



FBLA

Chapter Management Handbook



ABOUT



BUILDING
A CHAPTER



RECRUITMENT



FUNDRAISING



SCHOLARSHIPS



BYLAWS



COMPETITIVE
EVENTS



FORMAT GUIDE



APPENDICES



MARKETPLACE

Future Business Leaders of America






1. Go to the FBLA-PBL home page at fbla-pbl.org
2. In the **Login** box on the right-hand side of the page, select **Membership Registration**.
3. Under **Chapter Membership Registration** on the right, enter your chapter number.
 - *You do not have to enter hyphens or zeros.*
 - *For example, if your chapter number is 00XXXX-00, enter XXXX.*
4. Enter the password *Service* and click Enter.
 - *The password is not case sensitive.*
5. You will then be logged in as your school. To verify this, you should see your school at the top right of the text on the **Member Services** screen.
6. Under the Member Services list, click **Membership Registration**.
7. Read the directions.
8. At the bottom of the page click the **Continue to Step One** button.
9. Follow the directions for each step to add your members for the year.
 - To enroll a *returning member* for the current membership year, look for the member name from the list and select the student year from the drop down menu before you check the box to enroll. Then check the box next to the student name.
 - When enrolling new student members, do **not** type their names in ALL CAPS.
 - Try to include as many students as possible on **one invoice**.
 - **Send a copy of the invoice** if you are paying by check or money order.
 - To make a correction once you have posted your members, email membership@fbla.org.
 - A purchase order does **not** count as payment.
 - You can pay by check, money order, or credit card (American Express, Visa, Discover, or MasterCard).
10. Before exiting click the **View & Print Statement** button at the bottom left-hand side of the page to preview your membership.
11. This page can also be printed to keep for your school's records. To print from your web browser, click **File**, then **Print**.

NOTE: Reporting online membership alone does not activate your chapter. Payment must be received at the FBLA-PBL National Center before your chapter is considered officially active for the 2015–16 membership year. Paid membership dues are non-refundable.

For additional questions, comments or concerns, please contact the membership department at 703.860.3334 or email us at membership@fbla.org.

2015-16 Membership Dues Reporting

-  membership dues are unified: members pay national and state dues
-  membership dues are non-refundable
-  dues are subject to change. Visit fbla-pbl.org for the most up-to-date information

National Dues

FBLA (High School)—\$6.00	FBLA-Middle Level—\$4.00	PBL (Postsecondary)—\$10.00
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State Dues	FBLA	FBLA-Middle Level	PBL
Alabama	\$4.00	\$4.00	\$7.00
Arizona	\$5.00	\$25 per chapter	\$10.00
Arkansas	\$3.00	\$2.00	\$5.00
California	\$5.00/\$25 per chapter	\$1.00/\$25 per chapter	\$10.00
Colorado	\$8.00	\$3.00	\$10.00
Connecticut	\$6.00	\$6.00	\$0.00
D.C.	\$2.00	\$2.00	\$0.00
DoDDS Europe	\$10.00	\$0.00	\$0.00
Florida	\$4.00	\$4.00	\$10.00
Georgia	\$5.00	\$5.00	\$8.00
Hawaii	\$0.00	\$0.00	\$0.00
Illinois	\$7.00	\$2.00	\$8.00
Indiana	\$3.00	\$4.00	\$4.00
Iowa	\$4.00	\$4.00	\$7.00
Kansas	\$3.00	\$3.00	\$10.00
Kentucky	\$3.00	\$0.00	\$7.00
Louisiana	\$5.00	\$5.00	\$6.00
Maine	\$9.00	\$0.00	\$0.00
Maryland	\$6.00	\$0.00	\$6.00
Massachusetts	\$6.00	\$3.00	\$10.00
Michigan			
Minnesota			
Mississippi	\$4.00	\$4.00	\$7.00
Missouri	\$4.00	\$2.00	\$10.00
Nebraska	\$4.00	\$4.00	\$6.00
Nevada	\$6.00	\$6.00	\$8.00
New Hampshire	\$14.00	\$14.00	\$10.00
New Jersey	\$4.00	\$2.00	\$6.00
New York	\$6.00	\$6.00	\$7.00
North Carolina	\$6.00	\$5.00	\$10.00
North Dakota	\$4.00	\$4.00	\$10.00
Ohio	\$7.00	\$5.00	\$10.00
Oklahoma	\$5.00	\$5.00	\$5.00
Ontario	\$0.00	\$0.00	\$0.00
Oregon	Contact State		\$9.00
Pennsylvania	\$6.00 ST	\$3.00 ST	\$15.00
Puerto Rico	\$3.00		
Rhode Island	\$3.00 ND	\$3.00 ND	\$0.00
South Carolina	\$7.00	\$7.00	\$6.00
South Dakota	\$5.00		
Tennessee	\$3.00	\$3.00	\$6.00
Texas	\$6.00	\$6.00	\$6.00
U.S. Virgin Islands	\$6.00	\$4.00	
Utah	\$5.00	\$5.00	\$6.00
Vermont	\$6.00		
Virginia	\$4.00	\$1.50	\$8.00
Washington	\$10.00	\$10.00	\$5.00
West Virginia	\$2.00	\$2.00	\$4.00
Wisconsin	\$5.00	\$4.00	\$10.00
Wyoming	\$4.00	\$4.00	\$4.00

The charter fee for each division's new chapters is \$20.00 per chapter.

Re-Activation fee—\$20.00 per chapter

*New FBLA Chapters
Charter with 5 members

*New FBLA-ML Chapters
Charter with 3 members

*New PBL Chapters
Charter with 3 members

Code	Definition
ND	Pay state dues to state office, pay national dues to national office
ST	Pay both state and national dues to state office
No Code	Pay state and national dues to national office
Blank	No state chapter active at this time, pay national dues to national office

**Virtual PBL—Please register at virtual.fbla-pbl.org











National Membership Dues
FBLA-PBL, Inc.
PO Box 79063
Baltimore, MD 21279
800.325.2946 option 3
Payable to: FBLA-PBL

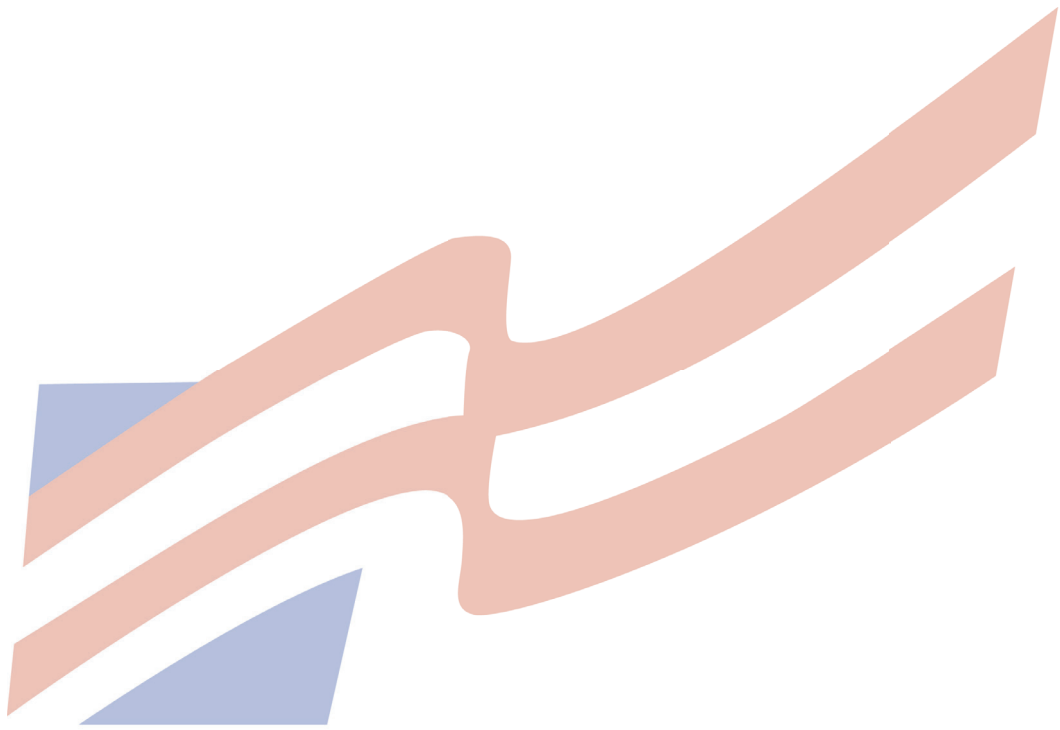
fbla-pbl.org

CONTENTS



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(P) 703.860.3334 (F) 866.500.5610
general@fbla.org | fbla-pbl.org

 ABOUT FBLA-PBL	3
WHO WE ARE	3
HOW FBLA-PBL IS ORGANIZED	3
CONFERENCES	3
BENEFITS	3
MISSION STATEMENT	4
GOALS	4
CODE OF ETHICS	4
CREED	4
PLEDGE	4
 BUILDING A CHAPTER	5
CHAPTER BUILDING BASICS	6
OFFICER ROLES & ELECTIONS	7
CHAPTER MEETINGS	7
Program of Work	8
SUGGESTED COMMITTEES	8
ACTIVITIES AT-A-GLANCE	9
PROGRAM OF WORK PLANNING	10
Tools & Activities	11
ADVISER RESOURCES	11
TRADEMARK POLICY	12
LOGOS AND SERVICE MARKS	12
SOCIAL NETWORKING GUIDELINES	13
EDUCATIONAL PROGRAMS & CURRICULUM	14
BUSINESS ACHIEVEMENT AWARDS (BAA)	18
CONFERENCES	20
COMPETITIVE EVENTS	20
NATIONAL DRESS CODE	21
COMMUNITY SERVICE	22
NATIONAL CELEBRATIONS	22
 RECRUITMENT, RETENTION, & RECOGNITION	23
RECRUITMENT	23
FBLA CHAPTER REGIONS	23
MEMBERSHIP BENEFITS	24
5 STEPS TO SUCCESS	25
RETENTION	25
RECRUITMENT IDEAS	26
RECOGNITION	27
 FUNDRAISING	29
GETTING STARTED	29
OTHER SOURCES OF INCOME	29
FUNDRAISING PARTNERS	30
FUNDRAISER TIMELINE AND PLANNING SHEET	31
 SCHOLARSHIPS	33
 FBLA NATIONAL BYLAWS	37
 COMPETITIVE EVENTS	41
 FORMAT GUIDE	137
 APPENDICES	159
 MARKETPLACE	





1912 FUTURE BUSINESS LEADERS OF AMERICA PHI BETA LAMBDA, INC.

ABOUT FBLA-PBL

WHO WE ARE

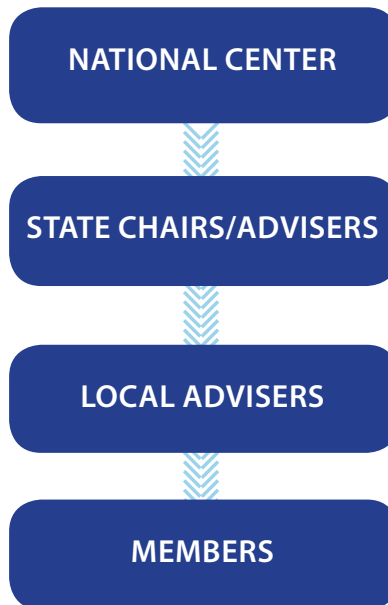
For nearly eighty years, FBLA-PBL has been dedicated to inspiring and developing the next generation of leaders by preparing members for careers in business and business-related fields.

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 an array 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.

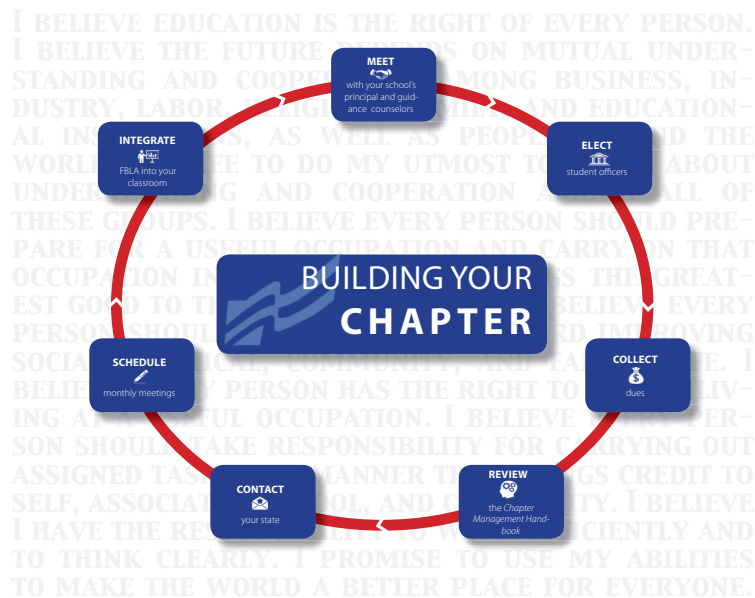
PLEDGE

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). Download the FBLA crest from 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

Recruitment/Membership

Plans recruitment and retention activities.

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

COMMITTEE LEADERSHIP

Vice president

Committee chairman

Committee secretary

Members



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 Business Achievement Awards

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
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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.

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



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.*

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 for additional information.

fbla-pbl.org

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

Login

The 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.



Step 1

Go to fbla-pbl.org

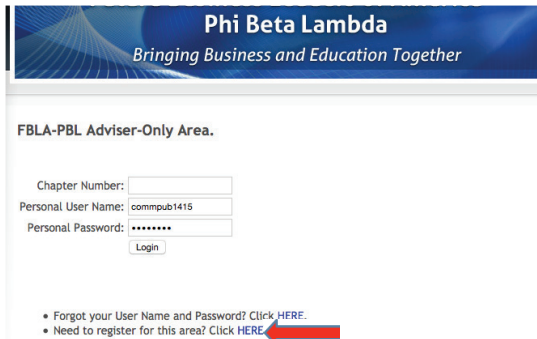
Step 2

Select the “Advisers Area” option in the Adviser and State Key Contact drop down menu.



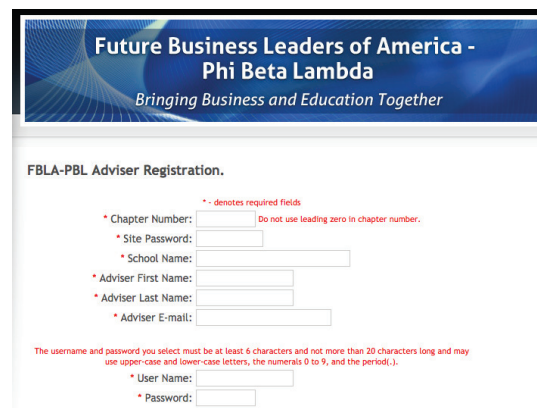
Step 3

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 to the Advisers 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.

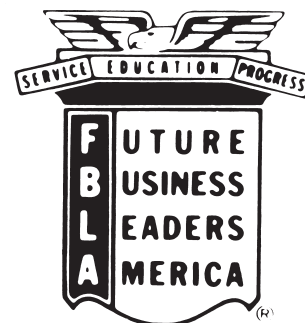
Commercial vendors are not permitted to use FBLA-PBL trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, unless vendor has been specifically granted a license by FBLA-PBL, Inc.

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 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

● 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.

● 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 under Membership Benefits.

America Saves

America Saves Week February 22–27, 2016, 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, or visit americasavesweek.org.



American Institute of Certified Public Accountants (AICPA)

AICPA's Start Here, Go Places.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' resource library, and an interactive, online game called Bank On It®, the site will soon become your go-to resource. For questions, email 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 for more information.



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 to learn more.



Better World Collective—New

Better World Collective's Rising Entrepreneur Accelerator Program is an incredible learning experience for entrepreneurially minded FBLA sophomores and juniors who believe in using their talents to better the world. This accelerator combines hands-on entrepreneurship, active collaboration with non-profit and business leaders, and service to local and national communities. Nominate a deserving student at betterworldcollective.com/fbla/accelerator.



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 to access the free Brainbench certification code.



CareerSafe® Online

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, or visit careersafeonline.com. Don't forget to select FBLA when you register.



Certified Internet Web Professional (CIW)



CIW offers the world's fastest growing vendor-neutral Web technology education and certification programs for students and professionals. More than a certification or a curriculum publisher, CIW has become the educational standard adopted by thousands of universities, colleges, high schools, and government agencies worldwide for Web technology skills. The CIW core curriculum focuses on the foundational standards of the Web, including Internet business, networking, Web design, Web development, and Web security. Visit CIWcertified.com.

Certiport

Certiport, a Pearson VUE business, is the leading provider of certification exam development, delivery, and program management services delivered through an expansive network of over 13,000 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 program, the Adobe® Certified Associate certification program and the IC3 Digital Literacy certification. For more information call 888.999.9830 or visit certiport.com.



Champlain College—New

Founded in 1878, Champlain College® is a small, not-for-profit, private college overlooking Lake Champlain and Burlington, Vermont. Our career-driven approach to higher education prepares students for their professional life from their very first semester. Ranked among the Princeton Review's 378 Best Colleges: 2014 Edition and named the Top "Up-and-Comer" College in *U.S. News & World Report's* "2014 Best Colleges," Champlain offers more than 30 undergraduate degrees.



Chegg.com

Chegg.com (formerly Zinch) is the student hub offering students the ability to connect with best-fit colleges, search for scholarships, and apply to a wide range of internships, all for free. Chegg's goal is to help college-bound students save time, save money, and get smarter through a wide range of products and services.



Conover Company—New

FBLA's mission is to help bring business and education together in a positive working relationship through innovative leadership and career development programs. Our **Workplace Readiness Credential** can help. Why not focus on key soft skills like attitude, communication, teamwork, critical thinking, and more that research shows are the key skills employers want in their employees? Use our soft skills credential to document your student members' soft skills success.



Visit our FBLA site: conovercompany.com/fbla/

Cornell University—New

Cornell is an Ivy League university located in Ithaca, NY. With 80 majors and over 4,000 courses, your students will find outstanding and diverse opportunities to study at Cornell. Programs in economics, management, labor relations, hospitality, real estate, and other specializations allow them to combine business and other fields of knowledge, develop leadership skills, and expand their impact in the global marketplace Visit cornell.edu or business.cornell.edu.



