FBLA – CONNECT

Competitive Event Guidelines & Adviser's Handbook

2015-2016
State Awards Program

Dave Thomas
State Adviser

(Revised 10/21/2015)

Wisconsin FBLA Website
http://fbla.dpi.wi.gov/

Wisconsin Department of Public Instruction
Tony Evers, State Superintendent

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INTRODUCTION TO FBLA

2015-2016 Wisconsin FBLA Events Calendar

Theme: "Connect"

(Updated 10/21/2015)

WI FBLA Calendar in Google Format

DATE	ACTIVITY	NOTE: ****COMPETITIVE EVENT ITEMS DISPLAYED IN BOLD***
2015		
August 1	**National Membership Registration Opens for 2015-2016 (www.fbla-pbl.org)** Super Sweeps Begins First Day for MOS Word & Excel exams	
August 12	Wisconsin Google Hangout: Membership Recruitment & Local Chapter Officer Development	
August 14	*Tomorrow's Business Leader*—fall issue copy deadline	
September 8	**National Fall Stock Market Game-register through Adviser Area on http://www.fbla-pbl.org/**	
September 9	National Webinar: CONNECT with FBLA – PBL	
September	ACTE Outstanding Business Student Award—Postmark deadline	
October 5	HowTheMarketWorks, free FBLA Stock Challenge begins	
October 7	Webinar: CONNECT at the NFLCs	
October 9	National Fall Leadership Conference (NFLC Omaha, NE)–: Early bird registration deadline	
October 14	WI Fall Leadership Lab - Madison Wisconsin Google Hangout: Choosing a Competitive Event & Running for State/National Office	http://fbla.dpi.wi.gov/fbla_conferences
October 15	WI Fall Leadership Lab - Eau Claire	http://fbla.dpi.wi.gov/fbla_conferences
October 16	WI Fall Leadership Lab - Appleton	http://fbla.dpi.wi.gov/fbla_conferences
October 16	National Fall Leadership Conference (NFLC Charleston, SC)–: Early bird registration deadline	
October 19	**LifeSmarts Competitions Begins** **National Virtual Business Finance Fall Challenge (non-NLC Competitive Event)** **National Virtual Business Management Fall Challenge (NLC Competitive Event)**	
October 20	WI FBLA Membership deadline for consideration for Chapter Gold Seal Recognition Super Sweeps ends	
October 23	National Fall Leadership Conference (NFLC Baltimore, MD)–: Early bird registration deadline	

November 1	**Nonstop November**
November 1-30	Prematurity Awareness Month
November 13	*Tomorrow's Business Leader* — winter issue copy deadline **LifeSmarts Competitions Ends** **National Virtual Business Finance Fall Challenge (non-NLC Competitive Event) Ends** **National Virtual Business Management Fall Challenge (NLC Competitive Event) Ends**
November 15	**WI FBLA National/State Membership Deadline for Competition Dues/Membership Registration at www.fbla-pbl.org (please enter your registration online by Friday, November 13, 2015)** American Enterprise Day
November 16-17	Wisconsin Fall Leadership Conference (WFLC) & Fall Executive Board Meeting - Madison Marriott West http://fbla.dpi.wi.gov/fbla_conferences Please plan for your chapter to join us for the WFLC. Chapters may also be interested in attending the National Fall Leadership Conferences; however, our Wisconsin State Officer team will not be present: Omaha, NE (November 6-7, 2015) Charleston, SC (November 13-14, 2015) Baltimore, MD (November 20-21, 2015)
November 17	March of Dimes World Prematurity Day
November 20	HowTheMarketWorks, free Stock Market Challenge ends
November 19-24	**WI Membership Verification via email (Must be completed by 4 pm November 24)**
December 1-11	**WI RLC Registration Window closes at 4 pm on December 11**
December 2	WI Local Chapter Program of Work Due to State Office
December 4	RLC Host School Training in Madison
December 9	Wisconsin Google Hangout: Preparing for your Competitive Event & Business Achievement Awards (BAA)
December 10	Nonstop November ends
December 11	WI Regional Vice President Applications for 2016-2017 are due to the State Office **WI RLC Host Schools Online Access Available**
December 15	Dues deadline to receive winter publications
December 18	**Substitution Deadline to RLC Host Schools** **Fall Stock Market Game ends**

2016

January 1	Action Awareness begins
January 4	**Onsite Testing Administrator receive testing information/exams (via email)**
January 4-14	**Testing Window: RLC Online and Skill Event Testing at Home School**

January 8	Nomination Application for 2016-2017 National and State Officer Candidates are due to the State Office
January 15	National March of Dimes Grant: Application postmark deadline
January 15	**WI RLC Receipt Deadline: All pre-judged and skill event materials, along with registration fees and Regional VP candidate campaign materials are due to RLC host schools** **RLC Adviser Responsibility & Procedures due to RLC Host** **RLC Community Service Award Forms (must be submitted using Online Form)** **WI Outstanding Adviser Award Form due to State Office -- http://fbla.dpi.wi.gov/fbla_awards** **Wisconsin FBLA Lorainne Missling Scholarship Due** **Wisconsin FBLA Kevin Colling Scholarship Due**
January 25	**National Spring Stock Market Game Begins-register through Adviser Area on http://www.fbla-pbl.org/**
February 1-28	National and Wisconsin Career and Technical Education Month
February 1	**National Virtual Business Finance Spring Challenge (non-NLC Competitive Event)** **National Virtual Business Management Spring Challenge (NLC Competitive Event)** **LifeSmarts Spring Contest**
February 6	**High School Regional Leadership Conferences** **Locations: Region I Chequamegon, Region II Abbotsford, Region III Two Rivers, Region IV Lancaster, Region V Waunakee, Region VI Random Lake, Region VII Muskego** **2016-2017 State Officer Screening (bring campaign materials for approval)**
February 7-13	FBLA-PBL Week Feb 8 - National President's Forum & Fight to the Finish Feb 9 - Each One Reach One Feb 10 - Adviser Appreciation Day/Career Awareness Day Feb 11 - Career Awareness Day Feb 12 - FBLA-PBL Pride Day Feb 13 - Community Service Day
February 10	Wisconsin Google Hangout: Wisconsin March of Dimes & State Recognition Awards
February 10-11	CTSO State Officer Legislative Day-Madison Capitol
February 12	**High School Skill Event Cancellation Deadline (info to state office)** SLC National Anthem Audition Tape due to State Office
February 13	**Middle Level Western Area Regional Leadership Conference in La Crosse-Regions I, II, IV** **Note: See February 20 for Eastern Area Regional Leadership Conference**
February 15	**Tentative Date: HS SLC Housing Reservation system opens**
February 18	**Onsite High School Testing Administrators receive testing information/exams (via email)**
February 19	*Tomorrow's Business Leader* – spring issue copy deadline

February 18 – 25	**High School SLC Registration Window**
February 18 - 29	**High School SLC Testing Window: Skill Event Testing at Home School (must be received at state office by March 2)**
February 20	**Middle Level Eastern Area Regional Leadership Conference in Menomonee Falls-Regions III, V, VI, VII** **Note: See February 13 for Western Area Regional Leadership Conference**
February 26	**National Virtual Business Finance Spring Challenge (non-NLC Competitive Event) ends** **National Virtual Business Management Spring Challenge (NLC Competitive Event) ends** **LifeSmarts Spring Contest ends**
February 22-March 4	**Middle Level SLC Registration Window** **Middle Level SLC Lodging reservations should be secured at Stoney Creek in La Crosse (Room block held till March 10)**
March 1	**National Office Receipt Deadlines:** • FBLA national dues deadlines eligibility date for FBLA voting delegates and competitive events • National dues deadline to receive spring publications • National Awards Program Committee Application • BAA: Future, Business, and Leader awards • CSA Awards: Community and Service awards **Official Membership Count Recorded for SLC Largest Local Chapter Award** **Last day for MOS Word & Excel exams**
March 2	**SLC Registration Fees due to State Office** **All HS pre-judged and skill event materials are due to state office (must be received) State Officer campaign materials due to State Office** **SLC Community Service Award Form due to State Office (must be submitted using online form)** **Local Market Share Award Form (must be submitted using online form)** **Substitution Deadline/Info to State Office** **SLC Adviser Responsibilities & Procedures Form due to State Office** **SLC Student Conduct Form due to State Office** **Wisconsin Business Person of the Year Nomination due to the State Office**
March 7	HowTheMarketWorks, free Stock Market Challenge begins
March 8	**Onsite Middle Level Testing Administrators receive testing information/exams (via email)**
March 9	Wisconsin Google Hangout: State Leadership Conference Overview & Connect with Phi Beta Lambda (PBL)
March 9-16	**Middle Level SLC Testing Window: Skill Event Testing at Home School (must be received at state office by March 18)**
April 1	**National Office Receipt Deadlines:** • Membership Madness and Membership Mania • FBLA Membership Achievement Award • FBLA 100 Percent Class Participation • FBLA Outstanding Chapter • Distinguished Business Leader Scholarship • Chapter/State Membership Recognition Awards & Big 10 Awards Membership deadline • National Bylaws Amendment

April 11-12	**HS & ML State Leadership Conference in La Crosse**
April 19	**NLC Skill Event Participant Google Form Receipt Deadline to the State Office**
April 20	Webinar: CONNECT in Atlanta at #NLC16FBLA
April 25-29	**Testing Window: NLC Skill Event Testing at Local Technical Colleges As Arranged**
April 25	BAA America Awards and CSA Achievement Awards receipt deadline BAA Fight to the Finish deadline
April 29	HowTheMarketWorks, free Stock Market Challenge ends
April 30	Professional Division Membership Awards dues deadline
April/May	March of Dimes for Babies (check with your local March of Dimes Office or Regional Vice-President for specific dates)
May 1	FBLA Adviser Wall of Fame: Application postmark deadline
May 6	Spring Stock Market Game ends **All pre-judged are due to state office (must be received)** **ALL skill event materials are due to be shipped from regional testing sites** End of Year Report due to State Office (Gold Seal Chapter Requirement)
May 13	**National Office Receipt Deadlines:** • NLC competitive event registration • NLC intern application • Businessperson of the Year nomination • All Prejudged materials must be received at FBLA-PBL National Center via the State Office
May 13	National Officer Candidate application: Receipt deadline (4:00 p.m. Central Time) **State Office Receipt Deadline: National Leadership Conference Attendance & Wisconsin FBLA-PBL Foundation NLC Stipend Google Form** ***Failure to submit the NLC Attendance Form may result in qualifiers being ineligible.** ******All NLC substitutions must be reported and approved using the online Wisconsin Substitution Form available through the State Office prior to this registration deadline date. The State Office will not accept any changes after this date.***
May 20	**FBLA NLC and IFL: Early Bird Registration Deadline** Receipt Deadlines: • March of Dimes Fundraising Report • **All competitive events computer production tests must be received at FBLA-PBL National Center via Wisconsin FBLA state office in collaboration with designated regional technical college testing center**
June 9	FBLA Local Voting Delegates: Registration Deadline
June 12-15	State Officer Training (Madison)
June 28-29	FBLA Institute for Leaders-Atlanta, GA
June 29-July 2	**FBLA National Leadership Conference Held in Atlanta, GA**

Wisconsin FBLA (Future Dates)				
RLC 2017	February 4	**SLC 2017**	April 3-4	Appleton
RLC 2018	February 3	**SLC 2018**	April 9-10	La Crosse

National FBLA (Future Dates)		
IFL 2017	June 28-29	Anaheim
NLC 2017	June 29–July 2	
IFL 2018	June 27-28	Baltimore
NLC 2018	June 28–July 1	
IFL 2019	June 28-29	San Antonio
NLC 2019	June 29-July 2	

Future Business Leaders of America (FBLA)

is the national organization for all secondary school students participating in business education programs. It functions as an integral part of the instructional program of the business education curriculum in secondary schools.

Purpose

The purpose of FBLA is to provide, as an integral part of the instructional program, additional integrated learning opportunities for students in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Goals

Develop competent, aggressive business leadership.

Strengthen the confidence of students in themselves and their world.

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.

FBLA Student Organization Benefits

Offers an additional teaching/facilitating tool

COMMUNITY

- Generates enthusiasm
- Stimulates pride
- Improves social climate
- Improves school-community relations
- Improves school-business relations
- Improves school-parent relations
- Improves school-student relations

SCHOOL

- Involves students in civic activities
- Assists transition from school to work
- Promotes community activities
- Improves community-school rapport
- Generates community satisfaction
- Involves students in future civic development
- Encourages students to become active learners
- Allows for diversity of learning opportunities

STUDENT

- Decision making
- Problem solving
- Fellowship
- Adaptability
- Leadership
- Listening
- Self confidence/self-esteem
- Competence
- Self assessment
- Rewards
- Competition
- Team development
- Cooperation

FBLA 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.

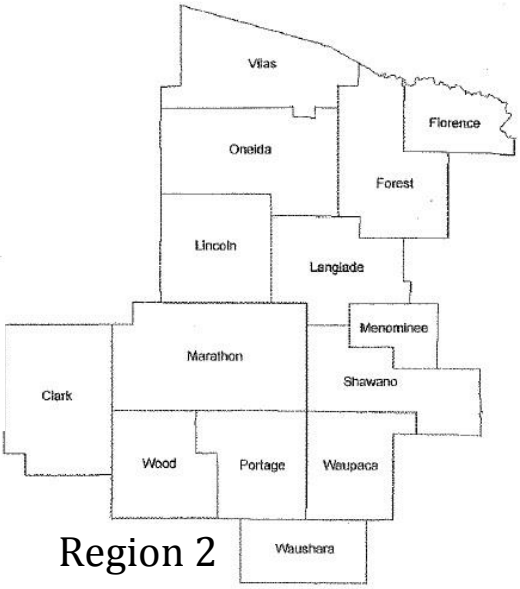
I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

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.

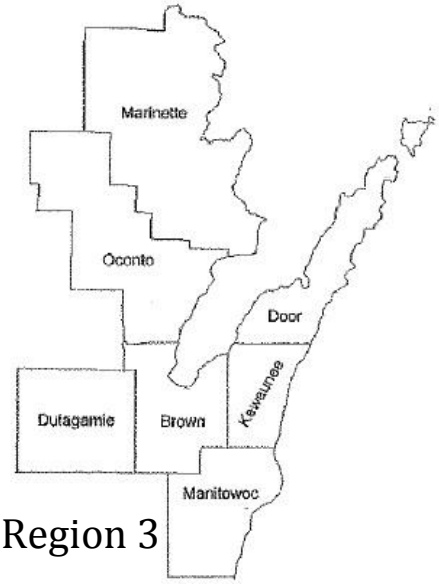
WISCONSIN FBLA REGIONAL MAP*

*Adopted as displayed for the 2015-2016 school year. Realignment will reduce the variance by approximately 50% in the number of competitors over & under the average per region. Additionally, the three largest regions based upon the number of competitors will reduce in size to better accommodate available facility space.

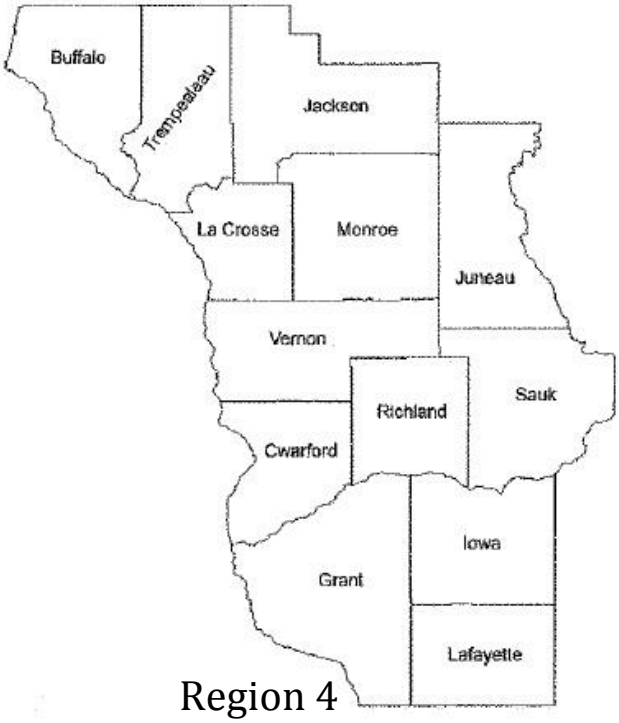
Region 1



Region 2



Region 3



Region 4

Region 5

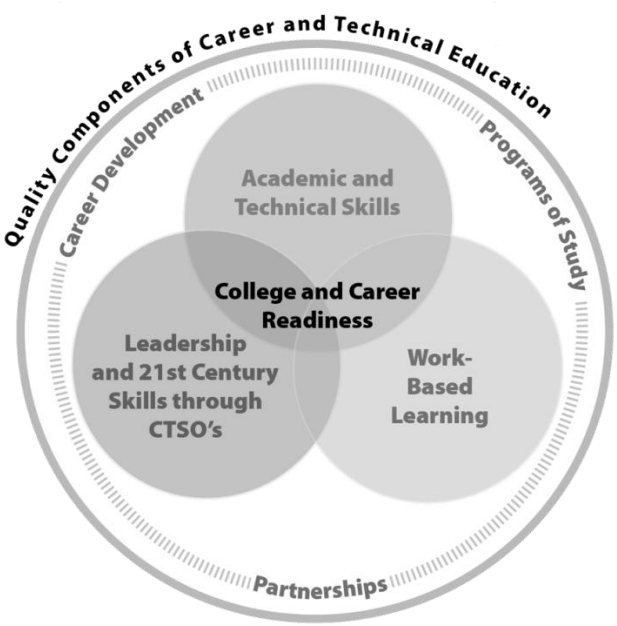
Region 6

Region 7

FBLA Relationship to Business Education

Career and technical student organizations (CTSO) are an integral part of career and technical education. Being an integral part means CTSOs are tools of instruction which reinforce through activities what the student learns in the classroom and/or on the job. Integrated chapter activities improve the effectiveness of every educational program and help the student become more prepared to make the transition from school to work and/or postsecondary education.

CTSOs, classroom instruction and/or supervised occupational experiences are components in the total **comprehensive and applied** career and technical program and should be directly related to one another.



Classroom instruction involves the organized presentation and application of knowledge, skills and attitudes. Supervised occupational experiences require the individual student to apply in an actual work setting the knowledge, skills and attitudes acquired through classroom instruction. CTSO activities are part of classroom instruction and supervised occupational experiences. Integrated chapter activities improve and tie together the existing curriculum.

CTSOs make teaching more effective by providing invaluable experiences in group dynamics that enable students to accept themselves within the total group situation. Chapter activities can also provide for the development of leadership, development of a dignity for work, promotion of standards of excellence, encouragement of broader educational experiences and encouragement of cooperative efforts. In addition, student organizations provide motivation toward the development of skills through the use of techniques such as competitive events, recognition events and awards programs.

FBLA-PBL Fact Sheet

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA is a non-profit career and technical student organization interested in or preparing for careers in business or business education. It is composed of three divisions: FBLA at the middle and secondary level, PBL at the post-secondary and college level and Professional. There are approximately 235,000 active members in over 6,200 chartered chapters across the nation.

FBLA gives students the chance to learn, first hand, about the business community as they prepare to become a part of it by developing competencies. They learn to lead and participate actively in group discussions, preside at meetings and conferences, work effectively within teams and engage in practical problem-solving and decision-making.

Chapter advisers and advisory committees—composed of school officials, appropriate businesspersons and other community representatives—help students become more aware of the intricacies of the American free enterprise system, global competition and interdependence and how it affects their lives in the present and future.

Projects involving FBLA-PBL members include professional, civic, service, career development and social awareness activities. State advisers help to coordinate the numerous chapter activities. They, in turn, report to the national association headquarters in Reston, Virginia, outside Washington, D.C. Headed by the President and Chief Executive Officer (Jean M. Buckley), the national staff works to help chapters and advisers and acts as liaison among student organizations, professional and business organizations and government agencies.

Since competition is recognized as a major part of the free enterprise system, FBLA-PBL sponsors a National Leadership Conference (NLC) which begins with competition at the local, regional and state levels. Inter- and intra-chapter warm-ups prepare members for the NLC, which emphasizes individual and team effort with awards for those who excel in both.

FBLA-PBL is financed almost entirely by dues and local chapter fundraising. Donations and grants also play an important part.

Publications supplied include Tomorrow's Business Leader, a student-oriented magazine; FBLA Adviser's Hotline, a newsletter for advisers; program packets with suggested projects to be developed at the local level; and an organizational manual. In addition, billboards, posters and brochures are included in supplemental materials provided by the national office.

The FBLA concept was developed in 1937 by Hamden L. Forkner of Teachers College, Columbia University, New York City. In 1940 FBLA became a part of the national Council for Business Education. The first chapter, in Johnson City, Tennessee, began in 1942.

MAILING ADDRESSES & PHONE NUMBERS:

National: FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
1-800-325-2946 (FBLA WIN)

State: Wisconsin FBLA State Office
125 South Webster Street
Madison, WI 53703
608-266-2348 (State Adviser)
608-267-9275 (FAX)
608-267-9259 (Office Operations Associate)

E-MAIL ADDRESSES:

National: general@fbla.org
market@fbla.org (MarketPlace)

State: FBLA@dpi.wi.gov

2015-2016 Executive Board Directory

Office	Officer	Adviser	School
State President	**Sydney Wilcox** wifblapresident16@gmail.com Twitter: @wifblapresi16	**Katie Grassel** kgrassel@seymour.k12.wi.us	**Seymour High School** 10 Circle Drive Seymour, WI 54165 920-833-7608 (fax) **920-833-2306, ext 413**
State Vice President	**Brittany Russell** wifblavp16@gmail.com Twitter: @wifblavp16	**Tracy Tate** tratate@ocontofalls.k12.wi.us	**Oconto Falls High School** 210 N Farm Road Oconto Falls, WI 54154 920-848-4444 (fax) **920-848-4467, ext 2051**
State Secretary/Treasurer	**Cecilia Shortreed** wifblasectreas16@gmail.com Twitter: @wifblasectrea16	**Jan Imhoff** imhoffj@portage.k12.wi.us	**Portage High School** 301 E Collins Street Portage, WI 53901 608-742-0617 (fax) **608-742-8545, ext 1052**
State Reporter	**Mackenzie Boivin** wifblareporter16@gmail.com Twitter: @wifblareport16	**Jen Jackson** jennifer_jackson@nekoosa.k12.wi.us	**Nekoosa High School** 500 Cedar Street Nekoosa, WI 54457 715-886-8087 (fax) **715-886-8084**
State Parliamentarian	**Sydney Bell** wifblaparli16@gmail.com Twitter: @wifblaparli16	**Michelle McGlynn** mmcglynn@waunakee.k12.wi.us	**Waunakee High School** 301 Community Drive Waunakee, WI 53597 608-849-2164 (fax) **608-849-2130**
Region I Vice President	**Hailey BeBeau** wifblaregion1vp16@gmail.com Twitter: @wifblareg1vp16	**Beth Graceffa** bgraceffa@csdk12.net	**Chequamegon High School** 420 9th Street North Park Falls, WI 54552 715-762-5674 (fax) **715-762-2474, ext 2243**
Region II Vice President	**Kelsea Kollmansberger** wifblaregion2vp16@gmail.com Twitter: @wifblareg2vp16	**Kelsey Anderson** kanderson@abbotsford.k12.wi.us	**Abbotsford High School** 307 N 4th Avenue Abbotsford, WI 54405 715-223-3986 (fax) **715-223-2386**
Region III Vice President	**Stephanie Schmidt** wifblaregion3vp16@gmail.com Twitter: @wifblareg3vp16	**Jennifer Berendsen** jennifer.berendsen@trschools.k12.wi.us	**Two Rivers High School** 4519 Lincoln Avenue Two Rivers, WI 54241 920-793-5068 (fax) **920-793-2291, ext 5336**
Region IV Vice President	**Sydney Kwallek** wifblaregion4vp16@gmail.com Twitter: @wifblareg4vp16	**Samantha Goss** gosss@lancastersd.k12.wi.us	**Lancaster High School** 806 Elm Street Lancaster, WI 53813 608-723-2441 (fax) **608-723-2173, ext 371**
Region V Vice President	**Hattie Kruschek** Email: wifblaregion5vp16@gmail.com Twitter: @wifblareg5vp16	**Michelle McGlynn** mmcglynn@waunakee.k12.wi.us	**Waunakee High School** 301 Community Drive Waunakee, WI 53597 608-849-2164 (fax) **608-849-2130**
Region VI Vice President	**Shyanne Koski** wifblaregion6vp16@gmail.com Twitter: @wifblareg6vp16	**Steve Wills** swills@randomlake.k12.wi.us	**Random Lake High School** 605 Random Lake Road Random Lake, WI 53075 920-994-4820 (fax) **920-994-9193, ext 122**
Region VII Vice President	**Joe Nantz** wifblaregion7vp16@gmail.com Twitter: @wifblareg7vp16	**Stephanie Jansen** stephanie.jansen@muskegonorway.org	**Muskego High School** W183 S8750 Racine Avenue Muskego, WI 53150 414-679-3534 (fax) **262-971-1790, ext 4245**
State Office Staff	David Thomas, State FBLA Adviser david.thomas@dpi.wi.gov **608-266-2348**	Maria Ingraham, Office Operations Associate maria.ingraham@dpi.wi.gov **608-267-9259**	Wisconsin FBLA 125 S. Webster Street Madison, WI 53703 608-267-9275 (fax)
National Office ***FBLA-PBL, Inc.***	**800-FBLA-WIN [800-325-2946]** 703-758-0749 (fax)	www.fbla-pbl.org	FBLA-PBL 1912 Association Drive Reston, VA 20191-1591

Career and Technical Student Organizations

The Department of Public Instruction recognizes the following career and technical student organizations:

SECONDARY LEVEL

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

FBLA (Future Business Leaders of America) mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Co-curricular activities for high school students include career exploration, civic service, economic education and fostering entrepreneurship.

FCCLA (Family, Career and Community Leaders of America) mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FFA (An Association of Agriculture Students) is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth and career success through agricultural education.

HOSA: Future Health Professionals provides opportunities for secondary and post-secondary students to plan and participate in educational experiences that prepare them for careers in the health care professions. Involvement in HOSA showcases the application of classroom knowledge and technical skill attainment while implementing communication skills, leadership development, and community service.

SkillsUSA is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled work force. It helps each student excel. SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

Cooperation and involvement with other career and technical student organizations can enhance local chapter activities while promoting the common goals of these organizations. The following list may give your chapter members some ideas for planning activities.

1. Share in transportation and attendance at workshops and leadership labs.
2. Co-sponsor professional workshops for the community or school. Use special skills of the various CTSO's members in order to integrate curriculum competencies in the planning and implementation activities.
3. Share in the construction and cost of building parade floats or school display materials.
4. Co-sponsor a "career night" for all students. Point out the interdependence found in the "real world" of work.
5. Co-sponsor an awards night for "non athletic organizations."
6. Participate together in community service projects (i.e., March of Dimes, Muscular Dystrophy, Needy Families, etc.)
7. Cooperate in developing a plan to welcome new students to your school, providing them with information that will make them feel welcome and know more about your FBLA chapter.
8. Share in projects for people in need.
9. Work on professional workshops/in-services together; along with technical college organizations.
10. Publicize curriculum projects and corresponding chapter activities during Career and Technical Education Week in February.

POST-SECONDARY LEVEL

Business education students have the opportunity to continue their involvement in a vocational student organization at the post-secondary level. Wisconsin recognizes the following organizations:

Phi Beta Lambda (PBL)--oriented to business occupations for college or university students

Business Professionals of America (BPA)--oriented to business occupations for vocational or technical school students

Local FBLA chapters are encouraged to utilize the expertise of the members of the post-secondary career and technical student organizations. Some suggestions are listed below.

