</b>
<b>Breed</b>	Field options should come from data from codes tables in a database or flat file. <ul style="list-style-type: none"> <li>Weight (numeric field)</li> <li>Hair color</li> <li>Type of hair (long/short)</li> </ul>
<b>Gender</b>	<ul style="list-style-type: none"> <li>Male/Female (only options)</li> </ul>
<b>Spayed/Neutered</b>	Yes/No field <ul style="list-style-type: none"> <li>If no, the procedure must be scheduled. Include Date of Procedure field</li> </ul>
<b>Flea Test</b>	Yes/No field <ul style="list-style-type: none"> <li>If yes, include Date of First Treatment</li> </ul>
<b>Heartworm Test</b>	Positive/Negative only field <ul style="list-style-type: none"> <li>Test Date field</li> <li>If positive, need a Date Medication Begins field and Retest Date field</li> </ul>
<b>Vaccinations</b>	Check box fields; Date fields <ul style="list-style-type: none"> <li>Rabies</li> <li>Distemper</li> <li>Bordetella</li> </ul>
<b>Cat</b>	<b>General Information Fields</b>
<b>Breed</b>	Field options should come from data from codes tables in a database or flat file. <ul style="list-style-type: none"> <li>Weight (numeric field)</li> <li>Hair color</li> <li>Type of hair (long/short)</li> </ul>



<b>Gender</b>	<ul style="list-style-type: none"> <li>• Male/Female (only options)</li> <li>• Spayed/Neutered (field for Yes/No)</li> <li>• If no, procedure must be scheduled. Include Date of Procedure field.</li> </ul>
<b>Flea Test</b>	Yes/No field <ul style="list-style-type: none"> <li>• If yes, include Date of First Treatment</li> </ul>
<b>Declawed</b>	Yes/No field <ul style="list-style-type: none"> <li>• If no, include Declawing field. The only options should be two/four.</li> <li>• When a cat is adopted, the new owners are given the option of having the cat declawed.</li> </ul>
<b>Feline Leukemia Test</b>	<ul style="list-style-type: none"> <li>• Positive/Negative only field</li> <li>• Test Date field</li> </ul>
<b>Vaccinations</b>	<ul style="list-style-type: none"> <li>• Rabies</li> </ul>
<b>Other</b>	<b>General Information Fields</b>
	<ul style="list-style-type: none"> <li>• Animal Type</li> <li>• Weight (numeric field)</li> <li>• Animal Appearance description</li> <li>• Vaccinations</li> </ul> Include general Description area.

The program also should calculate the cost of each animal at the shelter. The owners or managers of the shelter need to calculate the cost for each animal in order to determine the cost for adoptions. Also calculations need to be made for the average cost of an animal's stay. Below is a list of the basic costs.

SCREEN – BASIC COSTS	
<b>Costs</b>	<ul style="list-style-type: none"> <li>• Micro-chipped \$5.00</li> <li>• Flea Treatment \$10.00</li> <li>• Vaccinations \$15.00 ea.</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Heartworm \$10.00</li> <li>• Feline Leukemia \$15.00</li> <li>• Rabies \$30.00</li> <li>• Daily \$10.00</li> <li>• Once a month flea preventions \$3.00</li> <li>• Spay/Neutered \$75.00</li> </ul>

The application should generate the following reports.

SCREEN - REPORTS	
<b>Client Report</b>	Given to a client upon adoption. Information should have the company name centered at the top. The report should contain the following information: <ul style="list-style-type: none"> <li>• Animal name</li> <li>• Animal age (numeric field only)</li> <li>• Date of birth (if known)</li> <li>• Micro-chipped information</li> <li>• Breed</li> <li>• Weight (numeric field)</li> <li>• Hair color</li> <li>• Type of hair (long/short)</li> </ul>
<b>Gender</b>	<ul style="list-style-type: none"> <li>• Spayed/Neutered information</li> <li>• Vaccination information</li> </ul>
<b>Inventory Report</b>	<ul style="list-style-type: none"> <li>• Lists each animal in the shelter and its location.</li> </ul>
<b>Cost Report</b>	<ul style="list-style-type: none"> <li>• Allows the owner/manager to pull up any animal in the shelter and find a detailed list of all the expenses for the animal.</li> </ul>
<b>Expense Report</b>	<ul style="list-style-type: none"> <li>• Allows the owner/manager the opportunity to list total expenses for all the animals in the shelter.</li> </ul>

### 2015 Digital Design and Promotion Topic

You are on the staff of a large marketing firm in New York City and Miles Stanish has hired your firm. He is opening a bicycle store in New York and plans to name it Cycle Fitness. Your firm is to design a new logo for this new shop and as well as for future locations he plans to open. Cycle Fitness plans to hold free seminars on bike safety, cycling for fitness, what to look for when buying a bicycle, choosing the right bike, choosing a bike for a child, and creating a cycle group that will be doing monthly cycle trips. Your firm must design the new logo, a grand opening postcard for mailing, a business card, a rack card that will sit on the counter in a holder indicating all the seminars offered, and a quarter-page advertisement, and a t-shirt.

#### Information

- Opening Date is June 1
- Address: 123 Avenue of the Americas, New York, NY 20013, phone 212.555.3456
- Rack Card: Create at least five seminars and cost

#### Components

- The logo will be full color and should be incorporated on all of the printed pieces.
- The grand opening postcard will be printed full color both sides with a mail panel. Size is 8.5" wide x 5.5" tall.
- The business cards will be full color, with bleeds, 1 side. Size is 2" wide x 3.5" tall vertical card.
- The rack card will be full color both sides. Size is 4" wide x 9" tall.
- One-quarter page (5.14" x 10.5") grayscale broadsheet newspaper advertisement to appear in newspapers for grand opening.

### 2015 Digital Video Production Topic

Create a FBLA membership video to recruit members for FBLA in your school and to show at career fairs and the community.

### 2015 E-business Topic

Set up a website for young artistic entrepreneur(s) to sell their art, pottery, jewelry, etc. You should include pictures, but not limited to, bio of the entrepreneur(s), social media links, purchase and shipping information, and shopping cart. Information may be fictitious.

### 2015 Mobile Application Development Topic

Your school has asked you to write a mobile application announcing activities at your school including dates, times, and contact information. With this app include an events list that retrieves events starting at the current day and extending to the next several months. Include a banner image scroller to this application.

### 2015 3D Animation Topic

Air travel is an ever-evolving collection of changes. Recently, the TSA launched TSA PreCheck, where travelers can go through a detailed background check and earn the right to have expedited screening at select airports throughout the United States.

Your team is to create an animated video that highlights the normal frustrations of airport security, explains the benefits of TSA PreCheck, and motivates the audience to become known travelers who can use the TSA PreCheck program.

### 2015 Website Design Topic

Develop a website for Cycle Fitness, a new company opening up in New York City. The shop's address is 123 Avenue of the Americas, New York, NY 20013. The store sells a variety of bicycles, including road bikes, mountain bikes, cyclocross bikes, folding bikes, electric-assist bikes, women's bikes, children bikes, etc. The owner also plans to have seminars on bike safety, cycling for fitness, choosing the right bike, etc., as well as have monthly cycle trips in and out of the city. Highlight the different types of bicycles, seminars and trips. Include a Q&A section and contact section.



## 3D ANIMATION—NEW

### Overview

In this event, animation will be used to create a standalone video product. This event consists of a 3D animated video presented at the NLC. The overview of design and development efforts will be presented to a panel of judges. The video should be no more than three (3) minutes and copyright issues should be addressed in the credits of the film.

### Eligibility

Each state may enter three (3) individuals or teams of two or three participants who are members of active local chapters, on record in the national center as having paid dues by March 1 of the current school year.

### 2015 NLC Topic

*Air travel is an ever-evolving collection of changes. Recently, the TSA launched TSA PreCheck, where travelers can go through a detailed background check and earn the right to have expedited screening at select airports throughout the United States.*

*Your team is to create an animated video that highlights the normal frustrations of airport security, explains the benefits of TSA PreCheck, and motivates the audience to become known travelers who can use the TSA PreCheck program.*

**Please note:** this is not just filming a video, it is creating an animation based overview of the differences between standard screening and TSA PreCheck.

### Project Guidelines

- Competitors must prepare projects. Advisers and others are not permitted to help.
- The state chair/adviser must submit all projects and upload URLs by the second Friday in May.
- Projects must be clearly labeled with the name of the event, state, participants' name(s), and school.
- Project content is prejudged before the NLC. The presentation of a project is judged at the NLC.
- Competitors are responsible for bringing a copy of their project to show to the judges.
- Any photographs, texts, trademarks, or names used on the site must be supported by proper documentation and approvals indicated on the site.
- When applicable, the use of templates must be identified.
- Projects submitted for competition become the property of FBLA-PBL, Inc. These projects may be used for publication and/or reproduced for sale by the national association.

### Preliminary Performance

- A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
- Student members, not advisers, must prepare a video.
- Visual aids and samples may not be left in the room.
- The individual or team must perform all aspects of the presentation (e.g., set-up, speaking, and operating AV equipment). Other chapter representatives may not provide assistance.

- The presentation is designed to be an explanation of equipment used, software used, the development process, an overview of how copyright laws were addressed, and challenges experienced during the process. The video should be shown to the judges.
- Presentation of the entry must be conducted by participants who authored the event. In the case of a team event, at least one (1) author must give the presentation at the NLC; however, all team members who wish to be recognized as national winners must register for the NLC.
- Participants must bring a copy of the video to the judges.

### Final Performance

- The final guidelines are the same as the preliminary guidelines described above. The final performance is open to conference attendees who are not participants in the final round of this event.

### Performance Time

- Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment.
- At the end of six (6) minutes, a timekeeper will stand and hold up a colored time card indicating one (1) minute is left. At seven (7) minutes the timekeeper will stand and hold up a colored time card 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, judges will conduct up to a three (3) minute question/answer period.
- See chart.

### Technology Guidelines

- The following will be provided: screen, power, table, and projector with VGA and HDMI ports.
- Participants that will be utilizing Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters.
- See page 53 for additional guidelines.

### Performance Competencies

- **Understanding of the Animation Field:** Describes purposes and uses of animation and why they are beneficial to portray messages, identifies technology options available and what is most common in industry, and identifies the key animation processes utilized in the development of the project.
- **Attention to Ethical Issues and Copyright:** Describe the ethical issues necessary to creating animated elements. Identify compliance to copyright laws and issues.
- **Demonstrates understanding of preproduction, production, and post-production:** Presenters should demonstrate the elements used during each of these steps. They should include, but not be limited to story board, identification of equipment to use, actual development and editing, and finalization.



## INTERVIEW EVENTS

### Overview

These events consist of multiple components, including material submission prior to the conference, a preliminary interview, and a final interview. The Future Business Leader event also includes an objective test.

### Eligibility

Each state may submit three (3) individuals for these events. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

A maximum of fifteen (15) finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Event Name	Submission by 2nd Friday in May	Time	Specific Guidelines
<b>Future Business Leader</b> <i>Rating Sheets: page 110</i>	<ul style="list-style-type: none"> <li>One-page cover letter and resume (six (6) individual manila folders properly labeled).</li> <li>A one-page cover letter addressed to Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191.</li> </ul>	<b>Preliminary</b> 10 min.  <b>Final</b> 15 min.	<ul style="list-style-type: none"> <li><b>Objective Test:</b> 60 minutes. Must take on first day of NLC. Test score is added into the preliminary interview rating sheet. <u>Competencies:</u> FBLA organization, bylaws, and handbook   national competitive event guidelines   national publications   creed and national goals   business knowledge, i.e., accounting, banking, law, etc.</li> <li><b>Cover Letter:</b> The letter should state reasons for deserving the honor of this award.</li> <li><b>Resume:</b> List your FBLA activities and involvement.</li> </ul>
<b>Job Interview</b> <i>Rating Sheets: page 116</i>	<ul style="list-style-type: none"> <li>One-page cover letter, resume, job application (six (6) individual manila folders properly labeled).</li> <li>Address to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, D.C. 20041.</li> <li>Job application can be downloaded at <a href="http://fbla-pbl.org">fbla-pbl.org</a>, FBLA, Competitive Events.</li> </ul>	<b>Preliminary</b> 10 min.  <b>Final</b> 15 min.	<ul style="list-style-type: none"> <li><b>Cover Letter:</b> Each competitor must apply for a business or business-related job at Merit Corporation (a fictitious company) in Washington, D.C. Company benefits include paid holidays and vacation, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.</li> <li>The job must be one for which the competitor is now qualified or he/she will be qualified for at the completion of the current school year. It may be a part-time, internship, or full-time job.</li> <li><b>Resume:</b> Highlight your work/volunteer experience.</li> <li><b>Job Application:</b> Download from <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>, FBLA, competitive events.</li> </ul>

### Interview Guidelines

- Copies of the required material must be submitted in six (6) labeled folders to the national center by the second Friday in May.
- Label folders with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted.
- Resumes should be brief, not exceeding two (2) pages. Photographs are not allowed.
- Competitors will be scheduled for a ten (10) minute preliminary interview.
- Finalists will be scheduled for a fifteen (15) minute interview.
- Judges will be provided with a copy of competitors' application materials. No additional items can be brought into the interview or left with the judges.

- Preliminary and final interviews are not open to conference attendees.

### Performance Time

- See chart.

### Penalty Points Deducted by Judges

- Five (5) points will be deducted from the score if competitors do not submit materials by the deadline.
- Five (5) points are deducted if competitors do not follow the dress code.

### Performance Competencies

- See page 53.



## SPEECH EVENTS

### Overview

These events consist of a business speech based on FBLA-PBL goals.