Cornell University



Dardis Academy—New

Dardis Academy is one of the best professional training opportunities for high school and college students—period. Our students gain skills in oral and written communication, professional image, business etiquette, and persuasive communication skills. They are able to prove their work ethic, character, and mental toughness through our unique program. The Academy lays the foundation for a solid future in business providing training from world-class instructors, and real world experience for a powerful résumé.



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

Embry-Riddle offers B.S. degrees in Business Administration (Management, Marketing, Accounting, & Finance), Aviation Business Administration (Air Transportation), and Logistics and Supply Chain Management. We offer Master degrees in Business Administration, Aviation Business Administration, and Aviation Finance, and an accelerated MBA program. To learn more, visit our website, daytonabeach.erau.edu/cob; join our Facebook page; follow us on Twitter; or find us on YouTube (COBReport). We are the Business of Flight®!



The Griffith Insurance Education Foundation

The Griffith Insurance Education Foundation, an affiliate of The Institutes, 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, or visit griffithfoundation.org.



An affiliate of The Institutes

H&R Block

H&R Block is committed to increasing teens' financial fitness. Through H&R Block Dollars & Sense, the company provides educators and high school students with curriculum and educational resources focused on giving teens the financial foundation they need to succeed after graduation. Since 2009, H&R Block Dollars & Sense has donated more than \$7 million in grants and scholarships. For more information, email dollarsandsense@hrblock.com or visit hrbds.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 stevens.edu/howe or contact Michelle Crilly at Michelle.Crilly@stevens.edu.



HowTheMarketWorks.com

HowTheMarketWorks.com is a FREE Stock Game website used by over 10,000 teachers and 305,000 students each year. It allows users to create a custom stock market trading challenge for their class or club. You chose 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 howthemarketworks.com/fbla.html. Free Stock Market Game Challenges will be held in the Spring and Fall. Check your FBLA activity calendar for dates.



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 admissions.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 1.800.631.2241, travel@junortours.com, or junortours.com.



Keyboarding Online

Keyboarding Online: Cutting edge web-based keyboarding software. Leading provider of online keyboarding programs. Innovative features eliminate hunting and pecking habits! Individualize program to student's needs. Tablet, Chrome Book, iPad compatible! No software to install! Free mouse pads/posters! The easiest and most effective method to teach keyboarding. Free 60-day trial!



Knowledge Matters—Virtual Business Finance Challenge

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, or visit KnowledgeMatters.com.





Lead2Feed

"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. Participate in the Lead2Feed Challenge to win up to \$25,000 for your non-profit partner and technology products for your school. Call 704.905.3705, email debby@lifalifefoundation.org, or visit lead2feed.org to register for the 2015–16 school year.



Life University—New

Life University offers leading-edge health science degrees in a community that empowers students to design lives of success and significance. LIFE provides students the vision to fulfill their innate potential, the inspiration to engage in a quest for self-discovery, and the ability to apply a principled approach to their future roles as leaders. LIFE instills and practices a set of values, a philosophy, a perspective toward wellness, and a deeper meaning of service to humanity. For more information visit life.edu.



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, or visit lifesmarts.org.



Long Island University—New

Long Island University offers more than 500 undergraduate degree programs taught by more than 500 full-time professors. LIU is notable for its experiential learning programs, its high-tech startup incubator, and student-run businesses. Aside from campuses in Brookville and Brooklyn, NY, LIU offers a program in global studies—the only accredited four-year bachelor's education in the world that immerses students in over eight countries. Upon graduation, students join a community of nearly 200,000 alumni. Visit liu.edu.



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 rewards 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. For grant applications go to go.fbla.org/mod_grant. Call 800.711.FBPB, email teamyouth@marchofdimes.org, or visit 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. For more information, call 1.866.332.9966 or email specialevents@tmw.com.



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



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:** business.mercer.edu

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.



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/apply/join/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, or visit noys.org.



National Technical Honor Society

The National Technical Honor Society currently serves thousands of FBLA-PBL and other CTSO members while awarding over \$210,000 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 nthso.org.





Next Gen Personal Finance—New

Next Gen Personal Finance (NGPF) is a non-profit organization that believes all young people deserve a free, quality education to develop their financial capability. We have spent thousands of hours curating the best personal finance resources, so you don't have to. Next Gen Personal Finance provides free lessons, activities, and daily blog posts.

Please visit our website (nextgenpersonalfinance.org) or send us an email (tim@nextgenpersonalfinance.org) if you have any questions or comments.



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. Service Learning Curriculum, documents, and forms are located at fbla-pbl.org > E-Learning Center > Documents and Forms > March of Dimes. New curriculum materials are also available on the March of Dimes website at marchofdimes.com/youth.

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 nfib.com/eitc.



Northwood University

You want it all—a great business education, fun campus life, and lots of activities to choose from. Northwood University won't disappoint. At Northwood you'll get into your major on day one. Courses are taught by professors with real-world experience and a hands-on approach. You'll learn it, do it, and add it to your résumé! You'll learn not only how to get jobs, but how to create them. In addition to our high employment rate, over 34% of our alumni own part or all of their own business. Academic scholarships up to \$60,000* with on-campus residency, FBLA scholarships up to \$20,000, athletic scholarships, private donor scholarships, and other financial resources are available to those who qualify. northwood.edu.



**Total amount of scholarship over eight semesters.*

Oracle Academy Supports Computer Science Education

Oracle Academy offers free professional development 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, and training that can also be used to support competitive events and activities. Membership is free. To learn more, visit oracle.com/academy.



Praxis

If a student 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 students with entrepreneurs across the country where they get paid to work while completing unique coursework and workshops on hard skills and starting a business.

Ten months could change a student's life. Learn more at discoverpraxis.com, or contact us at 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 go.fbla.org/eLearning > Curriculum Integration > Classroom Activities > School Store.

STEM Premier—New

STEM Premier is the first cradle-to-career online solution that assists students in designing a career pathway, educators in recruiting top talent to their schools, and employers in developing a stable, continuous talent pipeline. We want to bring talent out of the shadows and level the playing field for all students—no matter who they are or where they live.



Stock Market Game (SMG)

Register your students and even yourself for our Fall 2015 SMG (9/8/15–12/18/15) and Spring 2016 SMG (1/25/16–5/6/16). Students and advisers will be ranked separately and winners will be publicized through FBLA-PBL. Go to the Advisers Area at fbla-pbl.org to learn more and complete your registration.



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. With an emphasis on experiential learning, Business Scholars work with top faculty members to explore the problems facing today's companies in marketing, entrepreneurship, accounting, finance, and management. Business Scholars have the unique opportunity to travel regionally and internationally to meet and interact with business leaders from the companies they study. Scholarships are available specifically for students accepted to Business Scholars. Learn more at scholars.business.utah.edu/ or email Mandy. Hamelstrom@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, apps, monthly e-newsletter, and free materials that cover a wide range of personal financial information. Visit practicalmoneyskills.com or email us at info@practicalmoneyskills.com.



Wesleyan College

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 11:1 with 100 percent of faculty members holding the highest degrees in their fields. Call 800.447.6610, email admission@wesleyancollege.edu, or visit 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, log into the BAA adviser area.



Step 2

Select "Need to register for this area? Click HERE."



Step 3

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

Future Business Leaders of America - Phi Beta Lambda
Bringing Business and Education Together

FBLA-PBL Adviser Registration.

* - denotes required fields

* Chapter Number: Do not use leading zero in chapter number.

* Site Password:

* School Name:

* Adviser First Name:

* Adviser Last Name:

* Adviser E-mail:

Member Passwords

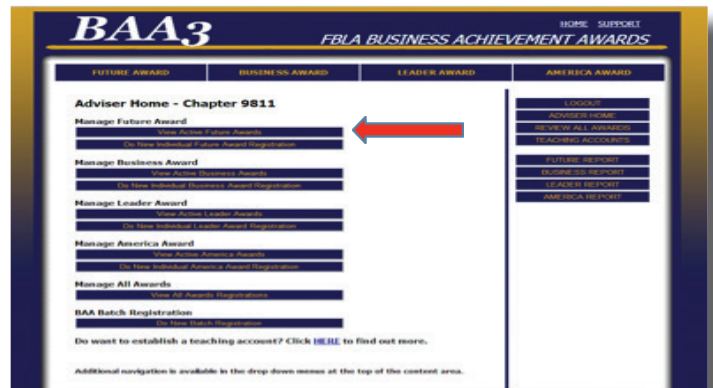
Step 1

Go to 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.





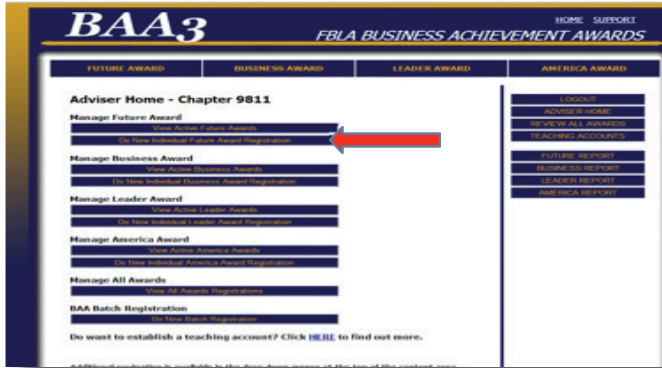
Checking Member Progress

Step 1

Go to fbla-pbl.org/BAA3 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.



Step 2

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

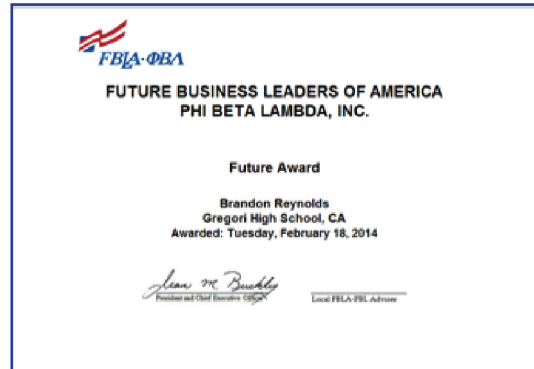
7/25/2014 1:47:47 PM

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: ICRDH73W

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

<http://www.fbla-pbl.org/cmap3/student/certificate.asp?viewkey=ICRDH73W>.



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.fbla.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*

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 . . .

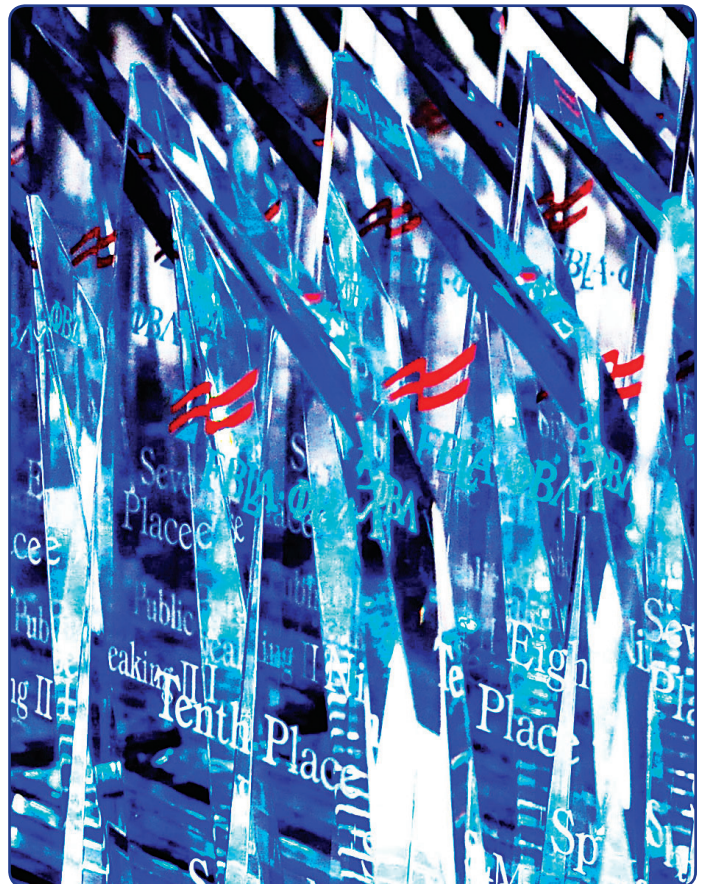
- demonstrate career competencies, business knowledge, and job-related skills;
- expand leadership skills;
- demonstrate competitive spirit;
- earn recognition for achievements;
- win cash awards; and
- travel and network with other students.

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 includes:

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 collared dress shirt and necktie

Sport coat, dress slacks, collared shirt, and necktie

Dress slacks, collared 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-knee boots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



CLARIFICATION—Many women's two-piece suits currently are 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.fblla.org/MarchforBabies to get started.

More: go.fblla.org/MODreportform

APPENDIX: C.5 *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: go.fblla.org/modgrantapplication

APPENDIX: C.6 *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) for ideas on announcements, fundraisers, and awareness-raising activities.

More: go.fblla.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 to register your chapter for the March for Babies walk and find your local March of Dimes office.

More: go.fblla.org/MarchforBabies

Community service ideas: go.fblla.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.fblla.org/americanenterpriseday

APPENDIX: C.7 *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 Presidents' 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 Spirit 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.

APPENDIX: C.8 *Sample FBLA-PBL Week Proclamation*



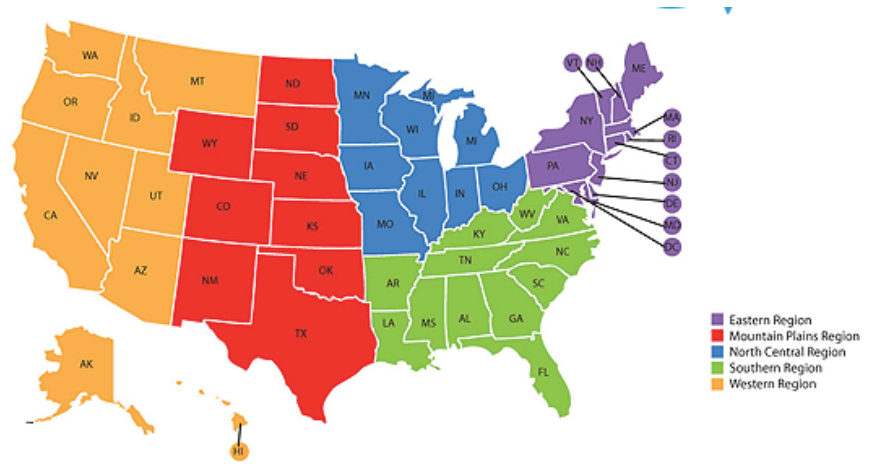
RECRUITMENT, RETENTION, & RECOGNITION

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

FBLA-PBL REGIONS



- Cayman Islands
- China
- DoDDS Europe
- Haiti
- Korea
- Ontario
- Puerto Rico
- Virgin Islands



MEMBERSHIP BENEFITS

LOCAL

STATE

NATIONAL

	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			●



RECRUITMENT

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

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. Institute a rating system where each activity has a specific point value. Reward 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*

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** and 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 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 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.

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 prospective 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 or go.fbla.org/elearning and show it at a chapter meeting.





RECOGNITION

Below are national programs you can use to recruit and retain members. Many of these programs provide recognition to members and chapters. See awards chart on next page for deadlines, awards earned, and application/information links.

Membership Awards

Local Chapter

- Largest Local Chapter
- Market Share Award
- Largest Local Chapter Membership—Professional Division

State Chapter

- Largest State Chapter
- Largest Increase in State Chapter Membership
- Largest State Chapter Membership—Professional Division
- State Recruitment of Chapters

Individual Recognitions

Membership Madness

Recruit five new members.

Membership Mania

Recruit 10 new members.

Business Achievement Awards (BAA)

Leadership development program that focuses on Service, Education, and Progress. Four levels: Future, Business, Leader, and America.

Community Service Awards (CSA)

Recognizes members with extraordinary commitment to community service. Three levels: Community, Service, Achievement.

Who's Who

Nominated by state chair, recognizes most outstanding member in each state.

Outstanding Local Chapter Adviser

Nominated by state chair, this recognizes a local adviser who makes an outstanding contribution at local, state, and national levels.

Adviser Service Recognition

Recognizes local and state advisers for years of service (5, 10, 15, etc.).

Adviser Wall of Fame

Recognizes advisers and state chairs with 20 or more years of service to FBLA-PBL.

Businessperson of the Year

Nominated by state chair, this recognizes a business leader who contributes to the success of FBLA-PBL on the local, state, and/or national level.

Chapter Recognitions

Connect Ten—NEW

Local chapters increase membership by ten or more members over last year's number.

Big Ten (September 1–April 1)

Largest ten chapters in the nation are listed on fbla-pbl.org.

100 Percent Class Participation

Local chapters recruit 100 percent of a single class.

Membership Achievement Award

Local chapters increase membership over last year's total.

Chapter Challenge

Contest that encourages recruitment, retention, and member involvement. NLC delegates from chapters that complete **Super Sweeps**, **Non-Stop November**, and **Action Awareness** receive a pin in their NLC registration packets.



Super Sweeps (August 1–October 20)

Complete 10 tasks focused on recruitment and retention.

Non-Stop November (November 1–December 10)

Complete five tasks focused on membership involvement. The tasks will be specifically related to March of Dimes Prematurity Awareness Day/Month and American Enterprise Day.

Action Awareness (January 1–March 1)

Complete four tasks focused on FBLA awareness. The tasks are specifically related to FBLA-PBL Week, CTSO Month, and America Saves.

Outstanding Chapter—local chapters complete a series of membership, community service, and education activities.

Good Neighbor

Local chapters charter or reactivate any chapter (FBLA, PBL, FBLA-Middle Level).

Gold Seal Award of Merit (Hollis and Kitty Guy Award)

Chapters are nominated by state chair. Local chapters participate in projects and programs identified with the goals of FBLA-PBL. Each state may select two chapters or 15 percent of its total number of active chapters (whichever is greater).