1. Invite members to participate as speakers, judges, panelists, mentors, counselors, consultants, evaluators, etc.
2. Share the sponsorship of service projects.
3. Participate in competitive events sponsored by these chapters.
4. Co-sponsor professional level activities.
5. Arrange a tour of a post-secondary campus.
6. Ask members to serve as advisory committee members.
7. Work together on innovative and integrated activities, i.e., set up computer networks between classrooms, establish joint budgets for specific activities, fundraise jointly, etc.
8. Hold joint alumni meetings.

FBLA Leadership Conferences

REGIONAL LEADERSHIP CONFERENCE (RLC)

Wisconsin is divided into seven regions with Regional Leadership Conferences being held each year the first Saturday in February. These conferences are **hosted by the regional vice presidents who were elected at the previous Regional Leadership Conferences.** Middle level regional events will be coordinated on an annual basis separately from the high school events.

Attendance at these conferences **is not limited**. The conferences include competitive events, election of regional vice presidents, a general session, special-interest sectionals and an awards program.

After a chapter has been chartered by the national office, a copy of the current year's "Competitive Events Guidelines" is mailed to the adviser by the state office. Specific information concerning all competitive events and the number of contestants advancing to the State Leadership Conference are included in these guidelines.

NATIONAL FALL LEADERSHIP CONFERENCE (NFLC)

Students and advisers participate in motivational general sessions, professional development, and career planning workshops. For many FBLA-PBL members, the NFLCs are a convenient and affordable way to experience much of the education and excitement of an NLC closer to home.

WISCONSIN FALL LEADERSHIP CONFERENCE (WFLC)

The Wisconsin Fall Leadership Conference is typically held when the NFLC is not located in the immediate proximity of Wisconsin. The conference consists of general sessions, special-interest sessions, banquet, tours of various industries in the area and other planned activities that parallel the SLC conference experience.

STATE LEADERSHIP CONFERENCE (SLC)

The State Leadership Conference is a two-day conference held each year in April. The first- through third-place winners from each Regional Leadership Conference may participate in the competitive events at the state level. The first-place through forth-place winners in all events with a national counterpart are eligible to advance to the National Leadership Conference.

In addition to the competitive events, the conference includes business meetings, election of officers, special-interest sectionals, awards program, installation of state officers and other planned activities.

Attendance at the State Leadership Conference **is limited**; consult the guidelines for specific details.

NATIONAL LEADERSHIP CONFERENCE (NLC)

The National Leadership Conference is held during the summer months in a major selected city in the United States. All advisers and members are eligible to attend. **The state office is NOT responsible for travel, housing and other expenses associated with attending the National Leadership Conference.** A state housing block profile will be set through the FBLA-PBL, Inc national office prior to the National Leadership Conference.

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

*** * * * ***

At all leadership conferences, advisory committee members and other community businesspersons provide leadership and serve as resource people for the special interest sectionals. Attending teacher(s), who serve as local chapter advisers, will receive professional development focused on topics related to Business & Information Technology, Career & Technical Education, and FBLA.

HOW TO START A CHAPTER

The steps for starting or reactivating an FBLA chapter are basically the same. The first thing you should do is learn all you can about the organization. There are a variety of sources available. If you were previously involved as an FBLA or Phi Beta Lambda member, your experiences will be beneficial.

1. **Obtain Information**

   Contact the FBLA state office in Madison or the national office in Reston, Virginia and indicate your desire to start a chapter. You will receive a packet containing membership information and forms required of your chapter. You can also contact a nearby local chapter adviser, who will be more than willing to help you start your chapter. The state office can supply you with a list of names of all the advisers in your local area.

2. **Become Enthusiastic**

   After you have studied all available information, the next step should be very easy. Be an enthusiastic role model! When you realize how much FBLA can do for your students, your business education department, your school, your community and yourself as adviser, you will be enthusiastic. Enthusiasm is an important part of any FBLA program—you will find that it is quite contagious. In order to have your students, administration and fellow business education teachers become enthusiastic, you must show your enthusiasm.

3. **Discuss FBLA with Other Business Teachers and Administration**

   The next step is to work with the other business teachers in your school to start a chapter. You may find that some of them will wish to serve as co-advisers or offer their services for future projects. Remind them that FBLA is an important and integral part of the total business education program and ask for their support as you approach the administration to start your chapter.

   In order to have a successful FBLA program, you will need not only the permission of your administration but their support as well! Before you approach them, be sure you are well organized, knowledgeable and enthusiastic. Be sure to explain to them the added publicity and positive student response neighboring schools are receiving because of their FBLA chapters.

4. **Inform Business Students of FBLA**

   Invite business students who can serve as the nucleus of your chapter. Choose students who are potential leaders. When explaining FBLA to these students, utilize all available resources. Invite FBLA members from another chapter to discuss the purposes and activities of FBLA. Generate strong interest and commitment in this nucleus, since they will be the catalyst for encouraging other students to be active members.

   This nucleus, in groups of two or three, should then visit other classes. This is one time that you will need the support of the other teachers in your school. While visiting the classes, the students might distribute a student-prepared handout including the purposes, special projects, competitive events and other activities of FBLA. The excitement from the nucleus will radiate enthusiasm to the other students. The time and place of an organizational meeting should be announced and all students should be invited.

5. **Publicize and Plan an Organizational Meeting**

   Be sure that the organizational meeting is publicized well in advance. Post signs, make announcements, and encourage teachers to “talk it up” in their classes. At this meeting, you should continue to explain the FBLA program.

6. **Conduct an Organizational Meeting**

   At this organizational meeting, chapter officers may be elected. Suggested officers are president, vice-president, secretary, treasurer and reporter. The chapter may also want a historian and parliamentarian.

   Your members must also decide on the dues for the year. State and national dues are listed on the current membership forms. Local dues are optional; however, you will need funds in your treasury as you begin chapter activities. Before the members leave this meeting, be sure they sign a membership list if they are interested in joining. This will give you an idea of how many students are interested. Follow-up is critical!

7. **Work with Newly Elected Officers and Committees**
   After the organizational meeting, the treasurer should start collecting dues from interested students. The treasurer may have to contact some students personally and encourage them to pay their dues by the deadline. After the dues are paid, the treasurer should prepare a membership list.

   Select at least three committees: Constitution, Fundraising and Installation Ceremony. Additional committees may be formed as needed. These committees will make starting an FBLA chapter much easier for the adviser. Involve your new members as soon as possible!

   The constitution committee should write a constitution modeled on the state constitution. After the constitution is written, the entire membership will need to adopt it at a chapter meeting. The fundraising and installation ceremony committees should also work on their plans for upcoming projects. Be sure every chapter member is functioning as an officer, committee chairperson or an active committee member.

8. **Submit Items to the FBLA National Office**

   As directed in the packet received from the state or national office, the following items should be sent to the FBLA National Office:

   - An application for charter;
   - A list of members;
   - A list of elected local chapter officers if available at the time of charter;;
   - A check for state dues, national dues and national charter fee.

9. **Plan and Conduct an Installation Ceremony**

   The installation ceremony is usually a formal, candlelit ceremony. At this time the chapter's charter is issued and your officers are installed by members of another active FBLA chapter.

   One of the first things you must do as you start planning your ceremony is to set a time and place. Usually a night during the week in the school auditorium or cafeteria serves the purpose. You may like to consider a business site to provide a professional setting and to strengthen your partnerships. You should invite a guest speaker, either from FBLA or from the local community, that you feel will establish the enthusiasm for a successful beginning for your chapter. Invite teachers, CTE Leadership, your administration, your school board, an advisory committee, parents and people from the media. Be sure to have the installation ceremony publicized. At the conclusion of the program, leave time for refreshments and socializing.

10. **Plan and Conduct Additional Activities**

    Some project or activity should be started as soon as possible after the official chapter installation ceremony to avoid losing any enthusiasm. Utilize resources available through the state and national associations for additional activities and projects to keep students involved within the chapter. Start making plans for the regional, state and national leadership conferences. Continue working with neighboring FBLA chapters and with your advisory committee. Keep your media people informed of all chapter activities. Keep your members busy and happy! Good Luck!

Contact the FBLA national office (800-325-2946) for the Chapter Management Handbook, which would be extremely beneficial in the establishment and management of your chapter.

New Chapter/Reactivation Application

FBLA·ΦBΛ

NEW CHAPTER/REACTIVATION APPLICATION

Complete and return this application to National FBLA-PBL and the following:

____ Membership List ____State and National Remittance (one check payable to FBLA-PBL, Inc).

____ Reactivation/New Charter Fee

Upon receipt of this application, the national center will issue you a charter certificate, membership cards, and a *Chapter Management Handbook* to assist your chapter.

_____**FBLA Chapter** *(High School)* _____**FBLA-ML Chapter** *(Middle School)* _____**PBL Chapter** *(Post Secondary)* ____ 2 Year ____ 4 Year

I. CHAPTER INFORMATION

School Name:_____ School Phone: ( ) _____

Street Address:_____ Fax Number:_____

City: _____ State_____ Zip:_____

Main Adviser: _____ E-mail: _____

Additional Adviser(s): _____

Dean/Administrative Head _____

II. MEMBERSHIP LIST (If additional space is needed, list names on school letterhead, and attach to this application).

1. (President) _____
2. (Vice President)_____
3. (Secretary)_____
4. (Treasurer)_____
5. (Reporter) _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Local, state, and national memberships are unified and not available separately.

Signed: _____ *(President Signature)* Approved: _____ *(Adviser Signature)*

III. STATE REMITTANCE

Cost per member

____ members @ $_____

per year = $_____

Total Enclosed (State, National, React/Charter Fee)

If applicable give charter number

IV. NATIONAL REMITTANCE

____ members @ _____ each per year $_____

+ New Charter/React Fee ($20) $_____20_____

TOTAL $_____

$_____

#_____

Send application to: FBLA-PBL, Inc.; P.O. Box 79063, Baltimore, MD 21279-0063. For questions call 1-800-325-2946.

INTRODUCTION TO COMPETITIVE EVENTS

The following list of competitive events should be noted, as annual changes to this edition may impact event guideline requirements and the dates of submission.

Modified Events

- Accounting II
- Business Ethics
- Future Business Leader
- Graphic Design (formerly Digital Design & Promotion)
- Introduction to Business Presentation (formerly Business Presentation
- Introduction to Business Procedure (formerly Business Procedures)
- Introduction to Financial Math (formerly Business Math)
- Job Interview
- Local Chapter Annual Business Report
- Publication Design (formerly Desktop Publishing)

RLC Online Events

- Agribusiness
- Cyber Security
- Economics
- FBLA Principles & Procedures
- Future Business Leader
- Hospitality Management
- Introduction to Business Procedures
- Marketing
- Network Concepts
- Personal Finance
- Sports & Entertainment Management
- Securities & Investments

RLC &SLC Prejudged Skill Events Taken During Test Window-See Calendar

- Computer Applications (2 Hours)
- Database Design & Applications (1 Hour)
- Spreadsheet Applications (1 Hour)
- Word Processing (1 Hour)

RLC Pre-Judged Events: Due to be received by RLC host by the third Friday in January

- Business Financial Plan
  *PDF Report
- Business Plan
  *PDF Report
- Digital Video Production
  *Statement of Assurances-URL
- E-Business
  *Statement of Assurances-URL
- Future Business Leader
  *PDF Submission
- Job Interview
  *PDF Submission
- Web Site Design
  *Statement of Assurances-URL

SLC Pre-Judged Events: Due to be received by the State Office by the first Wednesday in March

- 3D Animation
  *Statement of Assurances-URL
- American Enterprise Project
  *PDF Report
- Business Financial Plan
  *PDF Report
- Business Plan
  *PDF Report
- Community Service Project
  *PDF Report
- Computer Game & Simulation Programming
  *Project Materials on CD/DVD/USB with Statement of Assurance
- Desktop Application Programming
  *Project Materials on CD/DVD/USB with Statement of Assurance
- Digital Video Production
  *Statement of Assurances-URL
- E-Business
  *Statement of Assurances-URL
- Future Business Leader
  *PDF Submission
- Job Interview
  *PDF Submission
- Local Chapter Annual Business Report
  *PDF Report
- Mobile Application Development
  *Project Materials on CD/DVD/USB with Statement of Assurance
- Partnership with Business Project
  *PDF Report
- Web Site Design
  *Statement of Assurances-URL

Chaperone Policy

Due to the necessity of appropriate supervision for the safety of our students (based on new DPI volunteer policies), coupled with the sheer size of the Wisconsin FBLA conference, the number of competitive events, tough economic times for business and industry and availability of other types of volunteers, the following policy is being implemented.

Each FBLA Chapter attending a WFLC, Regional or State Leadership Conference will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones. ***This ratio is based on the registered members on the final day of registration for either the Regional or State Leadership Conference. Any student participation in excess of 15 students will require an additional chaperone.***

All FBLA Advisers will be assigned to administer **at least** one competitive event/performance, workshop or tour. In addition, your chaperone(s) will be assigned to at least one competitive event/performance, workshop or tour. The chaperones will be assigned duties such as timer, tour chaperone, workshop facilitator or room monitor. Every effort will be made to not allow overlapping event assignments for advisers and chaperones.

Names of advisers and chaperones will need to be submitted during the RLC/SLC Registration process.

Event Notables, National Dress Code, Who May Attend the Leadership Conference, and Forms

Refer to the Appendix at the end of the Wisconsin **Competitive Event Guidelines & Adviser's Handbook for documents related to the above listed headings. The following forms are available in the Appendix:**

- Disqualification Form
- Program of Work
- End-of-Year Report
- CTSO Progress
- End-of-Year Report
- RLC Local Adviser Procedures and Responsibilities
- SLC Student Delegate Code of Conduct
- SLC Local Adviser Procedures and Responsibilities
- Statement of Assurances
- *Substitution Form*

Wisconsin FBLA Entry Submission
All Levels – RLC/SLC/NLC

For any set of documents, entry submissions (including Middle Level), etc. (i.e. Mobile Application Development, Word Process, Local Chapter Annual Business Report) this submission policy is in effect. **Failure to submit materials in this format will result in a five (5) point deduction from the overall score.**

All prejudged and skill event documents and materials MUST be placed into a large (9" x 12" or the like) catalog or clasp envelope. Each event entry will be different. Please refer to the Competitive Event Guidelines for requirements for each event. For example, a submission for Mobile Application Development would include: two (2) copies of CD/DVD/USB. For Word Processing, a completed submission would include: an Administrator's Release Form, a copy of the test packet, the Format Guide, completed documents for the test, as well as folded or crossed out copies of unused printouts.

Each envelope MUST be labeled with the following information:

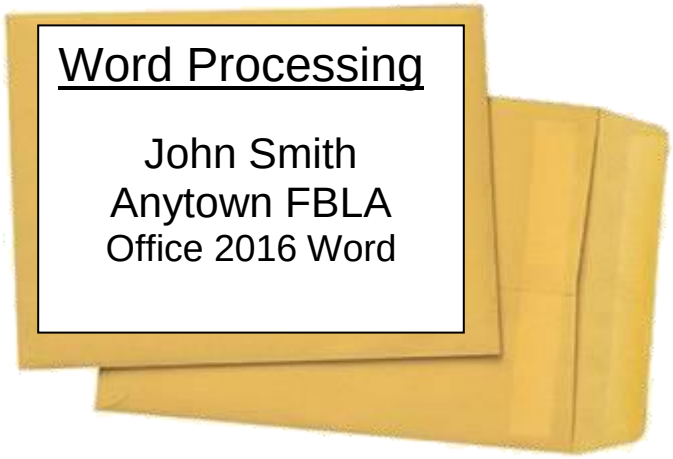
Event
Participant(s) Name
School
Software Used

The label can take either of the following formats:

Mailing Label

OR

Full Document



FBLA Standards of Mailability

Use for the following competitive events:

- Computer Applications
- Word Processing

Materials submitted in these events are graded against the standard of zero errors and business-like format.
The Format Guide must be followed for proper formatting of any type of word processing documents.

In grading these materials, the following errors will make the copy mailable with slight corrections:

(Penalty of 2 points per error)

- Omission of a nonessential part of a document
  (Examples: reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections:

(Penalty of 5 points per error)

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document
  (Examples: date, inside address, etc.)

FORMAT GUIDE

This is available for download via the National FBLA-PBL Web site at www.fbla-pbl.org.

2016 Competitive Events Listing by Grade

- Individual Entry – A member who has competed as an individual entry at NLC in either an individual or team event may compete in the same event a second time as part of a team but not as an individual.
- Printable document for use by advisers can be found at www.fbla.dpi.wi.gov/

Key: *R/S = Regional & State Level Event* *S = State Level Event Only* *N = National Level Event Only*

Event	R/S/N	Type	9	10	11	12	Adv to SLC	Adv to NLC
3-D Animation	S	Individual or Team of 2 or 3	X	X	X	X	NA	4
Accounting I	R/S	Individual	X	X	X	X	3	4
Accounting II – Modified	R/S	Individual	X	X	X	X	3	4
Agribusiness	R/S	Individual	X	X	X	X	3	4
American Enterprise Project	S	Chapter	NA				NA	4
Banking & Financial Systems	R/S	Team of 2 or 3	X	X	X	X	3	4
Business Calculations	R/S	Individual	X	X	X	X	3	4
Business Communication	R/S	Individual	X	X	X	X	3	4
Business Ethics – Modified	R/S	Team of 2 or 3	X	X	X	X	3	4
Business Financial Plan	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Business Law	R/S	Individual	X	X	X	X	3	4
Business Plan	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Client Service	R/S	Individual	X	X	X	X	3	4
Community Service Project	S	Chapter	NA				NA	4
Computer Applications	R/S	Individual	X	X	X	X	3	4
Computer Game & Simulation Programming	S	Individual or Team of 2 or 3	X	X	X	X	NA	4
Computer Problem Solving	R/S	Individual	X	X	X	X	3	4
Cyber Security	R/S	Individual	X	X	X	X	3	4
Database Design & Applications	R/S	Individual	X	X	X	X	3	4
Desktop Application Programming	S	Individual	X	X	X	X	NA	4
Digital Video Production	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
E-Business	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Economics	R/S	Individual	X	X	X	X	3	4
Electronic Career Portfolio	R/S	Individual	X	X	X	X	3	4
Emerging Business Issues	R/S	Team of 2 or 3	X	X	X	X	3	4
Entrepreneurship	R/S	Team of 2 or 3	X	X	X	X	3	4
FBLA Principles & Procedures	R/S	Individual	X	X			3	4
Future Business Leader – Modified	R/S	Individual	X	X	X	X	3	4

Event	R/S/N	Type	9	10	11	12	Adv to SLC	Adv to NLC
Global Business	R/S	Team of 2 or 3	X	X	X	X	3	4
Graphic Design – Modified.	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Health Care Administration	R/S	Individual	X	X	X	X	3	4
Help Desk	R/S	Individual	X	X	X	X	3	4
Hospitality Management	R/S	Team of 2 or 3	X	X	X	X	3	4
Impromptu Speaking	R/S	Individual	X	X	X	X	3	4
Insurance and Risk Management	R/S	Individual	X	X	X	X	3	4
Introduction to Business	R/S	Individual	X	X			3	4
Introduction to Business Communication	R/S	Individual	X	X			3	4
Introduction to Business Presentation – Modified	R/S	Individual or Team of 2 or 3	X	X			3	4
Introduction to Business Procedures – Modified	R/S	Individual	X	X			3	4
Introduction to Financial Math – Modified	R/S	Individual	X	X			3	4
Introduction to Information Technology	R/S	Individual	X	X			3	4
Introduction to Parliamentary Procedure	R/S	Individual	X	X			3	4
Job Interview – Modified	R/S	Individual	X	X	X	X	3	3
LifeSmarts	N	Team of 2	X	X	X	X	NA	1F/1S
Local Chapter Annual Business Report	S	Chapter	NA				NA	4
Management Decision Making	R/S	Team of 2 or 3	X	X	X	X	3	4
Management Information Systems	R/S	Team of 2 or 3	X	X	X	X	3	4
Marketing	R/S	Team of 2 or 3	X	X	X	X	3	4
Microsoft Office Specialist (MOS) Excel	N	Individual	X	X	X	X	NA	4
Microsoft Office Specialist (MOS) Word	N	Individual	X	X	X	X	NA	4
Mobile Application Development	S	Individual or Team of 2 or 3	X	X	X	X	NA	4
Network Design	R/S	Team of 2 or 3	X	X	X	X	3	4
Networking Concepts	R/S	Individual	X	X	X	X	3	4
Parliamentary Procedure	R/S	Team of 4 or 5	X	X	X	X	3	4
Partnership with Business Project	S	Chapter	NA				NA	4
Personal Finance	R/S	Individual	X	X	X	X	3	4
Public Service Announcement	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Public Speaking 1	R/S	Individual	X	X			3	4
Public Speaking 2	R/S	Individual	X	X	X	X	3	4
Publication Design – Modified	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Sales Presentation	R/S	Individual	X	X	X	X	3	4
Securities & Investments	R/S	Individual	X	X	X	X	3	4
Social Media Campaign	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Sports & Entertainment Mgmt.	R/S	Team of 2 or 3	X	X	X	X	3	4

Spreadsheet Applications	R/S	Individual	X	X	X	X	3	4
Virtual Business Challenge	N	Individual or Team of 2 or 3	X	X	X	X	NA	1F/1S
Web Site Design	R/S	Individual or Team of 2 or 3	X	X	X	X	3	4
Who's Who in FBLA	S/N	Individual	X	X	X	X	NA	1
Wisconsin Future Business Educator	S	Individual	X	X	X	X	NA	NA
Word Processing	R/S	Individual	X	X	X	X	3	4

2016 Competitive Event Breakdown

*Printable document for use by advisers can be found at http://fbla.dpi.wi.gov/
Note: Performance events that have less than 10 submissions may be modified at SLC with results based only upon prejudged materials.

Event	Participant(s)	RLC Event Type	SLC Event Type	Submission
3-D Animation (Internet Access)	Individual or Team of 2 or 3	SLC Only	Video project submission Performance w/Judge Q&A by Top 8	URL Submission on Statement of Assurances*
Accounting I	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Accounting II	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Agribusiness	Individual	Objective Test—Online**	Objective Test	Objective test taken online for RLC and objective test at SLC
American Enterprise Project	Chapter	SLC Only	Report/Performance w/Judge Q&A by Top 8	PDF Report submitted to State Office*
Banking & Financial Systems	Team of 2 or 3	Collaborative Objective Test	Collaborative Objective Test/ Interactive Performance by Top 8	Objective test taken collaboratively at RLC/SLC
Business Calculations	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Business Communications	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Business Ethics	Team of 2 or 3	Performance Event w/Judge Q&A	Performance w/Judge Q&A	Performance at RLC/SLC
Business Financial Plan	Individual or Team of 2 or 3	Report Only	Report/Performance w/Judge Q&A by Top 8	PDF Report submitted to RLC Host/State Office*
Business Law	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Businessperson of the Year			See WI Guidelines	*See Guidelines-NLC
Business Plan	Individual or Team of 2 or 3	Report Only	Report/Performance w/Judge Q&A by Top 8	PDF Report submitted to RLC Host/State Office*
Client Service	Individual	Interactive Performance	Interactive Performance	Performance at RLC/SLC
Community Service Project	Chapter	SLC Only	Report/Performance w/Judge Q&A by Top 8	PDF Report submitted to State Office

* RLC Submission Deadline is the third Friday in January
* SLC Submission Deadline is the first Wednesday in March

** RLC Online & Skill Event Testing Window: Refer to the WI FBLA Events Calendar,
** SLC Skill Event Testing Window: Refer to the WI FBLA Events Calendar

Event	Participant(s)	RLC Event Type	SLC Event Type	Submission
Computer Applications	Individual	Skill Event Test** Objective Test at RLC	Skill Event Test** Objective Test at SLC	Skill Event Test (test taken at home site for RLC/SLC)
Computer Game & Simulation Programming	Individual or Team of 2 or 3	SLC only	Program submission Performance w/Judge Q&A by Top 8	Program submitted via CD/DVD/USB & Statement of Assurance ***Refer to Guidelines**
Computer Problem Solving	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Cyber Security	Individual	Objective Test—Online**	Objective Test	Objective test taken at RLC/SLC
Database Design & Applications	Individual	Skill Event Test** Objective Test at RLC	Skill Event Test** Objective Test at SLC	Skill Event Test (test taken at home site for RLC/SLC)
Desktop Application Programming	Individual	SLC Only	Program submission Performance w/Judge Q&A	Program submitted via CD/DVD/USB & Statement of Assurance ***Refer to Guidelines**
Digital Video Production (Internet Access)	Individual or Team of 2 or 3	URL submission only	URL Submission/ Performance w/Judge Q&A by Top 8	URL Submission on Statement of Assurances*
E-Business (Internet Access)	Individual or Team of 2 or 3	URL submission only	URL Submission/ Performance w/Judge Q&A by Top 8	URL Submission on Statement of Assurances*
Economics	Individual	Objective Test—Online **	Objective Test	Objective test taken online for RLC and objective test at SLC
Electronic Career Portfolio (Internet Access)	Individual	Performance Event w/ Judge Q&A	Performance Event w/ Judge Q&A	Performance at RLC/SLC
Emerging Business Issues	Team of 2 or 3	Performance Event w/ Judge Q&A	Performance event w/ Judge Q&A	Performance at RLC/SLC
Entrepreneurship	Team of 2 or 3	Collaborative Objective Test	Collaborative Objective Test/Interactive Performance by Top 8	Objective test taken at RLC/SLC. Performance at SLC for qualifiers
FBLA Principles & Procedures	Individual	Objective Test—Online**	Objective Test	Objective test taken online for RLC and objective test at SLC
* RLC Submission Deadline is the third Friday in January SLC Submission Deadline is the first Wednesday in March		** RLC Online & Skill Event Testing Window: Refer to the WI FBLA Events Calendar, SLC Skill Event Testing Window: Refer to the WI FBLA Events Calendar		

Event	Participant (s)	RLC Event Type	SLC Event Type	Submission
Future Business Leader	Individual	Objective Test—Online** Cover letter/resume (completed at home school) Prejudged PDF Submission and presented w/Interview	Preliminary Round: Objective Test, Cover letter/resume (completed at home school) Prejudged PDF Submission and presented w/Interview. Final Round: Interviews by Top 8	Objective test taken online for RLC and at SLC. PDF of Resume & cover letter submitted to RLC Host/State Office.* Interview at RLC/SLC. **Refer to Guidelines**
Global Business	Team of 2 or 3	Collaborative Objective Test	Collaborative Objective Test/Interactive Performance by Top 8	Objective test taken collaboratively at RLC/SLC. Performance at SLC for qualifiers
Graphic Design	Individual or Team of 2 or 3	Performance w/Judge Q&A	Performance w/Judge Q&A	Performance at RLC/SLC
Health Care Administration	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Help Desk	Individual	Objective Test	Objective Test/Interactive Performance by Top 8	Objective test taken at RLC/SLC Performance at SLC for qualifiers
Hospitality Management	Team of 2 or 3	Collaborative Objective Test—Online**	Collaborative Objective Test & Performance by Top 8	Objective test taken online for RLC. Objective test taken at SLC. Performance at SLC for qualifiers
Impromptu Speaking	Individual	Performance	Performance	Performance at RLC/SLC
Insurance & Risk Management	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Introduction to Business	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Introduction to Business Communication	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Introduction to Business Presentation	Individual or Team of 2 or 3	Performance Event w/Judge Q&A	Performance w/Judge Q&A	Performance at RLC/SLC
Introduction to Business Procedures	Individual	Objective Test—Online**	Objective Test	Objective test taken online for RLC and objective test at SLC
Introduction to Financial Math	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Introduction to Information Technology	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Introduction to Parliamentary Procedure	Individual	Objective Test	Objective Test	Objective test taken at RLC/SLC
Job Interview	Individual	Cover letter/resume (completed at home school) Prejudged PDF Submission and presented w/Interview	Cover letter/resume (completed at home school) Prejudged PDF Submission and presented w/Interview. Final Round: Interviews by Top 8	PDF of Resume & cover letter submitted to RLC Host/State Office.* Interview at RLC/SLC. **Refer to Guidelines**
LifeSmarts	Team of 2	Compete during fall or spring window (no RLC or SLC component)/Separate registration on national site.		Fall Competition-Online Spring Competition-Online http://www.lifesmarts.org/coaches/new-coaches-fbla/
Local Chapter Annual Business Report - Modified	Chapter	SLC Only	Report/Performance Event w/Judge Q&A by Top 8	PDF Report submitted to State Office*