### Eligibility

Each state may submit three (3) individuals for these events. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

A maximum of fifteen (15) finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Event	Equip. Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
<b>Impromptu Speaking</b>	NA	10 min.	4 min.	3 min.	4 min.	Yes	No
<b>Public Speaking I</b>	NA	NA	4 min.	3 min.	4 min.	Yes	No
<b>Public Speaking II</b>	NA	NA	5 min.	4 min.	5 min.	Yes	No

Event Name	Specific Guidelines
<b>Impromptu Speaking</b> <i>Rating Sheet: page 115</i>	<ul style="list-style-type: none"> <li>Two (2) 4" x 6" note cards will be provided to each competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards.</li> <li>The cards will be collected following the presentation.</li> <li>No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.</li> <li>Topics must relate to one (1) or more of the FBLA-PBL goals.</li> </ul>
<b>Public Speaking I</b> <i>9th &amp; 10th grade only</i> <i>Rating Sheet: page 128</i>	<ul style="list-style-type: none"> <li>The speech must be of a business nature and must be developed from one or more of the FBLA-PBL goals.</li> <li>When delivering the speech, competitors may use notes prepared before the event.</li> <li>No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.</li> </ul>
<b>Public Speaking II</b> <i>Rating Sheet: page 129</i>	<ul style="list-style-type: none"> <li>The speech must be of a business nature and must be developed from one or more of the FBLA-PBL goals.</li> <li>When delivering the speech, competitors may use notes prepared before the event.</li> <li>No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.</li> </ul>

### 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 the 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 and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

### Performance Guidelines

- Competitors must prepare speeches. Advisers and others are not permitted to help.
- Handouts are not allowed.

### Performance Time

- See chart.

### Penalty Points Deducted by Judges

- Penalty points will be given if the speech is 30 seconds under or over the allocated time.

### Performance Competencies

- See page 53.

## PRESENTATION EVENTS WITH EQUIPMENT

### Overview

These events include a presentation. Review specific guidelines for each event as guidelines vary.

### Eligibility

Each state may submit three (3) entries for these events. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

A maximum of fifteen (15) finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Event	Equip. Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 points)	Q&A (3 min.)
<b>Business Presentation</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Electronic Career Portfolio</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Public Service Announcement</b>	5 min.	NA	5 min.	4 min.	5 min.	Yes	Yes
<b>Sales Presentation</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
<b>Social Media Campaign</b>	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Type of Event	Specific Guidelines
<b>Business Presentation</b> <i>Rating Sheet: page 92</i>	Individual or Team	<ul style="list-style-type: none"> <li>Use a presentation software program as an aid in delivering a business presentation.</li> <li>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.</li> <li>Comply with state and federal copyright laws.</li> </ul> <p><b>2015 NLC Topic</b></p> <ul style="list-style-type: none"> <li><i>You have been asked to make a presentation to the local Chamber of Commerce members on how they can protect themselves from Identity Theft.</i></li> </ul>
<b>Electronic Career Portfolio—Modified</b> <i>Rating Sheet: page 107</i>	Individual	<p><b>Modifications</b></p> <ul style="list-style-type: none"> <li>The event is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.</li> <li>All information should reflect the student's accomplishments and experiences that have actually occurred.</li> <li>The portfolio must include: a resume and a career summary. The career summary should include career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).</li> <li>Sample materials also must be included in the portfolio. These samples must include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>Career-Related Education: Describe career-related education that enhances employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to job.</li> <li>Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.</li> <li>Examples of Special Skills: Includes up to five (5) examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio.</li> </ul> </li> </ul>



<b>Public Service Announcement</b> <i>Rating Sheet: page 127</i>	Individual or Team	<ul style="list-style-type: none"> <li>• Research and form an objective on the topic provided.</li> <li>• Create a 30-second video on the topic.</li> <li>• The video production may use any method to capture or create moving images.</li> <li>• A Statement of Assurance entry form must be completed and submitted by the state chair or designee.</li> <li>• The PSA video must be shown to the judges</li> <li>• 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.</li> <li>• Competitors' must bring their own script copy if they want to refer to it during the presentation.</li> </ul> <p><b>2015 NLC Topic</b></p> <ul style="list-style-type: none"> <li>• <i>Green Teens: Produce a PSA that points out simple life changes teens can make that will impact our environment in a positive way.</i></li> </ul>
<b>Sales Presentation—New</b> <i>Rating Sheet: page 130</i>	Individual	<ul style="list-style-type: none"> <li>• See guidelines on page 75.</li> </ul>
<b>Social Media Campaign—New</b> <i>Rating Sheet: page 131</i>	Individual or Team	<ul style="list-style-type: none"> <li>• See guidelines on page 76.</li> </ul>

### Project Guidelines

- 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 to the judges.
- Visual aids and samples related to the presentation may be used during the presentation; however, no items may be left with the judges or audience.

### Performance Guidelines

- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.

### Performance Time

- See chart.

### Technology Guidelines

- See page 53.

### Penalty Points Deducted by Judges

- Five (5) points are deducted if competitors do not follow the dress code.
- Five (5) points may be deducted for presentations over the allotted time.
- Five (5) points may be deducted for not following guidelines (selected events).

### Performance Competencies

- See page 53.

## SALES PRESENTATION—NEW

### Overview

Participation in this event will allow the individuals to demonstrate proficiency in selling techniques, merchandise knowledge, and presenting to the customer. Participants will sell a product or concept of their choice to the judges.

### Eligibility

Each state may submit three (3) individuals who are members from active local chapters, on record in the national center as having paid dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Project Guidelines

- The individual shall provide the necessary materials and merchandise for the demonstration along with the product.
- Each participant's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source.
- Student members, not advisers, must prepare the demonstration.
- Visual aids and samples related to the presentation may be used in the presentation; however, no items may be left with the judges or audience.
- Dress code must be followed.
- When delivering the demonstration, the participant may use notes, note cards, and props. All materials must be removed at the end of the performance.

### Preliminary Performance

- A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
- The presentation is a sales pitch and demonstration to the judges.
- The individual or team members must perform all aspects of the presentations. 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.
- 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 who are not participants in the final round of this event.

### Performance Time

- Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment.
- At the end of six (6) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at seven (7) minutes the timekeeper will record the time used, noting a deduction of five (5) points for any time over the seven minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

### Technology Guidelines

- The following will be provided: Internet, screen, power, table, and projector. Participants using Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters.
- See page 53 for additional guidelines.



## SOCIAL MEDIA CAMPAIGN—NEW

### Overview

Social media is changing the way businesses communicate with customers and prospects and how they promote products and services. Effectively using social media as a marketing channel is a crucial component of any strategic marketing plan. This event consists of a presentation given at the NLC.

### Eligibility

Each state may submit three (3) entries created by an individual or team of two (2) or three (3) members from active local chapters, on record in the national center as having paid dues by March 1 of the current school year. No more than one (1) team member may have competed in this event at a prior NLC.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### 2015 National Topic

*Your adviser wants to increase FBLA membership by 10 percent over last year's number. As the Recruitment Committee Chair, your task is to develop a comprehensive communications plan. Due to your limited budget, a critical element of your plan will involve social media.*

*Develop a social media marketing campaign for your back-to-school recruitment event. Because students decide within the first two weeks of the school year which student organizations they will join, this event is a critical recruitment tool and is highly visible to both your chapter members and the school community. You are competing against a number of diverse student organizations, so your campaign needs to have a strong call-to-action.*

*Use at least three (3) social media platforms (e.g., Facebook, Twitter, Pinterest, Instagram, Tumblr, etc.) and utilize a creative mix of video, photos, and copywriting text to promote the unique benefits of FBLA to your target audience. The content can be originally produced or leverage existing materials, while still adhering to copyright law.*

*Incorporate a mix of owned, earned, and paid media (note: if social advertisements are part of your marketing strategy, it is not necessary to set them to be "live"). All information used may represent your local chapter or be based solely off of a fictitious student organization.*

### Preliminary Performance

- A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
- The presentation is an explanation of the topic.
- The individual or team members must perform all aspects of the presentations. 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.
- 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 who are not participants in the final round of this event.

### Performance Time

- Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment.
- At the end of six (6) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at seven (7) minutes the timekeeper will record the time used, noting a deduction of five (5) points for any time over the seven minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

### Technology Guidelines

- The following will be provided: Internet, screen, power, table, and projector. Participants using Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters.
- See page 53 for additional guidelines.

### Project Competencies

- Effectively address a recruitment opportunity and a strategic approach to targeting prospective members, as well as engaging existing members.
- Topic is addressed effectively and is appropriate for the audience.
- Campaign has high level of engagement and interactivity: Likes, shares, Retweets, RSVPs, etc.
- Demonstrates knowledge of social media marketing beyond community management, including but not limited to: developing unique content, effectively utilizing existing content, optimizing content for search, distributing content across as many platforms as possible within a limited budget.
- Describe any applicable insight/research methodology as to why you have chosen specific platforms, messaging, content, engagement and outreach strategies.
- Overall campaign—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing
- Final product indicates a clear thought process, a well-formulated campaign, and execution of a firm idea.
- Effectively communicate required information and drive the campaign toward a clear call-to-action.
- Copyright laws followed.

## PRESENTATION EVENTS WITHOUT EQUIPMENT

### Overview

These events include a presentation or role play. Review specific guidelines for each event.

### Eligibility

Each state may submit three (3) entries for these events. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Finals

A maximum of fifteen (15) finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Event	Equip. Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 points)	Q&A (3 min.)
Business Ethics	NA	NA	7 min.	6 min.	7 min.	Yes	Yes
Client Service	NA	10 min.	5 min.	4 min.	5 min.	No	No
Emerging Business Issues	NA	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Type of Event	Specific Guidelines
<b>Business Ethics</b> <i>Rating Sheet: page 86</i>	Team of two (2) to three (3)	<ul style="list-style-type: none"> <li>Submit six (6) copies of a written synopsis on the selected topic, which does not exceed 500 words, to the national office by the deadline. All copies must be submitted in six (6) standard file folders. Label the folder tab with the competitors' name(s), state, school, and event title.</li> <li>Include a reference section (not counted in the 500 word limit).</li> <li>Competitors must research the topic prior to conference and be prepared to present their findings and solutions.</li> <li>Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.).</li> <li>Teams are permitted to bring prepared notes, but books, other bound materials, props, and equipment are prohibited.</li> <li>Visual aids related to the project may be used; however, no items may be left with the judges or audience.</li> </ul> <p><b>2015 NLC Topic</b></p> <ul style="list-style-type: none"> <li><i>Research an ethical topic dealing with global business and sweatshops and/or child labor.</i></li> </ul>
<b>Client Service</b> <i>Rating Sheet: page 93</i>	Individual	<ul style="list-style-type: none"> <li>This role play event requires the competitor to provide customer service to a client (judges).</li> <li>Two (2) 4" x 6" note cards will be provided for each competitor and may be used during the preparation and performance of the case.</li> <li>Information may be written on both sides of the note cards.</li> <li>Note cards will be collected following the presentation.</li> <li>No other reference materials, visual aids, or electronic devices may be brought in or used during the preparation of the performance.</li> </ul>



<p><b>Emerging Business Issues</b>—<i>Modified Rating Sheet: page 108</i></p>	<p>Team of two (2) to three (3)</p>	<p><b>Modifications</b></p> <ul style="list-style-type: none"> <li>• Participants will be expected to research the topic prior to the conference and be prepared to present both the affirmative and negative arguments.</li> <li>• Teams will be permitted to bring prepared notes of any type for the presentation.</li> <li>• Teams will have seven (7) minutes to present both sides.</li> <li>• No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.</li> <li>• Teams should introduce themselves, describe the situation, present both affirmative and negative and make their recommendations, and summarize their case</li> </ul> <p><b>2015 NLC Topic</b></p> <p><i>Consumer products sold by brand name companies have been facing increasing challenges throughout the recession as well as the increase in online shopping. Brand loyalty in three categories (food, beverage, and household goods) has decreased for three years (2013 American Pantry Study). The amount of consumers willing to purchase their traditional brands, regardless of whether the brand is on sale or not, has decreased from 33 percent in 2010 to 29 percent in 2012. One of the reasons this is occurring is competition from consumer products private label choices. The 2013 American Pantry Study found that 88 percent of consumers who have become purchasers of private label products will not return to their previous national brand purchases even once the economy has recovered.</i></p> <ul style="list-style-type: none"> <li>• <i>How will this trend positively affect the overall consumer products industry?</i></li> <li>• <i>How will this trend negatively affect the overall consumer products industry?</i></li> </ul>
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**Performance Guidelines**

- Presentation of the entry must be conducted by competitors who authored the event.

**Performance Time**

- See chart.

**Penalty Points Deducted by Judges**

- Five (5) points are deducted if competitors do not follow the dress code.

**Performance Competencies**

- See page 53.

## TEAM PERFORMANCE EVENTS

### LIFESMARTS

#### Overview

This online event challenges students to integrate multiple areas of business knowledge and skills, using critical-thinking skills and teamwork during competition. Student teams will compete online during the fall and spring competitions.

#### Eligibility

School teams of two (2), from active, local chapters may participate in both the fall and spring online LifeSmarts Competitions. A team member cannot be on more than one (1) team. Teams may compete in both the fall and spring competitions, and more than one (1) team may compete per chapter. Team members cannot be changed once a team has registered. Members are unable to participate in any other event if they have qualified and plan on participating in the final round at the NLC. Competitors must

have paid FBLA national and state dues by March 1 of the current school year.

#### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

#### Finals

The top twelve (12) nationally ranked teams from each FBLA LifeSmarts Competition—but no more than one per state, per challenge—will advance to the final round.

Event Name	Type of Event	Dates	LifeSmarts Team Guidelines
LifeSmarts	Team	<p><b>Fall Competition</b> October 20, 2014– November 14, 2014</p> <p><b>Spring Competition</b> February 2, 2015– February 27, 2015</p>	<p><b>Register Online</b></p> <ul style="list-style-type: none"> <li>• Compete individually, with both team members completing a 60-question quiz across all LifeSmarts topic areas</li> <li>• Demonstrate leadership by completing a team personal finance assessment</li> <li>• Complete a team consumer assessment</li> <li>• Receive a cumulative score after completing all activities</li> <li>• Be ranked against other participating FBLA teams</li> <li>• Registration link on <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a> when competition opens a week before starting date.</li> </ul>

#### Performance

- The top twelve (12) nationally ranked teams from each FBLA LifeSmarts Competition—both fall and spring but no more than one (1) per state, per challenge—are eligible to compete at NLC. These twenty-four (24) teams are determined by the standings in the fall and spring FBLA LifeSmarts Competition, which is administered via the Internet during the school year. At NLC teams will compete four times:
  - Two (2) buzzer matches

- One (1) team activity
- One (1) individual assessment per team member
- The top six (6) teams advance to the semifinals, and the two (2) semifinal winners compete in the championship. Scores are cumulative.