AWARD RECOGNITION

MEMBERSHIP AWARDS

	NATIONAL DEADLINE <i>check with your state for state deadlines</i>	PIN	LETTER	WEBSITE RECOGNITION	NFLC RECOGNITION	NFLC RIBBONS	NLC RECOGNITION	NLC RIBBONS	CERTIFICATE	GIFT OR AWARD	APPLICATION/INFORMATION
Largest Local Chapter	Oct. 20 & April 1				x		x			x	go.fbla.org/nationalawards
Market Share Award	Oct. 20 & April 1				x		x			x	go.fbla.org/marketshare
Largest Local Chapter Membership—PD	Oct. 20 & April 30				x		x			x	go.fbla.org/nationalawards
Largest State Chapter	Oct. 20 & April 1				x		x			x	go.fbla.org/nationalawards
Largest Increase in State Chapter Membership	Oct. 20 & April 1				x		x			x	go.fbla.org/nationalawards
Largest State Chapter Membership—PD	Oct. 20 & April 30				x		x			x	go.fbla.org/nationalawards
State Recruitment of Chapters	Oct. 20 & April 1				x		x			x	go.fbla.org/nationalawards

INDIVIDUAL RECOGNITIONS

Membership Madness	April 1			x					x		go.fbla.org/membershipmadness
Membership Mania	April 1			x					x		go.fbla.org/membershipmania
BAA Future	March 1	x		x					x		go.fbla.org/BAAfuture
BAA Business	March 1	x		x					x		go.fbla.org/BAAbusiness
BAA Leader	March 1	x		x					x		go.fbla.org/BAAleader
BAA America	April 30	x		x			x		x		go.fbla.org/BAAmerica
CSA Community	March 1			x					x		go.fbla.org/CSA
CSA Service	March 1			x					x		go.fbla.org/CSA
CSA Achievement	April 30	x		x			x		x		go.fbla.org/CSA
Who's Who	2nd Friday in May						x			x	Contact your state
Outstanding Local Chapter Adviser	2nd Friday in May						x			x	Contact your state
Adviser Service Recognition	NLC						x				Contact your state
Adviser Wall of Fame	May 1			x			x				go.fbla.org/walloffame
Businessperson of the Year	2nd Friday in May			x			x			x	Contact your state

CHAPTER RECOGNITIONS

Connect Ten	April 1			x			x				Calculated based on membership records
Big Ten	Sept. 1–April 1			x			x			x	go.fbla.org/big10
100 Percent Class Participation	April 1			x					x		go.fbla.org/100percent
Membership Achievement Award	April 1			x					x		go.fbla.org/membershipachievement
Chapter Challenge	Oct. 20–March 1	x					x			x	go.fbla.org/challenge
Super Sweeps	Oct. 20						x				go.fbla.org/sweeps
Non-Stop November	Dec. 10						x				go.fbla.org/nonstop
Action Awareness	March 1						x				go.fbla.org/action
Outstanding Chapter	April 1						x			x	go.fbla.org/outstandingchapter
Good Neighbor	April 1						x				go.fbla.org/goodneighbor
Gold Seal Chapter Award of Merit	2nd Friday in May						x			x	Contact your state



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 business 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

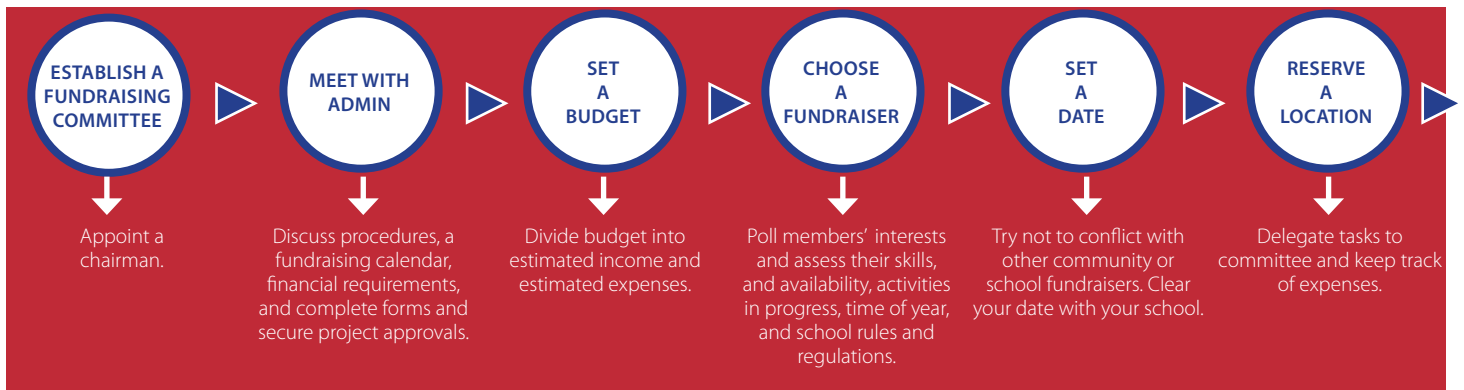
Consider charging local dues to offset chapter expenses. Members also may be asked to pay some or all of their conference costs.

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.

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, call 605.254.8876, and visit amcm-online.com/FBLA.



Better World Collective—NEW

Better World Collective offers new and easy ways to raise money, all backed with one-on-one 24-hour support. Our most successful tool is Auction360, which makes creating an online auction fundraiser incredibly easy and has helped many student groups double or triple their fundraising. Visit betterworldcollective.com/fbla for more information and priority access!



Chegg

Chegg is a unique way for FBLA chapters to help college-bound members succeed while raising money for their chapter. Chegg will donate \$1 to your chapter for each student who takes a few minutes to sign up for Chegg at che.gg/fbla. At the end of the year, two lucky students will be awarded a \$500 scholarship. For more information, visit che.gg/fbla or email asmith@chegg.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 1.800.277.8989 or visit countrymeats.com/samplepack.



DormCo.com

Two great fundraisers by DormCo:

1. Guaranteed \$200 for distributing FREE \$5.00 gift cards to graduating seniors along with posting an online link to DormCo.com.
2. Custom T-Shirt (non-FBLA) Sale (Cost Free), Earn 50% of Sales + Bonus (Contact: Jeff@DormCo.com).



Krispy Kreme Fundraising

For fundraising that's *Profitable, Simple, & Fast*, Krispy Kreme Fundraising is all that & more! Whether your chapter is large or small... whether your Krispy Kreme retail shop is near or far... it's proven to work! Plus, you can repeat this fundraiser several times during the same school year, making it much easier for you and your students! Doughnuts * BOGO Cards * Certificates * Coffee krispykreme.com/fundraising fundraising@krispykreme.com 1.800.4KRISPY



Ozark Delight Candy Company

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.



Popcorn Palace—NEW

Earn 50% in profits by selling a fun, unique product! Our gourmet popcorn fundraising program offers 13 handcrafted flavors in various price ranges. There are no up-front costs or an order minimum. Best of all you keep your profits upfront and your order will come pre-sorted. To get your free information kit, call us at 800.873.2686 or visit popcornpalace.com/Home/Fundraising.



Schermer Pecans

Schermer Pecans offers a delicious and healthy fundraising product. Call 800.841.3403, email schermerpecans@yahoo.com, or visit pecantreats.com.



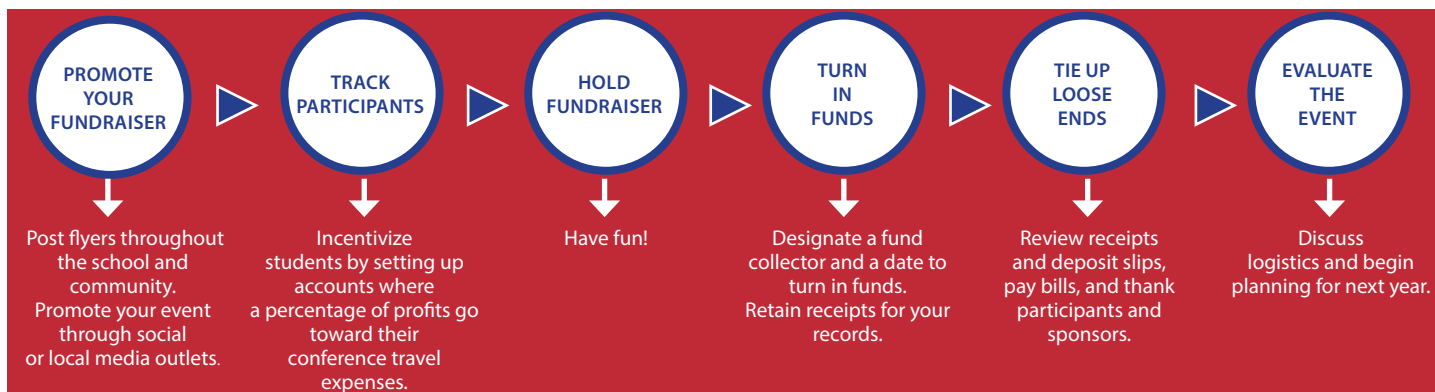
School Spirit Coffee Fundraising

The fundraiser you love, the products you enjoy! Since 2005 School Spirit Coffee has been providing FBLA-PBL chapters private label gourmet coffee, luxury tea, and specialty instants at 50% profit potential. Now offering Single Serve Pods and Online Fundraising Campaign Options. Call 1.800.570.1443, email debbie@schoolspiritcoffee.com, or visit schoolspiritcoffee.com for information or to schedule a fundraiser.



Tom-Wat Fundraising

Tom-Wat Fundraising is offering a **special promotion to all FBLA-PBL chapters**—55% profit on their Magazine Subscription Fundraising program. In addition to the Magazine program, they offer a wide variety of fundraisers that are easy and profitable including Gift Catalogs, Candles, Lollipops, Chocolate Bars, Cookie Dough, Flower Bulbs, and much more. Call 1.800.243.9250, email sales@tomwat.com, or visit TomWat.com.



FUNDRAISER TIMELINE & PLANNING SHEET

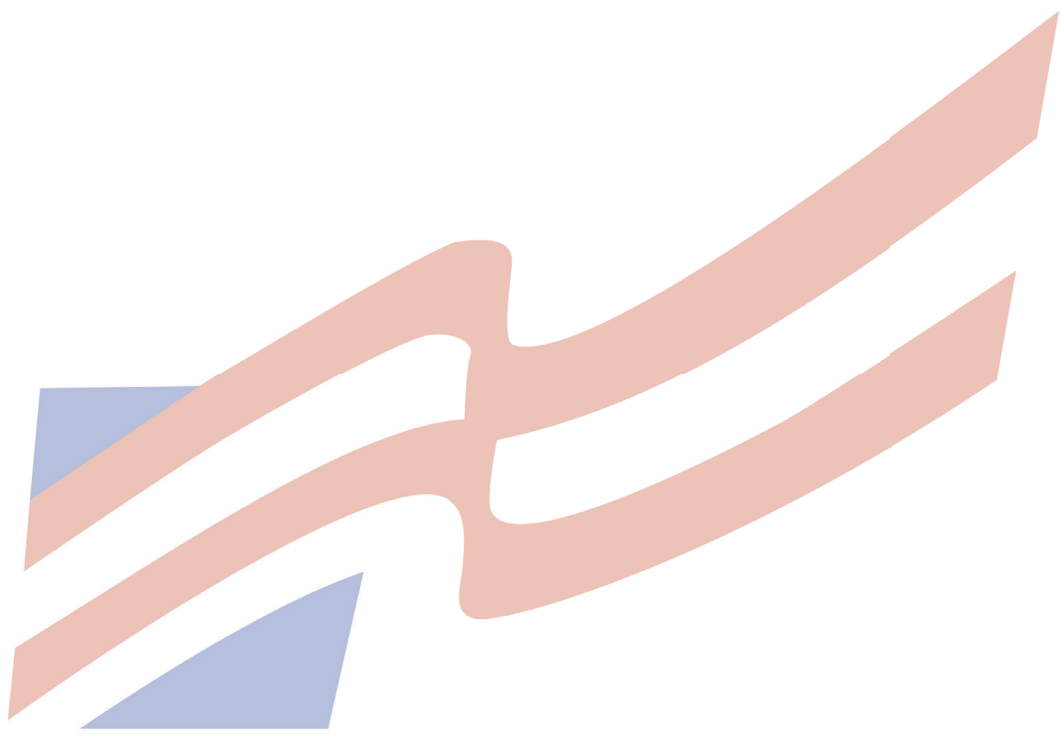
- Activities (sell products/services)
- Events
- Combination

APPENDIX: E.4 Fundraising Timeline & Planning Sheet

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS								ACTIVITY	FOLLOW UP
		8	7	6	5	4	3	2	1		
Determine fundraising needs		x	x	x						\$5000	
Establish committee	Adviser			x							
Identify with administrator	Officers			x	x						Done
Set budget	Adviser			x	x					\$1000	
Choose fundraiser	Adviser & officers					x	x			Dance-a-thon	
Set date	Chapter					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

Below is information about scholarships offered by FBLA, a participating sponsor specifically for FBLA members, or by organizations that provide recognition for which FBLA members would be well suited. This information is provided as a service to our advisers and members and is not intended to be an endorsement of any of the nonaffiliated organizations or programs. If you have any questions, email programscoordinator@fbla.org.

Arizona State University—NEW

The Leadership Scholarship Program (LSP) recognizes outstanding high school graduating seniors who have achieved excellence in leadership and service.

Established in 1977 to develop exceptional leadership skills among promising scholars, this program has a long-standing history at Arizona State University. More than a scholarship program, students become integral members of the university community. Students are given many opportunities to discover more about themselves, the leadership skills they possess, and explore the opportunities and responsibilities of leadership during their four-year experience in the program.

For more information, contact Jameson Root at LSP@asu.edu. To apply visit eoss.asu.edu/lsp/scholarship.



The Art Institutes is a system of over 50 schools throughout North America. Programs, credential levels, technology, and scheduling options vary by school and are subject to change. Several institutions included in The Art Institutes system are campuses of South University or Argosy University. Administrative office: 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222. ©2015 The Art Institutes. Our email address is csprogramadmin@edmc.edu.

Barton College—NEW

Barton College, located in Wilson, North Carolina, is a four-year, private, liberal arts college, providing students with a strong academic focus and opportunities for leadership development integrating an intentional application of collaborative learning in every aspect of the college experience.



The Barton College FBLA Scholarship is an annually renewable \$1,000 tuition scholarship granted to a maximum of five entering (or transfer) students who demonstrate active participation in Future Business Leaders of America (FBLA) in high school or Phi Beta Lambda (PBL) at a former college. Competition for the scholarship is by invitation.

Upon enrollment at Barton College, the student must remain 'active' in the local PBL chapter; participating in chapter activities at the local, state, and national levels.

For more information, contact Ron Eggers: reggers@barton.edu; 252.399.6417.

The Art Institutes

At The Art Institutes system of schools, students develop the hands-on skills they need to prepare for fulfilling careers, while also exploring the business side of the creative industries. Find out more at new.artinstitutes.edu.



We're here to help make your education more affordable.

Find out about scholarships at new.artinstitutes.edu/scholarships and about scholarships for high school students at new.artinstitutes.edu/scholarships/high-school.

Since The Art Institutes system of schools is comprised of several institutions, see artinstitutes.edu/programs-info for program duration, tuition, fees, other costs, median debt, federal salary data, alumni success, and other important info.



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: \$1,000 up to \$2,500, can be combined with other scholarships (athletics, academics, other)

Application: catawba.edu/about/our-campus/offices/finaid/scholarships/

Application Deadline: April 30, 2016

Contact: admissions@catawba.edu

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



CHAMPLAIN COLLEGE

Founded in 1878, Champlain College® is a small, not-for-profit, private college overlooking Lake Champlain and Burlington, Vermont. Our career-driven approach to higher education prepares students for their professional life from their very first semester. Ranked among the Princeton Review's 378 Best Colleges: 2014 Edition and named the Top "Up-and-Comer" College in *U.S. News & World Report's* "2014 Best Colleges," Champlain offers more than 30 undergraduate degrees.

Chegg.com



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

Cumberland University



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

Application 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, 2016. 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.

FBLA Distinguished Business Leader Scholarship



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

Application Deadline: April 1

Individual Award: Minimum of \$500; half awarded at the National Leadership Conference, and the other half upon joining Phi Beta Lambda

Visit fbla-pbl.org > FBLA > Membership Benefits > Scholarships for full criteria and an application form.

Johnson & Wales University



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

Amount: \$500—full tuition

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

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

Contact: Tom Gauthier, Director of Educator Partnerships & Scholarship Programs, 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

Amount: \$2,000

Application: KnowledgeMatters.com/scholarships

Application Deadline: September 15, 2015–April 1, 2016

Contact: Info@KnowledgeMatters.com, 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 students who are FBLA active members and who hold a state or national officer position.



Eligible Students: New and Continuing Students

Amount: \$250/semester for a FBLA active member
\$1,250/semester for a State or National FBLA Officer

Application: morrisville.edu/financial_aid/awards.aspx

Deadline: Ongoing

Contact: Admissions at 315.684.6046 or 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 a full-time undergraduate degree.



Eligibility: Active members applying as either new or transfer students 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 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 \$210,000 in scholarships to members annually and provides funding for two FBLA-PBL national conference events each year. In 2015-16, 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 eligibility. To learn more about starting a chapter and scholarship opportunities, visit nths.org or call 800.801.7090.



NFIB Young Entrepreneur Awards

NFIB

The Voice of Small Business®

The NFIB Young Entrepreneur Foundation provides nonrenewable scholarships each year ranging from \$1,000 to \$15,000.

Eligibility: Graduating high school seniors who will be entering their freshman year at an accredited two- or four-year school in the fall of 2016. 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 2015 through December 2015. If selected as a semi-finalist, interviews will take place late January through mid-March 2016. Applicants may apply online at NFIB.com/YEA beginning October 2015. Please direct any questions to the Young Entrepreneurship Foundation at 202.314.2042 or email yef@nfib.org.

Northwood University Business Club Scholarship

All incoming freshmen who have participated during their senior year in one of the business clubs must have a 2.5 GPA and have submitted a letter of recommendation from their adviser.



Scholarship Amounts:

- \$4,000 (\$1,000/year)—Students must have a 2.5 GPA and submit a letter of recommendation from their adviser.

Eligibility requirements vary depending on a 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 miadmit@northwood.edu (Midland, MI).

In addition to the Business Club Scholarship, Northwood provides many other scholarships for which you may be eligible. For a full list of scholarship opportunities, please visit 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 nova.edu/studentleadp/razorsedge.



Application Deadline: Priority is December 4, 2015. Final is January 8, 2016.