* RLC Submission Deadline is the third Friday in January
SLC Submission Deadline is the first Wednesday in March

** RLC Online & Skill Event Testing Window: Refer to the WI FBLA Events Calendar,
SLC Skill Event Testing Window: Refer to the WI FBLA Events Calendar

Event	Participant(s)	RLC Event Type	SLC Event Type	Submission
Management Decision Making	Team of 2 or 3	Collaborative Objective Test	Collaborative Objective Test/Interactive Performance by Top 8	Objective test taken collaboratively at RLC/SLC. Performance at SLC
Management Information Systems	Team of 2 or 3	Collaborative Objective Test	Collaborative Objective Test/Interactive Performance by Top 8	Objective test taken collaboratively at RLC/SLC. Performance at SLC
Marketing	Team of 2 or 3	Collaborative Objective Test—Online**	Collaborative Objective Test Interactive Performance by Top 8	Objective test taken online for RLC. Objective test taken collaboratively at SLC. Performance at SLC
Microsoft Office Specialist (MOS) Excel	Individual	Microsoft Excel Core Test is taken at school or testing center. Must select FBLA as organization to register.		National Event Only – Test Dates September 1, 2015 to March 1, 2016
Microsoft Office Specialist (MOS) Word	Individual	Microsoft Excel Core Test is taken at school or testing center. Must select FBLA as organization to register.		National Event Only – Test Dates September 1, 2015 to March 1, 2016
Mobile Application Development (Internet Access)	Individual or Team of 2 or 3	SLC Only	Project and Interactive Performance by Top 8	Program submitted via CD/DVD/USB & Statement of Assurance* **Refer to Guidelines**
Network Design	Team of 2 or 3	Collaborative Objective Test	Objective Test/Interactive Performance by Top 8	Objective test taken collaboratively at RLC/SLC. Performance at SLC
Networking Concepts	Individual	Objective Test-Online**	Objective Test	Objective test taken online for RLC. Objective test taken at SLC.
Parliamentary Procedure	Team of 4 or 5	Objective Test	Objective Test/ Performance w/Judge Q&A by Top 8	Objective test taken at RLC/SLC Performance at SLC
Partnership with Business Project	Chapter	SLC Only	Report/Performance Event w/Judge Q&A by Top 8	PDF Report submitted to State Office*. Performance at SLC
Personal Finance	Individual	Objective Test—Online**	Objective Test	Objective test taken online for RLC. Objective test taken at SLC.
Public Service Announcement (Internet Access)	Individual or Team of 2 or 3	Performance w/Judge Q&A	Performance w/Judge Q&A	Performance at RLC/SLC
Public Speaking I	Individual	Performance	Performance	Performance at RLC/SLC
Public Speaking II	Individual	Performance	Performance	Performance at RLC/SLC
Publication Design	Individual or Team of 2 or 3	Performance	Performance	Performance at RLC/SLC
Sales Presentation	Individual	Performance w/Judge Q&A	Performance w/Judge Q&A	Performance at RLC/SLC
Securities & Investments	Individual	Objective Test—Online**	Objective Test	Objective test taken online for RLC. Objective test taken at SLC.
Social Media Campaign (Internet Access)	Individual or Team of 2 or 3	Performance w/Judge Q&A	Performance w/Judge Q&A	Performance at RLC/SLC
* RLC Submission Deadline is the third Friday in January SLC Submission Deadline is the first Wednesday in March		** RLC Online & Skill Event Testing Window: Refer to the WI FBLA Events Calendar, SLC Skill Event Testing Window: Refer to the WI FBLA Events Calendar		

Event	Participant(s)	RLC Event Type	SLC Event Type	Submission
Sports & Entertainment Management	Team of 2 or 3	Collaborative Objective Test—Online**	Collaborative Objective Test Interactive Performance by Top 8	Objective test taken online for RLC. Objective test taken collaboratively at SLC. Performance at SLC
Spreadsheet Applications	Individual	Skill Event Test** Objective Test at RLC	Skill Event Test** Objective Test at SLC	Skill Event Test (test taken at home site for RLC/SLC) Objective test at RLC/SLC
Virtual Business Management Challenge	Individual or Team of 2 or 3	Compete during fall or spring window (no RLC or SLC component)/Separate registration on national site.		Fall Competition-Online Spring Competition-Online http://vbc.knowledgematters.com/fbla/management/
Web Site Design (Internet Access)	Individual or Team of 2 or 3	URL Submission	URL Submission/ Performance w/Judge Q&A by Top 8	URL Submission on Statement of Assurances*.
Wisconsin Future Business Educator	Individual	SLC Only	Project submission and adviser validation statement. Non-Competitive Completion Recognition	All submissions in a commonly accepted digital format on CD/DVD/USB (2 copies) that does not require an evaluator to download any plug-ins or software.
Who's Who in FBLA	Individual	SLC Only	Chapter name submission + FBLA resume and adviser validation statement	FBLA resume + adviser validation statement
Word Processing	Individual	Skill Event Test** Objective Test at RLC	Skill Event Test** Objective Test at SLC	Skill Event Test (test taken at home site for RLC/SLC) Objective test at RLC/SLC
* RLC Submission Deadline is the third Friday in January SLC Submission Deadline is the first Wednesday in March		** RLC Online & Skill Event Testing Window: Refer to the WI FBLA Events Calendar, SLC Skill Event Testing Window: Refer to the WI FBLA Events Calendar		

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Objective Tests
Individual

Overview*:* These events consist of a 60-minute objective 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.

- **Accounting I**
- **Accounting II**
- **Agribusiness**
- **Business Calculations**
- **Business Communication**
- **Business Law**
- **Computer Problem Solving**
- **Cyber Security**
- **Economics**
- **FBLA Principles & Procedures (9th & 10th graders)**
- **Health Care Administration**
- **Insurance & Risk Management**
- **Introduction to Business (9th & 10th graders)**
- **Introduction to Business Communication (9th & 10th graders)**
- **Introduction to Business Procedures (9th & 10th graders)**
- **Introduction to Financial Math (9th & 10th graders)**
- **Introduction to Information Technology (9th & 10th graders)**
- **Introduction to Parliamentary Procedure (9th & 10th graders)**
- **Microsoft Office Specialist (MOS) Excel**
- **Microsoft Office Specialist (MOS) Word**
- **Networking Concepts**
- **Personal Finance**
- **Securities & Investments**

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Regulations

- Each local chapter may enter two (2) members.
- *Refer to National Competitive Event Guidelines for description and procedures.*
- 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.
- *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*
    - *Agribusiness*
    - *Cyber Security*
    - *Economics*
    - *FBLA Principles & Procedures*
    - *Introduction to Business Procedures*
    - *Networking Concepts*
    - *Personal Finance*
    - *Securities & Investments*

Objective Tests (Continued)

Individual Events

Event Name	Objective Test Competencies
Accounting I *Participants must not have had more than two (2) semesters or one (1) semester equivalent to a full year in block scheduling in high school accounting instruction.*	Journalizing | account classification | terminology | concepts and practices | types of ownership | posting | income statement | 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 (9th & 10th grades)	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
Introduction to Business (9th & 10th grades)	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 (9th & 10th grades)	Grammar | punctuation and capitalization | oral communication concepts | reading comprehension | word definition and usage | proofreading and editing | spelling
Introduction to Business Procedures (9th & 10th grades)	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 (9th & 10th grades)	Basic math concepts | consumer credit | data analysis | probability | fractions | percentages | discounts | decimals

Introduction to Information Technology (9th & 10th grades)	Computer hardware and software | operating systems | common program functions | word processing | spreadsheets | presentation software | networking concepts | email and electronic communication
Introduction to Parliamentary Procedure (9th & 10th grades)	Parliamentary procedure principles | FBLA bylaws
Networking Concepts	General network terminology and concepts | network operating system concepts | equipment for network access (firewall, DSU/CSU, T1, Wi-Fi) | OSI model and functionality | network topologies and connectivity | network security
Personal Finance	Credit and debt | earning a living (income, taxes) | managing budget 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

Accounting I

Eligibility

- Participants must not have completed more than two semesters (or one semester in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses.
- Participants must not have competed in this event at a NLC or in Accounting II at any previous RLC/SLC.

Administration of Events

RLC	SLC
One-hour written objective test taken at RLC.	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Accounting II

Eligibility

- Each local chapter may enter two (2) members.
- This event is designed for a student who has had more than one (1) year of accounting instruction or its equivalent.
- Participants must not have competed in this event at an NLC.
- If a student has competed at the RLC/SLC/NLC in this event, they may not then compete in the Accounting I event.

Administration of Events

RLC	SLC
One-hour written objective test taken at RLC.	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Agribusiness

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Business Calculations

Eligibility

- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Business Math event.

Administration of Events

RLC	SLC
One-hour written objective test taken at RLC.	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Business Communication

Judith Schultz Voiers Award

Eligibility

- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Introduction to Business Communication event.

Administration of Events

RLC	SLC
One-hour written objective test taken at RLC.	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Business Law

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
One-hour written objective test taken at RLC	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition

Computer Problem Solving

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Cyber Security

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
One-hour written objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Economics

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
One hour objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA Principles and Procedures

Eligibility

- *Only members enrolled in grades 9 and 10 of the current school year are eligible. Middle level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.*
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Health Care Administration

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test completed at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Insurance & Risk Management

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test completed at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Introduction to Business

Eligibility

- Only members enrolled in grades 9 and 10 of the current school year are eligible. Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Introduction to Business Communication

Eligibility

- Only members enrolled in grades 9 and 10 of the current school year are eligible. Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Introduction to Business Procedures

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
One-hour written objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	One-hour written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Introduction to Financial Math

Eligibility

- Only members enrolled in grades 9 and 10 of the current school year are eligible.
  Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
One-hour written objective test taken at RLC.	One-hour written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Introduction to Information Technology

Eligibility

- Only members enrolled in grades 9 and 10 of the current school year are eligible. Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Introduction to Parliamentary Procedure

Daryl Braatz Award

Eligibility

- Only members enrolled in grades 9 and 10 of the current school year are eligible. Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Networking Concepts

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Personal Finance

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Securities & Investments

Eligibility

- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: Refer to the WI FBLA Events Calendar	
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Production Tests with Objective Tests
Individual

Overview*:* These events consist of two parts: a production test and a 60-minute objective test. 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.

- **Computer Applications**
- **Database Design & Application**
- **Spreadsheet Applications**
- **Word Processing**

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- 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.
- **Refer to the Wisconsin FBLA Calendar for RLC and SLC Testing Windows**. If the production test is not completed during the testing window, then participant is disqualified.
- If objective test is not taken at the conference, then the participant is disqualified.
- **An onsite testing administrator will need to be submitted with the chapter's registration.**
- Completed production test materials must arrive at the **RLC Host School by the third Friday in January for RLC or the State Office by the first Wednesday in March for SLC.**

Judging

- The production problem will be used to break a tie.
- All decisions of the judges are final.

Production Tests with Objective Tests (Continued)

Individual

Event Name	Production Test Time	Production Test Competencies	Objective Test Competencies
Computer Applications	2 hours	Creating, searching, and querying 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/terminology | 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

Computer Applications

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

Procedure

- Two (2) hours are allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.

Administration of Events

RLC	SLC
Production test administered **at home school** worth 85% of competitor's overall score.	Production test administered **at home school** worth 85% of competitor's overall score.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
Participants ***MAY*** use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.	Participants ***MAY*** use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*) and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.

Database Design & Applications

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

Procedure

- One (1) hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.

Administration of Events

RLC	SLC
One-hour production test administered **at home school**. Production tests can be completed in any order.	One-hour production test **administered at home school**. Production tests can be completed in any order..
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
No reference materials are allowed.	No reference materials are allowed.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Spreadsheet Applications

Eligibility

- Individual event.
- Each local chapter may enter one (1) member to compete in this event at the RLC.
- Participants must not have competed in this event at a NLC.

Procedure

- One (1) hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Competitors may bring prepared templates to the production portion of this event.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.

Administration of Events

RLC	SLC
Production test administered **at home school** worth 85% of competitor's overall score.	Production test administered **at home school** worth 85% of competitor's overall score..
No reference materials or calculators are allowed on the production exam.	**No reference materials or calculators are allowed on the production exam.**
Completed production test materials must be submitted to RLC Host School and arrive by **the third Friday in January**.	Completed production test materials must be submitted to the State Office and arrive by **the first Wednesday in March**.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*) and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.

Word Processing

Eligibility

- Individual event.
- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

Procedure

- One (1) hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.

Administration of Events

RLC	SLC
Production test administered **at home school** worth 85% of competitor's overall score.	Production test administered **at home school** worth 85% of competitor's overall score.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
Participants ***MAY*** use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.	Participants ***MAY*** use a dictionary, Standards of Mailability and the Format Guide at the production test site, but not on the objective test.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*) and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.

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	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 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.
Management Information Systems	Team of 2 or 3	**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	Team of 2 or 3	**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	Team of 2 or 3	**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.
Parliamentary Procedure	Team of 4 or 5	**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 *Robert's Rules of Order, Newly Revised, 11th issue.*
Sports & Entertainment Management	Team of 2 or 3	**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 sports & entertainment management type of role play case.

Banking and Financial Systems

Team Event

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team.
- A team event comprised of two (2) or three (3) active local members.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively at SLC.
No performance at RLC.	The top 8 finalists will present their project to a team of judges at the SLC.
	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
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:

Entrepreneurship

Team Event

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
One hour objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
No performance at RLC.	The top 8 finalists will present their presentation to a team of judges in a final round
	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
Subtotal					**/100 max.**
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					**/100 max.**
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Global Business

Team Event

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
One hour objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
No performance at RLC.	The top 8 finalists will participate in a Case Study Problem seven (7) minute interactive presentation.
	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
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:

Help Desk

Individual

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken at RLC.	Preliminary round will consist of an objective test taken at SLC.
No performance at RLC.	Final round: The top 8 finalists will participate in an interactive scenario.
	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
Issues a solution or recommendation(s); resolved problem	0	1–5	6–10	11–15	
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	
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	
Subtotal					**/100 max.**
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					**/100 max.**
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Hospitality Management

Team Event

Eligibility

- Each local chapter may enter one team of two (2) or three (3) members.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Preliminary round will consist of an objective test taken collaboratively.
RLC Testing Window: Refer to the WI FBLA Events Calendar	The top 8 finalists will participate in a Case Study Problem seven (7) minute interactive presentation.
No performance at RLC.	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA Hospitality Management

Performance Rating Sheet

❑ Preliminary Round ❑ 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	
Delivery					
Statements are well organized and clearly states; 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	
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 (add total points and report score)					**/100 max.**
Objective Test Score (to be used in the event of a tie)					

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Management Decision Making

Team Event
Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
No performance at RLC.	The top 8 finalists will participate in a seven minute interactive session at SLC where a solution to the case study will be presented.
	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
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:

Management Information Systems

Team Event

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
No performance at RLC.	The top 8 finalists will participate in a seven (7) minute interactive session at SLC where a solution to the case study will be presented. Twenty (20) minutes before the performance each team will receive the case study.
	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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:

Marketing

Team Event

Objective Test/Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Preliminary round will consist of an objective test taken collaboratively.
RLC Testing Window: Refer to the WI FBLA Events Calendar	The top 8 finalists will participate in a seven minute interactive session at SLC where a solution to the case study will be presented. Twenty (20) minutes before the performance, each participant will receive the scenario.
No performance at RLC.	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition

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:

Network Design

Team Event

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
No performance at RLC.	Top 8 finishers will participate in a seven minute presentation of a case study in a final round.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
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	
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:

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.

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.

FBLA Parliamentary Procedure

Performance Rating Sheet

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

Motions Classification	Comments	Value	Score
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
Motions Performance Subtotal			
Business of the Meeting			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
Business of the Meeting Performance Subtotal			
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			
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:

Sports & Entertainment Management

Team Event

Objective Test/Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedures

A case study will be given concerning a marketing-based problem. Participants will then analyze the situation and recommend a solution to address the issues raised.

Administration of Events

RLC	SLC
Objective test taken collaboratively ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Preliminary round will consist of an objective test taken collaboratively.
RLC Testing Window: Refer to the WI FBLA Events Calendar	The top 8 finalists will participate in a seven minute interactive session at SLC where a solution to the case study will be presented. Twenty (20) minutes before the performance, each participant will receive the scenario.
No performance at RLC.	Order of performance is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition

FBLA Sports & Entertainment Management

Performance Rating Sheet

❑ Preliminary Round ❑ 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	
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	
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: _____

Prejudged Reports with Presentations

Individual or Team

Overview*:* These events consist of two parts, a prejudged report and a presentation. Competitors are required to complete both parts for award eligibility.

Event	Equip. Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty over Time (5 points)	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	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- *Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements and is written in an acceptable business style.*
  A PDF copy of the report must arrive at the RLC Host School by ***the third Friday in January*** *for RLC or the State Office by* ***the first Wednesday in March*** *for SLC.* PDF submissions *will* NOT *be returned to the chapters*. Reports may be revised for competition at the next level with judge feedback provided on rating sheets.
- Front cover not counted against page limit.
- Front covers must contain the following information: name of school, state, name of event, and year (20__-20__). Business Financial Plan and Business Plan must also include: names of participants.
- A title page, divider pages and appendices are optional and must be included in the page count.
- Reports must include a table of contents and page numbers.
- Pages must be numbered and formatted to fit on a 8 ½" x 11" paper.
- 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.
- Report content is prejudged before the presentation. Presentation judges may not have access to a copy of the report and will only judge the presentation of the project.
- 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.
- Reports must be original, current, and not eligible as a submission for a previous NLC.

- 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.
- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- Internet access will not be provided. Chapters must provide their own audio/visual equipment—except screens.

Prejudged Reports with Presentations (Continued)

Individual, Team, or Chapter Events

Event Name	Individual, Team, or Chapter	# of Pages	Specific Guidelines
American Enterprise Project	Chapter Event Represented by up to 3 Members	15	• 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	Individual or Team Event of 2 to 3 Members	15	• 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). **TOPIC** *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).*

Event Name	Individual, Team, or Chapter	# of Pages	Specific Guidelines
Business Plan	Individual or Team Event of 2 to 3 Members	30	An effective business plan should include the following information: *Executive Summary* provides a brief synopsis of the key points and strengths included in the plan. • *Company Description* includes basic details of the business, including an overview, location, legal structure, and organization. • *Industry Analysis* provides an analysis of the larger industry in which the business will belong; analyzes key trends and players in the industry; demonstrates an understanding and awareness of external business decisions. • *Target Market* provides a brief overview of the nature and accessibility of the targeted audience. • *Competitive Analysis* includes an honest and complete analysis of the business' competition and demonstrates an understanding of the business' relative strengths and weaknesses. • *Marketing Plan and Sales Strategy* demonstrates how the business' product or service will be marketed and sold; includes both strategic and tactical elements of the marketing and sales approach. • *Operations* provides an overview of business operations on a day-to-day basis, including production processes, physical facility reviews, use of technology, and processes followed to ensure delivery of products or services. • *Management and Organization* describes the key participants in the new business venture 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. • *Long-Term Development* gives a clear vision of where the business will be in three, five, or more years. It offers an honest and complete evaluation of the business' potential for success and failure and identifies priorities for directing future business activities. • *Financials* indicate the accounting methodology to be used by the business. Discuss any assumptions made in projecting future financial results. Present projections honestly and conservatively. • *Appendix* includes copies of key supporting documents (e.g., certifications, licenses, tax requirements, codes, letters of intent or advance contract, endorsements, etc.).
Community Service Project	Chapter Event Represented by up to 3 Members	15	Reports must describe one chapter project that serves the community. The project must be in the interest of the community and designed for chapter participation. Include: • a description of the project, • chapter member involvement, • degree of impact on the community, • evidence of publicity received • project evaluation

Local Chapter Annual Business Report	**Chapter Event Represented by up to 3 Members** **Only prejudged**	**15**	• **Reports must not exceed fifteen (15) pages.** • **Divider pages and appendices are optional and must be included in the page count.** • **Cover page is not counted in the page count.** • **Report should include the chapter's annual business** **Reports describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference**
Partnership with Business Project	Chapter Event Represented by up to 3 Members	15	Demonstrate the development and implementation of an innovative, creative, and effective partnership plan. Include: • a 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

American Enterprise Project

Edward D. Miller Award
Refer to Event Notables in Appendices

Chapter Event

Report/Performance Event with Judge Q & A

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

- Regulations: Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted. However, up to three members may present in the Final Round. See "Who May Attend Leadership Conferences".
- The activities described in the project cannot be submitted in any other event with the exception of the Local Chapter Annual Business Report.

The project must promote an awareness of some facet of the American Enterprise System within the school and/or community and be designed for chapter participation rather than individual participation. This event is not designed to raise money for the chapter. Rather, the intent is to help members learn about the economic system under which they live and to then share their expertise in some way with others inside and/or outside of the school.

Report Contents

- Reports must not exceed 15 pages

Eligibility

- A chapter may enter one (1) project in this event each year.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- A minimum of one member of the writing team **should** be included in a presentation team of up to three members.
- Participants must not have competed in this event at a previous NLC. However, if a team developed the plan, *one* member of the team *may* have competed in a previous NLC and cannot compete more than two years at the national level.

Procedure

Written Report: Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation: Oral presentations will only occur at SLC if there are 10 or more competitors in this event. Up to THREE chapter members will give an oral presentation. The performance should address impact of project to the community, member involvement and results of the project.

Administration of Events

RLC	SLC
SLC Only Event	The top 8 finalists will present their project to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	Top FOUR reports advance to NLC competition.

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	
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	
Subtotal					**/100 max.**

Penalty Points Check & deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):

❑ missing cover ❑ report format does not follow rating sheet
❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers

_____

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	
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	
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:

Business Financial Plan

Individual or Team Event

Report/Performance Event with Judge Q & A

Regulations

- Each local chapter may submit one (1) entry that may be created by an individual member or by a team, not to exceed three (3) members, to compete in this event.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Proposals must describe proposed business ventures. The business venture must also be currently viable and realistic. The business described in the project report must not have been in operation for a period exceeding 12 months before the NLC. Reports should not be submitted that evaluate ongoing business ventures.
- A one-page description of the plan should be the first page of the report.

The 2016 topic is:

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).

Report Contents

- Reports must not exceed 15 pages.

Eligibility

- All team members must participate in the presentation.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedure

Written Report: Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation: All members from the submitting team will give an oral presentation that will be an interactive situation. The members will orally explain the business venture, the financial plan and their request for a loan. Judges will serve as officers of the financial institution, questioning and interacting with the team members throughout the presentation.

Administration of Events

RLC	SLC
There is NO oral presentation competition component at the RLC.	The top 8 finalists will present their Business Financial Plan to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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 • Legal form of business • Company governance • Company location(s) • Long- and short-term goals	0	1–7	8–14	15–20	
Operations and Management • Business facilities described • Management personnel identified • Workforce described (current and projected)	0	1–8	9–18	19–25	
Target Market • Target market defined (size, growth potential, needs) • Risks and potential adverse results identified, analyzed, and planned for	0	1–10	11–20	21–30	
Financial Institution • Name and type of financial institution to which loan application is being made	0	1–7	8–14	15–20	
Loan Request • Purpose of loan and amount requested • Itemized planned expenditures • Projections for future stability of company	0	1–10	11–20	21–30	
Supporting Documents • Works cited page	0	1–5	6–10	11–15	
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	
Subtotal					**/200 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					
Total Points					**/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	
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					**/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 ma**
Report Score					**/200 max.**
Final Score (add total points and report score)					**/300 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Business Plan

Individual or Team Event

Report/Performance Event with Judge Q & A

Regulations

- Each local chapter may submit one (1) entry that may be created by an individual member or by a team, not to exceed three (3) members, to compete in this event.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Proposals must describe proposed business ventures or current business operation. The business venture/operation must also be currently viable and realistic. The business described in the project report must not have been in operation for a period exceeding 12 months before the NLC. Reports should not be submitted that evaluate ongoing business ventures.

Report Contents

- Reports must not exceed 30 pages.

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same report for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- The project may not have placed first or second at a previous SLC or have been submitted for a previous NLC.
- All team members must participate in the presentation.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedure

Written Report: Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation: All members from the submitting team will give an oral presentation. The members will introduce themselves, describe the plan and summarize their findings.

Administration of Events

RLC	SLC
There is NO oral presentation competition component at the RLC.	The top 8 finalists will present their Business Plan to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA Business Plan

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary •Convinces reader that business concept is sound and has a reasonable chance of success •Is concise and effectively written	0	1–7	8–14	15–20	
Company Profile •Legal form of business •Effective date of business •Company mission statement/vision •Company governance •Company location(s) •Immediate development goals •Overview of company's financial status	0	1–5	6–10	11–15	
Industry Analysis •Description of industry (size, growth rates, nature of competition, history) •Trends and strategic opportunities within industry	0	1–5	6–10	11–15	
Target Market •Target market defined (size, growth potential, needs) •Effective analysis of market's potential, current patterns, and sensitivities	0	1–5	6–10	11–15	
Competition •Key competitors identified •Effective analysis of competitors' strengths and weaknesses •Potential future competitors •Barriers to entry for new competitors identified	0	1–5	6–10	11–15	
Marketing Plan and Sales Strategy •Key message to be communicated identified •Options for message delivery identified and analyzed including Web process •Sales procedures and methods defined	0	1–5	6–10	11–15	
Operations •Business facilities described •Production plan defined and analyzed •Workforce plan defined and analyzed •Impact of technology	0	1–5	6–10	11–15	
Management and Organization •Key employees/principals identified and described •Board of directors, advisory committee, consultants, and other human resources identified and described •Plan for identifying, recruiting, and securing key participants described •Compensation and incentives plan	0	1–5	6–10	11–15	

FBLA Business Plan

Report Rating Sheet *(Continued)*

Long-term Development •Goals for three-, five- or more years are identified and documented •Risks and potential adverse results identified and analyzed •Strategy in place to take business toward long-term goals	0	1–5	6–10	11–15	
Financials •Type of accounting system to be used is identified •Financial projections are included and reasonable •1st year monthly cash flow •1st year monthly income statement •Yearly income statements for years 1, 3 & 5 •Financial assumptions clearly identified	0	1–7	8–14	15– 20	
Supporting Documents (Appendix) •May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1–5	6–10	11–15	
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	
Subtotal					**/200 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ missing table of contents ❑ over thirty (30) pages ❑ no page numbers ❑ report format does not follow rating sheet					___
Total Points					**/200 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA Business Plan

Performance Rating Sheet

❒ Preliminary Round ❒ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of business concept and company profile	0	1–2	3–4	5	
Marketing aspects of business are thoroughly covered	0	1–5	6–10	11–15	
Description of operations and management plans	0	1–3	4–7	8–10	
Financial documents and projections are reasonable easy to understand	0	1-7	8-14	15-20	
Risks are anticipated, analyzed and planned for	0	1–3	4–7	8–10	
Long-term goals are identified and reasonable	0	1–3	4–7	8–10	
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	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					**/100 max.**
Report Score					**/200 max.**
Final Score (add total points and report score)					**/300 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Community Service Project

Chapter Event

Report/Performance Event with Judge Q & A

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted. However, up to three members may present in the Final Round. See "Who May Attend Leadership Conferences".
- The activities described in the project cannot be submitted in any other event with the exception of the Local Chapter Annual Business Report.
- Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation.
- This event should not be a chapter fundraising project.