## VIRTUAL BUSINESS MANAGEMENT CHALLENGE

### Overview

This online event is based on the all new, completely web-based Virtual Business – Management 3.0 simulation where FBLA students test their skills at managing a bike manufacturing business individually or as a team. The simulation is easier to use and no software downloads are required. The VBC has two (2) challenges during the year (fall and spring), and each challenge focuses on different business concepts.

### Eligibility

Individual members or a team of two (2) or three (3) members from active, local chapters may participate in both the fall and spring online VBC. A team member cannot be on more than one (1) team at a time. Team members cannot be changed once a team has registered. Members are unable to participate in any other event if they have qualified and plan on participating in the final round at the NLC. Competitors must have paid FBLA national and state dues by March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.

### Perform

The top eight (8) nationally ranked teams from each VBC, but no more than one (1) per state, per challenge, are eligible to compete at the NLC.

**Note:** The FBLA VBC is an official event brought to FBLA chapters through a partnership with Knowledge Matters.

Event Name	Type of Event	Dates	VBC Guidelines
<b>Virtual Business Management Challenge</b>	Team or Individual	<b>Fall Competition</b> October 20, 2014– November 14, 2014  <b>Spring Competition</b> February 2, 2015– February 27, 2015	Participation in this event crosses the curriculum areas of Introduction to Business, Information Technology, and Management. The students will manage a simulated business. During the challenge, FBLA members are required to: <ul style="list-style-type: none"> <li>• Register an individual or team up to three (3) individuals</li> <li>• Run the simulation</li> <li>• Submit Scores</li> <li>• Compete and be ranked against other participating FBLA teams</li> <li>• Registration link on <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a> when game opens a week before starting date.</li> </ul>

### Preliminary Performance

- The top eight (8) nationally ranked teams from each VBC—both fall and spring but no more than one (1) per state, per challenge—are eligible to compete at the NLC. These sixteen (16) teams are determined by the standings in the fall and spring VBC is administered via the Internet during the school year.
- At the NLC, qualifying teams for the preliminary round will participate in a round-robin event with each team participating in a minimum of two (2) 15 to 20 minute sessions. Bracket winners will be determined based on the highest cumulative profit.

### Final Performance

- For the final round, four (4) teams will compete in a 15 to 20 minute session. The national winner will be determined based on the highest cumulative profit.



# FBLA 3-D ANIMATION *NEW*

## Performance Rating Sheet

2014-15

Preliminary Round     Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Development of Project</b>					
Video successfully conveys the message outlined in the topic and does so in a way that captivates audience attention	0	1-3	4-7	8-10	
Information related to topic is accurate	0	1-3	4-7	8-10	
<b>Animated Video Production and Elements</b>					
Overall quality of animated video	0	1-5	6-10	11-15	
Graphics are appropriate and consistent throughout the video	0	1-6	7-13	14-20	
Editing is seamless and does not seem fragmented	0	1-3	4-7	8-10	
Multiple animation techniques are utilized	0	1-3	4-7	8-10	
Video concludes with appropriate credits	0	1-3	4-7	8-10	
Logical flow of thoughts and seamless transitions	0	1-5	6-10	11-15	
<b>Content</b>					
Describes the pre-production process	0	1-3	4-7	8-10	
Describes the scenario	0	1-3	4-7	8-10	
Describes the production process	0	1-3	4-7	8-10	
Describes the post-production process	0	1-3	4-7	8-10	
Describes software used	0	1-3	4-7	8-10	
Describes techniques used	0	1-3	4-7	8-10	
Describes hardware used	0	1-3	4-7	8-10	
<b>Delivery</b>					
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	
<b>Subtotal</b>					<b>/200 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over five (5) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for failure to follow directions					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/300 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA 3-D ANIMATION *NEW*

## Production Rating Sheet

2014-15

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Development of Project</b>					
Video successfully conveys the message outlined in the topic and does so in a way that captivates audience attention	0	1-3	4-7	8-10	
Information related to topic is accurate	0	1-3	4-7	8-10	
<b>Animated Video Production and Elements</b>					
Overall quality of animated video	0	1-5	6-10	11-15	
Graphics are appropriate and consistent throughout the video	0	1-6	7-13	14-20	
Editing is seamless and does not seem fragmented	0	1-3	4-7	8-10	
Multiple animation techniques are utilized	0	1-3	4-7	8-10	
Video concludes with appropriate credits	0	1-3	4-7	8-10	
Logical flow of thoughts and seamless transitions	0	1-5	6-10	11-15	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Penalty Points</b> Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly <input type="checkbox"/> video longer than 3 minutes					
<b>Total Points</b>	<b>/100 max</b>				

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA AMERICAN ENTERPRISE PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Report Format</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Check & deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> missing cover information <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA AMERICAN ENTERPRISE PROJECT

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Explanation</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/100 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/200 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA BANKING & FINANCIAL SYSTEMS

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA BUSINESS ETHICS

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content and Recommendation</b>					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-3	4-7	8-10	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Quality of research	0	1-3	4-7	8-10	
Written case synopsis; clearly written with references	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Delivery</b>					
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	0	1-2	3-4	5	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines (no synopsis or synopsis over 500 words)					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Judge's Comments:**



# FBLA BUSINESS FINANCIAL PLAN

## Report Rating Sheet

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

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA BUSINESS FINANCIAL PLAN

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/300 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA BUSINESS PLAN

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	

(continued on next page)



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 •1 <sup>st</sup> year monthly cash flow •1 <sup>st</sup> 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  
 report format does not follow rating sheet

**Total Points** **/200 max.**

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA BUSINESS PLAN

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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 reasonably 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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/300 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA BUSINESS PRESENTATION

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Organization</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA CLIENT SERVICE

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Scenario is understood and well-defined	0	1-5	6-10	11-15	
Participant's position is clearly stated	0	1-5	6-10	11-15	
Effective solution is offered	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Delivery</b>					
Statements are well organized and clearly stated	0	1-5	6-10	11-15	
Participant displays empathy/diplomacy when responding to situation	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to ask and answer questions effectively	0	1-5	6-10	11-15	
Participant actively interacts with judges	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA COMMUNITY SERVICE PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Report Format</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> missing cover information <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA COMMUNITY SERVICE PROJECT

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/100 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/200 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA COMPUTER GAME & SIMULATION PROGRAMMING

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Program Usability and Support</b>					
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	
<b>Comments:</b>					
<b>Game Play Evaluation</b>					
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	
<b>Comments:</b>					
<b>Game Concept &amp; Design Evaluation</b>					
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	
Title 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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/200 max.</b>
<b>Penalty Points</b> Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly					
<b>Total Points</b>					<b>/200 max</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA COMPUTER GAME & SIMULATION PROGRAMMING

## Performance Rating Sheet

Preliminary Round     Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for leaving materials					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/300 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA DESKTOP APPLICATION PROGRAMMING

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Program Readability and Style</b>					
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 instructions, system requirements, etc.)	0	1-7	8-14	15-20	
<b>Comments:</b>					
<b>Program Structure and Content</b>					
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	
<b>Comments:</b>					
<b>Results</b>					
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	
<b>Comments:</b>					
<b>Usability</b>					
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	
<b>Subtotal</b>					<b>/200 max.</b>
<b>Penalty Points:</b> Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly					
<b>Total Points</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: \_\_\_\_\_



# FBLA DESKTOP APPLICATION PROGRAMMING

## Performance Rating Sheet

Preliminary Round     Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for leaving materials					
<b>Total Points</b>	<b>/100 max.</b>				
<b>Prejudged Score</b>	<b>/200 max.</b>				
<b>Final Score</b> (add total score and prejudged score)	<b>/300 max.</b>				

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA DESKTOP PUBLISHING

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Output effectively meets goals of the project	0	1-5	6-10	11-15	
Content appropriately addresses the intended target audience	0	1-3	4-7	8-10	
All pieces show a cohesive tie to one another	0	1-2	3-4	5	
Clear connection to theme throughout materials	0	1-3	4-7	8-10	
Included all information required in project instructions	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Use of Software Features</b>					
Appropriate font selection and application (including size, spacing, type, etc.)	0	1-2	3-4	5	
Effective use of special effects (including drop cap, shadow, reverse type, watermark, etc.)	0	1-2	3-4	5	
Appropriate use of technology to enhance design and accomplish project goals	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Layout</b>					
Effective use of margins, columns, and white space	0	1-2	3-4	5	
Appropriate selection, placement, and manipulation of graphics	0	1-2	3-4	5	
Applied appropriate alignment, text wrapping, indenting, and bullets	0	1-2	3-4	5	
Overall design impact is appealing and relates to target audience	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct two (2) points for each spelling, grammatical, capitalization, or typographical error (maximum of twenty [10] points):					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA DIGITAL DESIGN & PROMOTION

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Theme fully and properly developed. Solution properly addresses assigned topic	0	1-7	8-14	15-20	
Elements included in the graphics are suitable, appropriate, and directed toward a specific audience	0	1-7	8-14	15-20	
<b>COMMENTS:</b>					
<b>Presentation</b>					
Layout has direction and balance	0	1-3	4-7	8-10	
Fonts and type style support the look and feel of the overall image	0	1-2	3-4	5	
Colors and graphics enhance aesthetic appeal	0	1-2	3-4	5	
Graphic design shows creativity, originality, and supports topic	0	1-3	4-7	8-10	
Format is consistent and appropriate	0	1-3	4-7	8-10	
Graphic design is clear and concise	0	1-3	4-7	8-10	
Design gains attention and has eye appeal	0	1-3	4-7	8-10	
<b>COMMENTS:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for not adhering to guidelines (maximum of fifteen [15] points):					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA DIGITAL DESIGN & PROMOTION

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of promotional piece	0	1-3	4-7	8-10	
Description of development and design ideas	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	1-5	6-10	11-15	
Benefits matched to customer needs	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Delivery</b>					
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	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time: _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for leaving materials					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/100 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA DIGITAL VIDEO PRODUCTION

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Presentation</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/200 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over four (4) minutes. Time: _____					
<b>Penalty Points</b> Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points) <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
<b>Final Score</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA DIGITAL VIDEO PRODUCTION

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/300 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA E-BUSINESS

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Page Layout and Design</b>					
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 distracting	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Shopping Experience</b>					
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	
Product 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	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Shopping Cart Implementation</b>					
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	
<b>Comments:</b>					
<b>Technical</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/200 max.</b>
<b>Penalty Points:</b> Deduct five points for not following guidelines.					
<b>Penalty Points:</b> Deduct five points for not submitting Statement of Assurance.					
<b>Total Points</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# FBLA E-BUSINESS

## Performance Rating Sheet

Preliminary Round       Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Describe development of the topic	0	1-5	6-10	11-15	
Demonstrates 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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/300 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA ELECTRONIC CAREER PORTFOLIO

## Performance Rating Sheet

Revised 2014-15

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Resume (Data Sheet) <ul style="list-style-type: none"> <li>Displays evidence of professional experience, career related experience, and leadership experience</li> <li>Outlines any special certifications or training</li> <li>Shares overview of academic success</li> <li>Outlines Community Service</li> </ul>	0	1 – 3	4 – 7	8 – 10	
Career research summary: <ul style="list-style-type: none"> <li>The specific career targeted is clearly identified and described—the portfolio must specifically be targeted towards a career</li> <li>Skills and education needed for the career are identified and outlined</li> <li>Money/salary and outlook for the career are identified</li> <li>Evidence of research in career summary</li> </ul>	0	1 – 5	6 – 10	11 – 15	
Sources of information cited pertaining to copyright standards	0	1 – 3	4 – 7	8 – 10	
<b>Comments:</b>					
<b>Samples</b>					
Career-Related Education <ul style="list-style-type: none"> <li>School activities</li> <li>Career research project</li> <li>Application of business education and/or related occupational skills and their relationships to the job</li> </ul>	0	1 – 5	6 – 10	11 – 15	
Educational Enhancement <ul style="list-style-type: none"> <li>Career opportunities noted</li> <li>Evidence of career development planning</li> <li>Summarize any job shadowing, internships, informational interviews, or community service projects</li> </ul>	0	1 – 5	6 – 10	11 – 15	
Examples of Special Skills <ul style="list-style-type: none"> <li>Includes up to five examples of special skills and/or abilities related to job and career goals</li> </ul>	0	1 – 3	4 – 7	8 – 10	
<b>Comments:</b>					
<b>Delivery</b>					
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 – 2	3– 4	5	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for leaving materials.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: \_\_\_\_\_



# FBLA EMERGING BUSINESS ISSUES

## Performance Rating Sheet

Revised 2014-15

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Understanding of issue/topic	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Affirmative Argument</b>					
Flow and logic of content	0	1-2	3-4	5	
Quality of Evidence		1-3	4-7	8-10	
Persuasiveness		1-3	4-7	8-10	
Relevance of argument	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Negative Argument</b>					
Flow and logic of content	0	1-2	3-4	5	
Quality of Evidence		1-3	4-7	8-10	
Persuasiveness		1-3	4-7	8-10	
Relevance of argument	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Delivery</b>					
Statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
All team members actively participate in the presentation	0	1-2	3-4	5	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>	<b>/100 max.</b>				

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA ENTREPRENEURSHIP

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
Statements are well organized and clearly stated; appropriate business language is used	0	1-3	4-7	8-10	
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	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FUTURE BUSINESS LEADER

## Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
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	
Demonstrates 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	
<b>Comments:</b>					
<b>Leadership Ability</b>					
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	1-5	6-10	11-15	
Indicates understanding of career knowledge and career plans	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Application Materials</b>					
Effectiveness of application materials (resume and letter of application)	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (add to total points in preliminary round)					<b>/100 max.</b>
<b>Final Score</b>					<b>/200 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FUTURE BUSINESS LEADER

## Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
Demonstrates poise, maturity, and a good attitude	0	1–2	3–4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1–5	6–10	11–15	
Professional appearance	0	1–2	3–4	5	
Demonstrates proper greeting, introduction, and closing	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Leadership Ability</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>					
<b>Objective Test Score</b> (to be used in the event of a tie)					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA GLOBAL BUSINESS