Contact: Office of Student Leadership and Civic Engagement at 954.262.7179 or razorsedgelead@nova.edu

Penn Commercial Business/Technical School

Penn Commercial is offering 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 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 (3) \$3,000 scholarships for FBLA members.



Application Deadline: February 27, 2016

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 2016 or October 2016 PTI enrollment.
- Recipients must maintain a 3.0 GPA to earn a \$3,000 partial tuition scholarship renewal for their second PTI year in the associate degree programs.

For an application, contact Vince Gratteri at 1.800.644.7784 (ext. 5323) or ask your PTI admissions coordinator.

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 fbla-pbl.org > Membership Benefits > Scholarships.

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 must also 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 fbla-pbl.org > Membership Benefits > Scholarships.

Wesleyan College

The Wesleyan College 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 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.





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 education 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 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 postmarked 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 respective 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*



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.fbla.org/CEmodifications

Questions? Contact the FBLA-PBL National Center or email education@fbla.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.

Modified Events

- **Accounting II**—removed production test
- **Business Ethics**—removed synopsis requirement
- **Future Business Leader**—added prejudged component (résumé and cover letter submitted electronically) and competitors bring one (1) hard copy of résumé and cover letter to each round of interviews onsite
- **Graphic Design (formerly Digital Design & Promotion)**—name change and removed prejudged component
- **Introduction to Business Presentation (formerly Business Presentation)**—name change, now 9th–10th grade only
- **Introduction to Business Procedures (formerly Business Procedures)**—name change, now 9th–10th grade only
- **Introduction to Financial Math (formerly Business Math)**—name change only
- **Job Interview**—removed application, added pre-judged component (résumé and cover letter submitted electronically), and competitors bring one (1) hard copy of résumé and cover letter to each round of interviews onsite
- **Publication Design (formerly Desktop Publishing)**—name change, removed objective test, removed pre-judged component, added performance component

Procedures

- State can advance four (4) competitors in all events except LifeSmarts and Virtual Business Challenge.
- All production tests must be uploaded electronically.
- National Statement of Assurance now must be submitted online.
- Performance events with prep/case components will be closed to audiences and will no longer require sequestering at NLC.

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
Objective Test Individual	A 60-minute test administered during the National Leadership Conference. Non-graphing calculators are provided for all objective tests.
Production Test Individual	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
Role Play Team	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.
Prejudged Individual, Team, or Chapter	Report or project content is prejudged before the conference. The presentation of a report or project is judged during the conference.
Interview Individual	The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
Speech Individual	A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.
Presentation Individual or Team	The presentation of an individual or team's project, or campaign on a specific topic provided in the event guidelines. This topic changes each year.

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.



CONTENTS

FBLA EVENTS AT-A-GLANCE	46
FBLA EVENTS BY NBEA STANDARDS	48
FBLA EVENTS BY CAREER CLUSTERS	50
GENERAL EVENT GUIDELINES	52
GENERAL PERFORMANCE EVENT GUIDELINES	53
OBJECTIVE TEST EVENTS & COMPETENCIES	54
PRODUCTION AND OBJECTIVE TEST EVENTS	56
COLLABORATIVE OBJECTIVE TEST AND TEAM PERFORMANCE (ROLE PLAY) EVENTS	57
INDIVIDUAL OBJECTIVE TEST AND ROLE PLAY EVENT: HELP DESK	59
INDIVIDUAL OBJECTIVE TEST AND TEAM ROLE PLAY EVENT: PARLIAMENTARY PROCEDURE	60
PREJUDGED REPORTS AND PRESENTATION EVENTS	61
PREJUDGED PROJECTS AND PRESENTATION EVENTS	64
INTERVIEW EVENTS	68
SPEECH EVENTS	69
PRESENTATION EVENTS WITH EQUIPMENT	70
PRESENTATION EVENTS WITHOUT EQUIPMENT	74
LIFESMARTS	76
VIRTUAL BUSINESS MANAGEMENT CHALLENGE	77
2016 NLC COMPETITIVE EVENT TOPICS	78
RATING SHEETS	81



EVENTS

3-D Animation	64	Introduction to Business Communication	55
Accounting I	54	<i>9th & 10th grades</i>	
Accounting II	54	Introduction to Business Presentation— <i>Modified</i>	55
Agribusiness	54	<i>9th & 10th grades</i>	
American Enterprise Project	61	Introduction to Business Procedures— <i>Modified</i>	55
Banking & Financial Systems	57	<i>9th & 10th grades</i>	
Business Calculations	54	Introduction to Financial Math— <i>Modified</i>	55
Business Communication	54	<i>9th & 10th grades</i>	
Business Ethics— <i>Modified</i>	74	Introduction to Information Technology	55
Business Financial Plan	61	<i>9th & 10th grades</i>	
Business Law	54	Introduction to Parliamentary Procedure	55
Business Plan	61	<i>9th & 10th grades</i>	
Client Service	74	Job Interview— <i>Modified</i>	68
Community Service Project	61	LifeSmarts	76
Computer Applications	56	Local Chapter Annual Business Report	61
Computer Game & Simulation Programming	64	Management Decision Making	57
Computer Problem Solving	54	Management Information Systems	58
Cyber Security	54	Marketing	58
Database Design & Application	56	Microsoft Office Specialist (MOS) Excel	55
Desktop Application Programming	64	Microsoft Office Specialist (MOS) Word	55
Digital Video Production	64	Mobile Application Development	64
E-business	64	Network Design	57
Economics	54	Networking Concepts	55
Electronic Career Portfolio	70	Parliamentary Procedure	60
Emerging Business Issues	74	Partnership with Business Project	61
Entrepreneurship	57	Personal Finance	55
FBLA Principles and Procedures	54	Public Service Announcement	70
<i>9th & 10th grades</i>		Public Speaking I	69
Future Business Leader— <i>Modified</i>	68	Public Speaking II	69
Global Business	57	Publication Design— <i>Modified</i>	70
Graphic Design— <i>Modified</i>	70	Sales Presentation	70
Health Care Administration	54	Securities & Investments	55
Help Desk	59	Social Media Campaign	70
Hospitality Management	57	Sports & Entertainment Management	57
Impromptu Speaking	69	Spreadsheet Applications	56
Insurance & Risk Management	54	Virtual Business Management Challenge	77
Introduction to Business	55	Website Design	64
		Word Processing	56



RATING SHEETS

3-D Animation			
Production	81	Global Business	109
Performance	82	Graphic Design—Modified	110
American Enterprise Project		Help Desk	111
Report	83	Hospitality Management	112
Performance	84	Impromptu Speaking	113
Banking & Financial Systems	85	Introduction to Business Presentation—Modified	114
Business Ethics—Modified	86	Job Interview—Modified	
Business Financial Plan		Interview Materials	115
Report	87	Performance (Preliminary Round)	116
Performance	88	Performance (Final Round)	117
Business Plan		Local Chapter Annual Business Report	118
Report	89	Management Decision Making	119
Performance	91	Management Information Systems	120
Client Service	92	Marketing	121
Community Service Project		Mobile Application Development	
Report	93	Production	122
Performance	94	Performance	123
Computer Game & Simulation Programming		Network Design	124
Production	95	Parliamentary Procedure	125
Performance	96	Partnership with Business Project	
Desktop Application Programming		Report	126
Production	97	Performance	127
Performance	98	Public Service Announcement	128
Digital Video Production		Public Speaking I	129
Production	99	Public Speaking II	130
Performance	100	Publication Design—Modified	131
E-business		Sales Presentation	132
Production	101	Social Media Campaign	133
Performance	102	Sports & Entertainment Management	134
Electronic Career Portfolio	103	Website Design	
Emerging Business Issues	104	Production	135
Entrepreneurship	105	Performance	136
Future Business Leader—Modified			
Interview Materials	106		
Performance (Preliminary Round)	107		
Performance (Final Round)	108		



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	Equipment Setup Time	Prep. Time	Performance Time	Q&A	Interactive Role Play
3-D Animation	4	I, T			x		x	x	5		7	3	
Accounting I	4	I	60										
Accounting II	4	I	60										
Agribusiness	4	I	60										
American Enterprise Project	4	C			x		x	x	5		7	3	
Banking & Financial Systems	4	T	60	x				x		20	7		x
Business Calculations	4	I	60										
Business Communication	4	I	60										
Business Ethics	4	T					x	x			7	3	
Business Financial Plan	4	I, T			x		x	x	5		7	3	
Business Law	4	I	60										
Business Plan	4	I, T			x		x	x	5		7	3	
Client Service	4	I					x	x		10	5		x
Community Service Project	4	C			x		x	x	5		7	3	
Computer Applications	4	I	60			2 hrs							
Computer Game & Simulation Programming	4	I, T			x		x	x	5		7	3	
Computer Problem Solving	4	I	60										
Cyber Security	4	I	60										
Database Design & Applications	4	I	60			1 hr							
Desktop Application Programming	4	I			x		x	x	5		7	3	
Digital Video Production	4	I, T			x		x	x	5		7	3	
E-business	4	I, T			x		x	x	5		7	3	
Economics	4	I	60										
Electronic Career Portfolio	4	I					x	x	5		7	3	
Emerging Business Issues	4	T					x	x			7	3	
Entrepreneurship	4	T	60	x				x		20	7		x
FBLA Principles & Procedures (9th–10th grade)	4	I	60										
Future Business Leader	4	I	60		x		x	x			10,15		
Global Business	4	T	60	x				x		20	7		x
Graphic Design	4	I, T					x	x	5		7	3	
Health Care Administration	4	I	60										
Help Desk	4	I	60					x		10	5		x
Hospitality Management	4	T	60	x				x		20	7		x
Impromptu Speaking	4	I					x	x		10	4		
Insurance & Risk Management	4	I	60										

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	Equipment Setup Time	Prep. Time	Performance Time	Q&A	Interactive Role Play
Introduction to Business (9th–10th grade)	4	I	60										
Introduction to Business Communication (9th–10th grade)	4	I	60										
Introduction to Business Presentation (9th–10th grade)	4	I, T					x	x	5		7	3	
Introduction to Business Procedures (9th–10th grade)	4	I	60										
Introduction to Financial Math (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	4	I			x		x	x			10,15		
LifeSmarts	2	T	30	x			x	x					
Local Chapter Annual Business Report	4	C			x								
Management Decision Making	4	T	60	x				x		20	7		x
Management Information Systems	4	T	60	x				x		20	7		x
Marketing	4	T	60					x		20	7		x
Mobile Application Development	4	I, T			x		x	x	5		7	3	
Network Design	4	T	60	x				x		20	7		x
Networking Concepts	4	I	60										
Parliamentary Procedure	4	T	60					x		20	9-11		
Partnership with Business Project	4	C			x		x	x	5		7	3	
Personal Finance	4	I	60										
Public Service Announcement	4	I, T					x	x	5		5	3	
Public Speaking I (9th–10th grade)	4	I					x	x			4		
Public Speaking II	4	I					x	x			5		
Publication Design	4	I, T					x	x	5		7	3	
Sales Presentation	4	I					x	x	5		7		x
Securities & Investments	4	I	60										
Sports & Entertainment Management	4	T	60	x				x		20	7		x
Spreadsheet Applications	4	I	60			1 hr							
Social Media Campaign	4	I, T					x	x	5		7	3	
Virtual Business Management Challenge	2	I, T					x	x			25		
Website Design	4	I, T			x		x	x	5		7	3	
Word Processing	4	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
3-D Animation				X				X			
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 Plan	X		X	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	
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
Global Business	X					X	X		X	X	X
Graphic Design				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	

FBLA EVENTS BY NBEA STANDARDS

Events	Accounting	Business Law	Career Development	Communication	Computation	Economics & Pers. Finance	Entrepreneurship	Information Technology	International Business	Management	Marketing
Introduction to Business			X	X		X	X			X	X
Introduction to Business Communication				X							
Introduction to Business Presentation				X				X			
Introduction to Business Procedures			X	X	X	X		X			
Introduction to Financial Math					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							
Publication Design				X				X			
Sales Presentation											X
Securities & Investments	X			X							
Social Media Campaign								X			X
Sports & Entertainment Management										X	X
Spreadsheet Applications					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 CAREER CLUSTERS

AGRICULTURE

Agribusiness
Business Ethics

Electronic Career Portfolio
Job Interview

ARTS, A/V TECHNOLOGY, & COMMUNICATION

3-D Animation
Business Ethics
Computer Game & Simulation Programming
Desktop Application Programming
Digital Video Production
Electronic Career Portfolio

Graphic Design
Help Desk
Job Interview
Mobile Application Development
Network Design
Networking Concepts

Public Service Announcement
Publication Design
Social Media Campaign
Website Design

BUSINESS MANAGEMENT & ADMINISTRATION

3-D Animation
Accounting I
Accounting II
Agribusiness
American Enterprise Project
Banking & Financial Systems
Business Calculations
Business Communication
Business Ethics
Business Financial Plan
Business Law
Business Plan
Client Service
Community Service Project
Computer Applications
Computer Game & Simulation Programming
Database Design & Applications
Desktop Application Programming
E-business

Economics
Electronic Career Portfolio
Emerging Business Issues
Entrepreneurship
FBLA Principles & Procedures
Future Business Leader
Global Business
Graphic Design
Health Care Administration
Help Desk
Hospitality Management
Impromptu Speaking
Insurance & Risk Management
Introduction to Business
Introduction to Business Communication
Introduction to Business Presentation
Introduction to Business Procedures
Introduction to Financial Math
Introduction to Parliamentary Procedure

Job Interview
LifeSmarts
Local Chapter Annual Business Report
Management Decision Making
Management Information Systems
Marketing
Parliamentary Procedure
Partnership with Business Project
Personal Finance
Public Speaking I
Public Speaking II
Publication Design
Sports & Entertainment Management
Spreadsheet Applications
Virtual Business Management Challenge
Word Processing

FINANCE

Accounting I
Accounting II
Banking & Financial Systems
Business Calculations
Business Ethics
Business Financial Plan
Business Plan
E-business
Economics

Electronic Career Portfolio
Entrepreneurship
Future Business Leader
Global Business
Health Care Administration
Insurance & Risk Management
Introduction to Business
Introduction to Business Procedures
Introduction to Financial Math

Job Interview
LifeSmarts
Local Chapter Annual Business Report
Management Decision Making
Management Information Systems
Personal Finance
Securities & Investments

GOVERNMENT & PUBLIC ADMINISTRATION

Accounting I
Accounting II
Banking & Financial Systems

Business Ethics
Electronic Career Portfolio
Global Business

Health Care Administration
Job Interview

FBLA EVENTS BY CAREER CLUSTERS

HUMAN SERVICES

Banking & Financial Systems
Business Communication
Business Ethics
Business Financial Plan
Business Plan
Client Service
Electronic Career Portfolio

Entrepreneurship
Future Business Leader
Global Business
Health Care Administration
Hospitality Management
Help Desk
Impromptu Speaking

Introduction to Business Presentation
Introduction to Business Procedures
Job Interview
Management Decision Making
Management Information Systems

INFORMATION TECHNOLOGY

American Enterprise Project
Business Ethics
Client Service
Community Service Project
Computer Applications
Computer Game & Simulation Programming
Computer Problem Solving
Cyber Security
Database Design & Applications
Desktop Application Programming
Digital Video Production
E-business

Electronic Career Portfolio
Emerging Business Issues
Future Business Leader
Graphic Design
Health Care Administration
Help Desk
Hospitality Management
Introduction to Business Presentation
Introduction to Business Procedures
Introduction to Information Technology
Job Interview
LifeSmarts

Local Chapter Annual Business Report
Management Information Systems
Mobile Application Development
Network Design
Networking Concepts
Partnership with Business Project
Publication Design
Social Media Campaign
Spreadsheet Applications
Virtual Business Management Challenge
Website Design
Word Processing

LAW & PUBLIC SAFETY

Business Ethics
Business Law
Electronic Career Portfolio

Health Care Administration
Job Interview
Management Decision Making

Management Information Systems

MARKETING, SALES, & SERVICE

Accounting I
Accounting II
Agribusiness
Business Communication
Business Ethics
Business Plan
Client Service
Desktop Application Programming
Digital Video Production
E-business
Economics
Electronic Career Portfolio

Entrepreneurship
Future Business Leader
Global Business
Graphic Design
Hospitality Management
Impromptu Speaking
Insurance & Risk Management
Introduction to Business
Introduction to Business Communication
Job Interview
LifeSmarts

Local Chapter Annual Business Report
Management Decision Making
Marketing
Partnership with Business Project
Public Speaking I
Public Speaking II
Publication Design
Sales Presentation
Social Media Campaign
Virtual Business Management Challenge
Website Design
Word Processing

S.T.E.M.

3-D Animation
Business Ethics
Community Service Project
Computer Applications
Computer Game & Simulation Programming
Computer Problem Solving

Cyber Security
Database Design & Applications
Desktop Application Programming
Digital Video Production
Electronic Career Portfolio
Graphic Design

Help Desk
Job Interview
Publication Design
Social Media Campaign
Website Design



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 11:59 p.m. Eastern Time on 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 11:59 p.m. Eastern Time on the second Friday in May.
- Each state may submit four (4) entries in all events except LifeSmarts and Virtual Business Challenge.
- Each competitor can only compete in one (1) individual/team event and one (1) chapter event.

9th and 10th Grade Events

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

- FBLA Principles and Procedures
- Introduction to Business
- Introduction to Business Communication
- Introduction to Business Presentation
- Introduction to Business Procedures
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Parliamentary Procedure
- 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.
- **Performances:** Judges must break ties and all judges' decisions are final.

National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Friday in May.
- All prejudged components (reports, websites, statement of assurances) must be received by 11:59 p.m. Eastern Time on the second Friday in May.
 - All reports must be uploaded online.
 - All Statements of Assurance must be submitted online.
- All production tests must be received at FBLA-PBL by 11:59 p.m. Eastern Time on the third Friday in May.
 - All tests must be mailed to:
FBLA-PBL
1912 Association Drive
Reston, VA 20191
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Friday in June. Competitor drops are the only changes allowed after this date and onsite.

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

Certain events may allow the use of additional materials. Please refer to event guidelines.



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 FBLA-PBL National Center.