Report Contents

- Reports must not exceed 15 pages. A title page, divider pages and appendices are optional.

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same project for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- A minimum of one member of the writing team **should** be included in a presentation team of up to three members.
- Participants must not have competed in this event at a previous NLC. However, if a team developed the project, ***one*** member of the team ***may*** have competed in a previous NLC and cannot compete more than two years at the national level.

Procedure

Written Report: Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation: Up to THREE chapter members will give an oral presentation. The performance should address impact of project to the community, member involvement and results of the project. Judges may ask questions for up to three minutes after the presentation concludes.

Administration of Events

RLC	SLC
There is NO RLC counterpart for this event.	The top 8 finalists will present their project to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	Top FOUR projects advance to NLC competition.

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	
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	
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ over fifteen (15) pages ❑ missing table of contents ❑ report format does not follow rating sheet ❑ no page numbers					
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	
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	
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:

Local Chapter Annual Business Report

Ray Rupple Award
Refer to Event Notables in Appendices

Chapter Event

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted. See "Who May Attend Leadership Conferences".

Report Contents

- Reports must not exceed 15 pages.

Eligibility

- A chapter may enter one (1) report in this event each year.
- A chapter may not enter the same report for more than one report event.

Administration of Events

RLC	SLC
No RLC counterpart.	Top FOUR reports advance to NLC competition.

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 • 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 m**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of fifteen [15] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					___
Total Points					**/100 m**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Partnership with Business Project

Chapter Event

Report/Performance Event with Judge Q & A

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted. However, up to three members may present in the Final Round. See "Who May Attend Leadership Conferences".
- The activities described in the report cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.
- This report describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about successful businesses.
- This event should not be a chapter fundraising report.

Report Contents

- Reports must not exceed 15 pages. A title page, divider pages and appendices are optional.

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same project for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- A minimum of one member of the writing team **should** be included in a presentation team of up to three members.
- Participants must not have competed in this event at a previous NLC. However, if a team developed the plan, ***one*** member of the team ***may*** have competed in a previous NLC and cannot compete more than two years at the national level.

Procedure

Written Report: Creativity through design and use of meaningful graphics is encouraged.

Oral Presentation: Up to THREE chapter members will give an oral presentation. The performance should address impact of project to the community, member involvement and results of the project. Judges may ask questions for up to three minutes after the presentation concludes.

Administration of Events

RLC	SLC
No RLC counterpart.	The top 8 finalists will present their project to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	Top FOUR finishers advance to NLC competition.

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 Description of the partnership goals	0	1–2	3–4	5	
Description of the planning activities used to build a partnership	0	1–3	4–7	8–10	
Roles of business leaders and chapter members in developing the partnership	0	1–2	3–4	5	
Implementation Description of the activities implemented to learn concepts of business operations	0	1–5	6–10	11–15	
Roles of business leaders and chapter members in implementing the project	0	1–3	4–7	8–10	
Results, concepts learned, and impact of the project provided	0	1–5	6–10	11–15	
Degree of involvement (e.g., hours spent, personal contact, and executives and department heads contacted)	0	1–3	4–7	8–10	
Examples of publicity and recognition received as a result of the partnership	0	1–2	3–4	5	
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	
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					
Total Points					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

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	
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	
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:

Prejudged Projects with Presentations

Individual or Team

Overview*:* These events consist of two parts, a prejudged project and a presentation. The presentation of a report or project is judged during the conference. Report or project content is prejudged before the conference. Competitors are required to complete both parts for award eligibility.

Event	Equip. Setup Time	Prep Time	Performance Time	Time Warning	Time Up	Penalty over Time (5 points)	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

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- *Student members, not advisers, must prepare the project. Local advisers should serve as consultants to ensure that the project is well organized, contains substantiated statements and is developed in format that complies with submission guidelines. Prejudged projects must arrive at the RLC Host School by* ***the third Friday in January*** *for RLC or the State Office by* ***the first Wednesday in March*** *for SLC. Projects may be revised for competition at the next level with judge feedback provided on rating sheets.*
- The Statement of Assurance event form must be submitted: RLC to the Regional Host by **the third Wednesday in January** if applicable or SLC to the State Office by the first **Wednesday in March**. Refer to the Statement of Assurance Entry Form in the Wisconsin FBLA Competitive Events Guide.
    - Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
    - 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.
- 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.

Presentation

- Each individual must provide their own computer and projection device (or tablet and DVD player) for the presentation including a copy of the program. Internet access will be provided for presentations associated with Digital Video Production, E-Business, Mobile Application Development, and Website Design. Access may not be WIFI, so competitors should plan appropriately when selecting laptops/tablets on which to present. In the case that Internet Service is not available due to service issues, then presenters must be prepared to deliver alternative presentation content using backup methods. Competitors are responsible for bringing a copy of their project to show the judges.
- Presenters will have up to five (5) minutes to setup equipment. If over on the setup time, then additional setup time will count against the presentation time. Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes. Following the presentation, judges will conduct a three (3) minute question-answer period.
- 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.
- All team members are expected to actively participate in the performance.

Judging

- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- All decisions of the judges are final.

Event Name	Individual or Team	Specific Guidelines
3-D Animation	Individual or Team of 2 or 3 Members	**TOPIC** *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.*

Computer Game Simulation & Programming	Individual or Team of 2 or 3 Members	• 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.
		• The program should be shown to the judges.
		• Statement of Assurance
		• Computer Game Simulation & Programming—All data and programs should be contained in a master folder named STATE_ SCHOOL where your state and school are listed in that folder name format. Outside of the master folder, create a shortcut to the executable file. If the program requires a runtime player, create a shortcut outside the master folder to launch the runtime player installer. The program must contain the following, at a minimum:
		  ○ Must be graphical in nature, not text based.
		  ○ An initial title page with the game title, user interface control instructions and active buttons for Play and Quit.
		  ○ A quit command programmed to the escape key.
		
		TOPIC
		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+.*
Event Name	**Individual or Team**	**Specific Guidelines**
Desktop Application Programming	Individual	• 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. • Statement of Assurance **TOPIC** *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.*
Digital Video Production	Individual or Team of 2 or 3 Members	• 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. • Statement of Assurance • Video must be uploaded as an URL. **TOPIC** *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.*

Event Name	Individual or Team	Specific Guidelines
E-business	Individual or Team of 2 or 3 Members	• **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, use and development of media elements.** • **The website should be shown to the judges.** • **Statement of Assurance** **TOPIC** ***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***
Mobile Application Development	Individual or Team of 2 or 3 Members	• 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 if desired. **TOPIC** *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.*
Website Design	Individual or Team of 2 or 3 Members	• 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. • Statement of Assurance. **TOPIC** *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*

3-D Animation

Individual or Team Event

Performance Event with Judge Q & A

Whether it be a full-length feature film, a public service announcement, or an attention grabbing commercial, catching the attention of an audience is becoming increasingly important to tell a story. Different than video editing, an animation requires the development team to build video using multiple and different camera angles, computer based design, and integrated efforts. In business and real life, animation can be used to add an exciting moment to something else, or it can be used for its very own production. In this event, animation will be used to create a standalone video product.

Regulations

- Presentations should be clearly labeled with the name of the team members, school and state.
- The Statement of Assurance with URL online form (found in the Competitive Event Guide or on the Wisconsin FBLA site) must be submitted to the State Office for the SLC by the first Wednesday in March.

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual or team of two or three members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Overview

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

2016 NLC Topic

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.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html
- U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

Performance Guidelines.

- Presentation of the entry must be conducted by participants who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as state winners must register for the SLC.
- No replacements or substitutes will be allowed.
- The presentation is designed to be an explanation of equipment used, software used, the development process, an overview of how copyright laws were addressed, and challenges experienced during the process. The video should be shown to the judges.
- Understanding of the Animation Field: Describes purposes and uses of animation and why they are beneficial to portray messages, identifies technology options available and what is most common in industry, and identifies the key animation processes utilized in the development of the project.
- Attention to Ethical Issues and Copyright: Describe the ethical issues necessary to creating animated elements. Identify compliance to copyright laws and issues.
- Demonstrates understanding of pre-production, production, and post-production: Presenters should demonstrate the elements used during each of these steps. They should include, but not be limited to story board, identification of equipment to use, actual development and editing, and finalization.
- The individual or team must perform all aspects of the presentation (e.g., setup, speaking, and operating audiovisual equipment). Other chapter representatives may not provide assistance.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience. The following will be provided: screen, power, table, and projector with VGA and HDMI ports. Participants that will be utilizing Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters.
- Participants must bring a copy of the video to show to the judges.
- Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment.
- At the end of six (6) minutes, a timekeeper will stand indicating one minute is left. At seven (7) minutes the timekeeper will stand indicating time is up. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct up to a three (3) minute question/answer period.
- Preliminary performances are not open to conference attendees.

RLC	SLC
No RLC counterpart.	Statement of Assurances with URL at the State Office **by the first Wednesday in March.**
	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Oral presentations will only occur at SLC if there are 10 or more competitors in this event. Individual schools will be contacted after the **first Wednesday in March** to notify competitors if a performance will be required at SLC.
	Top FOUR finishers advance to NLC competition.

FBLA 3-D Animation

Production Rating Sheet
2015-16

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 (maximum of fifteen [15] points). ❑ Statement of Assurance not received ❑ 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
2015-16

❑ **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 five (5) 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:

Computer Game & Simulation Programming

Individual or Team Event

Performance Event with Judge Q & A

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual or team of two or three members.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Two copies of the program (DVD or Flash Drives) containing the executable object, source files(s) saved as .txt file(s), sample data file student used and a readme file (digital and print copy) must arrive at the State Office by **the first Wednesday in March**.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- The solution must run standalone with no programming errors. Points will be deducted for logical errors.
- Programs must be accompanied by a readme file (digital and print copy) noting software used; name of participant, school and state; source of information; and instructions on running the program.
- The program must be designed so that the program will run when copied to a hard drive with this path C:\NLCDESKTOP\.

Procedures

The 2016 program is:

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+*

Administration of Events

RLC	SLC
No RLC counterpart.	CD/DVD/USB (2 copies) containing the executable object, source file(s) saved as .txt file(s), sample data file student used and a readme file (digital and print copy) must be received by the State Office by the **first Wednesday in March.**
	Media must be labeled with the name of the event, state, participant and school.
	Media should be free of viruses/malware.
	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Oral presentations will only occur at SLC if there are 10 or more competitors in this event. Individual schools will be contacted after the **first Wednesday in March** to notify competitors if a performance will be required at SLC.
	Top FOUR finishers advance to NLC competition.

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	
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 game play 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	
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	
Subtotal				**/200 max.**	

Continued on the next page

FBLA Computer Game & Simulation Programming

Production Rating Sheet ***(Continued)***

Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of fifteen [15] points). ❑ 2 copies of media not received ❑ Statement of Assurance not received ❑ media labeled incorrectly	
Total Points	**/200 max**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

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, presentation, 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 program 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	
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	
Subtotal					**/100 max.**

Continued on following page

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	**/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:

Desktop Application Programming

Individual Event

Performance Event with Judge Q & A

Regulations

- No member may have competed in this event at a NLC.
- The solution must run standalone with no programming errors. Points will be deducted for logical errors.
- Programs must be accompanied by a readme file (digital and print copy) noting software used; name of participant, school and state; source of information; and instructions on running the program.
- The program must be designed so that the program will run when copied to a hard drive with this path C:\NLCdesktop\.
- The program should be shown to the judges.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

The topic for 2016 is:

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.

Administration of Events

RLC	SLC
No RLC counterpart.	CD/DVD/USB (2 copies) containing the executable object, source file(s) saved as .txt file(s) sample data file student used and a readme file (digital and print copy) must be received by the State Office on **the first Wednesday in March.**
	Media must be labeled with the name of the event, state, participant and school.
	Media should be free of viruses/malware.
	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Oral presentations will only occur at SLC if there are 10 or more competitors in this event. Individual schools will be contacted after the **first Wednesday in March** to notify competitors if a performance will be

	required at SLC.
	Top FOUR finishers advance to NLC competition.

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	
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	
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	
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). □ 2 copies of media not received □ Statement of Assurance not received □ 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	
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	
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 directions.					
Total Points					**/100 max.**
Prejudged Score					**/200 max.**
Final Score (add total score and prejudged score)					**/300 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Digital Video Production

Individual or Team Event

Performance Event with Judge Q & A

Eligibility

- Each local chapter may enter one (1) team at RLC and at SLC.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at an NLC or have competed more than two (2) years at the national level.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html
- U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

Procedure

The presentation may include elements such as graphics, pictures, music and special effects, sound, text, video and transitions.

The 2016 topic will be: *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.*

Pre-Judged Project Guidelines

- Video presentations must properly develop the given topic. Student members, not advisers, must prepare presentations.
- Video presentations should be at least two (2) minutes in length and no more than four (4) minutes in length.
- The production may use any method to capture or create moving images. Developers should collect and store for record written clearance or releases for all images of individuals, locations, storefronts and so on, included in the production should documentation need to be provided.
- The description area of the video must contain copyright information as well as the name of the event, state, names of participants, and school.
- Entries may be created in any video editing program.
- It is recommended that royalty-free music be used, but it still must be documented that the music is royalty-free.

Administration of Events

RLC	SLC
Statement of Assurances with URL to be submitted and arrive at the RLC Host by **the third Friday in January**.	Statement of Assurances with URL at the State Office by **the first Wednesday in March**.
RLC event results will be based upon prejudged project submission only. No presentation will be part of the RLC.	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
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): ❑ incomplete description ❑ Statement of Assurance not received ❑ video 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 the video	0	1–7	8–14	15–20	
Proper documentation of pictures, audio, etc.	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	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–2	3–4	5	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					**/100 max.**
Prejudged Score					**/200 max.**
Final Score (add total points and prejudged score)					**/300 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

E-Business

Individual or Team Event

Performance Event with Judge Q & A

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual member or by a team, not to exceed three (3) members, to compete in this event.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html
- U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

Procedures

The 2016 topic will be:

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*

- The product or service may be real or fictional.
- The website must be available for viewing on the Internet at the time the Statement of Assurances Entry Form is submitted.
- If using a shopping cart, it does not need to be activated
- Any photographs, text, trademarks or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and not documented.
- The use of templates must be identified at the bottom of the home page.
- E-business sites should be designed to allow for viewing by as many different platforms as possible.

Administration of Events

RLC	SLC
Statement of Assurances with URL to be submitted and arrive at the RLC Host **by the third Friday in January.**	Statement of Assurances with URL at the State Office **by the first Wednesday in March.**
RLC event results will be based upon prejudged project submission only. No presentation will be	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC,

part of the RLC.	not before.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	1-7	8-14	15-20	
Graphic design shows creativity, originality, and supports topic	0	1–3	4–7	8–10	
Page elements are effective without being distracted	0	1–3	4–7	8–10	
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	
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	

Continued on next page

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	
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		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	
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					**/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:

Mobile Application Development

Individual or Team Event

Eligibility

- Each local chapter an individual or a team of two (2) or three (3) members.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- The solution must run standalone with no programming errors.
- May use of the following platforms to develop the mobile application: Google's Android™, Apple iOS™ or Microsoft Windows Phone™.
- The application may not be deployed as a web application delivered over HTTP.
- The application may deploy from a smartphone, tablet, or both, but must be smartphone deployable.
- The application must be presented to the judges (projection equipment may be used).
- The application need not be available for download from a digital-distribution multimedia content service such as Google Play™, Apple Store, or Microsoft.
- The prejudged submission must include the source code and screen shots of the GUI in PDF format for review.
- Program produced for this event must be prepared by the participant(s) without help from
- other programmers or teachers.
- Visual aids and samples related to the project may be used (including a mobile device with the App loaded); however, no items may be left with the judges or audience.
-

Procedure

The 2016 topic will be:

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.

Administration of Events

RLC	SLC
No RLC counterpart.	CD/DVD/USB (2 copies) containing the executable object, data, program documentation (including but not limited to, execution instructions, system requirements, and text files for all program code—and support files needed to run the executable file) must be received by the State Office by the **first Wednesday in March.**
	The prejudged submission must include the source code and screen shots of the GUI in PDF format for review.
	Media must be labeled with the name of the event, state, participant and school.
	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Oral presentations may only occur at SLC if there are 10 or more competitors in this event. Individual schools will be contacted after the **first Wednesday in March** to notify competitors if a performance will be required at SLC.
	Top FOUR finishers advance to NLC competition.

FBLA Mobile Application Development

Production Rating Sheet

❑ Preliminary Round ❑ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Usability and Support					
Downloadable to mobile device and functional on iPhone, Android, or Microsoft Windows Phone	0	1–3	4–7	8–10	
Instructions clear and application can be loaded on phone	0	1–3	4–7	8–10	
Game Concept & 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 in store or on phone after downloaded is consistent with application	0	1–3	4–7	8–10	
Buttons within application include the landing page (index), a technical support button and at least one other button	0	1–3	4–7	8–10	
Errors did not crash application	0	1–3	4–7	8–10	
Code is well written and logically designed	0	1–5	6-10	11-15	
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points for not adhering to guidelines (maximum of fifteen [15] points): ☐ 2 copies of media not received ☐Statement of Assurance not received ☐Media labeled incorrectly					
Final Score (add total points and report score)					**/100 max.**

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	
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	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow directions					
Total Score (add total points and report score)					**/100 max.**
Prejudged Score max.					**/100**
Final Score (add total points and prejudged score) **max.**					**/200**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Web Site Design

Individual or Team Event

Performance Event with Judge Q & A

Eligibility

- Each local chapter may have one (1) entry.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- Web Sites should be designed to allow for viewing by as many different platforms (browsers) as possible.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web Sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html
- U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

Procedure

The 2016 topic will be:

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*

Administration of Events

RLC	SLC
Statement of Assurances with URL to be submitted and arrive at the RLC Host **by the third Friday in January.**	Statement of Assurances with URL at the State Office **by the first Wednesday in March.**
There is no oral presentation competition component at the RLC.	The top 8 finalists will present an oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA Web Site Design

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Overall design is aesthetically appealing	0	1–7	8–14	15–20	
Design is consistent across all pages	0	1–3	4–7	8–10	
Design shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
Design maintains a high level of usability	0	1–3	4–7	8–10	
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 Web site, 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	
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	
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 Web Site 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	
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					**/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:

Interviews with Prejudged Components

Individual

Overview: These events consist of multiple components, including material submission prior to the conference, and an interview. The Future Business Leader event also includes a 60-minute objective 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.

Event	Pre-Conference Requirements	Test	Preliminary Interview	Final Interview
Future Business Leader	Cover Letter & Resume	Objective Test	10 min.	15 min.
Job Interview	Cover Letter & Resume	NA	10 min.	15 min.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- A PDF copy of the report must arrive at the RLC Host School by **the third Friday in January** for RLC or the State Office by **the first Wednesday in March** for SLC. PDF submissions will NOT be returned to the chapters. Materials may be revised for competition at the next level with judge feedback provided on rating sheets.
- *The following event 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*
  - *Future Business Leader*

Eligibility

- 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

- Applicants must bring one (1) hard copy of all materials with them to interviews. Judges will not have a copy. No materials may be left behind with judges.
- No items may be left with the judges, including, but not limited to: thank you notes, portfolios, photographs, etc.
- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- All decisions of the judges are final.

Event Name	Submission Requirements	Time	Specific Guidelines
Future Business Leader	• One-page cover letter and résumé • A one-page cover letter addressed to Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191.	RLC: 10 min SLC Preliminary: 10 min SLC Final: 15 min.	**Objective Test:** 60 minutes. Objective test taken online prior to RLC. Must take on first day of SLC. Test score is added into the preliminary interview rating sheet. **Competencies:** FBLA organization, bylaws, and handbook | national competitive event guidelines | national publications | creed and national goals **Cover Letter:** The letter should state reasons for deserving the honor of this award. **Résumé:** List your FBLA activities and involvement.
Job Interview	• One-page cover letter, résumé • Letter addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, D.C. 20041.	RLC: 10 min SLC Preliminary: 10 min SLC Final: 15 min.	**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.

Future Business Leader

Individual Event

Eligibility

- Each local chapter may enter two (2) members at the RLC.
- Participants must not have competed in this event at a NLC.

Regulations

Participants (not advisers) must prepare resumes and cover letter for the event (see below).

- Applicants must bring one (1) hard copy of all materials with them to interviews. Judges will not have a copy. No materials may be left behind with judges.
- Photographs are not allowed. No other materials will be accepted. The letters of application and resumes will be returned following the RLC and SLC for revision. These items will not be returned following the NLC.
- Judges will deduct five (5) points from the interview score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration. RLC Testing Window: Refer to the WI FBLA Events Calendar	Preliminary Round will consist of a written objective test (40%) taken at SLC and prejudged written materials (20%) and Preliminary Round Interview (40%) to determine Top 8.
	Final Round scoring will add the Final Interview (40%) to the previously scored written objective test (40%) and prejudged written materials (20%).
PDF of the resume & cover letter must be submitted and arrive at the RLC Host school by **the third Friday in January**.	PDF of the resume/cover letter must be submitted and arrive at the State Office by **the first Wednesday in March**.
10 min. Interviews will be conducted with a panel of judges and will count for 40% of the final score. Order of interviews is random.	The top 8 finalists will participate in a 15 minute interview. Order of interviews is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.

Future Business Leader

Interview Materials Rating Sheet

❒ RLC ❒ SLC

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 size	0	4	6	8	
Included education, activities, and experience information	0	4	6	8	
Brief, concise information	0	2	3	4	
Spelling and Grammar					
Documents are free of spelling, punctuation, and grammatical errors	0	3	7	10	
Subtotal					**/50 max.**
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points					**/50 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Future Business Leader

Interview Rating Sheet

❒ RLC ❒ SLC

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.**
RLC Final Score **Objective Test 40% _____ + Materials 20% _____+ Interview 40% _____** **= Overall Score 100% _____**					
SLC Preliminary Round **Objective Test 40% _____ + Materials 20% _____ + Preliminary Interview 40% _____** **= Overall Score 100% _____**					
SLC Final Round **Objective Test 40% _____ + Materials 20% _____ + Final Round Interview 40% _____** **= Overall Score 100%_____**					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Job Interview

Individual Event

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

Procedure

- The participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

  Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
- Applicants must bring one (1) hard copy of all materials with them to interviews. Judges will not have a copy. No materials may be left behind with judges.
- It should be noted that no other materials will be accepted other than what is explained in this section.
- A deduction of five (5) points from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
- Participants who do <u>not</u> submit materials by the stated deadline will be disqualified.
- Participants failing to report on time for the event/interview will be disqualified.

Administration of Events

RLC	SLC
Pre-Conference Requirement:	**Pre-Conference Requirement:**
Resume and cover letter materials must be completed and submitted in PDF format to arrive at the RLC Host School by **the third Friday in January**.	Resume and cover letter materials must be completed and submitted in PDF format to arrive at the State Office by **the first Wednesday in March.**
Note: the production work for this event may be completed without a test administrator at any time leading up to the submission deadline.	Note: the production work for this event may be completed without a test administrator at any time leading up to the submission deadline.
At RLC:	**At SLC:**
10 min. Interviews will be conducted with a panel of judges and will count for 67% of the final score.	Preliminary interview (10 min.) for all participants. Overall scoring will be based 67% on the preliminary interview and 33% on documents submitted.
	Final interview (15 min.) for Top 8 finalists. Overall scoring will be based 67% on the final interview and 33% on documents submitted.
Order of interviews is random.	Order of interviews is random.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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 size	0	4	6	8	
Included education, activities, and experience information	0	4	6	8	
Brief, concise information	0	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

❑ Regional Level ❑ Preliminary Round ❑ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1-3	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 and uses appropriate grammar and uses appropriate length of time to answer questions.	0	1–5	6–10	11–15	
Participant asks questions that demonstrate interest in organization and understanding of position.	0	1–2	3–4	5	
Application Materials					
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.
RLC Final Score **Materials 33% _____ + Interview 67% _____ = Overall Score 100% _____**
SLC Preliminary Round **Materials 33% _____ + Preliminary Round Interview 67% _____ = Overall Score 100% _____**
SLC Final Round **Materials 33% _____ + Final Round Interview 67% _____ = Overall Score 100% _____**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Speaking Events
Individual

Overview*:* A business speech based on FBLA-PBL goals, current events, and/or relevant business topics that are created and articulated by competitors.

Event	Equip. 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 (9th & 10th grade only)	NA	NA	4 min.	3 min.	4 min.	Yes	No
Public Speaking II	NA	NA	5 min.	4 min.	5 min.	Yes	No

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- 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.
- No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.
- Competitors must prepare speeches. Advisers and others are not permitted to help.
- Handouts are not allowed.

Judging

- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- All decisions of the judges are final.

Event Name	Specific Guidelines
Impromptu Speaking	• Two (2) 4" x 6" note cards are given 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 (9th & 10th grade only)	• 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 notes 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	• 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 notes 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.

Impromptu Speaking

Individual Event

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have placed first in this event at a previous SLC or competed in this event at a NLC.
- Speeches are not to be under 3:31 or over 4:29 minutes in length.

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 performance events are closed to audience attendance, then procedures may be modified to require participants to report at a designated time for event prep.**

Administration of Events

RLC	SLC
All participants will perform. Schedules will be posted at RLC, not before.	Preliminary performances by all participants. Schedules will be posted at SLC, not before.
Order of performances is random.	Order of performances is random.
Participants will be given topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.	Participants will be given topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
Two (2) 4” x 6” note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.	Two (2) 4” x 6” note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
Performances are closed to the public.	The top 8 finalists will participate in a final round.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
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	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Public Speaking I

Individual Event

Eligibility

- Each local chapter may enter one (1) member to compete in this event.
  Only members enrolled in grades 9 and 10 of the current school year are eligible. Middle Level members who choose to compete in this event at RLC are not eligible to advance to SLC in this event. Middle Level members are required to compete in only Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.
- Speeches are not to be under 3:31 or over 4:29 minutes.
- When delivering the speech, competitors may use notes prepared notes before the event.

Administration of Events

RLC	SLC
All participants perform—no preliminary/final rounds.	All participants will perform in a Preliminary Round. Schedules will be posted at SLC, not before.
Order of performances is random.	Top 8 finishers in the preliminary round will compete in a final round of performances.
Performances closed to conference attendees.	Order of performances is random.
	Performances open to conference delegates, except performing participants of this event.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA Public Speaking I

Performance Rating Sheet

❑ Regional Level ❑ 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	
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	
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	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Public Speaking II

Individual Event

Eligibility

- Each local chapter may enter one (1) member to compete in this event.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the RLC/SLC/NLC in this event, they may not then compete in the Public Speaking I event.
- Speeches are not to be under 4:31 or over 5:29 minutes.
- When delivering the speech, competitors may use notes prepared notes before the event.

Administration of Events

RLC	SLC
All participants perform—no preliminary/final rounds.	All participants will perform in a Preliminary Round. Schedules will be posted at SLC, not before.
Order of performances is random.	Top 8 finishers in the preliminary round will compete in a final round of performances.
Performances closed to conference attendees.	Order of performances is random.
	Performances open to conference delegates, except performing participants of this event.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA Public Speaking II

Performance Rating Sheet

❑ Regional Level ❑ 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	
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	
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	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Presentations
Individual or Team

Overview*:* The presentation of an individual or team's project or campaign on a specific topic provided in the event guidelines.