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA HELP DESK

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Problem Identification</b>					
Describes 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	
<b>Comments:</b>					
<b>Technology</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA HOSPITALITY MANAGEMENT

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (to be used in the event of a tie)					

Name(s): \_\_\_\_\_

Educational Institu \_\_\_\_\_ State: \_\_\_\_\_

Judge's \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Judge's Comments:**



# FBLA IMPROMPTU SPEAKING

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Organization</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
Extemporaneous delivery; i.e. not merely read from the notes	0	1–5	6–10	11–15	
Demonstrate 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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA JOB INTERVIEW

## Interview Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Professional Presentation</b>					
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	
<b>Comments:</b>					
<b>Interview</b>					
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, and uses appropriate grammar, and uses appropriate length of time to answer questions	0	1–5	6–10	11–15	
Participant asks questions that demonstrates interest in organization and understanding of position	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application, and job application)	0	1–5	6–10	11–15	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty</b> Deduct five (5) points in preliminary round if materials received late.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

Educational Institu \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Judge's Comments:**



# FBLA LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Report Rating Sheet

Revised 2014-15

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Introduction</b>					
“State of the Chapter” remarks to current members by chapter president <ul style="list-style-type: none"> <li>• Number of members</li> <li>• Size of school and community</li> </ul>	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Activities to Benefit Chapter and Its Members</b>					
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	
<b>Comments:</b>					
<b>Activities to Benefit Other Individuals and Organizations</b>					
State and national projects	0	1–3	4–7	8–10	
Other community service projects	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Conferences and Recognition</b>					
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	
<b>Comments:</b>					
<b>Report Format</b>					
Clear, 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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of fifteen [15] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA MANAGEMENT DECISION MAKING

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
Management's decision is clear	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Delivery</b>					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Team members show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA MANAGEMENT INFORMATION SYSTEMS

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Describes the situation	0	1-3	4-7	8-10	
Issues a solution or recommendation	0	1-3	4-7	8-10	
Uses correct terminology	0	1-3	4-7	8-10	
Present effective strategy	0	1-7	8-14	15-20	
<b>Explanation</b>					
System appropriate for size of business	0	1-3	4-7	8-10	
System solution is feasible and realistic given specified time frame	0	1-3	4-7	8-10	
Technology is currently available	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Information security issues are addressed	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-3	4-7	8-10	
<b>Delivery</b>					
Team members show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
<b>Subtotal</b>	<b>/150 max.</b>				
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Final Score</b>	<b>/150 max.</b>				
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA MARKETING

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Delivery</b>					
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 demonstrate the ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty Points</b> Deduct five (5) points for failure to follow guidelines.					
<b>Final Score</b>	<b>/100 max.</b>				
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA MOBILE APPLICATION DEVELOPMENT

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Program Usability and Support</b>					
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	
<b>Comments:</b>					
<b>Design Evaluation</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly					
<b>Total Points</b>					<b>/100 max</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA MOBILE APPLICATION DEVELOPMENT

## Performance Rating Sheet

Preliminary Round     Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Describes 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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for materials left					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/100 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/200 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA NETWORK DESIGN

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Describes the situation	0	1-3	4-7	8-10	
Resolves problem	0	1-5	6-10	11-15	
Use correct terminology	0	1-5	6-10	11-15	
Presents an effective strategy	0	1-10	11-20	21-30	
<b>Comments:</b>					
<b>Technology</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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 demonstrate the ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/150 max.</b>
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/150 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA PARLIAMENTARY PROCEDURE

## Performance Rating Sheet

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

		Value	Score
<b>Motions Classification</b>			
	<b>Comments</b>		
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
<b>Motions Performance Subtotal</b>			
<b>Comments:</b>			
<b>Business of the Meeting</b>			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
<b>Business of the Meeting Performance Subtotal</b>			
<b>Comments:</b>			
<b>General Parliamentary Procedure</b>			
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	
<b>General Parliamentary Procedure Performance Subtotal</b>			
<b>Comments:</b>			
<b>Subtotal</b>		<b>/100 max.</b>	
<b>Time Penalty</b> Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:			
<b>Penalty</b> Deduct five (5) points for failure to follow directions			
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.			
<b>Final Score</b>		<b>/100 max.</b>	
<b>Objective Test Score</b> (To be used in the event of a tie.)			

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA PARTNERSHIP WITH BUSINESS PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
<b>Development</b>	0	1-2	3-4	5	
Description of the partnership goals					
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	
<b>Implementation</b>	0	1-5	6-10	11-15	
Description of the activities implemented to learn concepts of business operations					
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	
<b>Comments:</b>					
<b>Report Format</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA PARTNERSHIP WITH BUSINESS PROJECT

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Report Score</b>					<b>/100 max.</b>
<b>Final Score</b> (add total points and report score)					<b>/200 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA PUBLIC SERVICE ANNOUNCEMENT Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Video Presentation</b>					
Topic (social issue) fully 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	1-3	4-7	8-10	
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	1-5	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	
<b>Comments:</b>					
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/150 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over five (5) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/150 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA PUBLIC SPEAKING I

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Organization</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA PUBLIC SPEAKING II

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Organization</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time: _____					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines. _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed. _____					
<b>Final Score</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA SALES PRESENTATION *NEW*

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Approach</b>					
Suitable opening statement or remark	0	1-2	3-4	5	
Direct customer's attention to merchandise	0	1-2	3-4	5	
<b>Comments</b>					
<b>Product Presentation</b>					
Questions involved customer	0	1-3	4-7	8-10	
Analyze and determine customer needs	0	1-3	4-7	8-10	
Interest in customer as an individual	0	1-3	4-7	8-10	
Adequate knowledge of product features	0	1-3	4-7	8-10	
Creates interest and desire for product	0	1-3	4-7	8-10	
Benefits matched to customer needs	0	1-3	4-7	8-10	
<b>Comments</b>					
<b>Suggestion Selling</b>					
Suggestion selling used	0	1-3	4-7	8-10	
<b>Comments</b>					
<b>Handling Objections</b>					
Welcomes and listens to all objections	0	1-2	3-4	5	
<b>Comments</b>					
<b>Closing</b>					
Takes advantage of customer reactions	0	1-2	3-4	5	
Handles and overcomes objections with respect	0	1-2	3-4	5	
Closes the sale	0	1-2	3-4	5	
<b>Comments</b>					
<b>Total Points</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

Educational Institute \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Judge's Comments:**



# FBLA SOCIAL MEDIA CAMPAIGN *NEW*

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Design and Distribution</b>					
Overall campaign is aesthetically appealing	0	1–7	8–14	15–20	
Campaign is consistent across all platforms	0	1–3	4–7	8–10	
Campaign shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
High level of interactivity and engagement	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Content</b>					
Product/service message is clear	0	1–5	6–10	11–15	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
Explain the development, creative design, implementation, and distribution process		1–5	6–10	11–15	
Benefits matched to customer and prospect needs		1–5	6–10	11–15	
Copyright information note, if applicable	0	1–5	6–10	11–15	
<b>Comments:</b>					
<b>Presentation/Delivery</b>					
Graphic design, when used, shows creativity, originality, and supports	0	1–3	4–7	8–10	
Additional technologies: e.g. videos, linked social media pages used appropriately	0	1–3	4–7	8–10	
Campaign elements gain attention and have eye appeal	0	1–3	4–7	8–10	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Statements are well organized and appropriate	0	1–3	4–7	8–10	
Participants demonstrate self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrate the ability to effectively answer questions	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/200 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/200 max.</b>

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA SPORTS & ENTERTAINMENT MANAGEMENT

## Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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 a specific sports and entertainment market segmentation	0	1-5	6-10	11-15	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Penalty Points</b> Deduct five (5) points for failure to follow guidelines.					
<b>Final Score</b>					<b>/100 max.</b>
<b>Objective Test Score</b> (To be used in the event of a tie.)					

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA WEBSITE DESIGN

## Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Page Layout and Design</b>					
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	
<b>Comments:</b>					
<b>Content</b>					
Proper use of grammar, spelling, punctuation, etc.	0	1–3	4–7	8–10	
Copyright laws have been followed, permissions are cited on the website, and the use of templates is identified at the bottom of the page	0	1–5	6–10	11–15	
Product/service message is clear	0	1–10	11–20	21–30	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–10	11–20	21–30	
<b>Comments:</b>					
<b>Technical</b>					
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; e.g. Flash JavaScript, etc. Are used appropriately	0	1–3	4–7	8–10	
Site is compatible with multiple browser variants	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/200 max.</b>
<b>Penalty Points:</b> Deduct five (5) points each for not following Guidelines.					
<b>Penalty Points:</b> Deduct five (5) points for not submitting a Statement of Assurance.					
<b>Total Points</b>					<b>/200 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# FBLA WEBSITE DESIGN

## Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
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	
<b>Comments:</b>					
<b>Delivery</b>					
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	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Time Penalty</b> Deduct five (5) points for presentations over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>					<b>/100 max.</b>
<b>Prejudged Score</b>					<b>/200 max.</b>
<b>Final Score</b> (add total points and prejudged score)					<b>/300 max.</b>

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



## EMPLOYMENT APPLICATION

Complete the application online from the FBLA-PBL Web site. Use the tab key to move through the document.

### GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Cell Phone ( ) -
E-mail Address			

### POSITION

Position or Type of Employment Desired	<b>Will Accept:</b> <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time  Date Available
Have you ever been employed at the Merit Corporation before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired	

### EDUCATION AND TRAINING

School or Institution	Name and Address of School	Major	Year Graduated	Degree
High School				
College				
College				
Other				
Special Abilities and Skills		Professional Certificates or Licenses Held		
Extracurricular Activities		Present Community and Professional Affiliations		
Languages Read, Written or Spoken Fluently Other Than English				

### REFERENCES

List below names and addresses of persons who are qualified to answer questions concerning your fitness for the position(s) you seek other than those listed in your credential file.

Name	Position	Address	Telephone

AN EQUAL OPPORTUNITY EMPLOYER



**WORK EXPERIENCE—Most recent first, include voluntary work and military experience**

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER



# FORMAT GUIDE

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**Revised 2014**





## OVERVIEW

In today's business world, communication is consistently expressed through writing. Successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide, which enables a corporation to maintain a uniform image through all its communications. Use this guide to prepare for Computer Applications and Word Processing skill events.

## GENERAL GUIDELINES

<b>Font Size:</b>	11 or 12
<b>Font Style:</b>	Times New Roman, Arial, Calibri, or Cambria
<b>Spacing:</b>	1 space after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 space after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
<b>Letters:</b>	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
<b>Bulleted Lists: (enumerated items)</b>	Single space individual items; double space between items
<b>Memorandums:</b>	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
<b>Unbound Report:</b>	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
<b>Leftbound Report:</b>	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 11.5 inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
<b>Miscellaneous Documents:</b>	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
<b>Miscellaneous Notes:</b>	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
<b>References:</b>	All references must be placed in alphabetical order.

**Note:** Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.



## ELECTRONIC RESUME GUIDELINES

Job seekers now turn to email and online job databases to apply for open positions. Currently, almost 50 percent of mid-size employers and just about all large-size employers use an online job tracking system. This results in more requests for online job applications and a need for applicants to create a scannable, electronic resume.

Here are tips to create a clear, readable electronic resume:

- do not use boldface, italics, underlining, script, bullets, logos, symbols, or shading
- do not use artistic or decorative font
- do not use condensed typeface; white space separates letters and no space mashes them together
- do not use vertical lines, only horizontal lines
- do not use two column formats or designs
- begin each line at the left margin and do not justify the right margin
- use a laser printer, black ink, and resume paper to achieve the sharpest possible image for effective scanning

## STANDARDS OF MAILABILITY

The following regulations apply to the Computer Applications and Word Processing events. Materials submitted in these events are graded against the standard of zero errors and businesslike format. The Format Guide must be followed to ensure proper formatting of any word processing document in these events.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points.

- omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
- minor errors in vertical or horizontal placement
- minor spacing errors
- inserted or omitted words that do not change the meaning of the sentence
- The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.
- keying or spelling errors
- inserted or omitted words that change the meaning of the sentence
- formatting errors
- failure to follow directions



## FAIR USE GUIDELINES FOR EDUCATIONAL USE

<b>Text for Use in Multimedia Projects</b>	What You Can Do	According to	Fine Print
Same rights as "Printed Material" above	Students may incorporate text in multimedia projects up to 10% or 100 words, whichever is less. Teachers may incorporate into multimedia for teaching courses.	<i>Fair Use Guidelines for Educational Multimedia</i>	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
<b>Video ("Motion Media") for Use in Multimedia Projects</b>			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media".	<i>Fair Use Guidelines for Educational Multimedia</i>	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12/08/95.</i>
<b>Video for Integration into Video Projects</b>			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted working in their academic multimedia".	<i>Fair Use Guidelines for Educational Multimedia</i>	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
<b>Illustrations and Photographs</b>			
Photograph Illustration Collections of photographs Collections of illustrations	Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	<i>Fair Use Guidelines for Educational Multimedia</i>	Older illustrations may be in the public domain, but the collection may be copyrighted.
<b>Music for Integration into Multimedia / Video Projects</b>			
Music	Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes.	<i>Fair Use Guidelines for Educational Multimedia</i>	Some authorities site a maximum length of 30 seconds. ( <a href="http://www.indiana.edu">www.indiana.edu</a> ), some do not mention a maximum ( <i>Tina Ivany, UCSD, 12/08/95</i> ).
<b>Internet</b>			
Internet connections World Wide Web	Images may be downloaded for student projects.  Sound files may be downloaded for use in projects ( <i>see portion restrictions above</i> ).	<i>Fair Use Guidelines for Educational Multimedia &amp; DMCA</i>	Images may <b>not</b> be reposted onto the Internet without permission.  Sound or music files may not be copied and posted on the Internet without permission.

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).



## AGENDA

**Top Margin: 2"**  
**Side Margins: 1"**  
**Second Page Top: 1"**

**FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA  
(DS)**

**Board of Directors Agenda**

**(DS)**

**Tuesday, March 20, 20\_\_**

**(DS)**

1. Call to Order—Jean Buckley, Chief Executive Officer  
**(DS)**
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports  
    Accounting—Mildred Wright  
    Social—Betty Einstein  
    Fund-raising—Bret Rushmore  
**(SS)**
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

***Note:***

Numbers may be left or right aligned.