Form: go.fbla.org/specialneedsform

RECORDING OF PRESENTATIONS

No unauthorized 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) competitors/teams or an equal number from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary performances for an event, two competitors/teams from each section 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 prejudged 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 résumés 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:
 - 3-D Animation
 - Digital Video Production
 - E-business
 - Electronic Career Portfolio
 - Mobile Application Development
 - Public Service Announcement
 - Social Media Campaign
 - Website Design
- Internet 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.
- Five (5) points may be deducted for not following guidelines.

Audience

- Preliminary performances are not open to conference attendees.
- Final performances may be open to conference attendees, space permitting (with the exception of interview and prep/case events). Finalists may not view other competitors' performances in their event.
- Recording performances is prohibited.
- All electronic devices must be turned off.
- All attendees must follow the dress code and wear their name badges.



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 11:59 p.m. Eastern Time on 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
Accounting I <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.</i>	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
Accounting II	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
Agribusiness	Economics finance and accounting health, safety, and environmental management management analysis and decision making marketing terminology and trends
Business Calculations	Consumer credit mark-up and discounts data analysis and reporting payroll interest rates investments taxes bank records insurance ratios and proportions depreciation inventory
Business Communication	Nonverbal and verbal communication communication concepts report application grammar reading comprehension editing and proofreading word definition and usage capitalization and punctuation spelling digital communication
Business Law	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
Computer Problem Solving	Operating systems networks personal computer components security safety and environmental issues laptop and portable devices printers and scanners
Cyber Security	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
Economics	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
FBLA Principles & Procedures <i>9th & 10th grades</i>	FBLA organization bylaws and handbook national competitive events guidelines national publications creed and national goals
Health Care Administration	Managing office procedures medical terminology legal and ethical issues communication skills managing financial functions health insurance records management infection control medical history technology
Insurance & Risk Management	Risk management process property and liability insurance health, disability, and life insurance insurance knowledge decision making careers ethics



Event Name	Objective Test Competencies
Introduction to Business <i>9th & 10th grades</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
Introduction to Business Communication <i>9th & 10th grades</i>	Grammar punctuation and capitalization oral communication concepts reading comprehension word definition and usage proofreading and editing spelling
Introduction to Business Procedures <i>9th & 10th grades</i>	Human relations technology concepts business operations communication skills information processing decision making/management career development database and information management ethics and safety finance
Introduction to Financial Math <i>9th & 10th grades</i>	Basic math concepts consumer credit data analysis probability fractions percentages discounts decimals
Introduction to Information Technology <i>9th & 10th grades</i>	Computer hardware and software operating systems common program functions word processing spreadsheets presentation software networking concepts email and electronic communication
Introduction to Parliamentary Procedure <i>9th & 10th grades</i>	Parliamentary procedure principles FBLA bylaws
Microsoft Office Specialist (MOS) Excel	Guidelines following
Microsoft Office Specialist (MOS) Word	Guidelines following
Networking Concepts	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
Personal Finance	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
Securities & Investments	Investment fundamentals personal investing retirement and estate planning financial services industry financial assets & markets financial services regulation stock market mutual funds

MICROSOFT OFFICE SPECIALIST (MOS) WORD MICROSOFT OFFICE SPECIALIST (MOS) EXCEL

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 11:59 p.m. Eastern Time on 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 certiport.com.

- Log in 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, 2015–March 1, 2016

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.

Competencies

For a list of the MOS Word Exam competencies go to 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 onsite at the NLC.

Eligibility

Each state may submit four (4) individuals. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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
Computer Applications	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
Database Design & Application	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
Spreadsheet Applications	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
Word Processing	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.
- No calculators are allowed to be used on the production test.
- The production score will constitute 85% of the final event score.
- The production test score will be used to break a tie.
- Tests must be uploaded online by 11:59 p.m. Eastern Time on the third Friday in May.

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.



COLLABORATIVE 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 four (4) teams of two (2) or three (3) members. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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 advance to the final round.

Event	Equipment Setup Time	Prep Time	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
Banking & Financial Systems <i>Rating Sheet: page 85</i>	Competencies: 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 Case: A problem or scenario encountered in the banking or financial business community.
Entrepreneurship <i>Rating Sheet: page 105</i>	Competencies: Business plan community/business relations legal issues initial capital and credit personnel management financial management marketing management taxes government regulations Case: A decision-making problem encountered by entrepreneurs in one (1) or more of the following areas: business planning, human relations, financial management, or marketing.
Global Business <i>Rating Sheet: page 109</i>	Competencies: Basic international concepts ownership and management marketing finance communication (including culture and language) treaties and trade agreements legal issues human resource management ethics taxes and government regulations currency exchange international travel career development Case: A problem encountered in the international/global arena.
Hospitality Management <i>Rating Sheet: page 112</i>	Competencies: Hospitality operation and management functions hotel sales process hospitality marketing concepts human resource management in the hospitality industry environmental, ethical, and global issues customer service in the hospitality industry legal issues, financial management, and budgeting current hospitality industry trends types of hospitality markets and customers Case: A scenario in the hospitality management industry.
Management Decision Making <i>Rating Sheet: page 119</i>	Competencies: 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 Case: 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.



Management Information Systems <i>Rating Sheet: page 120</i>	Competencies: Systems analysis and design database management and modeling concepts object-oriented analysis and design user interfaces system controls defining system and business requirements Case: 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.
Marketing <i>Rating Sheet: page 121</i>	Competencies: 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 Case: A marketing problem is proposed, and a solution is discussed.
Network Design <i>Rating Sheet: page 124</i>	Competencies: Network installation problem solving and troubleshooting network administrator functions configuration of Internet resources backup and disaster recovery configuration network resources and services Case: An analysis of a computing environment situation and recommendation for a network solution that addresses the issues provided.
Sports & Entertainment Management <i>Rating Sheet: page 134</i>	Competencies: 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 Case: A problem outlining the understanding and awareness of sports and entertainment issues within today's society.

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.
- Final performances are not open to conference attendees.

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 not following guidelines.

Performance Competencies

- See page 53.



INDIVIDUAL OBJECTIVE TEST AND 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 onsite at the NLC.

Eligibility

Each state may submit four (4) individuals for this event. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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 advance to the final round.

Event	Equipment Setup Time	Prep Time	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
Help Desk <i>Rating Sheet: page 111</i>	<p>Competencies: 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>Case: 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.
- Final performances are not open to conference attendees.

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 not following guidelines.

Performance Competencies

- See page 53.



INDIVIDUAL 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 four (4) 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 11:59 p.m. Eastern Time on 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 advance to the final round.

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	Equipment Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
Parliamentary Procedure	NA	20 min.	9–11 min.	8 min.	11 min.	Yes	NA

Event Name	Objective Test Competencies
Parliamentary Procedure <i>Rating Sheet: page 125</i>	Competencies: Parliamentary procedure principles FBLA Bylaws Case: 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 edition</i> .

Performance Guidelines—Final Round

- 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.
- Final performances are not open to conference attendees.

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.
- Five (5) points may be deducted for not following guidelines.

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 four (4) entries for these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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	Equipment Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 pts)	Q&A (3 min.)
American Enterprise Project	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Business Financial Plan	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Business Plan	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Community Service Project	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Local Chapter Annual Business Report	Only prejudged written report						
Partnership with Business Project	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Submission by 2 nd Friday in May	# of Pages	Specific Guidelines
American Enterprise Project <i>Rating Sheets: page 83</i>	PDF must be uploaded	15	<ul style="list-style-type: none"> 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. Reports must describe chapter activities conducted between the previous State Leadership Conference and the current State Leadership Conference.
Business Financial Plan <i>Rating Sheets: page 87</i>	PDF must be uploaded	15	<ul style="list-style-type: none"> Establish and develop a complete financial plan for a business venture by writing a report on the topic below. A one-page description of the plan should be the first page of the report (not included in page count). <p>2016 NLC Topic</p> <ul style="list-style-type: none"> <i>You just recently graduated from your university with a degree in Health and Physical Fitness. You played two sports at your university and continue to remain healthy by working out and eating well. Your dream has been to open your own athletic club with high-end equipment, structured class exercise rooms, cardio exercise equipment, weight machines, and free weights. You want to offer 30- and 60-minute massages and personalized fitness plans. You will have locker rooms and operate 24 hours/7 days a week. There is an opportunity to grow and hire other employees who could be personal trainers working with you in the same school of philosophy.</i> <p><i>You have thousands of dollars of debt and no disposable income because you have not been hired for your first job since graduating. You really want to open this athletic club. You are planning to open your own facility in a 15,000 square foot, stand-alone building. You will need equipment, inventory, software for schedules, and more to open your doors.</i></p> <p><i>You did your research and you found a great opportunity to present your idea including a business financial plan to a major Angel Investor who may want to invest in your plan.</i></p> <p><i>Prepare a well-written business financial plan following the parameters and FBLA Performance Indicators as assigned. You will need to submit your report and then give a seven-minute presentation to the Angel Investor (judges).</i></p>



Event Name	Submission by 2 nd Friday in May	# of Pages	Specific Guidelines
Business Plan <i>Rating Sheets: page 89</i>	PDF 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"> • <u>Company Description</u> includes basic details of the business, including an overview, location, legal structure, and organization. • <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. • <u>Target Market</u> provides a brief overview of the nature and accessibility of the targeted audience. • <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. • <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. • <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. • <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. • <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. • <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. • <u>Appendix</u> includes copies of key supporting documents (e.g., certifications, licenses, tax requirements, codes, letters of intent or advance contract, endorsements, etc.). • Note: Business must not have been in operation more than 12 months.
Community Service Project <i>Rating Sheets: page 93</i>	PDF 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"> • description of the project • chapter member involvement • degree of impact on the community • evidence of publicity received • project evaluation
Local Chapter Annual Business Report <i>Rating Sheet: page 118</i>	PDF must be uploaded Only prejudged	15	<ul style="list-style-type: none"> • Report must not exceed fifteen (15) pages. • Divider pages and appendices are optional and must be included in the page count. • Report should include the chapter's program of work. • Report describes activities of the chapter that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.

Event Name	Submission by 2 nd Friday in May	# of Pages	Specific Guidelines
Partnership with Business Project <i>Rating Sheets: page 126</i>	PDF must be uploaded	15	Demonstrate the development and implementation of an innovative, creative, and effective partnership plan. Include: <ul style="list-style-type: none"> • description of the partnership goals and planning activities • roles of business leaders and chapter members in developing and implementing the partnership • results, concepts learned, and impact of the project • provide degree of involvement (hours spent, personal contact, executives and department heads contacted) • examples of publicity and recognition received as a result of the partnership

Report Guidelines

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- The state chair/adviser must upload a PDF of the report by 11:59 p.m. Eastern Time on the second Friday in May.
- Front cover is not counted against page limit.
- American Enterprise Project, Community Service, Local Chapter Annual Business Report, and Partnership with Business Project should include the name of school, state, name of the event, and year (20XX–XX). Business Financial Plan and Business Plan should also include the names of participants.
- 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.
- Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the particular criterion, include a statement to that effect in 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.

Performance Guidelines

- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

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.



PREJUDGED PROJECTS AND PRESENTATION EVENTS

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 four (4) individuals or teams for these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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	Equipment Setup Time	Prep Time	Performance Time	Time Warning	Time Up	Penalty Over Time (5 pts)	Q&A (3 min.)
3-D Animation	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Computer Game & Simulation Programming	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Desktop Application Programming	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Digital Video Production	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
E-business	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Mobile Application Development	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Website Design	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Submission by 2 nd Friday in May (prejudged)	Specific Guidelines
3-D Animation <i>Rating Sheets: page 81</i>	Videos must be uploaded as a URL. Statement of Assurance	<ul style="list-style-type: none"> 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. Animated video should be no longer than three (3) minutes. The video should be shown to the judges. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> <i>You are an employee for the Code County School System and have been assigned to participate on the Marketing Team to promote the School System's dress code in the workplace for all employees including administrators, teachers, assistants, aides, etc. Your school system has struggled for the last 18 months to enforce the Code County School System's dress code. Your Marketing Team has been assigned the task of designing a promotional video clip using 3-D animation to stress the required dress code. Design a 3-D animated video clip keeping in mind the audience to be sure that the dress code will be followed throughout the rest of the school year. The focus of the clip should be following the dress code versus the actual code itself. Present the video clip to the panel of judges, your superintendent, and his/her administrators.</i>

Event Name	Submission by 2 nd Friday in May (prejudged)	Specific Guidelines
Computer Game & Simulation Programming <i>Rating Sheets: page 95</i>	CD/DVD/USB (two (2) copies) Statement of Assurance	<ul style="list-style-type: none"> • 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. • The program must run on Windows XP or a higher computer. • Data must be free of viruses/malware. Any entry with contaminated data will not be judged. • All data and programs should be contained in a master folder named STATE_SCHOOL 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: <ul style="list-style-type: none"> • 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 • The program should be shown to the judges. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>Create a computer game that includes the following features/capabilities:</i> <ul style="list-style-type: none"> • <i>has at least three levels</i> • <i>keeps score</i> • <i>must run on a PC using Windows 7 or newer</i> • <i>must be a standalone executable program</i> • <i>virus and malware free</i> • <i>must have some type of celebratory conclusion if the game is conquered. Must have some type of encouragement for those who cannot conquer the game. Can replay.</i> • <i>at least two lives or chances</i> • <i>game features should be compatible with a maximum ESRB rating of E10+</i>
Desktop Application Programming <i>Rating Sheets: page 97</i>	CD/DVD/USB (two (2) copies) Statement of Assurance	<ul style="list-style-type: none"> • Individual event. • The program must run on Windows XP or higher. • Solution must run standalone with no programming errors. • Data must be free of viruses/malware. Any entry with contaminated data will not be judged. • The program should be shown to the judges. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>You have been hired by the national office of Future Business Leaders of America-Phi Beta Lambda.</i> • <i>Create a program to keep current membership data, allowing the addition and change of records. Each record in the master file should contain the membership number, first name, last name, school, state, email, year joined, code for active/non-active, and amount owed.</i> • <i>Create a report that will produce a list of members by state from the master file that has the member number, member name, year joined, grade in school, and amount owed. Include only the members owing a balance. The report footer should include the total number of non-active members, total number of active members, total number of members owing, and the amount owed. Have an option to view or print the report, allowing for 50 detail lines per page and at the end of the report, with the footer information described above.</i> • <i>Create a report that lists all seniors and their email addresses, sorted by state. Have an option to view, print, or export to an .xls file.</i> • <i>The design concepts of the master file, update program, membership report, and email report are left to the competitors. Usability and functionality should be the prime objectives.</i>



Event Name	Submission by 2 nd Friday in May (prejudged)	Specific Guidelines
Digital Video Production <i>Rating Sheets: page 99</i>	Videos must be uploaded as URL Statement of Assurance	<ul style="list-style-type: none"> • The production may use any method to capture or create moving images. • The presentation should include sources used to research the topic; development and design process; use of different video techniques; a list of equipment and software used; and copyright information for pictures, music, or other items. • The two (2) to four (4) minute video may be shown to the judges if desired. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>Using a popular cover song as a starting point, create a parody music video that will promote FBLA. It should incorporate music, acting, singing, and multiple production elements.</i>
E-business <i>Rating Sheets: page 101</i>	URL Statement of Assurance	<ul style="list-style-type: none"> • Websites must be available for viewing on the Internet at the time of judging. • No changes may be made to the website after the official entry date. • Sites should be designed to allow for viewing on as many different platforms as possible. • If using a shopping cart, it does not need to be activated. • Explanations should include development and design process, use and implementation of innovative technology, and use and development of media elements. • The website should be shown to the judges. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>Create a website for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a banquet hall, including but not limited to:</i> <ul style="list-style-type: none"> • <i>interactive calendar with availability</i> • <i>interactive photo gallery</i> • <i>interactive contact information page</i> • <i>ability to reserve date online and pay deposit</i> • <i>ability to order and pay for two different features</i> • <i>ability to request digital sales kit</i>
Mobile Application Development <i>Rating Sheets: page 122</i>	CD/DVD/USB (two (2) copies) Statement of Assurance	<ul style="list-style-type: none"> • The following platforms may be used to develop the project: Google's Android, Apple iOS, or Microsoft Windows Phone. • Project submissions must include the source code and screen shots of the GUI in PDF format. • The solution must run standalone with no programming errors. • Applications may deploy from a smartphone, tablet, or both, but must be smartphone deployable. • Applications do not need to be available for download from a digital-distribution multimedia-content service. • The app should be shown to the judges. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>An app is to be created that allows FBLA members to interact and share their opinions on style, fashion, and attire.</i> • <i>Users can snap a picture with their phone. They can share what they want to know—things like (a) Is this outfit stylish?, (b) Is this outfit professional?, (c) Is this outfit within the FBLA-PBL dress code?, (d) What should I change to make this outfit better?, and other important details.</i> • <i>It should allow users to post outfits and interact with anyone else who has posted outfits.</i>



Event Name	Submission by 2 nd Friday in May (prejudged)	Specific Guidelines
Website Design <i>Rating Sheets: page 135</i>	URL Statement of Assurance	<ul style="list-style-type: none"> • 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. • Websites should be designed to allow for viewing on as many different platforms as possible. • Explanations should include the development and design process, the use and implementation of innovative technology, and the use and development of media elements. • The website should be shown to the judges. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today's society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a restaurant, including but not limited to:</i> <ul style="list-style-type: none"> • <i>Menus</i> • <i>Contact Information and Hours of Operation</i> • <i>Make a Reservation Online</i> • <i>About Us</i> • <i>Preferred Customer Loyalty Program</i> • <i>Reviews</i>

Project Guidelines

- Competitors must prepare projects. Advisers and others are not permitted to help.
- The state chair/adviser must submit URLs by 11:59 p.m. Eastern Time on the second Friday in May.
- All physical media must be received at the FBLA-PBL National Center by 11:59 p.m. Eastern Time on 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.
- Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

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.

Performance Competencies

- See page 53.



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 four (4) individuals for these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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 2 nd Friday in May (prejudged)	Time	Specific Guidelines
Future Business Leader <i>Rating Sheets: page 106</i>	<ul style="list-style-type: none"> Upload one-page cover letter and résumé Cover letter addressed to: Ms. Jean Buckley President and CEO, FBLA-PBL, Inc., 1912 Association Drive Reston, VA 20191 	Preliminary 10 min. Final 15 min.	<ul style="list-style-type: none"> Objective Test: 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. Cover Letter: The letter should state reasons for deserving the honor of this award. Résumé: List your FBLA activities and involvement.
Job Interview <i>Rating Sheets: page 115</i>	<ul style="list-style-type: none"> Upload one-page cover letter, résumé Address to: Dr. Terry E. Johnson Director of Human Resources Merit Corporation, 1640 Franklin Place, Washington, D.C. 20041 	Preliminary 10 min. Final 15 min.	<ul style="list-style-type: none"> Cover Letter: 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. 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. Résumé: Highlight your work/volunteer experience.

