

Objective Test & Role Play

Individual or Team

Overview: These events consist of two parts, a 60-minute objective test and a role play. No calculators are allowed to be used on the production test. Students must provide their own non-graphing calculators for the objective test portion of this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for the objective test portion of this event. Team competitors will take one objective test collaboratively with the exception of Parliamentary Procedure where test will be taken individually and averaged to determine team score.

Event	Equip. Setup	Prep Time (sequestered)	Performance Time	Warning Time	Time Up	Penalty Over Time	Q&A
Banking & Financial Systems	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Entrepreneurship	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Global Business	NA	20 min.	7 min.	6 min.	7 min.	NA	NA
Help Desk	NA	10 min.	5 min.	4 min.	5 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
Parliamentary Procedure	NA	20 min.	9-11 min.	8 min.	11 min.	Yes	NA
Sports & Entertainment Management	NA	20 min.	7 min.	6 min.	7 min.	NA	NA

Regulations

- Refer to National Competitive Event Guidelines for description and procedures.
- The following events will require members to complete the objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration
 - Hospitality Management
 - Marketing
 - Sports & Entertainment Management

RLC & SLC Sequestered Event Requirements

- Competitors must report to the holding room prior to the first scheduled performance.
- Competitors are disqualified if they arrive after the first scheduled performance.
- Competitors must be escorted from room to room.
- Competitors may not communicate with outside individuals.
- No text messaging, email, Internet use, or phone calls are allowed after arriving at the holding room.
- **Note: If RLC/SLC role play events are closed to audience attendance, then procedures may be modified to require participants to report at a designated time for event prep.**

Interactive Performance Event

- Each participant will receive the case study according to the designated Sequestered Prep Time. Two (2) 4" x 6" note cards will be provided to each competitor and may be used during event preparation and performance. Information on note cards may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials, visual aids or electronic devices may be brought to or used during the preparation or performance.
- Flip charts and markers are provided for Management Information Systems and Network Design.
- The team has a designated number of minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- Teams should introduce themselves, describe the situation, make their recommendations and summarize their case. All team members are expected to actively participate in the performance. A timekeeper will stand at the warning time and again when time is up.
- A member may enter only one individual or team event and one chapter event. A member may enter only one individual or team event and one chapter event. Who's Who in FBLA and Future Business Educator does not count as an event.

Judging

- If there is a tie on the objective test, ties will be broken based on the order in which the tests were turned in.
- The SLC rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- In the case of a tie after the performance, the written objective test score will be added to determine rank.
- All decisions of the judges are final.

Event Name	Individual or Team	Objective Test Competencies & Case Overview
Banking & Financial Systems	Team of 2 or 3	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	Team of 2 or 3	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 or more of the following areas: business planning, human relations, financial management, or marketing.
Global Business	Team of 2 or 3	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.
Help Desk	Individual	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 Case: An interactive role-play scenario will be given based on customer service in the technical field.
Hospitality Management	Team of 2 or 3	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.

Event Name	Individual or Team	Objective Test Competencies & Case Overview
Management Decision Making	Team of 2 or 3	<p>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</p> <p>Case: A problem encountered by managers in one of the following areas: human resource management, financial management, marketing management or information systems management. Competitors will assume the role of management and present a solution to the case study.</p>
Management Information Systems	Team of 2 or 3	<p>Competencies: Systems analysis and design database management and modeling concepts object-oriented analysis and design user interfaces system controls defining system and business requirements</p> <p>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.</p>
Marketing	Team of 2 or 3	<p>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</p> <p>Case: A marketing problem is proposed and a solution is discussed.</p>
Network Design	Team of 2 or 3	<p>Competencies: Network installation problem solving and troubleshooting network administrator functions configuration of Internet resources backup and disaster recovery configuration network resources and services</p> <p>Case: An analysis of a computing environment situation and recommendation for a network solution that addresses the issues provided.</p>
Parliamentary Procedure	Team of 4 or 5	<p>Competencies: Parliamentary procedure principles FBLA Bylaws</p> <p>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 issue</i>.</p>
Sports & Entertainment Management	Team of 2 or 3	<p>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</p> <p>Case: A sports & entertainment management type of role play case.</p>

Parliamentary Procedure

Lorraine Missling Award
Refer to Event Notables in Appendices

Team Event

Performance Event with Judge Q & A.

Eligibility

- Each local chapter may enter one (1) team.
- A team at the RLC and SLC consists of four (4) or five (5) persons—each will serve in a role as president, vice president, secretary, treasurer or an additional member.
- No more than two (2) team members may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, in the case of an unforeseen situation, up to two (2) team members may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- A chapter can only register the same number of team members for the SLC as registered at the RLC.
- If a student has competed at the NLC in this event, they may not then compete in the Introduction to Parliamentary Procedure event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test and has indicated a willingness to serve by checking the interest box found on the online conference registration form. In addition, the state parliamentarian will fill out the following forms: the state officer code of conduct and the officer worksheet. These forms will be due to the State Office by **the first Wednesday in March** of the current year.
- Selection of the national parliamentarian is made from those team members or eligible state candidates who score highest on the national parliamentary procedures exam and who meet all other appropriate criteria. Refer to the *National Officer Candidate Guide* for specific candidate requirements and procedures.

Administration of Events

RLC	SLC
Objective test taken <u>individually</u> and <u>averaged</u> to determine team scores.	Preliminary round will consist of an objective test taken individually and averaged to determine team score.
No performance at RLC.	Top 8 teams will participate in a performance by the team in a final round During performance the secretary will take notes, but the notes will NOT be transcribed into minutes.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Parliamentary Procedure – Continued

Performance Event with Judge Q & A

- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report and a copy of the minutes from a preceding meeting. Participants are not to write on the copy of the problem.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.
- When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time under 8:31 minutes or 11:29 minutes.

Judging

- All decisions will be based on Robert's Rules of Order Newly Revised, 11th Edition.

Helpful References

Parliamentary Practice - An Introduction to Parliamentary Law, by General Henry M. Robert, Irvington Publishers, New York. (Contains drills for instructional purposes).

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

Points on Parliamentary Procedure, by National Association of Parliamentarians, 1990.