## ITINERARY

**Top Margin: 2"**  
**Side Margins: 1"**  
**Second Page Top: 1"**

**ITINERARY**  
**(DS)**  
**M. J. Lawson**  
**(DS)**  
**October 10–13, 20\_\_**  
**(DS)**

**Sunday, October 10**  
**(DS)**

9:30 a.m. Depart Memphis Municipal Airport, United Airlines, Flight 433,  
nonstop, lunch served

**(DS)**  
1:02 p.m. Arrive San Francisco International Airport

**(DS)**  
5:30 p.m. Depart hotel for Chinatown visit

**Monday, October 11**

9:00 a.m. Conference at Mark Hopkins Hotel

Reminder: Call Pat Martin to confirm dinner arrangements for tomorrow

**Tuesday, October 12**

9:00 a.m. Conference at Mark Hopkins Hotel

7:00 p.m. Dinner with Pat Martin

**Wednesday, October 13**

9:30 a.m. Depart hotel for airport

12:20 p.m. Depart San Francisco International Airport, United Airlines,  
Flight 700, one stop, lunch served

7:15 p.m. Arrive Memphis Municipal Airport



## LABEL/ENVELOPE

MS JUNE R TIJERINA  
CLAIMS DEPARTMENT  
GOLDEN INSURANCE COMPANY  
1846 MARKET STREET  
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

## BUSINESS LETTER

**Top Margin: 2"**  
**Side Margins: 1"**

Current Date

**(QS)**

Ms. Terra Green  
1923 Deserama Circle  
Cottonwood, AZ 86326

**(DS)**  
Dear Ms. Green

**(DS)**  
This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

**(DS)**  
This letter style is to be used for FBLA-PBL competition.

**(DS)**  
Sincerely

**(QS)**

Barbara Small  
Director of Education

**(DS)**  
xx



## PERSONAL LETTER

**Top Margin: 2"**  
**Side Margins: 1"**

1912 Association Drive  
Reston, VA 20191-1591  
Current Date

**(QS)**

Ms. Terra Green  
1923 Deserama Circle  
Cottonwood, AZ 86326

**(DS)**

Dear Ms. Green

**(DS)**

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

**(DS)**

Sincerely

**(QS)**

Barbara Small



## LETTER WITH ADVANCED FEATURES

**Top Margin: 2"**  
**Side Margins: 1"**

Current Date  
**(DS)**  
 CONFIDENTIAL (If no mailing notation, **QS** after date.)  
**(DS)**  
 Attention FBLA-PBL Competitors  
 FBLA-PBL, Inc.  
 1912 Association Drive  
 Reston, VA 20191-1591  
**(DS)**  
 Ladies and Gentlemen  
**(DS)**  
 LETTER FORMAT WITH ADVANCED FEATURES  
 (If no subject line, **DS** after salutation.)  
**(DS)**  
 This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.  
**(DS)**  
 Please refer to this letter when keying such a document to avoid making formatting errors.  
**(DS)**  
 Sincerely  
**(DS)**  
 FBLA-PBL, INC.

**(QS)**

Barbara Small  
 Director of Education  
**(DS)**  
 xx  
**(DS)**  
 Enclosure  
**(DS)**  
 c Ms. Jean Buckley, President/CEO  
**(DS)**  
 Best of luck in your competition!

## LETTER & MEMO SECOND PAGE

**Top Margin: 1"**  
**Spacing of Materials: SS**  
**Spacing after Date to Body: DS**

Name of Addressee or Company  
 Page 2 **(SS)**  
 Date  
**(DS)**



## EMAIL

To: communications@fbla.org  
From: education@fbla.org (since this field is automatically generated it may only show in the recipient's email heading)  
Cc: marketing@fbla.org  
Bcc: ceo@fbla.org  
Date: Wed, April 10, 2013 at 8:47 PM (since this field is automatically generated it may only show in the recipient's email heading)

Subject line: Netiquette Rules

Ms. Young

When sending a business email use proper grammar, spelling, capitalization, and sentence structure. Use abbreviations and acronyms sparingly, and avoid using emoticons. Answer email promptly, even if there's only time for a quick, one line response. Answering email is a professional courtesy that tells the sender he or she is not being ignored.

An email heading includes the To, From, Cc, Bcc, Date, and Subject fields. In this email, the marketing director is copied and the executive director is blind copied. The director will receive this email without the receiver (in this case, the communications manager) knowing it.

The subject line is used to summarize the email's content and should be precise and brief. The body of the email provides information and details regarding the subject. Word documents, PDFs, images, and other documents can be attached to an email and sent electronically.

Remember, an email is a written document that can easily be viewed by someone other than the intended recipient(s). Be careful what you type; do not include libelous, slanderous or defamatory remarks. If you're emailing information confidentially, you should include a confidential tag line below the signature.

Barbara Small  
Education Director  
FBLA-PBL  
1912 Association Drive  
Reston, VA 20191  
800-325-2946  
www.fbلا-pbl.org



## MEMORANDUM

**Top Margin: 2"**  
**Side Margins: 1"**

TO: FBLA-PBL Competitors  
**(DS)**  
FROM: Judging Committee  
**(DS)**  
DATE: Current  
**(DS)**  
SUBJECT: Formatting a Standard Memorandum  
**(DS)**

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx  
**(DS)**  
Enclosure



## NEWS RELEASE

**Top Margin: 2"**  
**Side Margins: 1"**  
**Body: DS**

NEWS RELEASE

**(DS)**

Contact: Patricia Wells, Adviser

XYZ Club

1801 E. National Avenue

Phoenix, AZ 85007-0032

602-555-1234

**(DS)**

Release May 1, 20—

**(DS)**

STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

**(DS)**

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 8,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

**(DS)**

###



## MINUTES

**Top Margin: 2"**  
**Side Margins: 1"**

**XYZ CLUB**  
**(DS)**  
**Minutes of September 1, 20\_\_**

**(DS)**

**Call to Order**

**(DS)**

The regular meeting of the XYZ Club was called to order on Monday, September 1, 20\_\_ at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

**(DS)**

**Attendance**

All members were in attendance.

**Minutes**

The minutes of the August 1, 20\_\_ meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

**Treasurer's Report**

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20\_\_ of \$347.16. The report was filed.

**Unfinished Business**

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

**New Business**

None.

**Announcements**

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

**Adjournment**

There being no further business, the meeting was adjourned at 4:10 p.m.

**(QS)**

Terra Green, Secretary



## OUTLINE

**Top Margin: 2"**  
**Side Margins: 1"**  
**Spacing in Body: SS**

### FORMATTING OUTLINES

(DS)

#### I. VERTICAL SPACING

(DS)

- A. Title of Outline
  - 1. Two-inch top margin
  - 2. Followed by a double space
- B. Major Headings
  - 1. All headings preceded by a double space
    - a. Organized thoughts
    - b. Easy to read
    - c. Professional appearance
      - (1) Extra credit
      - (2) Five points
  - 2. All major headings following by a double space
  - 3. All subheadings single spaced

(DS)

#### II. HORIZONTAL SPACING

(DS)

- A. Title of Outline Centered Over Line of Writing
- B. Major Headings and Subheadings
  - 1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
  - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

(DS)

#### III. CAPITALIZATION

(DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with All Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap



## REPORT

<b>Top Margin:</b>	<b>2"</b>
<b>Side Margins:</b>	<b>1"</b>
<b>Spacing in Body:</b>	<b>DS</b>

### REPORT FORMATTING (DS)

(DS)

#### **Standard Margins**

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one inch top and bottom margins.

#### **Page Numbering**

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

#### **Long Quotes**

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and double space above and below the quoted materials.

#### **Enumerated or Bulleted Items**

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

#### **Headings and Subheadings**

**Main heading.** Center the main heading in ALL CAPS and bold over the body.  
**Side headings.** Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings. Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize first letter of the first word only. Underline the heading and follow it with a period.<sup>1</sup>

#### **Citations**

A parenthetical citation places relevant source information in parenthesis after a quote or paraphrase. A citation includes the last name of the author and a page number where the information can be found (Mays 4).



## REPORT CONTINUED

<b>Top Margin:</b>	<b>1"</b>
<b>Side Margins:</b>	<b>1"</b>
<b>Spacing in Body:</b>	<b>DS</b>

2

### Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.<sup>2</sup>

### References/Works Cited

All references cited will be listed alphabetically under the heading REFERENCES or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.<sup>3</sup>

The *MLA Style Manual* will be used for References/Works Cited.

## ENDNOTE PAGE

<b>Top Margin:</b>	<b>2"</b>
<b>Side Margins:</b>	<b>1"</b>
<b>Spacing in Body:</b>	<b>SS</b>

### ENDNOTES (DS)

<sup>1</sup>D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)

<sup>2</sup>Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1–7, 1998, p. 18.

(DS)

<sup>3</sup>Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.



## CITATIONS

### In-text Citation Within the Report

#### CITATIONS (DS)

**Paraphrasing:**

He was ready to move forward with the plan and encouraged his friends to work quickly (Woodsworth 283).

**Quotation:**

Woodsworth stated, "It's time to get the ball rolling" (Woodsworth 283).

**Work with multiple authors:**

Woodsworth received a Nobel Prize for the work on this project (Jones, Smith, and Moore 79).

"What a success!" Stewart shouted (Jones et al. 99). \*use this format repeatedly once the citation that includes all author last names has been used

**Print sources with no author:**

The average surface temperature of earth has increased more than one degree Fahrenheit since 1900 ("Impact of Global Warming" 7).

**Internet:**

A gradual increase in the average temperature of earth's atmosphere is termed global warming (Allen, News on Global Warming, [www.globalwarming.abc](http://www.globalwarming.abc)).



## REFERENCE PAGE

**Top Margin:** 2"  
**Side Margins:** 1"  
**Spacing in Body:** SS

### REFERENCES MLA Style Manual (DS)

**Sample Book Reference:**

Bohlman, Herbert M., and Mary Jane Dundas. *The Legal, Ethical and International Environment of Business*. 5th ed. Cincinnati, OH: Penguin, 1987. Print.

**Sample Book Reference without Author:**

*The Economist*, Princeton Press: Princeton, 1997. Print.

**Sample Magazine Reference:**

Cohen, Stephen S., and J. Bradford DeLong. "Shaken and Stirred." *Atlantic Monthly* Jan.–Feb. 2005: 112. Print.

**Sample Magazine Reference without Author:**

"Coca-Cola Paid CEO \$32 Million U.S. in 2007." *Toronto Star* 4 Mar. 2008: B2.

**Sample Internet Reference:**

Thomason, Larisa. *HTML Tip: Why Valid Code Matters*. Webmaster Tips Newsletter. Dec. 2003. NetMechanic. 6 Jan. 2008 <[http://www.netmechanic.com/news/vol6/html\\_no20.htm](http://www.netmechanic.com/news/vol6/html_no20.htm)>.

**Sample Encyclopedia:**

Nazi Party. *New Encyclopedia Britannica*. New York: Somerset, 1997 ed.

**Sample Interview Reference:**

Chirac, Jacques. Interview by John Smith. *Time* 16 Feb. 2003. 10 Oct. 2005. <http://www.time.com/time/europe/magazine/2003/0224/cover/interview.html>>.

**Sample Booklet/Pamphlet Reference:**

*Diabetes Care: Blood Glucose Monitoring*. Burnaby, BC: LifeScan Canada, 1997.

**Sample DVD Reference:**

Encarta 2004 Reference Library. CD-ROM. Microsoft, 2003.

**Sample Radio/Television Reference:**

"New York Museum Celebrates Life of Einstein." By Martha Graybow. Reuters, New York. WBFO, Buffalo. 13 Nov. 2002.

**Sample Government Pubs Reference:**

United States. National Council on Disability. *Carrying on the Good Fight Summary Paper from Think Tank 2000- Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures*. Washington: GPO, 2000



## TABLES

### Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

**Center Vertically  
Center Horizontally**

#### *Example Table with Gridlines*

**SALARY CHART TABLES  
(DS)  
Administrative Support Department  
(QS)**

<b>Position</b>	<b>Current Salary</b>	<b>Percent Increase</b>	<b>Amount Increase</b>	<b>New Salary</b>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
<b>Total</b>	\$109,500.00		\$6,272.50	\$115,372.50

#### *Example Table without Gridlines*

**SALARY CHART  
(DS)  
Administrative Support Department  
(QS)**

<b><u>Position</u></b>	<b><u>Current Salary</u></b>	<b><u>Percent Increase</u></b>	<b><u>Amount Increase</u></b>	<b><u>New Salary</u></b>
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	<u>19,000.00</u>	5.0	<u>950.00</u>	<u>19,950.00</u>
<b>Total</b>	\$109,500.00		\$6,272.50	\$115,372.50



## ELECTRONIC RESUME

**Top Margin: 1"**  
**Side Margins: 1"**

JENNIFER SMITH  
1234 Jupiter Lane- Jupiter, Florida 33458  
777-888-9999 [jupitergirl@gmail.com](mailto:jupitergirl@gmail.com)

### CAREER OBJECTIVE

Marketing Manager with the ability to promote sales growth and exceed profit goals while utilizing exceptional organizational, time management, and interpersonal relationship skills

### MARKETING SKILLS

Research and assess potential market size for new products, identify problems and the need for changes in product design, develop detailed marketing plans based on team input, create catchy slogans and jingles to attract new customers

### TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, Access, and PowerPoint, knowledgeable in HTML code, extensive Internet search capabilities utilizing key words and phrases, ability to type 75 words per minute with accuracy

EDUCATION (Note if education is recent include it here; if work experience is more recent, move education down after employment experience)

XYZ High School, Reston, VA, pending graduation 2014 or graduated 2014 (FBLA)

Bachelor of Science in Marketing with minor in Business Administration, 2013, Old Dominion University, Norfolk, Virginia, GPA: 3.97/4.0 (include GPA if greater than 3.0) (PBL)

### EMPLOYMENT EXPERIENCE

Sales Associate for Dip and Dots, Jupiter, Florida, May 2007–Oct. 2007

Engaged customers and promoted ice cream; answered customer questions, and provided additional information as needed; processed cash, check and credit card transactions; cleaned store on a daily basis, and opened and closed store as needed

Jupiter Marketing Office, Jupiter, Florida, January 2013–June 2013 (internship)

Analyzed marketing objectives and developed a training manual for new employees; generated over 300 new customer leads; wrote, designed, and created annual fundraising brochures; collaborated with office staff and produced quality work; and completed 400+ internship hours

### REFERENCES

Available Upon Request



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**Note:**

Page numbers should be right aligned with leader lines.