Interview Guidelines

- Competitors must bring one (1) hard copy of résumé and cover letter in a folder to each round of interviews onsite.
- Label folders with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted.
- Résumés 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.
- Preliminary and final interviews are not open to conference attendees.
- Objective test scores will be used to break a tie in the final round.

Prejudged Materials

- Cover letters and résumés will be prejudged for maximum of 50 points to be added to the preliminary interview score.

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.
- Five (5) points may be deducted for not following guidelines.

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 four (4) individuals for these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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	Equipment Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
Impromptu Speaking	NA	10 min.	4 min.	3 min.	4 min.	Yes	No
Public Speaking I	NA	NA	4 min.	3 min.	4 min.	Yes	No
Public Speaking II	NA	NA	5 min.	4 min.	5 min.	Yes	No

Event Name	Specific Guidelines
Impromptu Speaking <i>Rating Sheet: page 113</i>	<ul style="list-style-type: none"> 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. The cards will be collected following the presentation. No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation. Topics must relate to one (1) or more of the FBLA-PBL goals.
Public Speaking I <i>9th & 10th grade only</i> <i>Rating Sheet: page 129</i>	<ul style="list-style-type: none"> The speech must be of a business nature and must be developed from one or more of the FBLA-PBL goals. When delivering the speech, competitors may use notes prepared before the event. No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.
Public Speaking II <i>Rating Sheet: page 130</i>	<ul style="list-style-type: none"> The speech must be of a business nature and must be developed from one or more of the FBLA-PBL goals. When delivering the speech, competitors may use notes prepared before the event. No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.

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.

Penalty Points Deducted by Judges

- Penalty points will be given if the speech is 30 seconds under or over the allocated time.
- Five (5) points may be deducted for not following guidelines.

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 four (4) entries for these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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	Equipment Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 pts)	Q&A (3 min.)
		NA	7 min.	6 min.	7 min.	Yes	Yes
Electronic Career Portfolio	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Graphic Design	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Introduction to Business Presentation	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Public Service Announcement	5 min.	NA	5 min.	4 min.	5 min.	Yes	Yes
Publication Design	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Sales Presentation	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Social Media Campaign	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Event Name	Event Type	Specific Guidelines
Electronic Career Portfolio <i>Rating Sheet: page 103</i>	Individual	<ul style="list-style-type: none"> 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. All information should reflect the student's accomplishments and experiences that have actually occurred. The portfolio must include: a résumé 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). 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"> 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. 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. 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.

Event Name	Event Type	Specific Guidelines
Graphic Design <i>Rating Sheet: page 110</i>	Individual or Team	<ul style="list-style-type: none"> • Emphasize graphic interpretation of the topic and design. • Do not use any words, diagrams, clip art, and/or artwork that are not public domain. • The logo must be saved in JPEG, GIF, or EPS format. Graphics should be computer generated. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>Create a digital sales kit for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the digital sales kit. All files should be shown in the presentation. The kit should include:</i> <ul style="list-style-type: none"> • <i>floor plans</i> • <i>catering menus</i> • <i>special packages with upscale features</i> • <i>special services such as linens, decorations, china, seating, etc.</i>
Introduction to Business Presentation <i>9th & 10th grades only</i> <i>Rating Sheet: page 114</i>	Individual or Team	<ul style="list-style-type: none"> • Use a presentation software program as an aid in delivering a business presentation. • Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience. • Comply with state and federal copyright laws. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>You have just taken first place in Introduction to Business Presentation at your FBLA State Leadership Conference, and you are now faced with the need to raise over \$2,000 per person on your team to attend the FBLA National Leadership Conference in Atlanta. Prepare a seven-minute presentation that can be used in front of a variety of potential sponsors that may include community service groups, local small businesses, the school board, etc.</i>
Public Service Announcement <i>Rating Sheet: page 128</i>	Individual or Team	<ul style="list-style-type: none"> • Research and form an objective on the topic provided. • Create a 30-second video on the topic. • The video production may use any method to capture or create moving images. • The PSA video must be shown to the judges. • The presentation should include the team's objective toward the topic; major findings from the topic research; the script writing process; use of different video techniques; a list of equipment and software used; and copyright issues with pictures, music, or other items. • Competitors must bring their own script copy if they want to refer to it during the presentation. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>In light of current events with professional sports teams, franchises, and professional sports players, the image of these companies has been tarnished. Produce a PSA demonstrating the positive impact of sports.</i>



Event Name	Event Type	Specific Guidelines
Publication Design <i>Rating Sheet: page 131</i>	Individual or Team	<ul style="list-style-type: none"> • The event is to highlight print publications. • Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience. • Competitors may bring copies of printed materials designed for presentation. • Comply with state and federal copyright laws. • The presentation should include the team's objective toward the topic; 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. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today's society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. To attract new customers and let people know about the restaurant, the owner has asked you to develop a series of print items suitable for a new bakery and restaurant marketing campaign. This will include the design of a brochure, 1/4 page newspaper ad, magazine coupon, and campaign poster not to exceed 18" x 24".</i> <p><i>Before you begin, design a logo for the company. This logo should communicate the company name, incorporate graphic elements, and include a tagline/slogan that you create. The logo should be used on all promotional items. The marketing campaign should be cohesive. Create contact information including a URL.</i></p>
Sales Presentation <i>Rating Sheet: page 132</i>	Individual	<ul style="list-style-type: none"> • 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. • When delivering the demonstration, the participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
Social Media Campaign <i>Rating Sheet: page 133</i>	Individual or Team	<ul style="list-style-type: none"> • 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, and 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. • Comply with state and federal copyright laws. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> • <i>Create a social media campaign to market your new business: a banquet hall to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings. You must use at least three sources of social media (e.g., Twitter, Facebook, Instagram, Pinterest, etc.).</i>

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.

Performance Guidelines

- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

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.

Performance Competencies

- See page 53.



PRESENTATION EVENTS WITHOUT EQUIPMENT

Overview

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

Eligibility

Each state may submit four (4) entries for these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on 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	Equipment Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 pts)	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	Event Type	Specific Guidelines
Business Ethics <i>Rating Sheet: page 86</i>	Team of two (2) to three (3)	<ul style="list-style-type: none"> Competitors must research the topic prior to conference and be prepared to present their findings and solutions. Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.). Teams are permitted to bring prepared notes. Books, other bound materials, and equipment are prohibited. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> <i>Research an ethical topic related to animal testing on products for safety and human use of those products.</i>
Client Service <i>Rating Sheet: page 92</i>	Individual	<ul style="list-style-type: none"> This role play event requires the competitor to provide customer service to a client (judges). 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. Information may be written on both sides of the note cards. Note cards will be collected following the presentation. No other reference materials, visual aids, or electronic devices may be brought in or used during the preparation of the performance.
Emerging Business Issues <i>Rating Sheet: page 104</i>	Team of two (2) to three (3)	<ul style="list-style-type: none"> Participants will be expected to research the topic prior to the conference and be prepared to present both the affirmative and negative arguments. Teams will be permitted to bring prepared notes of any type for the presentation. Teams will have seven (7) minutes to present both sides. No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance. Teams should introduce themselves, describe the situation, present both affirmative and negative and make their recommendations, and summarize their case. <p>2016 NLC Topic</p> <ul style="list-style-type: none"> <i>In the last several years, the entertainment industry has undergone a substantial number of changes. In the original days of television, there was nothing more than antenna. This was followed by cable, satellite, digital cable, digital antennas, and now, online streaming. Unlocked and jailbroken devices have become increasingly available and popular. It is your responsibility to research the following:</i> <ul style="list-style-type: none"> <i>legal implications of unlocked or jailbroken devices</i> <i>ethical implications of unlocked or jailbroken devices</i> <i>potential penalties for using unlocked or jailbroken devices</i> <i>availability of software/hardware/services to unlock or jailbreak a device</i> <p><i>Competitors should be ready to argue both the pro (there is nothing wrong with using unlocked or jailbroken devices) and the con (legally and ethically, unlocked or jailbroken devices are wrong) and present the arguments for both sides of the scenario to a panel of judges. Competitors should be ready to answer questions.</i></p>



Performance Guidelines

- Presentation of the entry must be conducted by competitors who authored the event.
- Client Service final performances are not open to conference attendees.
- Business Ethics and Emerging Business Issues final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

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 not following guidelines.

Performance Competencies

- See page 53.



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 11:59 p.m. Eastern Time on 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	Event Type	Dates	LifeSmarts Team Guidelines
LifeSmarts	Team	Fall Competition October 19, 2015– November 13, 2015 Spring Competition February 1, 2016– February 26, 2016	Register Online <ul style="list-style-type: none"> • Compete individually, with both team members completing a 60-question quiz across all LifeSmarts topic areas. • Demonstrate leadership by completing a team personal finance assessment. • Complete a team consumer assessment. • Receive a cumulative score after completing all activities. • Be ranked against other participating FBLA teams. • Registration link on FBLA-PBL.org when competition opens a week before starting date.

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 11:59 p.m. Eastern Time on 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	Event Type	Dates	VBC Guidelines
Virtual Business Management Challenge	Team or Individual	<p>Fall Competition October 19, 2015– November 13, 2015</p> <p>Spring Competition February 1, 2016– February 26, 2016</p>	<p>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:</p> <ul style="list-style-type: none"> • register an individual or team up to three (3) individuals • run the simulation • submit scores • compete and be ranked against other participating FBLA teams <p>Registration link on FBLA-PBL.org when game opens a week before starting date.</p>

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) 15–20 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 15–20 minute session. The national winner will be determined based on the highest cumulative profit.



2016 NLC COMPETITIVE EVENT TOPICS

3-D ANIMATION

You are an employee for the Code County School System and have been assigned to participate on the Marketing Team to promote the School System's dress code in the workplace for all employees including administrators, teachers, assistants, aides, etc.

Your school system has struggled for the last 18 months to enforce the Code County School System's dress code. Your Marketing Team has been assigned the task of designing a promotional video clip using 3-D animation to stress the required dress code. Design a 3-D animated video clip keeping in mind the audience to be sure that the dress code will be followed throughout the rest of the school year. The focus of the clip should be following the dress code versus the actual code itself. Present the video clip to the panel of judges, your superintendent, and his/her administrators.

BUSINESS ETHICS

Research an ethical topic related to animal testing on products for safety and human use of those products.

BUSINESS FINANCIAL PLAN

You just recently graduated from your university with a degree in Health and Physical Fitness. You played two sports at your university and continue to remain healthy by working out and eating well. Your dream has been to open your own athletic club with high-end equipment, structured class exercise rooms, cardio exercise equipment, weight machines, and free weights. You want to offer 30- and 60-minute massages and personalized fitness plans. You will have locker rooms and operate 24 hours/7 days a week. There is an opportunity to grow and hire other employees who could be personal trainers working with you in the same school of philosophy.

You have thousands of dollars of debt and no disposable income because you have not been hired for your first job since graduating. You really want to open this athletic club. You are planning to open your own facility in a 15,000 square foot, stand-alone building. You will need equipment, inventory, software for schedules, and more to open your doors.

You did your research and you found a great opportunity to present your idea including a business financial plan to a major Angel Investor who may want to invest in your plan.

Prepare a well-written business financial plan following the parameters and FBLA Performance Indicators as assigned. You will need to submit your report and then give a seven-minute presentation to the Angel Investor (judges).

COMPUTER GAME & SIMULATION PROGRAMMING

Create a computer game that includes the following features/capabilities:

- has at least three levels
- keeps score
- must run on a PC using Windows 7 or newer
- must be a standalone executable program
- virus and malware free
- must have some type of celebratory conclusion if the game is conquered. Must have some type of encouragement for those who cannot conquer the game. Can replay.
- at least two lives or chances
- game features should be compatible with a maximum ESRB rating of E10+.

DESKTOP APPLICATION PROGRAMMING

You have been hired by the national office of Future Business Leaders of America-Phi Beta Lambda.

Create a program to keep current membership data, allowing the addition and change of records. Each record in the master file should contain the membership number, first name, last name, school, state, email, year joined, code for active/non-active, and amount owed.

Create a report that will produce a list of members by state from the master file that has the member number, member name, year joined, grade in school, and amount owed. Include only the members owing a balance. The report footer should include the total number of non-active members, total number of active members, total number of members owing, and the amount owed. Have an option to view or print the report, allowing for 50 detail lines per page and at the end of the report, with the footer information described above.

Create a report that lists all seniors and their email addresses, sorted by state. Have an option to view, print, or export to an .xls file.

The design concepts of the master file, update program, membership report, and email report are left to the competitors. Usability and functionality should be the prime objectives.

2016 NLC COMPETITIVE EVENT TOPICS

DIGITAL VIDEO PRODUCTION

Using a popular cover song as a starting point, create a parody music video that will promote FBLA. It should incorporate music, acting, singing, and multiple production elements.

E-BUSINESS

Create a website for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a banquet hall, including but not limited to:

- interactive calendar with availability
- interactive photo gallery
- interactive contact information page
- ability to reserve date online and pay deposit
- ability to order and pay for two different features
- ability to request digital sales kit

EMERGING BUSINESS ISSUES

In the last several years, the entertainment industry has undergone a substantial number of changes. In the original days of television, there was nothing more than an antenna. This was followed by cable, satellite, digital cable, digital antennas, and now, online streaming.

Unlocked and jailbroken devices have become increasingly available and popular. It is your responsibility to research the following:

- legal implications of unlocked or jailbroken devices
- ethical implications of unlocked or jailbroken devices
- potential penalties for using unlocked or jailbroken devices
- availability of software/hardware/services to unlock or jailbreak a device

Competitors should be ready to argue both the pro (there is nothing wrong with using unlocked or jailbroken devices) and the con (legally and ethically, unlocked or jailbroken devices are wrong) and present the arguments for both sides of the scenario to a panel of judges. Competitors should be ready to answer questions.

GRAPHIC DESIGN

Create a digital sales kit for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the digital sales kit. All files should be shown in the presentation. The kit should include:

- floor plans
- catering menus
- special packages with upscale features
- special services such as linens, decorations, china, seating, etc.

INTRODUCTION TO BUSINESS PRESENTATION

You have just taken first place in Introduction to Business Presentation at your FBLA State Leadership Conference, and you are now faced with the need to raise over \$2,000 per person on your team to attend the FBLA National Leadership Conference in Atlanta. Prepare a seven-minute presentation that can be used in front of a variety of potential sponsors that may include community service groups, local small businesses, the school board, etc.

MOBILE APPLICATION DEVELOPMENT

An app is to be created that allows FBLA members to interact and share their opinions on style, fashion, and attire.

Users can snap a picture with their phone. They can share what they want to know—things like (a) Is this outfit stylish?, (b) Is this outfit professional?, (c) Is this outfit within the FBLA-PBL dress code?, (d) What should I change to make this outfit better?, and other important details.

It should allow users to post outfits and interact with anyone else who has posted outfits.

PUBLIC SERVICE ANNOUNCEMENT

In light of current events with professional sports teams, franchises, and professional sports players, the image of these companies has been tarnished. Produce a PSA demonstrating the positive impact of sports.



2016 NLC COMPETITIVE EVENT TOPICS

PUBLICATION DESIGN

You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today's society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. To attract new customers and let people know about the restaurant, the owner has asked you to develop a series of print items suitable for a new bakery and restaurant marketing campaign. This will include the design of a brochure, 1/4-page newspaper ad, magazine coupon, and campaign poster not to exceed 18" x 24".

Before you begin, design a logo for the company. This logo should communicate the company name, incorporate graphic elements, and include a tagline/slogan that you create. The logo should be used on all promotional items. The marketing campaign should be cohesive. Create contact information including a URL.

SOCIAL MEDIA CAMPAIGN

Create a social media campaign to market your new business: a banquet hall to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings. You must use at least three sources of social media (e.g., Twitter, Facebook, Instagram, Pinterest, etc.).

WEBSITE DESIGN

You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today's society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a restaurant, including but not limited to:

- Menus
- Contact Information and Hours of Operation
- Make a Reservation Online
- About Us
- Preferred Customer Loyalty Program
- Reviews



FBLA 3-D ANIMATION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Development of Project					
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	
Animated Video Production and Elements					
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	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> video longer than 3 minutes					
Total Points					/100 max

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA 3-D ANIMATION

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Development of Project					
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	
Animated Video Production and Elements					
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	
Content					
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	
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/200 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow directions.					
Total Points	/200 max.				
Prejudged Score	/100 max.				
Final Score (add total points and prejudged score)	/300 max.				

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
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for the American Enterprise system	0	1–5	6–10	11–15	
Research into school and/or community needs	0	1–2	3–4	5	
Planning and development of project	0	1–7	8–14	15–20	
Implementation of project	0	1–5	6–10	11–15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1–7	8–14	15–20	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report design appropriate for audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					/100 max.
Penalty Points 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					
Total Points					/100 max.

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

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
Content					
Problem is understood and well-defined	0	1-3	4-7	8-10	
Alternatives are recognized with pros and cons stated and evaluated	0	1-7	8-14	15-20	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-7	8-14	15-20	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1-7	8-14	15-20	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Team members participate actively during the presentation	0	1-2	3-4	5	
Team demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA BUSINESS ETHICS

Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-5	6-10	11-15	
Team's position is clearly stated	0	1-5	6-10	11-15	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Quality of research	0	1-5	6-10	11-15	
Comments:					
Delivery					
Statements are well organized and clearly stated, appropriate business language used	0	1-3	4-7	8-10	
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	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines. _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Total Points					/100 max.
Final Score					/100 max.