Event	Equip. Setup Time	Prep Time	Performance Time	Warning Time	Time Up	Penalty Over Time (5 points)	Q&A (3 min.)
Business Ethics	NA	NA	7 min.	6 min.	7 min.	Yes	Yes
Client Service	NA	10 min.	5 min.	4 min.	5 min.	No	No
Electronic Career Portfolio	5 min.	NA	7 min.	6 min.	7 min.	Yes	Yes
Emerging Business Issues	NA	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 – 9th & 10th grade only	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

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- *If equipment setup is permitted per the event guidelines, then chapters must bring and set up their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.*

Eligibility

- *Student members, not advisers, must prepare the event submission. Local advisers should serve as consultants to ensure that the project is well organized, contains substantiated statements and is developed in format that complies with submission guidelines. Presentations may be revised for competition at the next level with judge feedback provided on rating sheets.*
- The Statement of Assurance event form must be submitted if applicable: RLC to the Regional Host by the third Friday in January or SLC to the State Office by the first Wednesday in March. Refer to the Statement of Assurance Entry Form in the Wisconsin FBLA Competitive Events Guide. The Statement of Assurance is not required for Public Service Announcement.
- Each individual must provide their own computer and projection device (or tablet and DVD player) for the presentation including a copy of the program.
- Internet access will be provided for presentations associated with 3D-Animation, Electronic Career Portfolio, Public Service Announcement, Social Media Campaign. Access may not be WIFI, so competitors should plan appropriately when selecting laptops/tablets on which to present. In the case that Internet Service is not available, then presenters must be prepared to deliver alternative presentation content using backup methods.
- 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

- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- All decisions of the judges are final.

Event Name	Type of Event	Specific Guidelines
Business Ethics	Team of 2 or 3 Members	• 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, but books, other bound materials, props, and equipment are prohibited. • Visual aids related to the project may be used; however, no items may be left with the judges or audience. **TOPIC** *Research an ethical topic related to animal testing on products for safety and human use of those products.*
Client Service	Individual	• This role play event requires the competitor to provide customer service to a client (judges). • Two 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.

Electronic Career Portfolio	Individual	• 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 resume and a career summary. The career summary should include career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
		• Sample materials also must be included in the portfolio. These samples must include, but are not limited to, the following:
		  • **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.

Emerging Business Issues	Team of 2 or 3 Members	• 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 **TOPIC** *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:* *• 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 ***(formerly Digital Design & Promotion)***	Individual or Team of 2 or 3 Members	• Emphasize graphic interpretation of the topic and design. • Do not use any words, diagrams, clipart, and/or artwork that are not public domain. **TOPIC** *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- ***9th & 10th grade only***	Individual or Team of 2 or 3 Members	• 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. **TOPIC** *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.*

Public Service Announcement	Individual or Team of 2 or 3 Members	• Research and form an objective on the topic provided. • Create a script and 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. **TOPIC** *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.* .
Publication Design *Formerly Desktop Publishing*	Individual or Team of 2 or 3	• 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. **TOPIC** *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.*
Sales Presentation	Individual	The purpose of this event is to enable students to use their knowledge of good selling techniques and to create an awareness of the importance of good salesmanship. • The individual shall provide the necessary materials and merchandise for the demonstration along with the product. • Visual aids and samples related to the presentation may be used in the preparation; 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	Individual or Team of 2 or 3 Members	The focus of this event is the use of social media and its impact in changing the way businesses communicate with customers and prospects, and how they promote their products and services. • Project should effectively address a recruitment opportunity and a strategic approach to targeting prospective members as well as engaging existing members. • The presentation is an explanation of the topic. • Visual aids and samples related to the presentation may be used in the preparation; 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. **TOPIC** *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.).*

Business Ethics

Team Event

Performance Event with Judge Q & A

Eligibility

- Each local chapter may enter one (1) team.
- Each local chapter may enter a team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC. or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	Preliminary Round will be held (all teams perform)
Event is not open to conference attendees at RLC.	The top 8 finalists will present their project to a team of judges in a final round.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Performance Event with Judge Q & A

The 2016 topic is to research an ethical topic related to animal testing on products for safety and human use of those products.

- Participants must research case study prior to the conference and be prepared to present their findings and solutions.
- Student members (not advisers) must prepare the presentation. Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.).
- One (1) member must introduce the team and describe the ethical solution.
- All team members must participate in the presentation.
- Teams are permitted to bring prepared notes.
- Books, other bound materials, props, and equipment are prohibited.
- Participants must answer judges' questions about their presentation.

FBLA Business Ethics

Performance Rating Sheet

❑ Regional Level ❑ 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 case are clearly defined and analyzed	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	
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	
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.**
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Client Service

Individual Event

Interactive Performance Event

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

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 performance events are closed to audience attendance, then procedures may be modified to require participants to report at a designated time for event prep.**

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
Ten minutes before the performance each participant will receive the scenario, along with TWO 4” x 6” note cards (which may be used during the presentation).	Preliminary Round will be held. (all teams perform)
	Ten minutes before the performance each participant will receive the scenario, along with TWO 4” x 6” note cards (which may be used during the presentation).
	The top 8 finalists will present to a team of judges in a final round.
Performances are not open for viewing at RLC.	Top FOUR finishers will advance to NLC competition.
Top THREE finishers advance to SLC competition.	

FBLA Client Service

Performance Rating Sheet

❑ Regional Level ❑ 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	
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	
Subtotal					**/100 max.**
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Electronic Career Portfolio

Individual Event

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.

Overview

- 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:
- **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 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.

Administration of Events

<table>
<tr><th>RLC</th><th>SLC</th></tr>
<tr><td rowspan="2">Chapters must provide their own audio/visual equipment, except screens. The students may present their portfolio using a DVD or USB flash drive, or by accessing it via the Internet if available.</td><td>Order of performance is random. Schedules will be posted at SLC, not before.</td></tr>
<tr><td>Preliminary Round will be held. (all teams perform)</td></tr>
<tr><td>All competitors will present at RLC. Order of performance is random. Schedules will be posted at RLC, not before.</td><td>The top 8 finalists will present to a team of judges in a final round.</td></tr>
<tr><td>Performances are not open for viewing at RLC.</td><td rowspan="2">Top FOUR finishers will advance to NLC competition.</td></tr>
<tr><td>Top THREE finishers advance to SLC competition.</td></tr>
</table>

FBLA Electronic Career Portfolio

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Résumé (Data Sheet) • 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 • 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 • 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 • 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 • 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: _____

Emerging Business Issues

Team Event

Performance Event with Judge Q & A

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member may be substituted should circumstances arise that warrant the substitution. Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedure

The topic to be researched and presented during the 2016 year will be:
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:

- *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.

Administration of Events

<table>
<tr><th>RLC</th><th>SLC</th></tr>
<tr><td rowspan="2">Order of performance is random. Schedules will be posted at RLC, not before.</td><td>Order of performance is random. Schedules will be posted at SLC, not before.</td></tr>
<tr><td>Preliminary Round will be held. (all teams perform)</td></tr>
<tr><td>All teams perform—no preliminary round.</td><td>The top 8 finalists will present their presentation to a team of judges in a final round.</td></tr>
<tr><td>Event is not open to conference attendees at RLC.</td><td rowspan="2">Top FOUR finishers advance to NLC competition.</td></tr>
<tr><td>Top THREE finishers advance to SLC competition.</td></tr>
</table>

Performance Event with Judge Q & A – Notes

- 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.
- 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.

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 m**
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 m**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Graphic Design

(formerly Digital Design & Promotion)

Individual or Team Event

Performance Event with Judge Q & A

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual or a team of two or three members.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html
- U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

Procedure

The 2016 topic will be:

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*

Project Guidelines

- Projects must address the given topic. Student members, not advisers, must prepare projects.
- Participants should place emphasis on graphic interpretation of the topic and design.
- You may not use any words, diagrams, clipart, and/or artwork that are not public domain.
- Graphics should be computer generated.
- Media should be clearly labeled with the event, state, participants' name(s), and school.
- Members are expected to follow all applicable copyright laws.
- The presentation will be the opportunity for the students to "sell" their design and include an explanation of the choices made in the design.

Administration of Events

RLC	SLC
Both team participants must be registered for the RLC.	Preliminary Round will be held. (all teams perform)
Top THREE finishers advance to SLC competition.	The top 8 finalists will present their presentation to a team of judges in a final round.
-space intentionally left blank-	Both team participants must be registered for the SLC.
-space intentionally left blank-	Top FOUR finishers advance to NLC competition.

FBLA Graphic Design (formerly Digital Design & Promotion)

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	
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.**
Final Score (add total points and production score)					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Introduction to Business Presentation

(Formerly Business Presentation)

Individual or Team Event

Performance Event with Judge Q & A

Eligibility

- Open to 9th and 10th grade only.
- Each local chapter may enter one (1) team.
- The Business Presentation may be developed by an individual or by a team of two (2) or three (3).
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member 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 member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html
- U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

The 2016 topic is:

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.

Administration of Events

RLC	SLC
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.	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.
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	Preliminary Round will be held. (all teams perform)
4" x 6" note cards are allowed to be used during the presentation.	4" x 6" note cards are allowed to be used during the presentation.
Event is not open to conference attendees at RLC.	The top 8 finalists will present their presentation to a team of judges in a final round.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

FBLA INTRODUCTION TO Business Presentation

(formerly Business Presentation)

Performance Rating Sheet

❒ Regional Level ❒ 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	
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	
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	
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:

Public Service Announcement

Individual or Team Event

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual or by a team of two (2) or three (3) members.
- No more than one (1) team member may have competed in this event at a prior NLC.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- At least one team member MUST participate in the presentation at SLC.

Procedure

The 2016 topic:
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.

Administration of Events

RLC	SLC
The video production may use any method to capture or create movie images.	The video production may use any method to capture or create movie images.
Videos will not be submitted for prejudging. Videos must be shown to judges by the presenters at RLC.	Videos will not be submitted for prejudging. Videos must be shown to judges by the presenters at SLC.
Chapters must provide their own audio/visual equipment, except screens. A copy of the presentation must be provided by the participant(s).	Chapters must provide their own audio/visual equipment, except screens. A copy of the presentation must be provided by the participant(s).
All individuals will present at RLC.	The top 8 finalists will present again present to determine the final rankings.
Schedules will be posted at RLC, not before.	Finalists and schedules will be posted at SLC, not before.
All team members should participate in the performance; a minimum of one member must present.	All team members should participate in the performance; a minimum of one member must present.
All team members must be registered for RLC.	All team members must be registered for SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

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	
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	
Subtotal					**/150 max.**
Time Penalty Deduct five (5) points for presentation over five (5) 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					**/150 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Publication Design - modified

(Formerly Desktop Publishing)

Individual OR Team Event

Eligibility

- Each local chapter may submit one (1) entry.
- Each entry must be created by an individual or a team of two or three (2 or 3) individuals.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, or between the SLC and NLC (prior to the skilled exam), in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office.
- **One** member may have competed in this event at an NLC.

Procedure

- Participants may use any desktop publishing software to complete the project.
- The finished product must be submitted in color.
- Refer to copyright guidelines found in the Format Guide.

2016 Topic

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.

Clarification: the URL does not need to be an active URL for presentation purposes as Internet Access will not be provided for this event.

Administration of Events

RLC	SLC
	Preliminary Round will be held. (all teams perform)
	The top 8 finalists will present their presentation to a team of judges in a final round.
Both team participants must be registered for the RLC.	Both team participants must be registered for the SLC.
Top THREE finishers advance to SLC competition.	Top FOUR finishers advance to NLC competition.

Judging

- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.

FBLA Publication Design *(formerly Desktop Publishing)*

modified 2015-16

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	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	
Incorporate a consistency in products to theme	0	1–5	6–10	11–15	
Include correct grammar, punctuation, spelling, and information related to event topic	0	1-2	3-4	5	
Delivery					
Statements are well organized and clearly stated	0	1-2	3-4	5	
Demonstrates self-confidence, poise and good voice projection	0	1-2	3-4	5	
Demonstrates active participation and the ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over five (5) 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.**
Final Score					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Sales Presentation

The purpose of this event is to enable students to use their knowledge of good selling techniques and to create an awareness of the importance of good salesmanship.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- 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.

Overview

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

Project Guidelines

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

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
RLC performances are not open to conference attendees	Preliminary Round will be held. (all teams perform)
	The top 8 finalists will present to a team of judges in a final round.
Top THREE finishers advance to SLC competition.	Top FOUR finishers will advance to NLC competition.

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.**
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): _____

Educational Institute _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Social Media Campaign

Social media is changing the way businesses communicate with customers and prospects and how they promote their products and services. The ability to effectively utilize social media as a marketing channel is a crucial component of any strategic marketing plan.

Regulations

- Participants must use a multimedia presentation as an aid in delivering the business presentation.
- This event is NOT submitted prior to the RLC or SLC.

Eligibility

- Each local chapter may enter one (1) team.
- The Social Media Campaign may be developed by an individual or by a team of two (2) or three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- No more than one member in a team of two or two members in a team of three may be substituted should circumstances arise that warrant the substitution.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member 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 member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Copyright and Fair Use Information

It is the policy of FBLA-PBL to comply with state and federal copyright laws. Copyright information is provided in the FBLA Format Guide. You may also use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at http://www.mediafestival.org/copyrightchart.html U.S. Copyright Office at http://www.copyright.gov/ or http://www.copyright.gov/title17/circ92.pdf

Overview

This event consists of a presentation given at RLC and SLC.

2016 National Topic

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.).

Project Guidelines

- The presentation is an explanation of the topic.

Project Competencies

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

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
RLC performances are not open to conference attendees	Preliminary Round will be held. (all teams perform)
	The top 8 finalists will present to a team of judges in a final round.
Top THREE finishers advance to SLC competition.	Top FOUR finishers will advance to NLC competition.

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	
Explain the development, creative design, implementation, and distribution process		1–5	6–10	11–15	
Benefits matched to customer and prospect needs		1–5	6–10	11–15	
Copyright information note, if applicable	0	1–5	6–10	11–15	
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:

National FBLA Events

Overview*:* These events have no regional or state components. Competitors are competing at the national level only.

Event	Individual or Team	Fall Challenge	Spring Challenge	Year-Long Challenge	Registration Required?
Life Smarts	Team of 2	Yes	Yes	-	Yes
Microsoft Office Specialist (MOS) Excel	Individual	-	-	Yes	Yes
Microsoft Office Specialist (MOS) Word	Individual	-	-	Yes	Yes
Virtual Business Management Challenge	Team of 2 or 3	Yes	Yes	-	Yes

Event Name	Type of Event	Specific Guidelines
Life Smarts	Team of 2	This 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. Teams will: • Register online • 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 **Fall Competition:** October 19, 2015 – November 13, 2015 **Spring Competition:** February 1, 2016 – February 26, 2016
Microsoft Office Specialist (MOS) Excel -- ***New!***	Individual	Students will take 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.
Microsoft Office Specialist (MOS) Word -- ***New!***	Individual	Students will take the MOS Word 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.
Virtual Business Management Challenge	Individual or Team of 2 or 3 Members	• Web-based Virtual Business Management 3.0 simulation. • Test skills at managing a bike manufacturing business individually or as a team. • Event covers curriculum in the areas of Introduction to Business, Information Technology, and Management as students manage a simulated business. **Fall Competition:** October 19, 2015 – November 13, 2015 **Spring Competition:** February 1, 2016 – February 26, 2016

LifeSmarts

Team Event

THERE IS NO RLC OR SLC COUNTERPART FOR THIS EVENT.

FBLA LifeSmarts is sponsored by the LifeSmarts program of the National Consumers League, and the competition is modeled after the LifeSmarts consumer education competition available free of charge to schools across the country through www.lifesmarts.org. LifeSmarts focuses on personal finance, consumer rights and responsibilities, technology, the environment, and health and safety. Teams compete online and in live national competition. This 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. Teams will:

- Register a team of two (2) members online
- 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

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures. FBLA Advisers will also desire to review event materials directly with LifeSmarts online at http://www.lifesmarts.org/coaches/new-coaches-fbla/.*

Eligibility

During the school year, schools may participate in both the fall and spring online LifeSmarts Competition. Teams are made up of two (2) members from active local chapters, on record in the national center as having paid dues by March 1 of the current school year. A team member cannot be on more than one 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.

Judging

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.

Microsoft Office Specialist (MOS) Excel – NEW!

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

A core-level candidate for the Microsoft Excel 2013 exam 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.

Overview
Students will take the MOS Word 2013 Core exam or the MOS Excel 2013 Core exam at their schools or at test centers. FBLA student members must register as a Certiport Testing Candidate and take a Qualifying MOS Certification Exam to participate in the new Microsoft Office Specialist events. Students may take the test at the local level more than once. The top four participants scoring the highest and having the least time from each state in each exam are eligible for national competition. The qualifying tests have associated costs if your school doesn't have a site license to administer the MOS tests.

- Visit www.certiport.com.
- Login using your Username and Password.
- Select "My Profile" at the top margin of the Certiport page.
- Select the "Profile" tab.
- Ensure "Student" is selected under Status.
- CRITICAL: Select "FBLA" in the Student Organizations field.
- Click the "Submit" button at the bottom of the page

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.

2015-2016 MOS DATES:
September 1, 2015 to March 1, 2016

Competencies
For a list of the MOS Word Exam competencies go to www.certiport.com/MOS.

Microsoft Office Specialist (MOS) Word

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

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.

Overview

Students will take the MOS Word 2013 Core exam or the MOS Excel 2013 Core exam at their schools or at test centers. FBLA student members must register as a Certiport Testing Candidate and take a Qualifying MOS Certification Exam to participate in the new Microsoft Office Specialist events. Students may take the test at the local level more than once. The top four participants scoring the highest and having the least time from each state in each exam are eligible for national competition. The qualifying tests have associated costs if your school doesn't have a site license to administer the MOS tests.

- Visit www.certiport.com.
- Login using your Username and Password.
- Select "My Profile" at the top margin of the Certiport page.
- Select the "Profile" tab.
- Ensure "Student" is selected under Status.
- CRITICAL: Select "FBLA" in the Student Organizations field.
- Click the "Submit" button at the bottom of the page

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.

2015-16 MOS DATES:

September 1, 2015 to March 1, 2016

Competencies

For a list of the MOS Word Exam competencies go to www.certiport.com/MOS.

Virtual Business Management Challenge

Individual or Team Event

THERE IS NO RLC OR SLC COUNTERPART TO THIS EVENT.

Regulations

- This is an official event brought to FBLA chapters in partnership with Knowledge Matters, Inc.
- *Refer to National Competitive Event Guidelines for more information.*
- *Advisers register teams at http://vbc.knowledgematters.com/vbc/fbla/.*

Eligibility

- During the school year, schools with active local chapters may participate in both the fall or spring VBC. Entries may be created by an individual or by a team ot two (2) or three (3).
- In a team entry, no more than one (1) member may have competed in this event at a previous NLC. A team member cannot be on more than one (1) team at a time.
- A team member may not be on more than one team at a time.
- No additional team members may be added once a team is 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. Prior to NLC competitors may participate in other events during RLC and SLC.

Judging

- The top eight (8) teams NATIONALLY (each in spring and fall) advance to NLC competition—but no more than (1) per state, per challenge—are eligible to compete at the NLC.
- Top Wisconsin Teams will be recognized at SLC.

WI Recognition

Event	Type of Recognition	Submission Requirements
Businessperson of the Year	Businessperson	Biographical Sketch
Community Service Award & Recognition (RLC & SLC)	Chapter	RLC Application & SLC Application
Gold Seal Chapter Award of Merit	Chapter	Criteria Set Forth in Guidelines
Largest Local Chapter Membership	Chapter	Submission of Membership Dues
Largest Local Chapter Marketshare	Chapter	Submission of Marketshare Form
Outstanding Local Adviser Adviser	Adviser	Nomination Form & Letters of Recommendation
Outstanding RLC & SLC Chapter	Chapter	Point System through Successful Participation
Wisconsin Future Business Educator	Member	Project submission and adviser validation statement.
Who's Who in FBLA	Member	Resume of FBLA Involvement

Wisconsin FBLA Recognition Events (Continued)

Event Name	Type of Event	Specific Guidelines
Businessperson of the Year	Each Chapter may Nominate One Candidate	This event provides recognition to Wisconsin businesspersons who are involved in FBLA. Items taken into consideration include: • Years of Participation in FBLA Activities • Promotion of FBLA • Contribution to Chapter Projects & Activities • Financial Assistance • Supportive Recommendations
Community Service Award & Recognition (RLC & SLC)	Chapter Submission(s)	Service can play a major role in every FBLA chapter. This recognition is designed to draw attention to the work that members do on behalf of their school, community, and state. Winning chapters will be based on total points received based on application, including food drives, clothing drives, volunteering, March of Dimes projects, and additional projects.
Gold Seal Chapter Award of Merit	Chapter Recognition	Minimum Requirements include: • State and national membership dues paid by October 20. • Submission of Local Program of Work to the state office by the first Wednesday in December. • Attendance at RLC the year of nomination. • Submission of the Local Chapter Annual Business Report for SLC. Submission of the Year-End Report to the state office by the first Friday in May.
Largest Local Chapter Membership	Chapter Recognition	• All active local chapters are eligible. • Official figure used for considering chapters for these events is determined by the record of paid memberships at the National Office and verified at the State Office.
Outstanding Adviser	Each Chapter may Nominate One Adviser	• All active FBLA advisers are eligible for nomination. • Submission of Nomination Form and 2 Letters of Recommendation
Outstanding RLC & SLC Chapter	Chapter Recognition	• Each local chapter entering any competitive event is automatically participating in this event. • Participation in as many of the events as possible is essential for a chapter's success. • A point system is used for those winning or placing in conference events.
Wisconsin Future Business Educator	Member Completion Recognition	• This completion event may be completed in addition to a member's competitive event selection. No limit on high school grade level or the number of entries per chapter • State Level Event Only--this event will not qualify students for NLC
Who's Who in FBLA	Each Chapter may Submit One Member Nomination	• Candidate must have completed the "Future" level of the Business Achievement Awards system (at minimum). • State Officers are automatically entered for recognition and do not count as a chapter's nomination. • A resume identifying an individual's involvement in FBLA must be submitted.

Businessperson of the Year

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- All active local chapters are eligible.
- Each local chapter may submit the name of its candidate for the Businessperson of the Year event.
- That individual will be recognized at SLC.

Regulations

- Nominees must not have been named to this event at a previous National Leadership Conference (NLC).
- It is not essential that a chapter's nominee be in attendance at the SLC. In addition, it is not essential that Wisconsin's Businessperson of the Year candidates for national recognition be in attendance for the national conference. Nominees will not receive financial assistance from the state treasury to attend the national conference.
- A panel of judges will review the biographical sketches and select winners according to the criteria stated in the National Guidelines.
- The panel will choose one businessperson to represent Wisconsin as the nominee for the national event. The local chapters whose businessperson is selected as the state winner will be notified in advance of the SLC. This businessperson will be invited to the conference to receive awards.
- Biographical sketches for all businesspersons are kept at the State Office until submitted to the National Office for recognition.

Pre-Conference Requirements

- The biographical sketch of the nominee must be RECEIVED at the State Office no later than **the first Wednesday in March**.
- The biographical sketch of the nominee must be prepared in a standard resume format following the National Guidelines procedure.
- The local adviser must submit a recommendation of the nominee supporting the candidate's nomination.
- If a chapter wishes to invite its Businessperson of the Year candidate to the SLC, the chapter adviser must make this known to the State Office before **the first Wednesday in March**. Special arrangements will be made for the presentation at the Friday evening awards program.

Judging

- The rating sheet the judges will use is found on the next page.

Businessperson of the Year

Rating Sheet

Years of Participation in FBLA Activities

(Select only 1)

0 - 3 years	_____	5		
4 - 6 years	_____	10		
7 + years	_____	15		
			_____	30

Promotion of FBLA

Presented speeches		10		
Conducted seminars		10		
Made non-monetary donations		5		
Sponsored activities		5		
			_____	30

Contribution to Chapter Projects/Activities

Leadership/direction	_____	10		
Time	_____	10		
Resources	_____	5		
Facilities/equipment	_____	5		
			_____	30

Financial Assistance

Local	_____	10		
State	_____	3		
National	_____	2		
			_____	15

Supportive Recommendations

(Select only 1)

0	_____	0		
1-2	_____	5		
3 or more	_____	10		
			_____	15

Score _____ **/120**

Name: _____

School: _____

City: _____

Judge's Signature: _____

Judge's Comments:

Community Service Recognition

As one of the cornerstones on which FBLA is built, SERVICE can play a major role in every FBLA chapter. The Community Service Recognition Awards, at both the regional and state level, are designed to draw attention to the wonderful work that our members do on behalf of their school, community and state.

- Only events which take place after June 1 of each year will be considered.
- Deadline for receipt for Regional Recognition is the third Friday in January.
- Deadline for receipt for State Recognition is the first Wednesday in March.

Regional Community Service Award

Regional Application

Must be received by Regional Host School on or before 3rd Wednesday in January

Directions: Please complete the following sections as completely and honestly as possible. Please only include activities from June 1 of the previous year until the time of submission of the application. Service is an essential part of the FBLA mission. Take this time to share the activities your chapter has participated in. Winning chapters will be based on total points received. (Duplicated activities throughout the application will be eliminated during the time of scoring.)

NOTE: IN ORDER TO BE CONSIDERED FOR RECOGNITION, THIS APPLICATION MUST BE SUBMITTED ONLINE AT https://goo.gl/ged73b

Chapter Name_____

Adviser_____ **President**_____

Food Drive — Points

1. Was a food drive hosted? (50 points) YES or NO _____

Please fill in the number of items collected (1 point each): _____ _____

Clothing Drive — Points

1. Was a clothing drive hosted? (50 points) YES or NO _____

Please fill in the number of items collected below (5 points each):

Boots: _____ _____

Coats: _____ _____

Please fill in the number of items collected below (1 point each):

Gloves: _____ _____

Mittens: _____ _____

Hats: _____ _____

Other: _____ _____

Volunteering — Points

Fill-out this section only if your chapter volunteered at a soup kitchen, homeless shelter or a similar organization. (3 points per student per hour volunteered).

Describe the service completed:_____

Number of student volunteers: _____

Total hours worked by all volunteers: _____

Multiply number of volunteers by total hours worked: _____ (Multiply by 3) _____

March of Dimes Projects Points

In the space below list and briefly describe any projects that your chapter participated in this year that promoted and/or benefited the March of Dimes. (50 points per project, limit five projects).

Project 1 Description:_____ _____

Project 2 Description:_____ _____

Project 3 Description:_____ _____

Project 4 Description:_____ _____

Project 5 Description:_____ _____

Additional Projects Points

In the space below list and briefly describe any additional projects that your chapter participated in this year. Remember, the activities should be designed to benefit the economically challenged. (50 points per project, limit five projects).

Project 1 Description:_____ _____

Project 2 Description:_____ _____

Project 3 Description:_____ _____

Project 4 Description:_____ _____

Project 5 Description:_____ _____

Total Points =====

Chapter President Signature:_____ Date:_____

Adviser Signature:_____ Date:_____

Adviser Contact Information:
Phone:_____ Email:_____

For Region VP use only:

State Community Service Award

State Application

Must be received by 1ST WEDNESDAY IN MARCH

Directions: Please complete the following sections as completely and honestly as possible. Please only include activities from June 1 of the previous year until the time of submission of the application. Service is an essential part of the FBLA mission. Take this time to share the activities your chapter has participated in. Winning chapters will be based on total points received. (Duplicated activities throughout the application will be eliminated during the time of scoring.)

NOTE: IN ORDER TO BE CONSIDERED FOR RECOGNITION, THIS APPLICATION MUST BE SUBMITTED ONLINE AT https://goo.gl/ged73b

Chapter Name_____

Adviser_____ **President**_____

Food Drive — Points

1. Was a food drive hosted? (50 points) YES or NO _____

Please fill in the number of items collected (1 point each): _____ _____

Clothing Drive — Points

1. Was a clothing drive hosted? (50 points) YES or NO _____

Please fill in the number of items collected below (5 points each):

Boots: _____ _____

Coats: _____ _____

Please fill in the number of items collected below (1 point each):

Gloves: _____ _____

Mittens: _____ _____

Hats: _____ _____

Other: _____ _____

Volunteering — Points

Fill-out this section only if your chapter volunteered at a soup kitchen, homeless shelter or a similar organization. (3 points per student per hour volunteered).