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## CHAPTER CEREMONIES

### Chapter Installation

This ceremony should take place before a large group such as a school assembly, group of business students, or a special meeting to which parents and business people are invited. Seat the installation team on a stage or a raised platform. Materials needed (may substitute colored ribbons or flowers):

- Tall candle
- Candles: white, gray, green, violet, blue, yellow, orange, and red
- Official charter
- Names of charter members

**Installing Official:** (standing) FBLA-PBL is a national organization for business students who are preparing for careers in business or business education. I have been authorized to conduct the installation of (school name), into the national chapter of Future Business Leaders of America-Phi Beta Lambda, Inc. FBLA-PBL is designed to promote future business leaders. It is fitting, as we begin this new chapter, that we consider what these words mean to our organization.

*Future:* Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges. In FBLA-PBL, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world’s varied economic systems.

*Business:* We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

*Leaders:* The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA-PBL, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

*America:* If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America’s past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA-PBL, we will strive for leadership in the field of business, thereby helping to strengthen America.

(At this point in the ceremony, it may be helpful to provide a brief history of FBLA-PBL.)

Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals.

**Installing Official:** Will the new officers of the (school) chapter of FBLA please rise and remain standing as I announce each officer. (Installing officer calls name and title of each officer.)

You have been chosen from among the members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you.

Please raise your right hand and repeat after me. *I, as an officer of the (school) chapter of FBLA do solemnly promise that I will fulfill the responsibilities of my office to the best of my ability, and that I shall carry them out in accordance with the bylaws of FBLA-PBL, Inc.*

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (school) chapter of FBLA for the year 20\_\_\_\_.

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter.) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and the responsibility of operating under the name Future Business Leaders of America, and as a part of the state chapter and the national organization. The responsibility of making the (school) chapter a success rests with its members and officers.

**Installing Official:** The FBLA chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

**Chapter President:** The secretary will now read the names of the charter members of (school) chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented.

**Chapter Secretary:** (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

**Chapter President:** Each of you, please raise your right hand and repeat the oath of membership in unison after me. *I do solemnly promise to uphold the aims and responsibilities of FBLA-PBL and, as an active charter member, I shall strive to develop the qualities necessary to become a leader in business and in the community in which I live.*

As president of the (school) chapter of FBLA, I declare you duly inducted as charter members.

**Installing Official:** (Name of assistant installing official or member of installation team) will lead members in reciting in unison the FBLA-PBL Creed.

### Officer Installation

**Installing Official:** Will the newly elected officers of the (school) chapter of FBLA please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected.

**(Name of parliamentarian),** parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (school) chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

**Parliamentarian:** I do.

**Installing Official:** I now declare you in the name of FBLA, the parliamentarian (gray candle is lit by white candle). This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

**(Name of historian),** historian. (Historian comes forward.) You have been elected historian of the (school) chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards, and publicity. Through your efforts, people see the progress and activities of your chapter. Do you accept this responsibility?

**Historian:** I do.

**Installing Official:** I now declare you in the name of FBLA, the historian (green candle is lit by white candle). This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

**(Name of reporter),** reporter. (Reporter comes forward.) You have been elected reporter of the (school) chapter of FBLA. As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

**Reporter:** I do.

**Installing Official:** I now declare you in the name of FBLA, the reporter. (Reporter selects violet candle from table, and installing official lights it with white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the FBLA chapter of (school).

**(Name of treasurer),** treasurer. (Treasurer comes forward.) You have been elected treasurer of the (school) chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

**Treasurer:** I do.

**Installing Official:** I now declare you in the name of FBLA, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with white candle.) This lighted blue candle symbolizes the trust and confidence that the members have in your ability to safeguard all funds.

**(Name of secretary),** secretary. (Secretary comes forward.) You have been elected secretary of the (school) chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

**Secretary:** I do.

**Installing Official:** I now declare you in the name of FBLA, the secretary. (Secretary selects yellow candle from table, and installing official lights it with white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

**(Name of vice president),** vice president. (Vice president comes forward.) You have been elected vice president of the (school) chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

**Vice President:** I do.

**Installing Official:** I now declare you in the name of FBLA, the vice president. (Vice president selects orange candle from table and installing official lights it with the white candle.) This orange candle is the symbol of the harmony and faithfulness that should characterize your efforts in working with the president to carry out the ideals of the chapter.

**(Name of president),** president. (President comes forward.) The members of the (school) chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibilities are to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

**President:** I do.

**Installing Official:** I now declare you in the name of FBLA, the president. (President takes red candle from the table and installing official lights it with the white candle.) This red candle is the symbol of your duties and obligations to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the (school) Chapter of FBLA for the coming year. (Candles are blown out.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

### **New Member Induction**

**Guide:** Mr. or Ms. President, these candidates have expressed a desire and meet the requirements to become members of the (name) chapter of FBLA.

**President:** (to the candidates) We accept you as candidates for membership in the (name) chapter of FBLA. Before you become members, however, let us consider the meaning of the words in the name of our organization.

*Future:* Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges.

In FBLA-PBL, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

*Business:* We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

*Leaders:* The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA-PBL, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

*America:* If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA-PBL, we will strive for leadership in the field of business, thereby helping to strengthen America.

**President:** You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

FBLA-PBL is based on a definite set of goals, including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

As you accept and strive to achieve these goals you will gain the greatest benefit possible from your membership in this chapter. Welcome to the (school) chapter of FBLA-PBL, Inc. You are now officially accepted as members in good standing, entitled to your full rights and responsibilities.



## POINT SYSTEM

A point system is helpful in the analysis and evaluation of the participation of each member. It will be used as the basis for attendance at the leadership conferences, awards, and other activities. The following is a list of activities and suggested points for each:

<input type="checkbox"/> Attendance at general meetings	20
<input type="checkbox"/> Contestant in competitive events	20
<input type="checkbox"/> Fundraising activities	20
<input type="checkbox"/> Assistance with committee work	20
<input type="checkbox"/> Holding an elected office	20
<input type="checkbox"/> Committee chair	20
<input type="checkbox"/> Recruit a new member	10
<input type="checkbox"/> Attendance at special and social events	10
<input type="checkbox"/> FBLA-PBL activities, field trips, guest speakers	10
<input type="checkbox"/> Attendance at regional/district state conferences	10
<input type="checkbox"/> Attendance at workshops	10
<input type="checkbox"/> Attendance at state executive board meetings	10
<input type="checkbox"/> Attendance at national conferences	10
<input type="checkbox"/> Recruiting a professional division member	10



## OFFICER CANDIDATE APPLICATION

### CANDIDATE QUALIFICATIONS

1. All candidates must:
  - a. Be a paid member in active status.
  - b. Have attended at least one conference.
  - c. Have completed at least 1 CMAP level
2. If you are considered and qualified to apply for an officer position, we will hold an interview with you at lunch following your application submission.

### DUTIES AND RESPONSIBILITIES OF OFFICERS

1. As an officer, you are a member of the Executive Board. This officer team plays a vital role in planning projects, workshops, and events. Your main duty is to be a contributing and supportive member of the team.
2. All officers are required to attend **all** Executive Board meetings, General Meetings, and Local Officer Training.
3. Officers are expected to possess strong bases of knowledge about the organization and be able to intelligently discuss ideas and issues affecting the chapter.
4. Additional responsibilities of an officer include:
  - a. Prepare and present activities related to your office to the chapter.
  - b. Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
  - c. Communicate with PBL members.
  - d. Recruit new members and chapters.
  - e. Contribute ideas for improving our PBL chapter.
5. Work closely with the adviser(s). Keep him or her informed at all times.
6. Officers shall serve as a model representative for PBL public relations. Officers are called upon many times to make presentations before adult and student organizations and at times will need to miss school to represent PBL.
7. Officers are required to complete at least one level of the CMAP.



## OFFICER CANDIDATE APPLICATION

### PRESIDENT

- preside over all meetings and prepare an agenda for each meeting
- keep in close touch with other officers, members, and adviser
- represent the chapter at special functions
- show the qualities of a leader
- plan and prepare documents for all activities

### VICE PRESIDENT

- preside over meetings in the absence of the president
- oversee all committees or teams
- assist the president
- take charge of preparing the Annual Business Report

### SECRETARY

- prepare the Local Chapter Program of Work (with collaboration from all of the officers)
- prepare and read all minutes of meetings (preparing minutes means to take accurate notes of motions and type them according to the state guidelines; such minutes will be kept in a permanent book and should be readily available at all meetings)
- handle general correspondence of the chapter
- keep an accurate membership and attendance roll

### TREASURER

- keep accurate, up-to-date financial records
- assist in the collection of money for dues and money-making projects
- prepare treasurer's report for each meeting
- take charge of preparing one of the reports submitted at the State Leadership Conference

### REPORTER

- prepare news release or articles for the local chapter of all FBLA activities within one week of the activity
- submit articles to the national magazine, TOMORROW'S BUSINESS LEADER
- prepare an annual scrapbook

### PARLIAMENTARIAN

- see that chapter meetings are conducted in an orderly manner according to the rules of parliamentary procedure
- maintain an accurate and up-to-date scrapbook of the chapter's activities
- take charge of preparing one of the reports submitted at the State Leadership Conference



## OFFICER CANDIDATE APPLICATION

### I. PERSONAL INFORMATION

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City ZIP

Home Phone: \_\_\_\_\_ Other (Cell) Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Year in School: \_\_\_\_\_ Graduation Year \_\_\_\_\_

Number of years as an PBL member: \_\_\_\_\_ Birthday (mm/dd/yy) \_\_\_\_\_

**Below are listed items that you must submit unless indicated. For the questions, please limit your response to 150 words. Typed answers attached to this sheet are preferred.**

1. Submit a one-page resume that highlights leadership experience, skills, and other offices held.
2. Submit a list of classes you will be taking next year. Be sure to indicate any free periods that you have where you are willing to contribute and work on PBL conference preparation. Specify if this free period is something that you are willing to donate permanently or temporarily.
3. What have you done as a PBL member? (list all conference awards, CMAP awards, school service)
4. What would you bring to the executive board?
5. What other extra curricular obligations will you have next year?
6. If you were elected as an officer, what would you want to accomplish first?
7. Serving as an officer is a major commitment of time, energy, and resources. Describe the arrangements you have made to ensure you can dedicate adequate levels of each if elected (e.g. are rides a problem for you?).
8. If you have any additional information you would like us to know please include it in your application. Limit all information to one-page.



## OFFICER CANDIDATE APPLICATION

### RATING SHEET —OFFICER CANDIDATE INTERVIEW

Name \_\_\_\_\_

Office(s) applying for \_\_\_\_\_

Appear neat and well groomed, dressed in appropriate attire \_\_\_\_\_ 5

Proper greeting, firm handshake, closing \_\_\_\_\_ 2

Use consistent eye contact \_\_\_\_\_ 2

Smile and demonstrate enthusiasm for the position \_\_\_\_\_ 2

Attitude and interest in chapter office \_\_\_\_\_ 2

Poise and maturity \_\_\_\_\_ 2

Speak clearly; expresses self well \_\_\_\_\_ 5

Ability to assess questions and formulate appropriate answers \_\_\_\_\_ 5

Self-confidence, initiative, and assertiveness \_\_\_\_\_ 5

Qualifications for office \_\_\_\_\_ 10

PBL knowledge \_\_\_\_\_ 10

TOTAL INTERVIEW SCORE \_\_\_\_\_ 50

AVERAGE INTERVIEW SCORE \_\_\_\_\_

**COMMENTS:**

.....  
 For Selection Committee Use Only

- Application
- Photo
- Responses
- Interview
- Schedule

## SUGGESTED FBLA LOCAL CHAPTER BYLAWS

These “Suggested FBLA Local Chapter Bylaws” are intended as a guide. Local Chapter Bylaws must be consistent with state and national bylaws and with the FBLA-PBL, Inc. Charter. Those provisions in the Local Chapter Bylaws which derive from these higher authorities are not amendable at the local level.

### Future Business Leaders of America

\_\_\_\_\_ Chapter Bylaws

#### Article I. Name

The name of this organization shall be the  
\_\_\_\_\_ Chapter of Future Business Leaders of America.

#### Article II. Purpose

**Section 1.** The purpose of this FBLA chapter is to provide additional opportunities for secondary level students to develop interest in and explore business. FBLA is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

**Section 2.** The specific goals of FBLA are to:

- 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, which contribute to the improvement of home, business and community.
- Develop character, prepare for useful citizenship and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the awareness of occupational goals.
- Facilitate the transition from school to work.

#### Article III. Membership

**Section 1.** FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA except, in the case where there is no state chapter, the member shall be recognized by the National Association.

**Section 2.** National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members.

Active Members shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by FBLA and may participate in the Awards Program, participate in national programs designed specifically for FBLA members, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

#### Article IV. Dues and Finance

**Section 1.** Dues. National dues shall be based on fiscal reports by the National Center and on recommendations by the National Executive Council and the Board of Directors and shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA-PBL National Center or shall be submitted through state chapters at the discretion of the state chapter. Membership dues are unified on local, state and national levels and are not available separately.

**Section 2.** The membership dues in Future Business Leaders of America shall be \$\_\_\_\_\_ a year, of which \$6.00 shall be remitted to the FBLA National Center in payment of the national dues and \$\_\_\_\_\_ to the FBLA state chapter in payment of state dues.

**Section 3.** The membership year of the Future Business Leaders of America shall be August 1 through July 31.

**Section 4.** An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

#### Article V. Officers and Elections

**Section 1.** Officers of the Chapter shall be: president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. These officers with the adviser as ex-officio member shall constitute the Executive Committee. Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

**Section 2.** The Chapter shall have an Adviser who shall be a faculty member from the business or business-related department. This chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to accommodate the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

**Section 3.** The Chapter shall have an advisory Council, which shall consist of educators, alumni, and other area business leaders.