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
Report Content					
Description of business, assumptions, and strategies to obtain loan (one page)	0	1–10	11–20	21–30	
Company Description <ul style="list-style-type: none"> • Legal form of business • Company governance • Company location(s) • Long- and short-term goals 	0	1–7	8–14	15–20	
Operations and Management <ul style="list-style-type: none"> • Business facilities described • Management personnel identified • Workforce described (current and projected) 	0	1–8	9–18	19–25	
Target Market <ul style="list-style-type: none"> • Target market defined (size, growth potential, needs) • Risks and potential adverse results identified, analyzed, and planned for 	0	1–10	11–20	21–30	
Financial Institution <ul style="list-style-type: none"> • Name and type of financial institution to which loan application is being made 	0	1–7	8–14	15–20	
Loan Request <ul style="list-style-type: none"> • Purpose of loan and amount requested • Itemized planned expenditures • Projections for future stability of company 	0	1–10	11–20	21–30	
Supporting Documents <ul style="list-style-type: none"> • Works cited page 	0	1–5	6–10	11–15	
Comments:					
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–5	6–10	11–15	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–5	6–10	11–15	
Comments:					
Subtotal					/200 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <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					
Total Points					/200 max.

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
Content					
Description of the company, operations, and management (current & projected)	0	1-5	6-10	11-15	
Description of the financial plan and strategies to obtain loan	0	1-5	6-10	11-15	
Underlying assumptions explained and supported	0	1-5	6-10	11-15	
Risks and potential adverse results identified, analyzed, and planned	0	1-5	6-10	11-15	
Purpose of loan and amount requested and projections	0	1-3	4-7	8-10	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/200 max.
Final Score (add total points and report score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA BUSINESS PLAN

Report Rating Sheet

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

(continued on next page)



Long-term Development <ul style="list-style-type: none"> • Goals for three-, five- or more years are identified and documented • Risks and potential adverse results identified and analyzed • Strategy in place to take business toward long-term goals 	0	1–5	6–10	11–15	
Financials <ul style="list-style-type: none"> • Type of accounting system to be used is identified • Financial projections are included and reasonable • 1st year monthly cash flow • 1st year monthly income statement • Yearly income statements for years 1, 3 & 5 • Financial assumptions clearly identified 	0	1–7	8–14	15– 20	
Supporting Documents <ul style="list-style-type: none"> • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc. 	0	1–5	6–10	11–15	
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): <input type="checkbox"/> missing cover information <input type="checkbox"/> missing table of contents <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
Total Points				/200 max.	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA BUSINESS PLAN

Performance Rating Sheet

 Preliminary Round

 Final Round

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

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA CLIENT SERVICE

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
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	
Comments:					
Delivery					
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	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA COMMUNITY SERVICE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1–5	6–10	11–15	
Planning and development of project	0	1–5	6–10	11–15	
Implementation of project	0	1–5	6–10	11–15	
Impact and benefits to the community	0	1–8	9–18	19–25	
Evidence of publicity	0	1–2	3–4	5	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report & design appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <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					
Total Points					/100 max.

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
Content					
Description of project development and strategies used to implement project	0	1–8	9–18	19–25	
Appropriate level of chapter member involvement in the project	0	1–3	4–7	8–10	
Degree of impact on the community and its citizens	0	1–7	8–15	16–20	
Evidence of publicity received	0	1–2	3–4	5	
Effective student evaluation of project	0	1–2	3–4	5	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–5	6–10	11–15	
Demonstrates self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score (add total points and report score)					/200 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA COMPUTER GAME & SIMULATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Usability and Support					
Storage media, uploaded folder, and shortcuts formatted properly	0	1-3	4-7	8-10	
Instructions clear and executable launches from shortcut without modification	0	1-3	4-7	8-10	
Comments:					
Game Play Evaluation					
Quality of Rules—rules presented well and player knows what to do	0	1-3	4-7	8-10	
User Interface—game controls are easy to use without much explanation	0	1-3	4-7	8-10	
Navigation—the player can get to the end of game and knows how to get there	0	1-3	4-7	8-10	
Performance—no errors, bugs, or glitches	0	1-3	4-7	8-10	
Play—game is challenging, the game can be completed	0	1-3	4-7	8-10	
Artistry—color, backgrounds, characters, sounds are attractive and visible	0	1-3	4-7	8-10	
Player Interactions—player participates in the story and the actions are consistent with the concept	0	1-3	4-7	8-10	
Immersion—player feels connected to the gameplay and is not distracted or removed from interaction	0	1-3	4-7	8-10	
Rewards—player is rewarded properly for taking game risks	0	1-3	4-7	8-10	
Comments:					
Game Concept & Design Evaluation					
Fully addresses concept and topic	0	1-7	8-14	15-20	
Game play and graphics appropriate for concept and age group	0	1-3	4-7	8-10	
Incorporates entertainment and education elements	0	1-3	4-7	8-10	
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	
Comments:					
Subtotal					/200 max.
Penalty Points 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					
Total Points					/200 max

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
Content					
Describes the topic, problem, and challenges	0	1–2	3–4	5	
Describes the planning process used to design the game through planning documents such as storyboards, flowcharts, etc.	0	1–3	4–7	8–10	
Describes design software selection and why these were most appropriate to the task	0	1–3	4–7	8–10	
Describes the user interface (input/output parameters) and why this applies best for this audience	0	1–3	4–7	8–10	
Describes how the game flows from starting point to victory and what is needed to win	0	1–5	6–10	11–15	
Describes user interactions and how these actions are entertaining, educational, and engaging to the audience	0	1–5	6–10	11–15	
Describes the program modules, structure, and commenting	0	1–3	4–7	8–10	
Describes the usefulness of the program in meeting the educational goal of the topic	0	1–2	3–4	5	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–2	3–4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for leaving materials					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA DESKTOP APPLICATION PROGRAMMING

Production Rating Sheet

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

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
Content					
Description of the problem	0	1–2	3–4	5	
Description of the planning process used to design the program	0	1–3	4–7	8–10	
Description of program documentation	0	1–3	4–7	8–10	
Description of input/output and program parameters	0	1–5	6–10	11–15	
Description of how the program flows	0	1–7	8–14	15–20	
Description of program structures	0	1–5	6–10	11–15	
Description of the usefulness of the program	0	1–2	3–4	5	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–2	3–4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for leaving materials					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total score and prejudged score)					/300 max.

Name: _____

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
Content					
Theme fully and properly developed. Solution properly addresses assigned topic.	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Copyright information is noted in credits	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Comments:					
Presentation					
Presentation shows creativity and originality	0	1-3	4-7	8-10	
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-7	8-14	15-20	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality of presentation	0	1-3	4-7	8-10	
Presentation effective at motivating audience to action	0	1-3	4-7	8-10	
Comments:					
Subtotal					/200 max.
Time Penalty Deduct five (5) points for presentation over four (4) minutes. Time: _____					
Penalty Points 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 _____					
Final Score					/200 max.

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

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA E-BUSINESS

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Format is consistent and appropriate projecting a good image of the company while maintaining a balance between design and functionality	0	1-5	6-10	11-15	
Graphic design shows creativity, originality, and supports topic	0	1-5	6-10	11-15	
Page elements are effective without being distracting	0	1-3	4-7	8-10	
Comments:					
Shopping Experience					
Catalog information is organized in a logical and meaningful manner. Navigation path allows customers to make purchasing decision easily	0	1-7	8-14	15-20	
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	
Comments:					
Shopping Cart Implementation					
Shopping cart is easy to use and understandable and features are clearly explained	0	1-3	4-7	8-10	
Customer can easily add items to and delete items from the shopping cart	0	1-3	4-7	8-10	
Obvious navigation path to the cash register	0	1-3	4-7	8-10	
Customer can get back to shopping easily from shopping cart	0	1-3	4-7	8-10	
Order form is easy to understand and complete	0	1-3	4-7	8-10	
Adequate information is provided for confirmation of a successful transaction	0	1-3	4-7	8-10	
Comments:					
Technical					
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Site is free of broken links and error messages	0	1-3	4-7	8-10	
Site is compatible with multiple browsers & platforms	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates is identified at the bottom of the home page	0	1-3	4-7	8-10	
Comments:					
Subtotal					/200 max.
Penalty Points: Deduct five points for not following guidelines.					
Penalty Points: Deduct five points for not submitting Statement of Assurance.					
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA E-BUSINESS

Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describe development of the topic	0	1-5	6-10	11-15	
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	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA ELECTRONIC CAREER PORTFOLIO

Performance Rating Sheet

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

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA EMERGING BUSINESS ISSUES

Performance Rating Sheet

Preliminary Round Final Round

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

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA ENTREPRENEURSHIP

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Comments:					
Delivery					
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	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA FUTURE BUSINESS LEADER

Interview Materials Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter					
States job for which applying	0	2	3	4	
Promotes self in letter. Lists skills, achievements, experience, etc.	0	4	6	8	
States that the resume is included with the letter and asks for an interview	0	2	3	4	
Resume					
Targets job listed on cover letter	0	2	3	4	
Reader friendly—categories can be found easily, white space utilized, professional fonts and font sizes	0	4	6	8	
Included education, activities, and experience information	0	4	6	8	
Brief, concise information		2	3	4	
Spelling and Grammar					
Documents are free of spelling, punctuation, and grammatical errors	0	3	7	10	
Subtotal					/50max.
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					/50max.

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
Interview					
Demonstrates poise, maturity, and a good attitude	0	1-3	4-7	8-10	
Demonstrates self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
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	
Leadership Ability					
Illustrates participation and leadership in FBLA	0	1-5	6-10	11-15	
Explains participation in other school and/or community organizations	0	1-3	4-7	8-10	
Explains and shows areas of outstanding achievement	0	1-5	6-10	11-15	
Indicates understanding of career knowledge and career plans	0	1-5	6-10	11-15	
Application Materials					
Participant brought copy of application materials to interview	0			5	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points					/100 max.
Application Materials (add to total points in preliminary round)					/50 max
Objective Test Score (add to total points in preliminary round)					/100 max.
Final Score					/250 max.

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
Interview					
Demonstrates poise, maturity, and a good attitude	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance	0	1-2	3-4	5	
Demonstrates proper greeting, introduction, and closing	0	1-2	3-4	5	
Leadership Ability					
Illustrates participation and leadership in FBLA	0	1-5	6-10	11-15	
Explains participation in other school and/or community organizations	0	1-5	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	
Application Materials					
Student brought application materials to interview	0			5	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points					
Objective Test Score (to be used in the event of a tie)					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA GLOBAL BUSINESS

Performance Rating Sheet

Final Round

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

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA GRAPHIC DESIGN

Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of promotional materials	0	1-7	8-14	15-20	
Explains the design and development process	0	1-7	8-14	15-20	
Create interest and desire for design	0	1-7	8-14	15-20	
Consistency in graphic design to theme	0	1-7	8-14	15-20	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for leaving materials					
Total Points					/100 max.

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
Problem Identification					
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	
Comments:					
Technology					
Basic hardware/software knowledge, used correct terminology	0	1-2	3-4	5	
Demonstrates ability to effectively answer client's technical questions	0	1-3	4-7	8-10	
Meets the needs of the client/customer	0	1-3	4-7	8-10	
Demonstrates troubleshooting skills and effective investigative methods	0	1-3	4-7	8-10	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Demonstrates conflict resolution skills	0	1-2	3-4	5	
Brings situation(s) to closure	0	1-2	3-4	5	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA HOSPITALITY MANAGEMENT

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-3	4-7	8-10	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participants demonstrate self-confidence, poise, and good voice projection	0	1-5	6-10	11-15	
Demonstrates the ability to effectively answer questions	0	1-5	6-10	11-15	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School: _____ 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
Content					
Relation to the topic	0	1–5	6–10	11–15	
Memorable central theme stated and repeated	0	1–2	3–4	5	
Supporting information is accurate and appropriate	0	1–2	3–4	5	
Comments:					
Organization					
Immediate introduction of topic	0	1–3	4–7	8–10	
Strong support (body) for topic	0	1–3	4–7	8–10	
Effective and memorable conclusion	0	1–3	4–7	8–10	
Comments:					
Delivery					
Extemporaneous delivery (i.e., not merely read from the notes)	0	1–5	6–10	11–15	
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	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA INTRODUCTION TO BUSINESS PRESENTATION

Performance Rating Sheet

 Preliminary Round

 Final Round

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

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA JOB INTERVIEW

Interview Materials Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter					
States job for which applying	0	2	3	4	
Promotes self in letter. Lists skills, achievements, experience, etc.	0	4	6	8	
States that the resume is included with the letter and asks for an interview	0	2	3	4	
Resume					
Targets job listed on cover letter	0	2	3	4	
Reader friendly—categories can be found easily, white space utilized, professional fonts and font sizes	0	4	6	8	
Included education, activities, and experience information	0	4	6	8	
Brief, concise information		2	3	4	
Spelling and Grammar					
Documents are free of spelling, punctuation, and grammatical errors	0	3	7	10	
Subtotal					/50 max.
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					/50 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA JOB INTERVIEW

Interview Rating Sheet Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1-3	4-7	8-10	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1-3	4-7	8-10	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1-3	4-7	8-10	
Professional appearance	0	1-2	3-4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Relates previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1-5	6-10	11-15	
Possesses knowledge about the position and career field	0	1-3	4-7	8-10	
Possesses excellent communication skills, uses appropriate grammar, and uses appropriate length of time to answer questions	0	1-5	6-10	11-15	
Participant asks questions that demonstrates interest in organization and understanding of position	0	1-2	3-4	5	
Application Materials					
Participant brought copy of application materials to interview	0			5	
Subtotal				/100 max.	
Penalty Deduct five (5) points dress code					
Total Preliminary Interview				/100 max.	
Application Materials (add to total points in preliminary round)				/50 max	
Final Score				/150 max.	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA JOB INTERVIEW

Interview Rating Sheet Final Round

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

Name(s): _____

School _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Introduction					
“State of the Chapter” remarks to current members by chapter president <ul style="list-style-type: none"> • Number of members • Size of school and community 	0	1–3	4–7	8–10	
Comments:					
Activities to Benefit Chapter and Its Members					
Program of Work	0	1–2	3–4	5	
Recruitment activities	0	1–2	3–4	5	
Leadership development	0	1–2	3–4	5	
Career exploration and preparation	0	1–2	3–4	5	
Business partnerships	0	1–2	3–4	5	
Chapter fundraising	0	1–2	3–4	5	
Public relations activities and chapter publicity	0	1–2	3–4	5	
Comments:					
Activities to Benefit Other Individuals and Organizations					
State and national projects	0	1–3	4–7	8–10	
Other community service projects	0	1–2	3–4	5	
Comments:					
Conferences and Recognition					
Participation in FBLA conferences	0	1–3	4–7	8–10	
Other chapter and individual recognitions earned	0	1–3	4–7	8–10	
Competitive event winners and participants	0	1–2	3–4	5	
Comments:					
Report Format					
Clear, concise presentation with logical arrangement of information following the rating sheet categories	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics are appropriate for purpose	0	1–2	3–4	5	
Comments:					
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of 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					
Total Points					/100 max.

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
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Management's decision is clear	0	1-5	6-10	11-15	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
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	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA MANAGEMENT INFORMATION SYSTEMS

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes the situation	0	1-3	4-7	8-10	
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	
Explanation					
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	
Delivery					
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	
Subtotal					/150 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/150 max.
Objective Test Score (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
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Marketing's decision is clear	0	1-5	6-10	11-15	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
All team members actively participate during the presentation	0	1-2	3-4	5	
Team members show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Team members demonstrate the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score	/100 max.				
Objective Test Score (To be used in the event of a tie.)					

Name(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
Program Usability and Support					
Code packaged and readme file included with instructions for testing application	0	1-3	4-7	8-10	
Program launches and is functional on appropriate IDE (Xcode, Eclipse, Visual Studio).	0	1-3	4-7	8-10	
Comments:					
Design Evaluation					
Fully addresses concept and topic	0	1-5	6-10	11-15	
Graphics are appropriate and consistent for concept and age group	0	1-3	4-7	8-10	
Incorporates social media elements as appropriate to topic	0	1-3	4-7	8-10	
ICON appropriate for application	0	1-3	4-7	8-10	
Utilizes MVC and navigation is clear	0	1-3	4-7	8-10	
Application is bug free and does not crash	0	1-3	4-7	8-10	
Code is well written and logically designed	0	1-5	6-10	11-15	
Comments:					
Subtotal					/100 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines (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					
Total Points					/100 max

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
Content					
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	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–2	3–4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for materials left					
Total Points					/100 max.
Prejudged Score					/100 max.
Final Score (add total points and prejudged score)					/200 max.

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
Content					
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	
Comments:					
Technology					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available or being developed	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-2	3-4	5	
All team members participate actively during the presentation	0	1-3	4-7	8-10	
Team members demonstrate the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments:					
Subtotal					/150 max.
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/150 max.
Objective Test Score (To be used 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
Motions Classification	Comments		
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
Motions Performance Subtotal			
Comments:			
Business of the Meeting			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
Business of the Meeting Performance Subtotal			
Comments:			
General Parliamentary Procedure			
Proper order of business		10	
Proper use of parliamentary terms		10	
Clarity of expression and voice projection		5	
Impartiality of presiding official		5	
Initiative of members		5	
Poise, dignity, and appearance		5	
General Parliamentary Procedure Performance Subtotal			
Comments:			
Subtotal		/100 max.	
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time: _____			
Penalty Deduct five (5) points for failure to follow directions			
Dress Code Penalty Deduct five (5) points when dress code is not followed.			
Final Score		/100 max.	
Objective Test Score (To be used in the event of a tie.)			

Name(s): _____

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
Report Content					
Development	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	
Implementation	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	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Professional report design appropriate to audience	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Comments:					
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):					
<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					
Total Points					/100 max.

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

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



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
Video Presentation					
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	
Comments:					
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Comments:					
Subtotal					/150 max.
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/150 max.

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

Name: _____

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

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA PUBLICATION DESIGN

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describe the event topic and promotional materials	0	1-5	6-10	11-15	
Explains the design and development process	0	1-5	6-10	11-15	
Create interest and desire of the design for target audience	0	1-5	6-10	11-15	
Clear connection to theme throughout materials	0	1-5	6-10	11-15	
Incorporates a consistency in products to theme	0	1-5	6-10	11-15	
Include correct grammar, punctuation, spelling, and information related to event topic	0	1-2	3-4	5	
Delivery					
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	
Subtotal					/100 max.
Time Penalty Deduct two (2) points for each spelling, grammatical, capitalization, or typographical error (maximum of twenty [10] points):					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA SALES PRESENTATION

Performance Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening statement or remark	0	1-2	3-4	5	
Direct customer's attention to merchandise	0	1-2	3-4	5	
Comments					
Product Presentation					
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	
Comments					
Suggestion Selling					
Suggestion selling used	0	1-3	4-7	8-10	
Comments					
Handling Objections					
Welcomes and listens to all objections	0	1-2	3-4	5	
Comments					
Closing					
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	
Comments					
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.