Describe the service completed:_____

Number of student volunteers: _____

Total hours worked by all volunteers: _____

Multiply number of volunteers by total hours worked: _____ (Multiply by 3) _____

March of Dimes Projects Points

In the space below list and briefly describe any projects that your chapter participated in this year that promoted and/or benefited the March of Dimes. (50 points per project, limit five projects).

Project 1 Description:_____ _____

Project 2 Description:_____ _____

Project 3 Description:_____ _____

Project 4 Description:_____ _____

Project 5 Description:_____ _____

Additional Projects Points

In the space below list and briefly describe any additional projects that your chapter participated in this year. Remember, the activities should be designed to benefit the economically challenged. (50 points per project, limit five projects).

Project 1 Description:_____ _____

Project 2 Description:_____ _____

Project 3 Description:_____ _____

Project 4 Description:_____ _____

Project 5 Description:_____ _____

Total Points =====

Chapter President Signature:_____ Date:_____

Adviser Signature:_____ Date:_____

Adviser Contact Information:
Phone:_____ Email:_____

For State Office Use only:

Gold Seal Chapter Award of Merit

Hollis and Kitty Guy Award
Refer to Event Notables in Appendices

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to the National Guidelines for eligibility and national regulations.

Chapters receiving this award will be announced at SLC and **will be recognized with a certificate at NLC.**

Regulations (State)

For a local chapter to be considered a qualifier for the Gold Seal Chapter Award of Merit nomination, the following criteria must be met: (#1-5 mandatory)

1. Paid state and national membership dues by **October 20.**
2. Submitted local chapter annual business report for state competition.
3. Submitted a local chapter program of work to the State Office by **the first Wednesday in December**.
4. Attended the RLC the year the nomination is made.
5. Submitted Year-End Report to State Office by **the first Friday in May**.

If more than 15 percent of Wisconsin's active chapters meet criteria #1 through #6, the following criteria will be used for elimination:

6. Attended National Fall Leadership Conference.
7. Attended fall and/or spring state executive board meetings (these meetings may be held separately or jointly with other state and/or national conferences).
8, Attended NLC in year preceding the nomination.

In addition to criteria explained in #1 through #5 (mandatory) and in #6 through #8 (eliminators), the following criteria should be followed by the local chapters, as suggested within the national event guidelines:

- Conducted projects or programs identified with the goals of FBLA-PBL.
- Sent representatives to FBLA Fall Leadership Labs.
- Participated in state and national project(s) for the current year and documented activities.
- Encouraged other schools to organize FBLA or PBL chapters and documented activities.
- Planned visits to business and industry.
- Held fund-raising projects using official fund-raising suppliers successful on the state level.
- Conducted financial development projects, if allowed by school administration and documented activities.
- Invited businesspersons and other professionals to become involved in chapter activities and document activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage.
- Participated in the Business Achievement Awards.
- Promoted FBLA-PBL.
- Recruited professional members.
- Promoted The Wisconsin FBLA-PBL Foundation, Inc.

Largest Local Chapter Membership

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to the National Guidelines (Member Recognition Awards) for procedure.

Regulations

- All active local chapters are eligible for state and national competition in largest local chapter membership.
- The official figure used in considering chapters for these events is determined by the record of paid memberships audited at the National Office and verified at the State Office.
- The figure used in determining winners will be the number of paid members at the close of business **March 1**.
- The five chapters with the largest local chapter membership are declared winners in the respective event.

Largest Local Chapter Market Share

Each local chapter is encouraged to complete and submit the local chapter market share award. Although large numbers of chapter members are good, it is more interesting to note the percentages of student populations are involved in FBLA on a local chapter level. The schools with the largest percentage of total membership will receive awards at the SLC in spring.

NOTE: IN ORDER TO BE CONSIDERED FOR RECOGNITION, THIS APPLICATION MUST BE SUBMITTED ONLINE AT https://goo.gl/HvCe6C

Local Chapter Market Share Award Form
2015-2016 SLC

Please complete this form for your chapter. Deadline for submission is the first Wednesday in March.

Chapter _____ Adviser _____

Region ❑ I ❑ II ❑ III ❑ IV ❑ V ❑ VI ❑ VII

School Enrollment for the current school year _____

Number of Members in Chapter_____

Percentage of School Population _____
(Divide your chapter membership by the total school population.)

Adviser Signature _____ Date: _____

Please email (FBLA@dpi.wi.gov) or fax (608.267.9275) form to State Office.

To be completed by a member of the state staff only:

❑ Verified by _____

Comments: _____

_____

_____

_____

Outstanding Local Adviser Award

Les and Rosemary Korbel Award
Refer to Event Notables in Appendices

The Outstanding Local Adviser Award honors local FBLA advisers who have made outstanding contributions to the association at the local, state, and national levels.

Eligibility

All active local advisers are eligible. Advisers may be nominated for this award any year they advise an active chapter.

The individual selected as the winner represents Wisconsin for national recognition as Wisconsin's Outstanding Local Adviser.

Regulations

1. Any current or retired adviser, local administrator, chapter member, parent, or school colleague can nominate a current FBLA adviser for this award.

2. A nomination form is required.

2. Each nomination form must be accompanied by:
   - Letter of recommendation by either a local chapter member, FBLA adviser, parent, or other school colleague.
   - Letter of recommendation by professional supervisor or administrator.

3. The nomination form and letters of recommendation must be received at the FBLA State Office **on or before the third Friday in January**.

4. The state winner will be recognized with a plaque and certificate at the State Leadership Conference.

5. The state winner will be recognized with a certificate and gift at the National Leadership Conference.

Procedures

Letters of recommendation should address, to the extent possible, the following:

- Years of participation in **FBLA-PBL** activities.
- Local chapter activities and involvement
- Extent of participation in conferences sponsored by the state chapter and the national association.
- Offices, chairmanships, and committee memberships held within the association.
- Participation in other professional business organizations.
- Involvement in local business community.

State judges will base their selection of Wisconsin's winner on the submitted information only.

Judging

Nomination forms and letters of recommendation will be reviewed by a committee consisting of the three members from the State Superintendent's Business & Information Technology Advisory Committee.

That panel of judges will rate nominees and select the winner. The winner will receive a plaque and certificate at the State Leadership Conference. At the National Leadership Conference, the winner will receive a gift, a certificate, and national recognition.

Outstanding Local Adviser Award

Nomination Form

***Nominee Information*:**

Name_____

School/Chapter _____

School Address_____

Phone_____

Email_____

Administrator Name_____

Local Newspaper_____

Nominator Information:

Name_____

Relationship to nominee_____

Address_____

Phone_____

Email_____

Each nomination form must be accompanied by (2) letters of recommendation:

- Letter of recommendation by either a local chapter member, FBLA adviser, parent, or other school colleague.
- Letter of recommendation by professional supervisor or administrator.

Letters of recommendation should address, to the extent possible, the following:

- Years of participation in **FBLA-PBL** activities.
- Local chapter activities and involvement
- Extent of participation in conferences sponsored by the state chapter and the national association.
- Offices, chairmanships, and committee memberships held within the association.
- Participation in other professional business organizations.
- Involvement in local business community.

State judges will base their selection of Wisconsin's winner on the submitted information only.

Return all required materials by **the third Friday in January** to:

David Thomas, State Adviser
Wisconsin FBLA State Office
125 S. Webster St.
Madison, WI 53703
OR via email at fbla@dpi.wi.gov

Outstanding RLC Chapter

Lorraine Missling Award

Refer To Event Notables in Appendices

Outstanding SLC Chapter

Ruel Falk Award

Refer To Event Notables in Appendices

In order to promote maximum participation by all local chapters attending Wisconsin FBLA's Regional and State Leadership Conferences, this event has been established to honor the local chapters which successfully receive the greatest number of points awarded for their overall participation.

Eligibility

Each local chapter entering any competitive event is automatically participating in this event. Participation in as many of the events as possible is essential for a chapter's success.

Procedure

A point system has been developed for those winning or placing in conference events. Points granted will be determined as follows:

1st place	5 points
2nd place	4 points
3rd place	3 points
4th place	2 points
5th place	1 point

- Five (5) points will be granted to each chapter whose elected or appointed state officer has successfully completed his/her term of office. (SLC only)
- The chapter compiling the greatest number of points at each RLC will be identified as the Outstanding Regional Leadership Conference chapter for that region.
- The chapter compiling the greatest number of points at the SLC will be identified as the outstanding State Leadership Conference Chapter.
- The state office staff is responsible for compiling the results.
- The decision will be based solely on the compilation of points.
- Ties will be broken by the greatest number of first-place points, second-place points, etc. Until placement is determined.

State Awards

Plaques are presented to the chapters in the first five (5) places in this event at each RLC. The first-place winner at the SLC will receive a traveling plaque and a permanent plaque. Plaques will also be awarded to the chapters winning second through fifth place.

Wisconsin Future Business Educator

Special Recognition

(Does not count as a competitive event)

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Wisconsin FBLA members have historically been excellent candidates to consider enrollment in a business education teacher preparation program. Current members are encouraged to share your experience and assist in the promotion of career exploration experience associated with the Education & Training Career Pathway. For additional information on Approved Wisconsin Educator Preparation Programs visit http://tepdl.dpi.wi.gov/epp/approved-educator-preparation-programs. This event highlights members that have an interest in obtaining a Business Education (250) license.

Eligibility

- 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.
- No limit on high school grade level or the number of individual entries per chapter.
- State Level Event Only--this event will not qualify students for NLC

Regulations

- Submissions may be shared with Wisconsin's University Pre-Service programs and the respective programs in conjunction with Wisconsin FBLA reserve the free right to share, use or modify, even commercial as desired by each respective organization.
- It is not required that a member be in attendance at the SLC.

Requirements

- Prepare a submission of your choice demonstrating why you would like to become a Future Business Educator sharing your positive experiences from your classes, involvement in FBLA, and inspiration from other. Ideas for submission might include an essay, resume, presentation, video, music lyrics, web page, etc.
- A brief letter of adviser approval is required to be attached with the submission to verify the appropriateness of the submission along with confirming the student's interest in becoming a Future Business Educator. All entries that receive adviser approval will be recognized for completing the submission.
- Submissions must include two (2) copies on CD/DVD/USB of all materials including the letter of adviser approval.
- All submissions including the letter of approval must be submitted in a commonly accepted digital format that does not require an evaluator to download any plugins or software.
- Submissions must arrive at the State Office by **the first Wednesday in March**.

Who's Who in FBLA

Special Recognition

(Does not count as a competitive event)

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

*The **Who's Who in FBLA** distinction is a high honor bestowed upon a local chapter member for outstanding contributions to their local or state Future Business Leaders of America chapter. Each chapter is encouraged to select a member for this special award.*

Eligibility

- All active local chapters are eligible to submit the name of ONE individual to receive this distinction. State officers are automatically entered to receive this recognition and do not count as their chapter's nominee.
- Participants must not have placed first in this event at a previous SLC or represented Wisconsin in this event at a NLC.
- 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.
- A member may be submitted for this distinction and choose not to "compete" for the Wisconsin Who's Who classification.

To compete for the Wisconsin Nominee for National Who's Who distinction:

Regulations

- The nominee should be selected in accordance with the rules and regulations of the state and national guidelines.
- A Who's Who candidate MUST have completed the FUTURE level of the Business Achievement Awards System.
- All Who's Who candidates in attendance at the SLC will be recognized at the conference.
- All state officers are automatically listed as Wisconsin's Who's Who. It is, therefore, permissible and recommended that a state officer chapter select an additional nominee.
- Resumes will be reviewed by the State Office for adherence to the stated criteria for nomination. The selection of the Wisconsin nominee to the National Who's Who will be based upon the rating sheet. In addition, the local adviser's self-composed statement validating the information contained in the resume must be received. Statistics will be verified by the State Office records.
- A panel of judges will rate nominees and select the top five deserving state recognition.
- The individual selected as the first-place winner in this event becomes Wisconsin's entry for national recognition as our state winner.
- Local Who's Who winners should be honored at the chapter's banquet, recognition assembly or other activity and will receive recognition at SLC.
- All resumes and rating sheets will be returned.
- It is not required that a chapter's nominee be in attendance at the SLC. In addition, it is not required that Wisconsin's Who's Who candidate for national recognition be in attendance at the national conference.

Pre-Conference Requirements

- A resume identifying the individual's involvement as specified in the criteria must be prepared. The resume must be prepared in a standard resume format. The activities section must follow the headings shown on the rating sheet. This resume may exceed the one- to two-page restriction.
- The local adviser must sign a self-composed statement validating the information contained in the resume. This should not be a letter of recommendation but rather a statement confirming the information. The student is disqualified from the event if the adviser's validation is not submitted.

- The resume and adviser letter of validation for the chapter's nominee must arrive at the State Office by **the first Wednesday in March**.
- State officers are not required to submit a resume or register for this event; however, if a state officer wishes to be considered for selection as Wisconsin's candidate for state competition, a resume must be submitted and the state officer must register for this event.
- State judges will base their selection of Wisconsin's nominee for National Who's Who on the criteria stated in the National Guidelines.

Who's Who in FBLA

Rating Sheet

High School Experiences ONLY	Possible Points	Points Earned	Max Pts. Poss.
Paid Member of FBLA	2/year	_____	8
Elected Offices Held in FBLA	2/local	_____	8
(local office held 2 years earns 4 pts.)	4/state	_____	12
	6/national	_____	12
Appointed Offices Held in FBLA (i.e. North Central Regional Secretary, NC Membership Dir.)	2/office/year	_____	8
FBLA Conferences Attended			
National Fall Leadership	4/conference	_____	12
Regional Leadership Conference	2/conference	_____	8
Wisconsin Fall Leadership Conference	2/conference	_____	8
State (excluding current year) Leadership Conference	3/conference	_____	9
Institute for Leaders	5/conference	_____	15
National Leadership Conference	5/conference	_____	15
State-sponsored Meetings Attended			
Executive Board (Fall and Spring)	1/meeting	_____	7
Summer Local Chapter Officer Training/Leadership Lab	1/meeting	_____	3
FBLA Leadership Labs	1/meeting	_____	4
FBLA Individual and Team Events			
Competitive Events			
Regional	1/event	_____	4
State (current year events do not count)	2/event	_____	6
National (current year events do not count)	3/event	_____	9
FBLA Awards Won			
Regional (1-5 place finish)	2/award	_____	8
State (1-5 place finish)	4/award	_____	12
National (1-10 place finish)	6/award	_____	18
FBLA Chapter Events (Do not include Outstanding Chapter)			
State Submission	1/event	_____	4
State Award (1-5 place finish)	3/award	_____	9
National Award (1-5 place finish)	4/award	_____	12
Involvement in FBLA Fundraising (excluding March of Dimes)	1/local	_____	5
(5 project limit per level)	2/state or nat'l	_____	5
Member of FBLA Committee(s) (not fundraising)	1/committee (10 max.)	_____	10
Chair of FBLA Committee (may not be included under member list above—not fundraising)	1/chair (10 max.)	_____	10
Participation in other FBLA Projects or Activities	1 each (5 max.)	_____	5
Business Achievement Award Levels Completed	3 each		12
	Total Points		**236**

Name: _____

School: _____ Region: _____

Judge's Signature: _____

Judge's Comments:

Wisconsin Chapter Constitution

Future Business Leaders of America – Phi Beta Lambda, Inc.

Article I. Name

The name of this organization shall be the Wisconsin State Chapter of the Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as "the Chapter."

Article II. Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of Wisconsin. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 5-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of Wisconsin. The Chapter shall provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter 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
- Facilitate the transition from school to work

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or constructed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc.

Article III. Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of Wisconsin. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

Article IV. Dues and Finance

Section 1. The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

Section 2. No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals. The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus. The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

Section 3. The Chapter shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption for their contributions to the Chapter or FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive al tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

Article V. Organization

Section 1. The Chapter is a subsidiary of the Future Business Leaders of America, Phi Beta Lambda, Inc. As an integral part of FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

Section 2. The Chapter shall be governed by a Board of Directors which shall serve as the policymaking body for the Chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3. The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officer and elections, meetings of the chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4. The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of Wisconsin as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5. Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

Article VI. Emblems and Insignia

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

Article VII. Amendment

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become part of this Constitution with or without the consent of the Chapter.

Revised April, 1989

Article VIII. Bylaws

Section 1. Membership.

FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their local, state, and national chapters. Local, state, and national FBLA chapters shall be open for membership to the four following classes of members:

Active Members shall be middle and 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 local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by the state chapter. 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, business persons, 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 local or state chapter by a majority vote. They shall be persons who are assisting in the advancement of business and/or business-related fields and/or who are rendering outstanding service to the local or state chapter. 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 person 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.

Section 2. Dues and Finance.

A. Dues. State dues based on fiscal reports by the State Office and on recommendation by the state executive board shall be determined by a majority vote. State and national dues of members shall be forwarded direct to the national office by the local chapter.
B. Annual state dues shall be $5.00 with $2.00 going to the Wisconsin FBLA-PBL Foundation.
C. The affairs and property of FBLA shall be managed by the National Board of Directors according to D. C. Code 29-1018 (1967 ed.).
D. Finance. The state staff shall administer all FBLA finances, submit an annual budget to the state executive board for approval, and provide the National Board of Directors and members with an annual audit.
E. The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

Section 3. Organization.

A. The state chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by FBLA-PBL, Inc.
B. The state executive board shall consist of state officers and one adviser form the state officer's school. Each member of the state executive board shall have one vote. The state president chairs the executive board meetings.
C. The Business and Information Technology Education Consultant from the Department of Public Instruction shall serves as the FBLA state adviser/chair and in an advisory capacity to the state executive board.
D. There shall be seven regions in the state of Wisconsin.
E. Local chapter charters shall be issued upon approval of the state staff and acceptance by the national office. The state chapter shall hold at least one annual leadership conference to elect state officers and conduct business.
F. Each local chapter shall have an adviser who is teaching a business or business-related course. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interest of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.
G. The Wisconsin FBLA-PBL Foundation Board shall serve in an advisory capacity to the state chapter. In addition, two or three members of the Wisconsin FBLA-PBL Foundation Board may serve as non-voting members of the FBLA Executive Board.

Section 4. Emblems and Colors.

A. 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 National Board of Directors.
B. 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.
C. The official colors of FBLA shall be blue and gold.

Section 5. Amendments.

Proposed amendments to these bylaws shall be submitted in writing not later than January 15 to the State Office by local chapters or by a state officer. Proposed amendments shall be reviewed by the state executive board and must be approved by the state executive board before they can be submitted to the voting delegates. Notice of proposed amendments shall be sent to local chapters. The state executive board shall present approved proposed amendments, with recommendations, to the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption.

Section 6. Officers and Elections.

A. State Officers. The state elected officers of FBLA shall be a president, vice president, vice presidents representing the respective regions, a secretary/treasurer, and a reporter.
B. Qualifications for State Office.
    1. Only active members are eligible to hold state office.
    2. Only those applicants who are present at the leadership conference and officially certified by the officer screening committee shall be eligible for nomination.
    3. To be considered for an office in FBLA, a candidate shall:
        a. have at least one full year remaining in his/her secondary business program,
        b. be recommended by the chapter and endorsed by his/her local chapter adviser, parents, and school official,
        c. file an official application before the deadline established by the State Office. Candidates for secretary/treasurer must have completed, or will complete, typewriting/keyboarding by the end of the current school year and possess the ability to take minutes according to *Robert's Rule of Order, Newly Revised* and it is recommended that they completed, or will complete, one year of accounting by the end of the school year of their nomination.

C. Nominations

1. Candidates who have filed an official application prior to the established deadline will be presented at a general session of the leadership conference. In the event there are no candidates for an office, after the State Leadership Conference nominations will be accepted by mail by the State Office, and elected by mail plurality vote.
2. In the event that there are no candidates for an office at the State Leadership Conference, candidates may choose to run for that office prior to the officer screening providing they are qualified for that office.
3. Only candidates approved by the officer screening committee shall be nominated.

D. Elections

1. The president, vice president, secretary/treasurer, and reporter shall be elected annual at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective regional conferences by the local voting delegates and shall be installed at the State Leadership Conference.
2. These officers shall be elected by a ballot vote of voting delegates. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of the votes. In the event there is only one candidate for an office, the candidate may be elected by a standing vote.
3. The order of elections shall be president, vice president, secretary, treasurer, and reporter.
4. No two state officers shall be elected from the same local chapter. Officers may succeed themselves in the same office.

E. Term of Office.

State 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 State Leadership Conference.

F. Vacancy in Office

1. A vacancy in any office, other than that of president or regional vice president, shall be filled by the candidate receiving the next highest votes and meeting qualifications of the office. (EXAMPLE: The reporter candidate receiving the second highest number of votes becomes the state reporter should the first-place elected reporter be unable to fulfill his/her officer responsibilities.)
2. In the case of no qualified candidates for the office, the officer will be chosen in order of election and highest votes. (EXAMPLE: No qualified candidates for the office of treasurer remain. The second highest scoring presidential candidate, qualifying for the office of treasurer, then becomes the state treasurer.)
3. If there are no qualified candidates to fill a vacancy, an officer will be appointed by the state staff. (EXAMPLE: If no one meets the typing and transcription qualifications for the office of state secretary, or all candidates left already have an officer from that school, and officer is then appointed by the state staff.)
4. Should the office of president become vacant, the vice president shall automatically become president.

5. Should the office of regional vice president become vacant, the adviser from that local chapter shall first try to appoint another regional vice president from his/her own chapter. If the adviser is unable to find another regional vice president in his/her own chapter, he/she will then contact the candidate receiving the next highest number of votes to fill this position. Should the candidate refuse the office of region vice president, or if there is already an officer from that school, the State Office will assist in the selection of a new regional vice president. The new regional vice president and his/her adviser will accept executive board duties.

G. Appointment of Parliamentarian

The underclassperson scoring the highest on the parliamentary procedure written objective test at state competition and who has completed the state officer application, declaration and candidate worksheet in accordance with deadlines shall become the parliamentarian and shall be installed at the State Leadership Conference.

Section 7. Duties of FBLA State Officers.

A. The president shall:
1. serve as chairperson of the state executive board,
2. preside over the executive board meetings and business meetings of FBLA,
3. appoint appropriate committees and committee chairpersons,
4. serve as an ex-officio member of all committees,
5. perform other duties for the promotion and development of local, state, and national FBLA,
6. submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, *Tomorrow's Business Leader*, or within whatever time frame is established by the national staff or officers, and
7. serve as a voting delegate at the NLC.

B. The state vice president shall:
1. assume the duties and responsibilities of the presidency should that office become vacant due to resignation or otherwise,
2. assist the president in the promotion and development of FBLA,
3. be responsible for coordinating the state service projects, and
4. serve as a voting delegate at the NLC.

C. The regional vice presidents shall:
1. assist the president in the promotion and development of FBLA in the regions which elected them,
2. plan and preside over Regional Leadership Conferences,
3. appoint a secretary to record the minutes for regional meetings, and
4. serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions.

D. The secretary shall:
1. keep an accurate record of all business meetings of the State Leadership Conference and the state executive board, and
2. supply one (1) photo-ready copy of the minutes of these meetings (including amended minutes) to the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office.

3. present the financial reports of the Wisconsin FBLA Chapter at the State Leadership Conference and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the treasurer will receive information as to the accounting system and method of operation,
4. initiate memorandums and secure information relative to the use of the state approved fund raisers and shall promote the use of such fund raising projects by local chapters,
5. be responsible for obtaining and distributing the medals and plaques for the six (6) Regional Leadership Conferences held in February, and
6. be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc.

F. The reporter shall:
1. be responsible for publishing four (4) editions of the Wisconsin FBLA eBulletin during the FBLA year,
2. serve as primary photographer for Wisconsin FBLA,
3. be responsible for helping to maintain the FBLA State Leadership Conference video scrapbook, and
4. assist the state president in submitting appropriate items to the editor of the national FBLA publication, *Tomorrow's Business Leader.*

G. The parliamentarian shall:
1. serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter and advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order, Newly Revised*, and
2. shall serve as a voting member of the state executive board.

H. These officers shall serve on the state executive board, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the president and the state staff and not inconsistent with these bylaws or other rules adopted by FBLA.

Section 8. Regional and State Leadership Conferences.

A. Regional and State Leadership Conferences shall be held each year. A date and location will be recommended by the state staff and approved by the state executive board.

B. Each local chapter in good standing shall be entitled to send two voting delegates from its membership to the Regional and State Leadership Conference.

C. All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Office to the vice president responsible for the respective Regional Leadership Conference or to the State Office for the State Leadership Conference.

D. Voting. Local voting delegates shall be entitled to vote on all matters which come before the regional and state general sessions. There will be no proxy voting.

E. Quorum. The quorum for all business meetings of the Regional and State Leadership Conferences shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

Section 9. State Executive Board.

A. The state officers of FBLA shall, with their advisers and the appointed Wisconsin FBLA-PBL Foundation Board members, constitute the state executive board. The state staff shall be ex-officio, nonvoting members.

B. Duties. The state executive board shall:
   1. adopt policies of operation of FBLA as deemed necessary, by a majority vote,
   2. approve committee appointments and the creation of new committees by the president,
   3. review all proposed amendments to the bylaws,
   4. present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the state executive board, and
   5. perform such other duties as are prescribed by these bylaws.

C. Meetings. Special meetings shall be called upon the written request of eight voting members of the state executive board, upon approval by the state staff. A minimum of two executive board meetings will be held annually.

D. Voting by Mail. Business of the state executive board may be conducted by mail at the discretion of the president upon approval by the state staff. For adoption, action by mail shall require a plurality vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Section 10. Committees.

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

B. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.

C. The president of FBLA shall, with the approval of the state executive board, establish committees, appoint their members for a period not to exceed the president's term in office, and assist in the committee's activities.

D. An officer screening committee shall be appointed by the state staff in consultation with the president. The officer screening committee shall screen campaign materials, interview candidates, and approve candidates for nomination.

E. Committee business may be conducted by mail at the discretion of the state staff. For adoption, action by mail shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

Section 11. Parliamentary Authority.

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.

Revised April, 1998
Revised April, 2006
Revised April, 2008
Revised April, 2009
Revised April, 2012

Sample Bylaws

These "Sample 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 the FBLA chapter is to provide additional opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. 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, 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.

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

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 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 FBLA 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. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA 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.

Terminology

Adviser - Person responsible for the management of the career and technical student organization.

Advisory Committee - A consulting body selected by the appointing authority to advise on Business Education. This committee serves as a sounding board and resource unit for planning and operating procedures. The committee assists in public relations, curriculum development, equipment selection, developing partnerships within business and industry, program evaluation and other related activities.

Articulation - The state of interrelating parts fitting into a systematic whole. Also deals with "articulation" between technical college, university and secondary teachers in order to provide meaningful curriculum efforts, credit transfer, staff development and much more.

Career and Technical Education Coordinator (CTEC) / Local Vocational Education Coordinator (LVEC) - A qualified career and technical education staff member who has overall responsibilities for all vocational education programs. This person works with **all** educational departments relating to the vocational education programs, works to develop integrated and applied curriculums, conducts or assists with in-service programs, helps establish and utilize steering and advisory committees, acts as the liaison with community resources including employment services, the technical colleges, labor and employer groups, develops business and industry partnerships on behalf of staff and students and much more.

Career and Technical Student Organization - A student organization consisting of students interested in a particular area (business, agriculture, family and consumer education, marketing education, technology education, health, and service education) and functions as an integral part of the instructional programs in the secondary schools.