#### Article VI. Duties of FBLA Officers

**Section 1.** The President shall (a) preside over all meetings of the Chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of FBLA.

**Section 2.** The Vice President shall (a) preside in the absence of the President, and (b) assist the President.

**Section 3.** The Secretary shall (a) keep an accurate record of the chapter and executive committee meetings, and (b) submit the required reports to the State Chapter and the National Center.

**Section 4.** The Treasurer shall (a) act as custodian of the funds of the organization, collect dues, and give financial reports, and (b) send the membership list with dues to the state and national offices.

**Section 5.** The Historian shall (a) maintain records of the Chapter, including an annual report of its activities, awards and publicity.

**Section 6.** The Parliamentarian shall (a) serve in any capacity as directed by the President, and (b) advise the president or presiding officer on points of parliamentary procedure.

**Section 7.** The Reporter shall (a) act as public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin and the national PBL Business Leader, and (c) cooperate with the school official concerning assembly, radio and television programs.

**Section 8.** The officers shall serve on the Executive Committee, and perform such duties as directed by the President and the Adviser and not inconsistent with these Bylaws or other Rules adopted by the Chapter.

#### Article VII. Meetings

**Section 1.** There must be at least one regular meeting a month during the school year. The regular \_\_\_\_\_ meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the Executive Committee.

**Section 2.** Quorum. \_\_\_\_\_ Members of the chapter shall constitute a quorum.

#### Article VIII. Committees

**Section 1.** The President, on consultation with the Adviser, shall appoint the following committees: (a) Nominating, (b) Audition, (c) Ways and Means, (d) Social, and (e) Finance and Fund Raising. The President shall appoint additional committees as authorized by the Executive Committee. Duties of committees shall be determined by the Executive Committee and the adopted parliamentary authority.

**Section 2.** Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

#### Article IX. Emblems, Insignia & Colors

**Section 1.** The Chapter emblems shall be the emblems of the national organization.

**Section 2.** The official emblem and insignia items and designs are described and protected from infringement by registration in the U. S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the Board of Directors.

**Section 3.** Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA-PBL. Only members in good standing may use official emblems and insignia.

**Section 4.** The official colors of FBLA-PBL shall be blue and gold.

#### Article X. Parliamentary Authority

The rules contained in Robert’s Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order the chapter may adopt.

#### Article XI. Amendment of the Bylaws

Amendments to the Bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.



## SAMPLE CHAPTER MINUTES

### Colby FBLA Local Chapter Regular Meeting Minutes

#### Call to Order

The first regular meeting of the Colby chapter of FBLA was held on August 25, 2007, at 4:30 p.m. in Room 201 of Colby High School, in Colby, Wisconsin. President Andrew Gold was in the chair and the secretary was present.

#### Minutes

The minutes of the previous meeting were approved as read.

#### Officer Reports

The treasurer reported a balance of \$3,568.35. The report was placed on file.

#### Committee Reports

Standing Public Relations Committee Chairman Marissa Kleckner reported the FBLA exhibit had been completed and was on display in the school library. This exhibit also will be displayed during Parent-Teacher Conferences. Members were asked to see Marissa to sign up to help out at the table and to distribute brochures.

#### Unfinished Business

There was no unfinished business.

#### New Business

Tina Lemke moved, and it was seconded, that we decorate the business rooms to promote the Halloween dance. The motion was adopted.

Jared Roche moved, and it was seconded, that we sponsor a bake sale. Marissa Kleckner moved, and it was seconded, to refer this to a committee of two to be appointed by the chair. The motion was adopted. Jennifer Hall and Jared Roche were appointed to the committee.

#### Announcements

Marissa Kleckner announced that local chapter adviser Marie Braatz had been honored at the National Leadership Conference this summer as an Outstanding Local Chapter Adviser. She thanked Mrs. Braatz for her dedication to the chapter and presented her with a small plaque to show the chapter's appreciation.

#### Adjournment

There being no further business, the meeting was adjourned at 5:30 p.m.

Libby Johnson  
Colby FBLA Secretary



## SAMPLE MEETING AGENDA

### Executive Board Meeting Agenda [DATE]

- I. Call to order - President
- II. Procedural items
  - a. Pledge of Allegiance - Parliamentarian
  - b. FBLA pledge - Parliamentarian
  - c. Roll call - Secretary
- III. Reading and approval of minutes
- IV. Reports of offices, boards, and standing committees
  - a. Treasurer's report - Treasurer
  - b. Approval of bills to be paid - Treasurer
- V. Unfinished business
  - a. Updates on chapter website
  - b. Articles
- VI. New business
  - a. Reviewing officer duties
  - b. Awards and installations banquet and evaluation
  - c. Incoming/outgoing officer dinner
  - d. Middle school recruitment
  - e. Local chapter officer summit
- VII. Announcements
- VIII. Adjournment - President



## LOCAL CHAPTER MONTHLY REPORT FORM

The Secretary should complete the report below with a brief description of the activities in each area and submit to:

- FBLA adviser
- FBLA president
- FBLA vice president
- FBLA reporter
- FBLA secretary notebook

Chapter name:

Report for the month of:

Recruitment and public relations activities:

Leadership activities:

Community and school service activities:

State and national projects and conferences:

Monthly chapter success story:

Other:



# SAMPLE MONTHLY FINANCIAL REPORT

**Treasurer's Report**  
 For the \_\_\_\_\_ Ending \_\_\_\_\_  
 (Week/Month) (Date)

Balance brought forward from \_\_\_\_\_ \$ \_\_\_\_\_  
 (Date of last report)

Receipts

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_

Total receipts \$ \_\_\_\_\_  
 Total cash available & \_\_\_\_\_

Disbursements

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_

Total disbursements \$ \_\_\_\_\_

Balance on hand \_\_\_\_\_ \$ \_\_\_\_\_  
 (Date of this report)

**Treasurer's Report**  
 For the \_\_\_\_\_ Ending \_\_\_\_\_  
 (Week/Month) (Date)

Balance brought forward from \_\_\_\_\_ \$128.52  
 (Date of last report)

Receipts

Membership dues and fees \$ 18.00  
 Chapter projects \$ 198.00  
 Other fundraising activities \$ 207.63  
 Other chapter income

Total receipts \$515.84  
 Total cash available \$644.36

Disbursements

Officer training / conference registration \$ 12.00  
 FBLA awards \$ 10.60  
 Student government \$ 8.00  
 Cost of fundraising items \$ 101.75  
 Birthday cards \$ 5.00

Total disbursements \$137.35

Balance on hand \_\_\_\_\_ \$507.01  
 (Date of this report)

**PROGRAM OF WORK**  
BRIEFLY DESCRIBE YOUR PROJECT:

	<b>GOALS</b> Create long- and short-term chapter goals. <i>Hint: Goals are specific and realistic.</i>	<b>TACTIC</b> Brainstorm, share, define, and refine strategies to meet your goals. <i>Hint: Think project activities.</i>	<b>RESOURCES</b> What resources are available to help you with your project? <i>Hint: Think people, money, time, materials, and facilities.</i>	<b>BUDGET</b> Plan for project expenses to help meet chapter goals and attend conferences. <i>Hint: Use the sample budget forms in the appendix.</i>	<b>ASSIGNED</b> Break goals into manageable components and assign to committees or individuals.	<b>FOLLOW UP/EVALUATION</b> Check in regularly to determine progress and identify potential problems.
<b>MONTH</b>						
Aug./Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
Mar.						
Apr.						
May						
June/July						





# CONFERENCE MEDICAL RELEASE FORM

Name of organization: \_\_\_\_\_

Activity or event: \_\_\_\_\_

Date(s): \_\_\_\_\_

**To whom it may concern:**

I hereby grant permission to those parties supervising the trip to obtain emergency treatment for my son/  
daughter \_\_\_\_\_ if necessary.  
(full name with middle initial)

\_\_\_\_\_  
Signature of parent/guardian

Is there any medical aspect we need to know about your son/daughter?

If so, what? \_\_\_\_\_

Please list any medications to which your son/daughter is allergic. Example: "Penicillin."  
\_\_\_\_\_

Please send the proper medication (identified) for the above allergies.

Name of insurance company and policy number: \_\_\_\_\_

Date of last tetanus: \_\_\_\_\_

Family physician or clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician or clinic address: \_\_\_\_\_

Student's full name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Business phone: (\_\_\_\_) \_\_\_\_\_

Other relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Business phone: (\_\_\_\_) \_\_\_\_\_

**Please return this entire form.**



## CONFERENCE PARENTAL CONSENT FORM

Name of organization: \_\_\_\_\_

Activity or event: \_\_\_\_\_

Date(s): \_\_\_\_\_

I have acquainted myself with the plan of the approved trip to \_\_\_\_\_  
on \_\_\_\_\_ and hereby grant permission for my son/daughter \_\_\_\_\_ to  
attend.

I assume full responsibility for his/her good behavior and shall not hold the Board of Education, school employees, or the  
chaperones liable for any incidents that may occur.

\_\_\_\_\_  
Date Signature of parent/guardian

**To whom it may concern:**

In the event that circumstances require that my son/daughter be driven in a car of any accompanying chaperone,  
I hereby grant permission for this arrangement.

\_\_\_\_\_  
Signature of parent/guardian

I give my permission for my son/daughter to participate in recreational swimming during the trip.

\_\_\_\_\_  
Signature of parent/guardian

If my son/daughter is susceptible to ear infections, I will send ear plugs.

**Please return this entire form.**



## CONFERENCE CODE OF CONDUCT FORM



### Conference Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for FBLA-PBL Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages (for those under 21 years of age) and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels that have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local and State advisers are responsible for the supervision of delegate conduct.

#### **Disregarding or Violating the Code of Conduct**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, and dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Conference Code of Conduct.

Signed: \_\_\_\_\_

Chapter: \_\_\_\_\_ State: \_\_\_\_\_



# MARCH OF DIMES FUNDRAISING REPORT FORM



Please fill out completely and return with your donation to the local March of Dimes chapter by May 15. To find your local chapter, visit [www.marchofdimes.com/youth](http://www.marchofdimes.com/youth) and enter your zip code in box at the top of the page. Keep a copy for your records. For more information 800.771.FBPB. Please type or print legibly.

### Contact Information

Date: \_\_\_\_\_

Check One:    FBLA-Middle Level    FBLA    PBL

Chapter Name: \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### Involvement

Please check event participated in and fill in all information requested.

Event	Date	Location of Event	Total Dollars Raised
<b>March for Babies</b>			
WonderWalk			
WalkMania			
Mini March for Babies			
<b>Other Activites</b>			
Saving Babies Dance			
Blue Jeans for Babies			
Bean Bags for Babies			
Jail'n'Bail			
Paper Cutout Sales <i>Pumpkins, Bracelets, Sneakers</i>			
Awareness Bands			
Other:			
Other:			
<b>Total Dollars Enclosed</b>			

Thanks for your support as we are saving babies, together!

FBLA ORGANIZATION AND PROGRAMS



**March of Dimes  
Grant Application Form**



**Contact Information**

Chapter Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ Contact Fax: (\_\_\_\_) \_\_\_\_\_

Current Membership:     \_\_\_ FBLA           \_\_\_ PBL

**March of Dimes Involvement.** Describe your chapter’s involvement, including the school year and a brief description of fund-raising and/or education activities.

**Grant Proposal Overview.** Briefly describe your chapter’s proposed project.

**Funds Requested.** \$ \_\_\_\_\_

Please submit five (5) copies of the March of Dimes Grant Application form and a proposal, no more than three pages in length, that clearly states the following information:

- Name and address of local or state chapter.
- Contact person, telephone, fax number, and e-mail address.
- A description of the project, including objectives, needs that will be addressed, target audience to be impacted by the project, activities to be undertaken, expected outcomes, and a project timeline.
- A detailed project budget, including other sources of funding.
- Plans for evaluating results, sharing lessons learned, and examples of how the project might be replicated with the rest of the FBLA-PBL association.
- Grant recipients will be required to report the outcome of their project in the form of a workshop, article, or project that can be reproduced and shared with other chapters, states, and the March of Dimes by April 1 of the following year.

All materials should be submitted in a single file folder, labeled with the name of the school and/or state chapter, adviser, and adviser’s daytime phone number.

Send completed materials postmarked by no later than January 15 to:

March of Dimes Grant Proposals  
FBLA-PBL, Inc.  
1912 Association Drive  
Reston, VA 20191-1591



## SAMPLE AMERICAN ENTERPRISE DAY RESOLUTION/STATEMENT

*This document is based upon a state resolution/ statement. However, it can be adapted to a city, town, or county by changing the name of the person reading the resolution/ statement.*

Mr. President, I rise today to acknowledge Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) for its development and celebration of American enterprise. As future business leaders they hold the right to free enterprise very close to their hearts. It is the American enterprise system that allows us to buy, sell, or exchange goods and services without governmental control, and as members of FBLA-PBL they have learned to protect that freedom.

On November 15 of every year, over a quarter million FBLA-PBL members celebrate American enterprise in their local chapters and communities all over America. Through partnership with business projects and local chapter business appreciation, members have gained an understanding of the rights and obligations in owning a business.

FBLA-PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Through integrated programs and curriculum, FBLA-PBL is on the leading edge of career and technical education. Promoting business ethics is critical to their organization and to the future of the American economy.

Mr. President, in the past 65 years, FBLA-PBL has trained millions of today's leaders in American business. FBLA-PBL is truly an organization that has made a positive impact on our country, proving that our youth are ready, willing, and able to take the reins of leadership and help guide America toward a brighter tomorrow.

FBLA-PBL promotes career, technical, and business education; values free enterprise; creates citizenship; and fosters the inner growth of children as they transition from school to work—it is truly the premier student business organization. I ask that you join FBLA-PBL on their quest to protecting the American free enterprise system by celebrating American Enterprise Day on November 15.