Name(s): _____

School _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA SOCIAL MEDIA CAMPAIGN

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Design and Distribution					
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	
Comments:					
Content					
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	
Explains 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 noted, if applicable	0	1-5	6-10	11-15	
Comments:					
Presentation/Delivery					
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	
Comments:					
Subtotal					/200 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/200 max.

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
Content					
Marketing challenge for sports and entertainment industry is understood and well-defined	0	1-5	6-10	11-15	
Alternative promotions and sponsorships for sports and entertainment are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected for the sports and entertainment challenge with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues regarding branding strategies of products for sports and entertainment presented in case are addressed completely	0	1-3	4-7	8-10	
Marketing's decision is clear for a specific sports and entertainment market segmentation	0	1-5	6-10	11-15	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language used for sports and entertainment marketing	0	1-3	4-7	8-10	
All team members actively participate during the presentation	0	1-2	3-4	5	
Team members show self-confidence, poise, and good voice projection while accurately describing marketing strategies for sports and entertainment challenge	0	1-2	3-4	5	
Team members demonstrate the ability to effectively answer marketing questions for sports and entertainment challenge	0	1-3	4-7	8-10	
Comments:					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(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
Page Layout and Design					
Overall design is aesthetically appealing	0	1-7	8-14	15-20	
Design is consistent across all pages	0	1-3	4-7	8-10	
Design shows creativity, originality, and supports theme	0	1-7	8-14	15-20	
Design maintains a high level of usability	0	1-3	4-7	8-10	
Comments:					
Content					
Proper use of grammar, spelling, punctuation, etc.	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the website, 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	
Comments:					
Technical					
Site is compatible with multiple platforms	0	1-3	4-7	8-10	
Overall code—readability, white space, semantic, efficient, separation of structure	0	1-5	6-10	11-15	
Site interactivity functions and is error-free	0	1-3	4-7	8-10	
Additional technologies; 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	
Comments:					
Subtotal					/200 max.
Penalty Points: Deduct five (5) points each for not following Guidelines.					
Penalty Points: Deduct five (5) points for not submitting a Statement of Assurance.					
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FBLA WEBSITE DESIGN

Performance Rating Sheet

 Preliminary Round

 Final Round

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

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

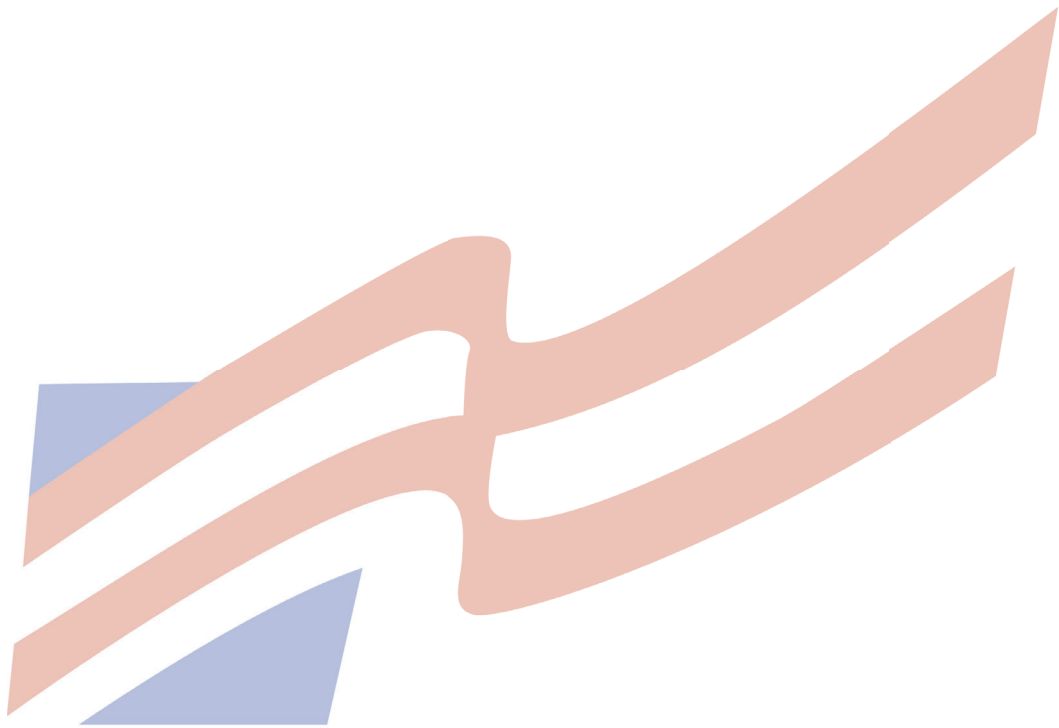
Judge's Comments:



FORMAT GUIDE

OVERVIEW	139
GENERAL GUIDELINES	134
ELECTRONIC RÉSUMÉ GUIDELINES	140
STANDARDS OF MAILABILITY	140
FAIR USE GUIDELINES FOR EDUCATIONAL USE	141
AGENDA	142
ITINERARY	143
LABEL/ENVELOPE	144
BUSINESS LETTER	144
PERSONAL LETTER	145
LETTER WITH ADVANCED FEATURES	146
LETTER & MEMO SECOND PAGE	146
EMAIL	147
MEMORANDUM	148
NEWS RELEASE	149
MINUTES	150
OUTLINE	151
REPORT	152
REPORT CONTINUED	153
ENDNOTE PAGE	153
CITATIONS	154
REFERENCE PAGE	155
TABLES	156
ELECTRONIC RÉSUMÉ	157
TABLE OF CONTENTS	158

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

Font Size:	11 or 12
Font Style:	Times New Roman, Arial, Calibri, or Cambria
Spacing:	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
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists: (enumerated items)	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	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
Leftbound Report:	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
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	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 RÉSUMÉ 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 résumé.

Here are tips to create a clear, readable electronic résumé:

- 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 résumé 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

Text for Use in Multimedia Projects	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.
Video ("Motion Media") for Use in Multimedia Projects			
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>
Video for Integration into Video Projects			
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).
Illustrations and Photographs			
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.
Music for Integration into Multimedia / Video Projects			
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. (www.indiana.edu), some do not mention a maximum (<i>Tina Ivany, UCSD, 12/08/95</i>).
Internet			
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 & DMCA</i>	Images may not 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.fbla-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

Top Margin: 2"
Side Margins: 1"
Spacing in Body: DS

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.¹

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

Top Margin: 1"
Side Margins: 1"
Spacing in Body: DS

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.²

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.³

The *MLA Style Manual* will be used for References/Works Cited.

ENDNOTE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

ENDNOTES (DS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)

²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1–7, 1998, p. 18.

(DS)

³Theodore 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).



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>.

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)**

Position	Current Salary	Percent Increase	Amount Increase	New Salary
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
Total	\$109,500.00		\$6,272.50	\$115,372.50

Example Table without Gridlines

**SALARY CHART
(DS)
Administrative Support Department
(QS)**

<u>Position</u>	<u>Current Salary</u>	<u>Percent Increase</u>	<u>Amount Increase</u>	<u>New Salary</u>
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>
Total	\$109,500.00		\$6,272.50	\$115,372.50



ELECTRONIC RÉSUMÉ

Top Margin: 1"
Side Margins: 1"

JENNIFER SMITH
1234 Jupiter Lane- Jupiter, Florida 33458
777-888-9999 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



TABLE OF CONTENTS

Top Margin:	2"
Side Margins:	1"

TABLE OF CONTENTS (DS)

Preface.....	ii
(DS)	
Alphabetical List.....	iv
(DS)	
Introduction	
Philosophy.....	2
Purpose (SS)	3
Software Comparison	
Cost Factors.....	5
Hardware Requirements.....	6
Implementation Plan.....	7
Training Needs.....	12
Miscellaneous Factors.....	15
Summary and Recommendations	
Summary.....	18
Recommendations.....	22
Bibliography.....	28
Appendices	
Appendix A: Glossary of Computer Terms.....	31
Appendix B: Organizational Chart.....	35






Note:

Page numbers should be right aligned with leader lines.



APPENDICES



	APPENDIX A: BUILDING A CHAPTER	160
	A.1 Chapter Ceremonies	160
	A.2 Sample Point System	163
	A.3 Sample Officer Application	164
	A.4 Fill-in-the-blank Chapter Bylaws	168
	A.5 Sample Chapter Minutes	169
	A.6 Sample Meeting Agenda	170
	APPENDIX B: PROGRAM OF WORK	171
	B.1 Local Chapter Monthly Report	171
	B.2 Sample Monthly Financial Report	172
	B.3 Program of Work(sheet)	173
	APPENDIX C: TOOL & ACTIVITIES	174
	C.1 Conference Checklist	174
	C.2 Conference Medical Release Form	175
	C.3 Conference Parental Consent Form	176
	C.4 Conference Code of Conduct Form	177
	C.5 March of Dimes Fundraising Report Form	178
	C.6 March of Dimes Grant Application	179
	C.7 American Enterprise Day Resolution Statement	180
	C.8 Sample FBLA-PBL Week Proclamation	181
	APPENDIX D: RECRUITMENT, RETENTION, 182 & RECOGNITION	
	D.1 Sample Membership Application	182
	D.2 Sample Press Release	183
	D.3 Sample Recruitment Letter	184
	D.4 Professional Division Membership Form	185
	D.5 Adviser Wall of Fame Recognition Form	186
	D.6 Interactive Forms	187
	APPENDIX E: FUNDRAISING	188
	E.1 Sample Chapter Budget	188
	E.2 Conference Budget Form	189
	E.3 Sample Donation/Sponsorship Letter	190
	E.4 Fundraising Time Line & Planning Sheet	191



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**

All candidates must:

- Be a paid member in active status
- Have attended at least one conference
- Have completed at least 1 BAA level

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:
 - Prepare and present activities related to your office to the chapter.
 - Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
 - Communicate with FBLA members.
 - Recruit new members and chapters.
 - Contribute ideas for improving our FBLA 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 FBLA 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 FBLA.
7. Officers are required to complete at least one level of the Business Achievement Awards (BAA).

 **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 Local Chapter 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

PERSONAL INFORMATION

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Current Year in School: _____ Graduation Year: _____

Number of years as an FBLA 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 résumé 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 FBLA activities. Specify if this free period is something that you are willing to donate permanently or temporarily.
3. What have you done as an FBLA member? (list all conference awards, BAA 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
FBLA 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:		GOALS	TACTIC	RESOURCES	BUDGET	ASSIGNED	FOLLOW UP/ EVALUATION
MONTH		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.
Aug./Sept.							
Oct.							
Nov.							
Dec.							
Jan.							
Feb.							
Mar.							
Apr.							
May							
June/July							

COMPETITIVE EVENTS & CONFERENCE CHECKLIST

Use this checklist to gain the competitive edge at conferences and competitive events.

CREATE AN ITINERARY

Congratulations! You have state competition winners who qualified for the NLC. Start an itinerary: Check flights, draft schedules, research tours, and create a sample budget. Ask students what they would like to do at the conference and meet with your administration to review your itinerary and inquire about fundraising.

FUNDRAISE

You’ve calculated trip expenses and your school’s contribution; now you know how much money to raise. To get started, check out the numerous fundraising options at fbla-pbl.org under “Membership Benefits.”

PREPARE STUDENTS

View the *Competitive Events Online Reference Guide* for event guidelines, rating sheets, performance indicators, sample questions and case studies, and past performance videos. Create handouts with competitive events tips and/or consider purchasing a study guide from the *MarketPlace*.

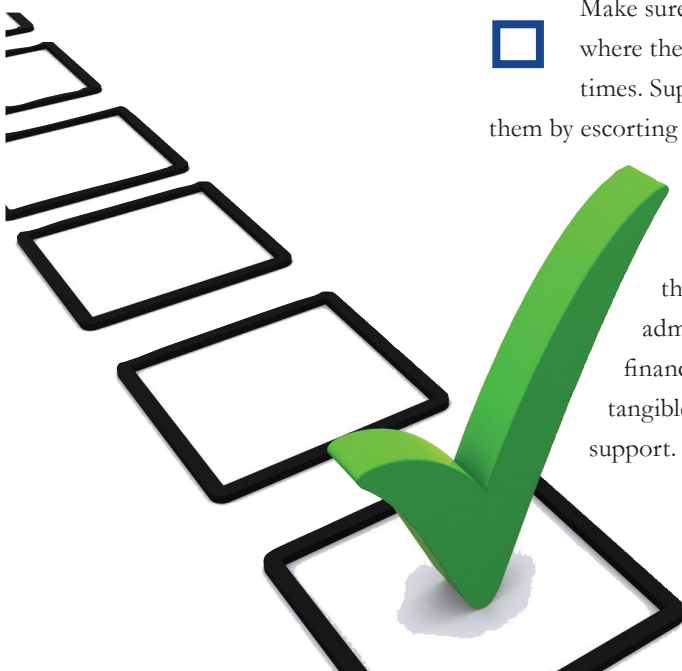
CHECK THE PROGRAM

You made it to the conference. After hotel check in, pick up a conference program and review dates, times, and locations. Create a schedule for your members and/or hold a short meeting to review competitive events, workshops, presentations, open events, and exhibits.

ESCORT COMPETITORS

Make sure your members know where they need to be at all times. Support and encourage them by escorting them to competitions.

And, of course, take lots of pictures—a great resource that shows school administration and financial supporters the tangible impact of their support.



WHY COMPETE?

- Demonstrate career competencies, business knowledge, and job-related skills
- Expand leadership skills
- Demonstrate competitive spirit
- Receive achievement recognition
- Win scholarship money
- Travel and networking opportunities
- School recognition

ADDITIONAL NOTES

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

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 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
March for Babies			
WonderWalk			
WalkMania			
Mini March for Babies			
Other Activites			
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:			
Total Dollars Enclosed			

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.

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.

— **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 FORM

Join online at go.fbla.org/joinPD

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email Address _____

Company _____ Title _____

Business Address _____

City _____ State _____ Zip _____

Business Phone () _____ Website _____

Membership Type Annual (\$25)/(\$30 California only) Lifetime (\$350)

Payment Options

Credit Card Visa MasterCard American Express Discover

Card # _____ Exp. Date ____ / ____ / ____

Signature _____

Check Make checks payable to FBLA-PBL

I am willing to volunteer (check all that apply):

Workshop Presenter Speaker Judge Sponsor

May we list your contact information in an online directory of professional members? Yes No

FBLA-PBL Relationship (please check all applicable categories)

Former FBLA Member Former PBL Member Former Adviser

Current Adviser Former State or National Officer Businessperson

Parent of a Member Other: _____

Specify Affiliation FBLA FBLA-Middle Level PBL

Optional

Credit my membership to this state chapter _____

Credit my membership to this school _____ Chapter # _____

Please mail completed application and membership dues to:
FBLA-PBL | 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 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.

MEMBERSHIP AWARDS	
Largest Local Chapter	Calculated based on membership records
Market Share Award	go.fbla.org/marketshare
Largest Local Chapter Membership—Professional Division	Calculated based on membership records
Largest State Chapter	Calculated based on membership records
Largest Increase in State Chapter Membership	Calculated based on membership records
Largest State Chapter Membership—Professional Division	Calculated based on membership records
State Recruitment of Chapters	Calculated based on membership records
INDIVIDUAL RECOGNITIONS	
Membership Madness	go.fbla.org/membershipmadness
Membership Mania	go.fbla.org/membershipmania
Business Achievement Awards—Future	go.fbla.org/BAAfuture
Business Achievement Awards—Business	go.fbla.org/BAAbusiness
Business Achievement Awards—Leader	go.fbla.org/BAAleader
Business Achievement Awards—America	go.fbla.org/BAAamerica
Community Service Awards—Community	go.fbla.org/CSA
Community Service Awards—Service	go.fbla.org/CSA
Community Service Awards—Achievement	go.fbla.org/CSA
Who's Who	Contact your state
Outstanding Local Chapter Adviser	Contact your state
Adviser Service Recognition	Contact your state
Adviser Wall of Fame	go.fbla.org/walloffame
Businessperson of the Year	Contact your state
CHAPTER RECOGNITIONS	
Connect Ten	Calculated based on membership records
Big Ten	Calculated based on membership records
100 Percent Class Participation	go.fbla.org/100percent
Membership Achievement Award	go.fbla.org/membershipachievement
Chapter Challenge	go.fbla.org/challenge
Super Sweeps	go.fbla.org/sweeps
Non-Stop November	go.fbla.org/nonstop
Action Awareness	go.fbla.org/action
Outstanding Chapter	go.fbla.org/outstandingchapter
Good Neighbor	go.fbla.org/goodneighbor
Gold Seal Chapter Award of Merit	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: _____

Balance at Beginning of Year	_____
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Total Receipts	_____
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Less Total Expenditures	_____
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Estimated Balance at End of Year	_____
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CONFERENCE BUDGET FORM

School: _____

Conference: _____

Date(s): _____

Location: _____ Hotel: _____

Number of Students: _____ Number of Advisers: _____

Cost				No. Persons	Total
Registration					
Member			\$ _____	x _____	\$ _____
Adviser			\$ _____	x _____	\$ _____
Guest/Chaperone			\$ _____	x _____	\$ _____
Meals	_____ days	@	\$ _____ /day	x _____	\$ _____
Hotel					
Quad	_____ days	@	\$ _____ /day	x _____	\$ _____
Triple	_____ days	@	\$ _____ /day	x _____	\$ _____
Double	_____ days	@	\$ _____ /day	x _____	\$ _____
Single	_____ days	@	\$ _____ /day	x _____	\$ _____
Transportation					
Ground	_____			x _____	\$ _____
Air	_____			x _____	\$ _____
Other (itemize)					
	_____			x _____	\$ _____
	_____			x _____	\$ _____
	_____			x _____	\$ _____
Total Estimated Expenditures					\$ _____

 **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 TIMELINE & PLANNING SHEET

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

PROGRAM ACTION	PERSON RESPONSIBLE	MONTHS								ACTIVITY	FOLLOW UP		
		8	7	6	5	4	3	2	1				
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. _____