Chapter - A term used to identify the local career and technical student organization. Because of our "co-curricular and integrated" nature of the organization, the term club is never used for our FBLA chapters.

Chapter Event - An event designed for total chapter membership involvement and is typically part of the annual program of work.

Competitive Events - Leadership activities which are included as part of the Regional, State and National Leadership Conferences.

Ex Officio - A person in an advisory capacity without voting privileges.

Future Business Leaders of America (FBLA) - A career and technical organization with state and national affiliations for students.

Individual Event - An event designed for an individual from a chapter to participate in.

Intra-Curricular/Inter-Curricular - Activities which occur within an established curriculum of a particular program area. Current educational initiatives, authentic assessment, competency development, other school to work transitional needs and more are part of the chapter activities.

Leadership Conferences - Conferences at the regional, state and national levels designed to promote leadership development and assessments of competencies demonstrated by individual and/or teams of students.

National Office/National Staff/National Representatives - Personnel responsible for the operation of FBLA at the National level.

Program of Work (POW) - A document designed to help chapters systematically plan their activities for the year as they relate to the goals of FBLA.

Public Relations - A method of improving and/or maintaining the image of the chapter/organization.

Records Management - A systematic approach to filing, recording and managing a chapter's records. Current technology is utilized.

Resource People - Persons of the community who share their expertise with FBLA students and advisers.

Team Event - An event designed for two or more members from a chapter to participate in.

Wisconsin FBLA e-Bulletin (WFeb) - An electronic newsletter published periodically in order to provide information to local FBLA chapters.

Frequently Used Acronyms –

BAA	Business Achievement Awards
CTE	Career and Technical Education
DPI	Department of Public Instruction
FLL	Fall Leadership Lab
WFLC	Wisconsin Fall Leadership Conference
NFLC	National Fall Leadership Conference
POW	Program of Work
RLC	Regional Leadership Conference
SLC	State Leadership Conference
NLC	National Leadership Conference
WFeb	Wisconsin FBLA e-Bulletin

Chapter Ceremonies

Planned ceremonies heighten awareness of the importance and impact of an occasion. On the following pages are suggested formats for chapter installation and installation of officers.

For chapter installation, the following setting is often utilized: individual tables for four speakers representing the written words Future, Business, Leaders and America; one long rectangular table for the president, adviser or installing officer.

Many chapters have impressive candlelight services. Candles lend a soft light to the setting and symbolize sealing of pledges. Candles of various colors may be used to represent certain offices as specified in some of the services. The candle on the table of the installing official should be the tallest candle used.

Background music (especially if provided by the music department of the chapter's school) adds to the effectiveness of the ceremony. Appropriate music, media/computer generated visuals or other creative activities may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the creed or at the end of the program.

In more formal ceremonies, the officers and members may wish to dress appropriately. Otherwise, business attire is recommended.

Chapter Installation

Whenever possible, the installation ceremony should take place before a large group such as a school assembly, assembly of business students, or a special meeting to which parents and business people are invited. Members of the installation team should be seated on a stage or a raised platform.

Materials Needed:

One tall white candle
Shorter candles: one each in gray, green, violet, blue, yellow, orange and red
Official charter
Names of charter members

Installing Official:

(Standing) FBLA 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 organization Future Business Leaders of America.

Since the letters FBLA are used to designate the organization, its units and members, it is fitting that we consider what these letters and the words they represent 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, 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, 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, we will strive for leadership in the field of business, thereby helping to strengthen America.

(Suggestion: At this point in the ceremony, it may be helpful to provide a brief history of FBLA.)

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. (See FBLA Goals on page 1.)

Assistant Installing Official: (Standing, reads the goals)

Installing Official:

Will the new officers of the (school) chapter of FBLA please rise and remain standing as I announce each office name. (Installing officer calls name and title of each officer.)

You have been chosen from among 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 now 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.

(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, _.

(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 (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. Please wait to applaud the entire chapter membership.

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 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 (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 Creed. (The creed is recited.) (See FBLA Creed on page 3.)

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 or 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 agree 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, which 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 will.

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 which 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 these individuals officially installed as officers of the (school) chapter of FBLA for the coming year. (Candle can be extinguished.) 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.)

Integrating FBLA into the Curriculum

In an attempt to share ideas on how FBLA can and should become a part of the school day and the business education curriculum, the following ideas are offered to assist with this implementation.

It should be indicated that every chapter, every adviser and every member may suggest new ideas that should become a part of the instructional program. Use the suggestions to build your chapter and create an interest in the organization of, by and for students enrolled in business education programs.

Why not try a few of these ideas?

1. For keyboarding warm-up exercises, supply students with items that contain current information about the activities of FBLA.
2. Consider the various educational reports and initiatives and make every effort to provide students, during their FBLA activities, the opportunity to develop the skills and competencies mentioned as critical— decision making, problem solving, listening, team building, etc. You may want to:
   a. work with your local chamber and/or economic development people on a project for the community;
   b. assist with a local business expansion project;
   c. help with developing brochures and other items for community need;
   d. work with other civic organizations in helping with one or more community need
3. Monitor and evaluate the activities based upon the specific competency and skill development expected for both the chapter and individual members.
4. Have your chapter and members volunteer to use their computer skills (desktop publishing, data entry, etc.) on behalf of other school groups and community organizations. Develop creative and innovative materials in preparing and printing programs, as well as actually doing the planning and printing for FBLA conferences, meetings, workshops and more.
5. Provide for MAD (Meet and Discuss) opportunities for your members to “brainstorm” how they feel they can utilize what they are learning within their classrooms through FBLA activities. Perhaps have a single concern (e.g., serving single parent children, civic pride, environmental issues, bicycle safety) to keep student discussion “focused.”
6. Assist with writing/keying business plans for entrepreneurs who are attempting to acquire capital. Formatting, graphics and other needs could be completed by the students—while learning more of the process of developing a new business venture. Ethics and confidentiality would also be part of the learning process.
7. Assist a local business, as a fundraising possibility, to enter data and/or information—could include a business consulting firm that needs brochures developed, curriculum keyed, mailers and/or surveys completed, etc.
8. As part of your automated accounting curriculum, have students develop ways to automate your FBLA accounting procedures.
9. When requesting a variety of assigned correspondence within various curriculum, i.e., memos, letters, surveys, telephone skill development, follow up, e-mail, facsimile, etc., complete needed FBLA responsibilities as part of the learning process.
10. Provide a “seminar” for local businesses and civic groups in using proper parliamentary procedures for specific business meetings. Many skills would be needed by the chapter members and would include planning, scheduling, program/agenda development and more. Could work with other local professionals or civic groups in the hosting of this activity.

11. Host “career times” for students which could include: “mock interviews” by local business people, round table discussions of new and emerging careers, how to put together “resumes that work,” and more. Could invite chapter members, other students of school and community people who need help in changing careers.
12. Utilize computer records management concepts for keeping track of all FBLA correspondence.
13. Consider co-hosting a “Business After 5” meeting with a local business and/or chamber. Most communities have a process for involvement in this type of activity through chambers or economic development groups.
14. Establish “consulting teams” of members within your chapter and provide them with ongoing challenges that confront your chapter, school, community, etc.
15. Continue the current initiatives (Tech Prep, Applied/Integrated Instruction, Cooperative Learning and much more) in developing creative and effective ways to enhance the skills and knowledge through a variety of FBLA activities.

MANAGEMENT OF A CHAPTER

A well-managed chapter leads to student growth. Being involved as a chapter adviser requires dedication, time management skills and being organized. The total situation must be realistically reviewed and decisions made in order to obtain maximum student educational benefits and growth!

A Program of Work is an excellent way to develop activities and programming for your chapter's year. This document allows your officers and adviser to plan events that meet the needs of each member and follow the goals of FBLA. Program of Work forms can be found on the Wisconsin FBLA website. Each chapter's Program of Work is due to the State Office by December 1. An End-of-the-Year Report, outlining the successes of your chapter, should be submitted by May 1 of each year. This document can also be found at the Wisconsin FBLA website.

Chapter Meeting Time

If your chapter is unable to meet before or after school, these suggestions might be helpful.

A. **One Day Per Week Activity Period, Scattered Scheduling**

For schools that provide various student organization opportunities for their students, an activity period brings benefits not only to the success of the chapters or clubs, but to the individual members. Time set aside can be used effectively when the cooperation of all instructors and personnel is prevalent.

Try this procedure:

A1. Advisers of all chapters or clubs determine how many times their groups should meet to operate the groups effectively. Remember, determine how many GENERAL MEETINGS—at this stage, do not plan committee or officer meetings. Some meetings may be beneficial to be held off school grounds, i.e., brown bag lunch at a business site, meet in a professional setting at a corporate office or other appropriate learning environment.

A2. Submit the meeting time requirements to a main coordinator. This coordinator will then prepare a schedule for the entire school year and/or semester.

A3. One day per week (may vary from month to month) serves as the meeting day. From there the specific class time used is determined. For an example, Friday fourth hour is shortened 20 minutes (activity period). Another Friday second hour may be shortened 20 minutes. In this way, no class is interrupted more than once a quarter in most cases.

A4. If students do not wish to participate in an organization meeting, the student stays in the classroom and works on homework, independent study or special assignments.

A5. A schedule set up at the beginning of the year is an advantage for all. Instructors know when their class will be shortened (the EXACT day, date and time). Their curriculum plans can then reflect the adjustments without much difficulty.

A6. The organization planning to meet should plan ahead—perhaps invite a special resource person to the meeting or plan details for a particular project.

A7. Encourage all to attend meetings; attendance should be taken.

A8. When the schedule is known at the beginning of the year, students and advisers can plan the entire year/semester program of work centered on those meetings.

A9. Committee meetings can be called when the need arises. In this case, committee members can plan smaller meetings "on their own" (after school, before school, during lunch, in the evening or weekends at home or some other meeting place).

A10. Officers can meet independently or with the adviser(s) to prepare for the general meetings. All business can be prepared for presentation during the activity period meetings.

A11. Depending upon school policies, building principals can be of assistance when an instructor must leave his/her class to attend a meeting during the activity period. Don't just communicate to the administration—involve them!

A12. If implementation is feasible, more than 20 minutes set aside for this activity period each week would prove even more beneficial.

A13. Any one group cannot meet more than once a month. This does not include committee meetings. Proper planning will ensure proper use of this class time set aside for student activities.

A14. Special consideration should be given in determining which meetings are scheduled opposite each other. For example, not more than four meetings at once should be a consideration. Some students will be members of more than one group. Two or more career and technical student organizations should not meet opposite each other. It may be feasible for a combination such as the following to be in operation:

Library Club
Booster Club
One Career and Technical Student Organization
Letter Club

A15. For this idea to be successful, the administration, students and instructors must all be aware of the NEED for this important part of the school's curriculum offerings. To keep the operation moving ahead, be sure to share with all people concerned how the plan is working—or why it is not. Seek solutions and determine from any problems what the most advantageous procedures prove to be.

B. Last Hour Activity Period

Some schools have realized tremendous success with scheduling the last hour of class every day or, on a more scattered schedule, to be the time set aside for chapter or club meetings. Let us take a brief look at the advantages and disadvantages of this idea:

B1. Members of the chapter know the exact time and date of their meetings well in advance. Plans can be made to attend and use the time slot to its full advantage.

B2. Many, or in some cases all, students are in attendance at the school during the last hour of the school day. Attendance at the chapter meetings is thus encouraged as it conflicts with few other schedules.

B3. It may be probable, however, that some students are permitted to leave sometime during the day for their work experiences. In that case, those students would miss the business conducted at these meetings and would experience great difficulty in retaining an active role within the chapter.

B4. All students would not choose to be members of a particular organization. In that case, they would either have to be scheduled for study hall or lab, permitted to leave school or some other alternative. This flexibility would cause opposition to the last hour activity period attendance as many times "finishing" the school day a little early sounds more satisfying than attending a meeting.

B5. All groups would be meeting at the same time for some schools. Therefore, students would experience difficulties attending all meetings for any one organization if they were members of more than one.

B6. One advantage of the last hour activity period would be that if more than the time set aside was needed, many members may find it possible to stay at the school longer. They would not be asked to report to another class at the end of the activity period.

B7. With the cooperation of the school administration, students and all instructors, the last hour activity period can be adjusted to accommodate the needs of most schools and their organizations.

C. Homeroom Activity Period

The homeroom activity period has many of the same advantages and disadvantages as the last hour activity period. However, let us note its variation:

C1. It could be assumed that more students would be at the school for homeroom than for the last period of the day. Therefore, attendance at the organization meetings should consequently be larger.

C2. Students could be given the option of attending an organization meeting or homeroom. For the meetings to be effective, though, the school should consider an activity period of at least 20 minutes or more. For students and instructors in the "regular" homeroom, the time could be used for a variety of purposes—studying, preparing curriculum resources, etc.

C3. If every organization turned in a list of its members in attendance to the school office following the homeroom activity period, it would be possible to still determine which students were in attendance at the start of the day. To ease the work load of the school administrative secretary, organizations should maintain an up-to-date list of members for the secretary and only turn in a report of who was NOT present, just as is done for regular classes. Most schools could identify the quickest and most accurate procedure for all concerned.

C4. An important point for the homeroom activity period concept: Difficulty is again experienced in selecting which meeting to attend. All organizations would again be meeting simultaneously.

C5. Variations of the homeroom activity period concept are feasible. Spend time analyzing the idea to adapt it to your school's needs.

D. **Midday Activity Period**

Once again, the mid-day activity period faces many of the same good and bad points as do the last hour and homeroom periods. A few more advantages:

D1. With even more students still at the school during midday, more students would be available for organizational meetings.

D2. Resource persons, speakers and guests may find it more convenient to come to the school at this time of day rather than early morning or late afternoon

D3. The midday activity period could be planned either before or after the lunch period; thus, encouraging students to conduct pre-meeting or post-meeting discussions related to activities or projects of their organization.

E. **Committee Concept**

Let us presuppose that an activity period cannot be implemented into your school day. Let's further assume that it is extremely difficult for the chapter to meet as a full group before school, after school, in the evening or on weekends. One point is still prevalent: **The students deserve the opportunities available through membership in the organization!** We, therefore, must plan a chapter structure based on the "committee concept."

E1. Develop a program of work at the beginning of the year. Base its format on committee responsibilities, however large or small any one committee may need to be.

E2. Involve all members in a minimum of one committee.

E3. Provide the leadership and communication process necessary to explain, in detail, exactly what each and every member is expected to do as integral segments of any one committee.

E4. Provide encouragement and guidance to assist the committee chairperson in accomplishing the task he/she is expected to do.

E5. Identify IN DETAIL the duties and responsibilities of the officers.

E6. Encourage committees to meet independently at times that meet the schedules of those particular members.

E7. Encourage chapter officers to do the same.

E8. The adviser should receive written (or verbal) reports from each working group on the progress of committee work. Assistance should be given if it is needed. The adviser should be prepared to offer suggestions on other individuals who could provide further direction if this applies to the situation. One example would be a committee working on a March of Dimes walk-a-thon—refer the committee to a particular individual who is employed by MOD to assist our FBLA members with their project(s).

E9. The members should also receive up-to-date progress reports. These reports can be disseminated via homeroom, student mailboxes, one central location (FBLA desk in business education room), on or near the FBLA bulletin board or through a computer network system.

E10. Most projects (such as the walk-a-thon) require the cooperation of the entire membership. With committee leadership conducted effectively, the end product is the day of the walk-a-thon—everyone prepared and ready to walk. This brings the entire membership together, although the planning was a product of committee work.

E11. When a committee plans a field trip, special evening meeting with a speaker, video or demonstration, the entire membership should be informed and asked to attend. These could include a "cooperative meeting" with another organization such as a civic group. They then serve as the chapter's full-group meeting.

Local Officers' Responsibilities

President
- Presides over and conducts meetings according to accepted parliamentary procedure.
- Keeps members and discussion on track.
- Appoints committees and serves as an ex-officio member to each.
- Coordinates charter activities by keeping in close touch with the other officers, the membership and the adviser.
- Calls special meetings as needed.

Vice President
- Assists the president in the discharge of duties.
- Presides at meetings in the absence of the president.
- Prepared to assume the duties and responsibilities of the president should the need arise.
- Oversees all committee work and management of assignments.
- Serves as an ex-officio member of chapter committees.

Secretary
- Prepares and reads the minutes of meetings.
- Provides the president with an agenda for each meeting.
- Attends to official correspondence and distributes meeting notices.
- Counts and records votes when taken.
- Prepares chapter reports.
- Works with the treasurer in keeping an accurate membership roll.
- Reads communications at meetings.

Treasurer
- Receives and acts as custodian of chapter funds.
- Collects all state and national dues and is responsible for their disbursement by the appropriate deadlines.
- Keeps financial records neat and current.
- Plans, with the assistance of the chapter and adviser, appropriate fundraising activities.
- Handles the chapter's receipts and expenditures.
- Encourages efficient money management.
- Assist as in the preparation of annual statement of receipts and expenditures.

Reporter and/or Public Relations Officer
- Develops media lists for chapter mailings.
- Gathers, classifies and stores chapter news.
- Prepares news releases and articles for publication in school and local newspapers.
- Assists with planning and arranging chapter exhibits.
- Prepares news and feature stories of the chapter's activities for the state newsletter, the Wisconsin
- FBLA e-Bulletin and for the national publication, Tomorrow's Business Leader.

Historian
- Maintains a history of the chapter, including an annual report of chapter activities, awards and publicity.
- Files clippings and pictures of the chapter's activities.
- Keeps a chapter publicity and activity scrapbook.

Parliamentarian
- Assists chapter members in understanding the basic purpose of parliamentary procedure.
- Is prepared to advise the presiding officer and other chapter members on parliamentary procedure.
- Has reference materials pertaining to parliamentary procedure available for each meeting.

Local Chapter Advisers' Responsibilities

1. Advise and guide—do not dictate.
2. Positively assume that chapter activities will be successful. Know that chapter activities are strong teaching/learning tools. Show enthusiasm**!**
3. Establish basic ground rules and high expectations that help students lead themselves.
4. Be knowledgeable about FBLA—goals, purpose, structure, constitution and bylaws.
5. Provide leadership development experiences for all members.
6. Assist students in developing a meaningful program of work and a calendar of events.
7. Remember that chapter activities are student centered activities and not teacher centered.
8. Submit membership dues promptly at the beginning of the year to assure full service for members.
9. Provide training for chapter officers and committee chairpersons.
10. Oversee the keeping of records and financing of activities.
11. Assist in setting up chapter files and a library of chapter materials.
12. Keep school administration, local businesses, community, parents, teachers, school staff and media people informed of chapter activities.
13. Establish a link between the school program and business community.
14. Encourage members to participate in all levels of FBLA.
15. Recognize outstanding members.
16. Keep chapter members informed of FBLA activities at the regional, state and national levels.
17. Be committed to each student, welcome the diversity and be a positive role model in actions and deeds.
18. Be knowledgeable of educational initiatives and how FBLA “fits” the needs and opportunities provided by those initiatives. Communicate this information to appropriate individuals and groups.
19. Enjoy your role of mentor. You are providing opportunities for students to develop strong self images in becoming active, positive citizens.
20. Congratulate yourself!

HOW TO CONDUCT A MEETING

Parliamentary procedure assists in preparing for leadership in the world of work. Regardless of the vocation people choose, they owe it to themselves and their chosen field of work to demonstrate their full potential of leadership qualities.

By learning to develop and present their own ideas through parliamentary procedure, members become more effective leaders and/or participants.

PURPOSES AND PRINCIPLES

The purposes of parliamentary procedure are:

1. To enable the deliberative assembly (a gathering of individuals with similar interests) to conduct business with efficiency and harmony.
2. To protect the rights of each individual.

Accordingly, there are some basic principles to consider in achieving the above purposes:

1. Only one person may claim the attention of the meeting at one time.
2. Many motions are debatable. See the "Book."
3. Every member has equal rights; i.e., the right to vote.
4. The will of the majority must be carried out and the rights of the minority will be preserved.

SUGGESTED ORDER OF BUSINESS FOR A CHAPTER MEETING - "What's on the Agenda?"

Most groups establish a basic order of business for meetings. Below is a suggested order if your chapter has not adopted a standard order of business:

1. Call the meeting to order:

   "The meeting will come to order."

2. Recite Creed

3. Read and approve secretary's minutes

   "The secretary will read the minutes of the last meeting."
   "Are there any corrections to the minutes?"
   "There being no corrections, the minutes will stand approved as read."

   OR

   If there are corrections: "Are there any further corrections to the minutes?" After corrections are made, "There being no further corrections, the minutes will stand approved as corrected."

4. Treasurer's report

   After the report is presented by the treasurer, the chair asks: "Are there any questions on the treasurer's report? (Pause for questions, if any.) The treasurer's report will be placed on file for audit."

5. Officer and standing committee reports

   The presiding officer and committee chairpersons should inform each other in advance of the meeting as to whether a particular committee will report. For those wishing to do so, the chair simply calls on the chairpersons of the committees for their reports in the order in which the committees are listed in the bylaws (if they are standing committees) or in the order of their creation (if they are special committees). "The ___committee will now report."

6. Special committee reports

7. Unfinished business

   The chairperson **does not** ask for unfinished business. All items of unfinished business are a matter of record (postponed from the previous meeting or not reached on the agenda of the last meeting before adjournment) and therefore the chair automatically mentions such items without asking. "The motion to purchase a computer was postponed to this meeting. Is there any further discussion on the motion…?" (State motion exactly as moved at previous meeting.)

8. New business

   "Is there any new business?"
   (Members may propose new business. Each proposal must be disposed of before a new one is considered.)

9. Program

10. Announcements

11. Adjournment

    When the agenda has been concluded, the chair may declare the meeting adjourned by general consent without taking the time for a formal motion and vote. "Is there any further new business?" (Pause for any main motions on new business.) "Since there is no further new business, the meeting will be adjourned." (Pause for announcements, etc.) After pause, "The meeting is adjourned."

MOTIONS

A **motion** is a formal proposal by a member, in a meeting, that the assembly take certain action. There are generally four classifications of motions.

A **main motion** is a motion whose introduction brings business before the assembly. Only one main motion may be considered at a time.

A **privileged motion** does not relate to the pending business but has to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

A **subsidiary motion** may be applied to a main motion and to certain other motions, for the purpose of modifying them, delaying action upon them or otherwise disposing of them. Since they relate to the question before the house, it is "in order" to propose a subsidiary motion when a main motion is still before the assembly. Always vote upon subsidiary motions before main motions.

An **incidental motion** arises out of a pending motion. It is usually related to the main question in such a way that it must be decided immediately, before business can proceed. An incidental motion may also sometimes arise out of another motion or item of business.

HOW TO MAKE A MOTION

1. Member rises to address the presiding officer by title:

   (Chair is used only if the presiding officer has no other title.) "Mr. (or Madam) President" or "Mr. (or Madam) Chair."

2. Member is recognized by the presiding officer:

   Chair states member's name or nods. The member "has the floor" and is the only member entitled to present or discuss a motion at this time.

3. Member proposes a motion:

   Introduce the motion by saying, "I move that…" followed by a statement of the proposal. The motion is not to be discussed until it has been seconded by someone and stated in full by the presiding officer.

4. Member seconds the motion:

   Another member, without rising or addressing the chair, may say, "I second the motion." If no one seconds the motion, the chair may ask, "Did the chair hear a second to the motion?" If there is none, declare, "The motion is lost for want of a second."

5. The presiding officer states the motion in full:

   When the motion has been properly made and seconded, the chair repeats it to the group or "states the motion."

6. The members discuss or debate the motion:

   After the motion has been stated by the chair, any member may discuss it. The member must be recognized by the chair as did the maker of the motion. The maker of the motion is recognized first if he/she wishes to speak.

7. The presiding officer takes the vote on the motion:

   When all members have finished discussing the motion, the chair "puts the motion to a vote." The chair should ask, before taking the vote, "Is there any further discussion?" If no one wishes to speak, the discussion is closed. The chair will take the vote by announcing, "All in favor of the motion (STATE THE MOTION) say 'Aye'." Following response from the members, the chair says, "Those opposed say 'No'." If the chair cannot tell from the volume of voices which way the majority has voted, he/she says: "The chair is in doubt. Those in favor of the motion please rise." After counting, he/she says, "Be seated. Those opposed, rise. Be seated."

8. The presiding officer announces the result of the vote:

   The chair states, "The ayes have it and the motion is carried" or "The noes have it and the motion is lost." As soon as the vote has been announced by the chair, another motion is in order.

AMENDMENTS - "How to Change a Motion"

The purpose of an amendment is to modify the wording of a pending motion before the pending motion itself is acted upon. An amendment must always be germane; that is, it must have direct bearing on the motion in question. Some motions are not amendable.

There are three basic ways to amend:

To insert or add words or a paragraph. This **adds** something to the motion which it previously did not include.

1. To strike out words or a paragraph. This **deletes** or eliminates something which was initially included in the motion.
2. An indivisible combination of ways (1) and (2) having the following terms:

   To strike out and insert (which applies to words).

   To substitute (which is not applied to anything less than a complete paragraph of one or more sentences).

There are two types of amendments:

1. Amendment of the first degree, which is an amendment to the main question.
2. Secondary amendment (or amendment of the second degree), which is an amendment to the amendment. (Secondary amendments must modify and relate directly to the primary amendment and <u>not</u> to the main motion.)

   No amendment beyond one of the second degree is possible.

   When you want to change a motion that is on the floor, you say "I move to amend the motion by (and state your change precisely)."

ORDER OF VOTING

Amendments are voted upon in reverse order; that is, secondary amendments must be voted on before primary amendments and the primary amendment must be disposed of before the question of the main motion may be considered.

1. The amendment to the amendment (secondary) is discussed (if necessary) and voted on.
2. After discussion (if necessary) the vote is taken on the amendment to the motion (primary). If the secondary amendment passed, then the primary amendment as amended is considered.
3. After discussion (if necessary) the original motion **as amended** is voted on. If the primary amendment passed, the vote is taken on the main motion as amended.

NOMINATING AND ELECTING OFFICERS

To nominate a person for an office in your chapter, a member presents the person's name to the meeting by saying, "I nominate for the office of _."

1. Nominations from the floor.

   Nominations do not require a second. As a nomination is made, the chairman repeats it and the secretary records it. No member may nominate more than one candidate for each office until all who wish to make a first nomination have had an opportunity to do so. If there are no further nominations, the chair declares the nomination closed.

   A motion to close nominations is not a necessary part of the election procedure and should not generally be moved. If such a motion is made, it always requires a two-thirds vote.

2. Nominations by nominating committee.

   If there is a nominating committee, it prepares a slate of candidates which it presents to the assembly. The names are then treated as if they had been nominated from the floor.

   Further nominations may be made from the floor.

3. Voting on nominations.

After the nominations are closed, members vote upon the names by the method prescribed in the chapter's bylaws.

Always refer to the most recent version of Robert's Rules of Order Newly Revised.

Glossary of Basic Parliamentary Terms

Adjourn - to close the meeting when no motion is pending and there is no further business

Amend - a motion to modify the wording—and within certain limits the meaning—of a pending motion before the pending motion itself is acted upon

Appeal - to determine the assembly's attitude toward a ruling made by the chair

Call for the Orders of the Day - a privileged motion by which a member can require the assembly (1) to conform to its agenda, program or order of business; or (2) to take up a general or special order that is due to come up at that time

Chair - applies both to the person presiding and his/her station in the hall from which he/she presides.

Commit - generally used to send a pending question to a relatively small group of selected persons—a committee—so the question can be investigated and put into better condition for the assembly to consider

Debate - discussion of the merits of a motion

Division of a Question - to divide a motion so that the parts of it may be considered separately

Division of the Assembly - When a member doubts the result of a voice vote or a vote by show of hands, the member can call for a Division of the Assembly, thereby requiring the vote to be taken again by rising.

Lay on the Table - to enable the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen.