## SAMPLE FBLA-PBL WEEK PROCLAMATION

*This document is based upon a state proclamation. However, it can be adapted to a city, town, or county by changing governor to mayor or county executive and name of state to name of city, town, or county.*

**WHEREAS**, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

**WHEREAS**, this organization has grown now to encompass over 250,000 members and advisers nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

**WHEREAS**, FBLA-PBL is a professional business organization dedicated to bringing business and education together in a positive working relationship through innovative leadership and career development programs; and

**WHEREAS**, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

**WHEREAS**, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work;

**NOW, THEREFORE, I**, (your governor's name here), Governor of the State of (your state's or chapter's name here), do hereby proclaim the second week in February, as NATIONAL FBLA-PBL WEEK in the State of (your state's or chapter's name here).



## SAMPLE FBLA MEMBERSHIP APPLICATION

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business. FBLA-PBL prepares students for “real world” professional experiences. Members gain the competitive edge for college and career successes. More than a quarter of a million students participate in this dynamic leadership organization.

FBLA-PBL will provide you with:

- Travel opportunities
- Challenging competitions
- Scholarships and prizes
- Leadership development
- Community service experience
- Friendship and fun

FBLA-PBL takes you to major cities throughout the United States such as Anaheim, Nashville, Orlando, and San Antonio. You will get to know people in your state and across the nation at exciting leadership conferences.

Members have the opportunity to compete for awards and recognition on the local, state, and national levels in more than 50 different event categories including website development, marketing, business plan, public speaking, job interview, network design, and many more!

Become a leader in your school, state, or country when you become an officer. Win money! Travel! Learn to lead! Develop friendships! Earn recognition! All of these adventures and more await you when you become a member of FBLA-PBL.

**To become a local member, please fill out and return the form below with your membership dues.**

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### FBLA MEMBER SIGN UP FORM

*Please return to the attention of your local chapter adviser:*

**Yes, I want to join FBLA!**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year in School:  9  10  11  12      Gender:  Male  Female

Birthday: \_\_\_\_\_

I was recruited by \_\_\_\_\_

**Adviser Use Only:**

This member has paid dues.  This member has been entered online.  Dues have been sent to the national center.



# SAMPLE PRESS RELEASE—LAYOUT AND CONTENT

(Use school or chapter letterhead.)

**For immediate release**

**Date:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:**

**Mayor declares FBLA-PBL Founders Day**

— **Headline**

*Johnson City, Tennessee home of first chapter*

JOHNSON CITY, Tenn.—Mayor Stephen Darden proclaimed Feb. 3 as FBLA-PBL Founders Day in Johnson City, Tennessee. On Feb. 3, 1942, Science Hill High School in Johnson City placed the first FBLA-PBL charter.

— **Dateline followed by lead paragraph**

“FBLA-PBL has a rich history with many of our early chapters chartering in Tennessee,” said Greg Oliver, FBLA-PBL, Inc. director of marketing and educator relations. “Feb. 3 marks a significant day, in which our founder’s vision became a reality, right here in East Tennessee.”

— **Quote from member, officer, or adviser**

Tennessee FBLA State President Tawny Spinelli and Tennessee FBLA State Vice President Katrina Morlen, along with West Greene High School FBLA Adviser Virginia Dochety, attended the meeting and accepted the proclamation.

— **Details of the event**

“We are happy to represent the 250,000 FBLA-PBL members and accept the Johnson City proclamation from the home of our first FBLA chapter in 1942,” Spinelli said. “FBLA continues to be a vital, energetic organization offering leadership, community service, and business education to the members of this premier association preparing students for careers in business.”

— **Quote from member, officer, adviser, or administrator**

In a commissioners meeting on Feb. 1, Darden signed and read the proclamation.

Future Business Leaders of America-Phi Beta Lambda, Inc. is a nonprofit 501(c)(3) student business organization with nearly a quarter million members and advisers in 12,000 chartered high school, middle school, and college chapters worldwide. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The association is headquartered in Reston, Virginia outside Washington, D.C. For more information visit [www.fbla-pbl.org](http://www.fbla-pbl.org).

— **Standard closing paragraph**

###

— **Shows end of the press release**



## SAMPLE FBLA MEMBER RECRUITING LETTER

Dear (insert name):

It is my pleasure to invite you to join Future Business Leaders of America! FBLA is a national association of more than a quarter million students interested in becoming more successful in the business world.

Membership in FBLA helps you learn about business and gives you the opportunity to see the “real world” through interaction with business leaders from across the country! You will discover the secret of being able to talk confidently with prospective employers, and you will experience the chance to test your business skills in state and national competitions.

Membership will provide you with:

- Career preparation opportunities
- Leadership development and achievement
- Outstanding leadership conferences
- Challenging competitions
- Community service experience
- Friendship and fun
- Informative publications
- Networking with peers and business professionals
- Scholarships and prizes

Meet and make friends with members of your own school and other schools across the country! Join in the fun and participate in local activities like pizza parties, business tours, and social activities.

Interested in joining? Fill out the attached local chapter membership application form and return it to FBLA Adviser (insert name of adviser), in room (insert room number or name). Don't miss out on the fun!

Sincerely,

(Name)  
Chapter President



# FBLA-PBL Professional Division Membership Application

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Web Site \_\_\_\_\_

Membership Type                      Annual (\$25.00)/ (\$30.00) California Only                      Lifetime (\$350.00)

Payment Options                      Visa                      MasterCard                      American Express                      Discover

Card # \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

Or make checks payable to FBLA-PBL Professional Division

Please check any areas which you would be willing to volunteer. (Use check boxes)

- Workshop Presenter                      Speaker                      Judge                      Mentor
- Competitive Events                      Funding Assistance                      Conference Assistance
- Other \_\_\_\_\_

May we list your information on the National Web site?                      Yes                      No

Member Affiliation. (Please check all applicable categories)

- New Professional Member                      Former FBLA Member                      Businessperson
- Friend of the Association                      Parent of Member                      Renewal                      Adviser
- Former PBL Member                      Administrator                      Other \_\_\_\_\_
- Financial Sponsor

Specify Affiliation                      FBLA                      FBLA-Middle Level                      PBL

Credit my membership to this state chapter \_\_\_\_\_

Credit my membership to this school \_\_\_\_\_ Chapter# \_\_\_\_\_

Please mail completed application to:  
FBLA-PBL, Inc. | Attn: Membership Department | P.O. Box 79063 | Baltimore, MD 21279



## FBLA-PBL ADVISER WALL OF FAME NOMINATION

At the FBLA-PBL National Center, the Adviser Wall of Fame recognizes advisers and state chairs with 20 or more years of service to FBLA-PBL.

Date:  FBLA Adviser  PBL Adviser  FBLA-Middle Level Adviser

### Nominee

Name:

Address:

Phone:

E-mail:

Chapters, approximate dates served:

### Qualifications

I. Total Years Served: (minimum of 20 years required)

II. State Affiliation:

III. Indicate a minimum of five of the following criteria met by the nominee:

- Attended a combined total of at least 10 National Leadership Conferences and/or National Fall Leadership Conferences Indicate years:
- Had at least one state or national officer from his/her chapter or has served as adviser to at least one state or national officer Indicate name(s), office, and year(s):
- Had a national competitive event winner placing in the top ten Indicate winner(s) and year(s):
- Served on the national board of directors Indicate term: Served on the National Awards Program Committee Indicate term:
- Administered a competitive event at a state or national conference Indicate year(s) and level: Led a workshop at a state, regional, or national conference Indicate workshop title(s):
- Received the outstanding local adviser award Indicate state and year:

### Optional Photo

- Please attach a photo of the nominee for National Headquarters records

### Nominator

Name:

Address:

Phone:

E-mail Address:

State Chair Name (print):

State Chair Signature: \_\_\_\_\_

**State Chair—Please inform advisers of this recognition. Form should be verified and signed by the state chair.**

Form should be e-mailed to [fblapbl@fbla.org](mailto:fblapbl@fbla.org) or mailed to Adviser Wall of Fame, 1912 Association Drive, Reston, VA 20191, so that they are postmarked by May 1.



## INTERACTIVE FORMS

Visit the following addresses to access interactive awards and recognition forms.

100 Percent Class Participation	<a href="http://go.fbla.org/100percent">go.fbla.org/100percent</a>
Action Awareness	<a href="http://go.fbla.org/action">go.fbla.org/action</a>
Big 10	<a href="http://go.fbla.org/big10">go.fbla.org/big10</a>
Big Brother	<a href="http://go.fbla.org/bigbrother">go.fbla.org/bigbrother</a>
Chapter Challenge	<a href="http://go.fbla.org/sweeps">go.fbla.org/sweeps</a>
Eco Chapter Project	<a href="http://go.fbla.org/ecochapter">go.fbla.org/ecochapter</a>
Gold Seal Chapter	Contact your state
Good Neighbor	<a href="http://go.fbla.org/goodneighbor">go.fbla.org/goodneighbor</a>
Market Share	<a href="http://go.fbla.org/marketshare">go.fbla.org/marketshare</a>
Membership Achievement	<a href="http://go.fbla.org/membershipachievement">go.fbla.org/membershipachievement</a>
National Chapter Awards	<a href="http://go.fbla.org/nationalawards">go.fbla.org/nationalawards</a>
Nonstop November	<a href="http://go.fbla.org/nonstop">go.fbla.org/nonstop</a>
Outstanding Chapter	<a href="http://go.fbla.org/outstandingchapter">go.fbla.org/outstandingchapter</a>
Seven Up	Calculated based on membership records
State Recruitment Chapters	Contact your state
Adviser Service Recognition	Contact your state
Adviser Wall of Fame	<a href="http://go.fbla.org/walloffame">go.fbla.org/walloffame</a>
BAA America	<a href="http://go.fbla.org/BAAamerica">go.fbla.org/BAAamerica</a>
BAA Business	<a href="http://go.fbla.org/BAAbusiness">go.fbla.org/BAAbusiness</a>
BAA Future	<a href="http://go.fbla.org/BAAfuture">go.fbla.org/BAAfuture</a>
BAA Leader	<a href="http://go.fbla.org/BAAleader">go.fbla.org/BAAleader</a>
Businessperson of the Year	Contact your state
Membership Madness	<a href="http://go.fbla.org/membershipmadness">go.fbla.org/membershipmadness</a>
Membership Mania	<a href="http://go.fbla.org/membershipmania">go.fbla.org/membershipmania</a>
Outstanding Local Adviser	<a href="http://go.fbla.org/outstandinglocaladviser">go.fbla.org/outstandinglocaladviser</a>
Who's Who	Contact your state



# SAMPLE CHAPTER BUDGET

School: \_\_\_\_\_

**Estimated Income:**

Membership Dues and Fees	_____
Fundraising Projects	_____
_____	_____
_____	_____
_____	_____

Contributions	_____
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**Total Estimated Receipts:** \_\_\_\_\_

**Estimated Expenditures:** (itemized expenses attached)

Membership Committee	_____
National Dues	_____
State Dues	_____
Other	_____

Executive Committee	
State Fall Leadership Conference	_____
National Fall Leadership Conference	_____
District/Regional Conference	_____
State Spring Leadership Conference	_____
National Leadership Conference	_____
Other	_____

American Enterprise Committee	_____
Partnership with Business Committee	_____
Public Relations Committee	_____
Social Committee	_____

_____ Committee	_____
_____ Committee	_____

Other (itemize)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Total Estimated Expenditures:** \_\_\_\_\_

<b>Balance at Beginning of Year</b>	_____
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<b>Total Receipts</b>	_____
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<b>Less Total Expenditures</b>	_____
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<b>Estimated Balance at End of Year</b>	_____
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# CONFERENCE BUDGET FORM

School: \_\_\_\_\_

Conference: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_ Hotel: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Advisers: \_\_\_\_\_

<b>Cost</b>			<b>No. Persons</b>	<b>Total</b>
<b>Registration</b>				
Member	\$ _____		x _____	\$ _____
Adviser	\$ _____		x _____	\$ _____
Guest/Chaperone	\$ _____		x _____	\$ _____
<b>Meals</b>	_____ days	@ \$ _____ /day	x _____	\$ _____
<b>Hotel</b>				
Quad	_____ days	@ \$ _____ /day	x _____	\$ _____
Triple	_____ days	@ \$ _____ /day	x _____	\$ _____
Double	_____ days	@ \$ _____ /day	x _____	\$ _____
Single	_____ days	@ \$ _____ /day	x _____	\$ _____
<b>Transportation</b>				
Ground	_____		x _____	\$ _____
Air	_____		x _____	\$ _____
<b>Other (itemize)</b>				
_____			x _____	\$ _____
_____			x _____	\$ _____
_____			x _____	\$ _____
<b>Total Estimated Expenditures</b>				\$ _____



## SAMPLE DONATION/SPONSORSHIP LETTER

(Insert date)

Dear (insert name of business contact):

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business. FBLA-PBL prepares students for real world professional experiences. Members gain the competitive edge for college and career successes. More than a quarter of a million students participate in this dynamic leadership organization.

FBLA-PBL provides students with:

- Leadership development
- Travel opportunities
- Community service experience
- Scholarships and prizes
- Conferences and competitions
- Friendship and fun
- Networking opportunities

The big event of the year is the National Leadership Conference, which is held in (insert site of conference) this summer. At the national conference, members have the opportunity to attend workshops, meet members across the nation, and compete for awards and recognition in more than 55 different event categories including website design, video production, marketing, business plan, public speaking, job interview, and many more!

(Insert number spelled out) students at (insert school) have earned the privilege of competing at this year's National Leadership Conference. In order for them to attend this year's conference; however, they need your support.

FBLA chapter members would like to schedule a time to meet with you to discuss this opportunity and how your business can help. Members of our chapter will be contacting you by phone within the next few days.

We look forward to meeting you and sincerely hope your business will help our members as they work towards achieving their goal of becoming the business leaders of the future.

Sincerely,

Jane Doe  
(Insert school) FBLA President



# FUNDRAISER TIME LINE & PLANNING SHEET

- Activities (sell products/services)
- Events
- Combination

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS								FOLLOW UP			
		8	7	6	5	4	3	2	1		ACTIVITY		
Determine fundraising needs													
Establish committee													
Identify with administrator													
Set budget													
Choose fundraiser													
Set date													
Publicize													
Organize volunteers / track participants													
Hold fundraiser													
Turn in funds													
Tie up loose ends / thank volunteers													
Evaluate event													

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