Limit or Extend Debate - to limit debate by reducing the number or length of speeches or requiring that at a certain time debate shall be closed; to extend the limits of debate by allowing more and longer speeches

Nominate - to suggest names to be considered for office

Obtain the Floor- To obtain the floor, the member rises and addresses the chair. When the chair calls on the member, he or she can speak.

Parliamentary Inquiry - a question directed to the presiding official to obtain information on parliamentary law or the rules of the organization bearing on the business at hand. "Mr. (or Madam) President, I rise to Parliamentary Inquiry."

Point of Information - a request directed at the chair or through the chair to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure

Point of Order - calls attention to violation of parliamentary procedure. The member says, "Mr. (or Madam) President, I rise to a point of order." The chair may say, "Your point of order is sustained," or "Your point of order is denied."

Postpone Definitely or to a Certain Time - the motion by which action on a pending question can be put off, within limits, to a definite day, meeting or hour or until after a certain event

Postpone Indefinitely - a motion that the assembly decline to take a position on the main question. Its adoption kills the main motion and avoids a direct vote on the question.
Previous Question - a motion to bring an immediate vote on one or more pending questions, thereby ending debate. "Mr. (or Madam) President, I move the previous question."

Raising a Question of Privilege - permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency

Recess - a short intermission in the assembly's proceedings that does not close the meeting and after which business will immediately be resumed at exactly the point it was interrupted

Reconsider - to bring back for further consideration a motion that has already been voted on. The member moving to reconsider must have voted on the prevailing side of the question to be considered. The making of this motion is subject to time limits.

Rescind - to cancel or countermand a previous action

Suspend the Rules - When an assembly wishes to do something it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules.

Take from the Table - to make pending again a motion or series of adhering motions that previously had been laid on the table

Minutes of a Meeting

The record of the proceedings in a regular business meeting is called the "minutes."

An accurate record of a business meeting is essential to insure members' rights. The secretary's minutes should always record what was done at the meeting and what was said. Opinions, favorable or otherwise, should not be recorded.

The first paragraph of the minutes should contain the following items:

- date, time and place
- kind of meeting—regular or special
- name of person presiding
- name of organization
- name of secretary
- approval of the minutes of the previous meeting

The body of the minutes should contain (with a separate paragraph for each subject):

- all main motions whether adopted or rejected exactly as stated
- names of the members making the motions; the name of the seconder need not be recorded
- all points of order and appeals whether sustained or lost accompanied by the reasons

The last paragraph should include:

- hour of adjournment
- written signature of the secretary; the words "respectfully submitted" should not be used

Treasurer's Report

At each meeting the president may ask for a "treasurer's report." This report may consist of a statement of the cash balance on hand. Such a report requires no action by the assembly but should be placed on file for audit.

A suggested form for a treasurer's report would include the following:

- balance report at the previous meeting
- a list and explanation of receipts/expenses
- the current balance

For further information, consult Robert's Rules of Order Newly Revised.

Sample Minutes of a Meeting

Minutes of the Happyland FBLA Chapter

December 4, 20__

The regular meeting of the Happyland FBLA Chapter was called to order at 10:25 a.m., December 4, in Room 777 by President Mary White. The secretary was present. The minutes of the previous meeting were approved as read.

The treasurer reported a new balance of $781.25. The report was placed on file for audit.

Service committee chair, Lee Gray, reported that the canned items collected at the last meeting were distributed Thanksgiving Day to the selected families.

Sales committee chair, Karen Blue, stated that all items from the sales kit had been received and picked up for delivery by the members.

Jim Green reported on moneys earned while assisting with inventory for Pleasant Company during Professional Week.

The motion to "purchase a camera with chapter funds" was taken from the table. After discussion, the motion passed. A committee of three consisting of Ed Black, Sue Redd and Lynn Brown was chosen to purchase the camera.

Kathy Tanner moved that "the members make Christmas cards for residents of the Smiling Face Retirement Home." Bob Blackburn moved to amend the motion by adding the words "and fruit baskets" after the word "cards." The motion and amendment passed. All members would assemble in Room 711 next Friday evening at 7:00 p.m. to assemble the baskets and compose the cards using our computers.

The motion "to hold a bake sale on Thursday before the Christmas program" was proposed by Cindy Greene. The motion passed. Members were asked to leave all baked goods in Room 123.

Our advisers, Miss Greatperson and Mr. Niceguy, stated that there were several announcements posted on the bulletin board and in the computer network system and to read them before the end of the week.

The meeting was adjourned at 10:45 a.m.

Jim Candy, Secretary

Sample Financial Report

FINANCIAL REPORT

FUTURE BUSINESS LEADERS OF AMERICA

Treasurer's Report

December 18, 20__

Balance on hand, December 4, 20	$ 781.25
Receipts	
Proceeds from bake sale	$ 34.71
Collections from American Fund Raising Kits	$ 3,495.50
Total Receipts	$ 3,530.21
Total Funds Available	$ 4,311.46
Expenditures	
Payment for fundraising kits	$ 2,097.30
Supplies for Christmas project for elderly	14.40
Postage	2.00
Total Expenditures	$ 2,113.70
Balance on hand, December 18, 20	$ 2,197.76

CHAPTER ACTIVITIES

The projects listed have all been used successfully by one or more FBLA chapters. Variations to these activities can also be employed; but it should be remembered that the more members involved in a project or participating in an activity, the more successful it will be. Remember also, when selecting project ideas, to vary the types of activities—service, educational, inter-chapter, fund raising and recreational.

It is also important to keep in mind the diversity of your members and to be sure to accommodate the special needs of all when planning activities.

SERVICE PROJECTS

Chapter service projects provide an opportunity for students' participation within the community. Involvement in such projects represents a planned gift of time and/or money made by your chapter to benefit the community. Service projects are important if they are well planned and implemented. Service projects can strengthen your chapter and chapter members. As they work together they become aware of themselves, their responsibilities as citizens and their roles as future business leaders. Students will recognize that business also plays an important role in meeting the service needs of the community.

With so many possibilities, it may not be easy to decide upon what service project to give your focus. Take the time, thought and discussion in order to reach a final decision.

Know your community and what is really needed. Then have your members choose the project they feel will be of greatest service. Depending upon the project, it may be possible to work with another agency of the community, a nearby chapter and/or civic group.

Examples of service projects include:

Assisting with Community Projects:

- Computer training for senior citizens and/or others
- Collection of items for needy recipients (during holiday period)
- Holiday parties for various community groups
- Bike safety/rodeo (with local civic group and police)

Sponsoring March of Dimes (MOD) Projects (see following pages)

Contemporary activities involving local business/industry could involve shadowing, mentoring, field trips, etc. and would enhance current educational initiatives and curriculums.

March of Dimes Fund-Raising Ideas

- Auction: Auction off services of students, advisers
- Balloon Sale: Sell MOD balloons at shopping centers, parks
- Carnival: Have each club or class provide a fun or food booth
- Dance: Ask a disc jockey's help to line up talent, publicity
- Early bird Breakfast: Partner with vendor to sell "continental breakfast"
- Fashion Show: Work with vendors and foreign language club(s)
- Haunted House: Decorate and haunt an empty house for Halloween
- Jail and Bail: "Arrest" students, teachers, media—Raise funds for release
- Mini-walk: Short version of the Walkathon for the pre-schoolers
- Mystery Night: After the game concept, with prizes, etc.
- Nickelodeon Night: Arrange showings of popular old movies/cartoons
- Operation Jug: Clubs/classes fill gallon jars with money
- Quiz Game: Pattern your own after one of the TV shows
- Rock-A-Thon: "Sponsors" contribute
- Swim-A-Thon: "Sponsors" contribute
- Variety/Talent Show: Round up local talent, use disc jockeys
- Walkathon: The Biggest MOD activity; walkers get sponsors to contribute for each mile completed
- Year-End Ball: Dedicate the last dance of the year to March of Dimes

- Professional Day: Co-sponsor a professional seminar with community business(es) and technical college/university
- Creative: Start an “annual” activity “invented” by your members

EDUCATIONAL PROJECTS

FBLA is an integral part of the educational process. Educational activities are tools of instruction which reinforce what the students learn in the classroom and/or on the job.

Examples of educational projects include:

- Business/Technology Seminars
- Career Days
- Chambers of Commerce, Civic and Service Organizations
- Display of Awards
- Field Trips
- International E-mail Project
- Internet Searches
- In-service Workshops
- Local Competitive Events
- Parliamentary Procedure Seminars
- PowerPoint Presentations
- Scholarships
- Speakers/Resource People

For ideas to incorporate FBLA educational activities into your classroom, refer to the section of this handbook, “Integrating FBLA into the Curriculum.”

INTER-CHAPTER PROJECTS

Inter-chapter projects and activities improve the effectiveness of FBLA and help students become more ready for the transition from school to work and/or postsecondary education.

Teamwork with other FBLA chapters can be fun while at the same time beneficial in developing good human relations.

Examples of inter-chapter activities include:

Dances
E-mail exchanges
Halloween party
“Haunted House”
March of Dimes Activities
Mini conferences
Other school(s) invited to banquet
Roller-skating & volleyball parties
Speakers
Travel together to conferences
Web page design

FUNDRAISING PROJECTS

Fundraising projects, while challenging to develop, should be part of the learning process for FBLA members. Two primary reasons for a fund-raising project are to strengthen the efforts of a service project, and to add to the chapter's treasury for future events.

It takes hard work, time and thorough planning to carry out a successful fundraising project. Money-making projects are limited only by the willingness and imagination of the chapter members in planning and sponsoring their projects which requires the support of all members.

Examples of fundraising projects include:

Sales

- Food (Bake Goods, Candy, Cheese, Coffee/Donuts, Hot Dogs, etc)
- Freezer
- Fruit
- Garage
- Jewelry
- Pizza
- Plants
- Product (candles, kits)
- Handmade Holiday Gifts
- Skills of students and other Services
- Stationery

Other

- Assist civic group
- Assist with setting up computer programs
- Birthday Cakes
- Car washes
- Community calendars
- Concessions at events
- Dances
- Input data or word processing for others
- Internet
- Mailings (Labels)
- Raffles
- School store

RECREATIONAL ACTIVITIES

All work and no play is certainly not a part of the FBLA philosophy. Provisions should be made for activities that provide recreation, socializing and just plain fun. However, it should be remembered that recreational activities may also be used to acquaint prospective members with business education and FBLA.

Examples of recreational activities:

- Banquets
- Holiday parties
- Parade floats
- Parent/student evening
- Picnics/Camping trip
- Recreational parties (roller-skating, bowling, ice skating, swimming, etc.)
- Staff Tea
- Tours
- Travel
- Treasure Hunt
- Y-Lock In

CALENDAR OF EVENTS

Following is a sample calendar of events that can be used as a guide for yearly activities. Each chapter member should receive a copy.

Sample Calendar of Events

September 7	First FBLA meeting at 12:10 p.m. - Room 123
September 13	Pizza Party/Mixer at Pizza Plaza (4:30-7:00 p.m.)
September 30	Meeting to issue money-making kits after school - Room 123
October 7	Executive Board Meeting - FBLA
October 16	Leadership Lab, Madison
November 9-11	National Fall Leadership Conference
November 14-18	Collection for needy families at Thanksgiving - Room 103
December 5	Gather orders after school - Room 123
December 19	Money due from kits
January 17	Roller-skating Party (6:00-10:30 p.m.)
February 1	School Dance-Happiness Band
February 1	Meeting held at (local business)
February 3	Regional Leadership Conference
February 5-11	FBLA Week
February 13	Teachers' Tea in Library-Jazz Band
March 16	St. Patrick's Day Pizza Party at Pizza Plaza
April 3	March of Dimes Activity
April 5-7	State Leadership Conference - Green Bay
May 2	Meeting to discuss the National Leadership Conference
May 17	FBLA and COOP Recognition Banquet
July 1-5	National Leadership Conference

PUBLIC RELATIONS

Webster defines public relations as “the methods and activities employed in persuading the public to understand and regard favorably a person, business or institution; the degree of understanding and favorable regard achieved.”

Thousands of businesses spend millions of dollars each year on public relations. The first rule for successful public relations people is to be sold on their product and/or service. The same applies to members of the largest, most active and most productive Career and Technical Student Organizations interested in Business Education in the world! If you are proud of your organization, your chapter, yourself, then building community pride will be more likely through your actions. Good public relations start with each and every member. It is essential to have good public relations within your own chapter before you can “spread the word.”

FBLA does not stand apart from the life of your school or community. It is part of the community and should relate to it. One of the most important things FBLA members can learn is how to relate to others, to the community and to the businesses in which they work now and in the future.

WAYS TO GENERATE PUBLIC RELATIONS

Your chapter should involve and be involved with the school (other students, faculty and administration), with parents, with public officials in your community, with civic and other student organizations, with alumni (former FBLA members now assuming a role in the community), with media professionals and with business and industry leaders. The following list of suggestions may be of value in generating public relations.

Use nametags, pins, blazers or sweaters to identify FBLA members in a positive and professional manner.

- Publicize upcoming events. You may wish to develop a listing of local news media. Utilize your computer systems for networking and records management needs. Perhaps you can fax or e-mail press releases to selected media people.
- Develop and distribute literature and other materials at strategic times of the year about FBLA and Business Education to your community stakeholders (students, parents, school/district administrators, school board members, business partners, etc).
- Present programs about FBLA and about Business Education to civic and service groups in and around your community.
- Develop promotional exhibits around school and community.
- Display materials about FBLA in and out of school—superintendent’s office, Chamber of Commerce, guidance department, local businesses, etc.
- Provide pictures of FBLA activities and members for school newsletter and yearbook.
- Set up public bulletin board and showcase displays of chapter and individual awards and projects.
- Develop spot announcements, interviews and question/answer discussions for local radio and television and other appropriate media.
- Provide photographs, news releases, editorials, feature stories and letters to the editor for school and community newspapers.
- Make announcements about FBLA and Business Education in daily bulletins to student body.
- Invite community resource people to FBLA chapter meetings, banquets and Business Education classes and activities.
- Invite community resource people to participate on advisory committees or focus groups.
- Distribute certificates of deserved appreciation to individuals who contribute to FBLA and Business Education.
- Provide tokens of appreciation for a variety of school and community employees.
- Be active and positive members of a variety of volunteer activities not only as an individual, but as a representative of FBLA.

Wisconsin FBLA E-Bulletin

The elected state reporter's major responsibility is to publish Wisconsin's state newsletter, the Wisconsin FBLA e-Bulletin. The Wisconsin FBLA e-Bulletin (WFeB) contains articles submitted by local chapters, letters from local and state officers and general education material. It is a main responsibility of the local chapter reporter to write and submit these articles to the state reporter before the publication deadlines.

FBLA Week

Like any other activity, the success of FBLA Week depends on careful planning. Select your committees early and start making detailed arrangements for activities. Have a plan for each day of FBLA Week. Divide the responsibilities among several committees and members. **Involve all members!**

Valuable public relations media to use during the FBLA Week include the school website, newspapers, radio and television. News reporters are always looking for good news about students—so take advantage! Chapter members may get some ideas for FBLA Week activities from these suggestions:

- Obtain FBLA Week proclamation(s) from your mayor or governing official. Provide picture(s) and news stories for local media.
- Communicate with community leaders telling them about your chapter activities and plans for FBLA Week.
- Prepare a special FBLA exhibit for store windows, schools, libraries, airports, sports events, professional centers and offices, billboards, shopping centers and malls and other places where people gather.
- Contact civic and service organizations and make arrangements for members to appear on their programs. Use PowerPoint presentations, videos and other media to explain the purpose and value of FBLA and business education.
- Host an open house. Demonstrate what competencies are learned through classroom, on the job and FBLA learning opportunities.
- Conduct a tour of students' work sites to demonstrate to community residents how your Business Education curriculum extends beyond the classroom.
- Contact local businesses to sponsor advertising for a special FBLA section in the local newspaper. Work out the details with advertising professionals to provide an additional learning opportunity for members.
- Sponsor a guest speaker for all students.
- Invite recent graduates to attend a meeting and discuss with members their experiences in choosing a career, acquiring a position and using the skills and knowledge of Business Education.
- Select and install an honorary member into your chapter.
- Conduct a membership drive to increase the total number of involved members in your chapter—including alumni and professional members.
- Prepare and distribute a special FBLA newsletter. Share a copy of it with state staff.
- Design and display at least one FBLA Week bulletin board.
- Invite neighboring FBLA chapters to collaborate with your chapter in a recreational event—perhaps include other CTSO chapters to develop an "annual event." They could include those within your school, local technical college and colleges and universities.
- Use a local or state FBLA video, PowerPoint or slide presentation at a general assembly or in classrooms. Have an FBLA officer available to answer questions from the audience.
- Host a coffee/tea hour after school for all school staff to distribute FBLA materials.

- Compose a survey and mail/e-mail to the other FBLA chapters in the state or region to determine their FBLA Week activities. Implement those that you feel fit your chapter and members' objectives and goals.
- Acquaint all community members with business education and FBLA by sponsoring a field trip for citizens. Be sure to plan for citizens who need mobility assistance.
- Make Valentine's Day tray favors using the FBLA emblem for hospitals and health care centers.
- Work with middle and elementary schools to promote FBLA.

Appendices

Event Notables

Gold Seal Chapter Award - **Hollis and Kitty Guy** - served as directors in the national FBLA-PBL office for many years. They were instrumental in organizing national events for students at leadership conferences.

Merit Award Program - **Roxanne Brice** (Beisel) - was a graduate of the business program at Eau Claire Memorial High School. During her senior year, she won first place in Ms. FBL at the national level. Roxi worked as an administrative assistant in the FBLA office in Madison.

Business Communication - **Judith Schultz Voiers** - originally from Tennessee, Judy was a business education teacher at Columbus High School until she came to the Department of Public Instruction as a supervisor of business education and the FBLA State Adviser. She left Wisconsin in 1985 and now lives in Florida with her summers in Coloma, Wisconsin. She has authored and co-authored communication books and articles.

Introduction to Parliamentary Procedure - **Daryl Braatz** - taught business education at Thorp High School for 36 years. His love for parliamentary procedure placed his team first in the nation on several occasions and in the top 10 in the nation for over 25 years. He started the Thorp Chapter in 1967, which has been awarded the Largest State Chapter for many years. Daryl also served on the National FBLA-PBL Board of Directors from 1982-1985.

Local Chapter Annual Business Report - **Ray Rupple** - was the first state adviser for FBLA-PBL in Wisconsin working from his home in Waukesha. He faithfully attended all national leadership conferences and encouraged schools in Wisconsin to participate at the national level. Ray could be described as the “Father of FBLA in Wisconsin.”

Outstanding SLC Chapter - **Ruel Falk** - taught business education in several Wisconsin schools before moving to the Department of Public Instruction in 1966. His efforts were many in behalf of FBLA and other student organizations. Ruel received the distinguished teaching award from the Wisconsin Business Education Association.

Outstanding RLC Chapter and Parliamentary Procedure - **Lorraine Missling** - taught business education at UW-Eau Claire for many years and was the state adviser for FBLA/PBL from 1960 to 1972. It was during her tenure that FBLA and PBL became separate organizations in Wisconsin. Missling presented many scholarships to FBLA-PBL students. She received the distinguished teaching award from WBEA as well as numerous honors from FBLA-PBL members.

National Dress Code

FBLA·ΦBA

NATIONAL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

FEMALES

Business suit with blouse

Business pantsuit with blouse

Skirt or dress slacks with blouse or sweater

Business dress

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

Dress shoes

MALES

Business suit with collar dress shirt and necktie

Sport coat, dress slacks, collar shirt, and necktie

Dress slacks, collar shirt, and necktie

Banded collar shirt may be worn only if sport coat or business suit is worn

Dress shoes and socks

INAPPROPRIATE ATTIRE (FOR BOTH MEN AND WOMEN)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-kneeboots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.

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

Wisconsin Clarification:

Students participating in FBLA sponsored events, including leadership conferences and competitive events, may be removed/disqualified if the participant is:

- not completely dry from a shower or water park experience;
- wearing a hood;
- wearing leggings;
- wearing shoes with between-the-toe(s) components

Who May Attend the Leadership Conferences?

DELEGATE is defined as any member or adviser attending the conference.

VOTING DELEGATE is defined as a special category of delegates. The voting delegate has the additional responsibility of representing the local chapter during voting for state officers or other official matters as handled during conference business meetings.

All delegates are REQUIRED to attend delegate assemblies and business meetings; however, voting delegates are REQUIRED to attend delegate assemblies, voting sessions and business meetings.

Who may attend the Regional Leadership Conference?

- All members, advisers, participants and officer candidates.
- All participants and officer candidates must have paid both state and national membership dues by **November 15**.

Each local chapter must complete the RLC Online Registration. Registration materials are available from the State Office via the FBLA State website. Registration fee payments are to be submitted to the regional vice president's school. It is the sole responsibility of the adviser to ensure that the eligibility requirements for each event are met by the participating students. It is the responsibility of the local adviser to ensure that all participants and officer candidates have paid dues. The State Office will determine if all participants and officer candidates have paid both state and national membership dues. The chapter adviser and the RLC host advisers are notified if dues have not been paid.

Who may attend the State Leadership Conference?

- All participants, officer candidates and members attending the SLC must have paid both state and national membership dues and conference fees. Current state officers and their adviser are exempt from paying the conference fee.
- A registrant must fill one of the specified eligibility categories:
  - **Competing Delegates** – a delegate who is registered for an individual or team event at the SLC
  - **Chapter Report Delegate** – a delegate who will represent one of the chapter reports during a final round performance (who is not competing in another individual or team event), events include American Enterprise Project, Community Service Project, Partnership with Business Project. **Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted.**
  - **Special Delegate** – a delegate who is not a competing or chapter report delegate AND falls into one of the following categories (**Each chapter is limited to a total of FOUR (4) Special Delegates who meet one or more of these criteria unless special consideration is received from the state office**):
    - Voting delegate (up to 2 per local chapter)
    - Delegate-at-Large (up to 2 per local chapter)
    - Project LEAD delegate (up to 3 per local chapter--usually freshmen and sophomores).
    - Current state officers and regional vice presidents not entered into an event
    - Newly elected regional vice presidents not entered into an event
    - State officer candidates not entered in an event (campaign managers must fill one of the other eligibility categories)

- National officer candidates not entered in an event (campaign managers must fill one of the other eligibility categories)
- Foreign exchange students/FBLA members (foreign exchange students from your school who are also paid members of your FBLA chapter)
- Individual Business Achievement Award Leader level recipient (up to 3 per school)
- Who's Who Delegate or Outstanding Middle Level Award Winners from your FBLA chapter
- Local Chapter Annual Business Report representative who is not in another event.

➢ All advisers, adult chaperones, parents, bus drivers, school officials, etc.

➢ Your chapter's nominee for Businessperson of the Year.

➢ Prospective/inactive chapter advisers and potential members. Registration fees may be waived for up to five (5) school representatives to attend the SLC with the approval/registration going through the State Office.

Please Note

Each student attending the SLC must sign and submit a "Student Delegate Conduct Practices and Procedures" form. These completed forms must be sent to the State Office by **the first Wednesday in March**.

Each local adviser attending the SLC must sign and submit a "Local Adviser Procedures and Responsibilities" form. These completed forms must be sent to the State Office by **the first Wednesday in March**.

Substitutions

Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. See the yearly calendar for substitution deadlines.

Forms

Disqualification Form

Disqualification Form

In the event that an adviser, judge or liaison deems it appropriate that a student be disqualified, a "Disqualification Form" will need to be submitted along with the students testing/performance materials returned to headquarters. Enough reasoning should be included to remove misunderstandings for the student and their adviser upon receiving this form. A minimum of two advisers, judges, etc. must concur for the need of the disqualification and both names must appear on the completed form. State staff will make the final determination of a qualification based on the information presented. All decisions are final.

Please note: All students will be allowed to participate fully in their event.

Wisconsin FBLA State Leadership Conference
Disqualification Recommendation Form

Students MUST be allowed to participate
i.e. Take test or perform

Please complete this form for each individual event or team. This form MUST be returned to headquarters for further consideration and will be returned to the chapter adviser.

Chapter Name	Student Name
Event	Date
Reasoning (be as specific as possible)	

SIGNATURE (*requires two signatures)*

Submitted by (sign and print name)	School/Position
Submitted by (sign and print name)	School/Position

TO BE COMPLETED BY STAFF ONLY

☐ Approved ☐Not Approved	Name of Reviewer	Date Reviewed
Comments		

Future Business Leaders of America
PROGRAM OF WORK

Revised 6/13

INSTRUCTIONS: Submit one copy to be **received by the first Wednesday in December** to:

WISCONSIN FBLA STATE OFFICE
ATTN: Dave Thomas
125 SOUTH WEBSTER
MADISON, WI 53703
FBLA@dpi.wi.gov

GENERAL INFORMATION

School/Chapter Name	Region	For School Year

School Address *Street, City, Zip*

Adviser's Names	Occupational Preparation Program Teachers

Name of Chapter President	Signature of Chapter President	Date Signed *Mo./Day/Yr.*

FBLA GOALS

1. ***Develop*** competent, aggressive business leadership.
2. ***Strengthen*** the confidence of students in themselves and their work.
3. ***Create*** more interest in and understanding of the American business enterprise.
4. ***Encourage*** members in the development of individual projects that contribute to the improvement of home, business and community.
5. ***Develop*** character, prepare for useful citizenship and foster patriotism.
6. ***Encourage and practice*** efficient money management.
7. ***Encourage*** scholarship and promote school loyalty.
8. ***Assist*** students in the establishment of occupational goals.
9. ***Facilitate*** the transition from school to work.

EXAMPLE

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments
April	Show appreciation to businesspersons in the community.	Banquet for employers and community members who assist with FBLA and business education program during the year.	6, 8, 9	5	Community more aware of FBLA and willing to offer support. Estimated cost $400.

GOALS AND ACTIVITIES

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

GOALS AND ACTIVITIES

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

GOALS AND ACTIVITIES

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

GOALS AND ACTIVITIES

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

End-of-Year Report
CTSO Progress

Revised 6/14

INSTRUCTIONS: Complete and return no later than **first Friday in May** to:

WISCONSIN FBLA STATE OFFICE
ATTN: Dave Thomas
125 S. WEBSTER ST.
MADISON, WI 53703

School/Chapter Name | For School Year:

I. STRUCTURE OF REPORT

The End-of-Year Report consists of two parts:

1. Corrected and Rated Chapter Program of Work.
2. Completed Statistical Report *which includes two sections:*
   a. Required Section.
   b. Optional Section.

II. PROGRAM OF WORK

Each chapter should have a copy of the Program of Work submitted last fall to the state office. It is suggested that the old and newly elected executive board members use the chapter copy as a guide in setting goals and developing a program of work for the next school year.

1. Adviser(s) and chapter members add chapter objectives and activities that do not appear on original Program of Work.
2. Adviser(s) and members rate each activity attempted on a scale of 1 - 4 *(1 = poor and 4 = superior)*.
3. Underline the most worthwhile activity or activities of the year.
4. Return the previously submitted Chapter Program of Work with the Statistical Report. These two items become the End-of-Year Report.

III. STATISTICAL REPORT

Note: Enter information under the Male and Female columns and then press F9 on the keyboard to calculate the total columns.

Class	Membership									
	Beginning of Year			End of Year						
	Male	*Female*	***Total***	*Male*	*Female*	*Total*		*Male*	*Female*	***Total***
1. Freshman			0			0	6. Number of FBLA members in work-based learning program.			0
2. Sophomore			0			0	7. Number of students in state certified Business Coop program.			0
3. Junior			0			0	8. Number of teachers in Business Education Department.			0
4. Senior			0			0	9. Number of teachers who share the responsibility of advising the FBLA Chapter.			0
5. Grand Total	0	0	0			0	10. Cost of Local due per member			0

IV. CERTIFICATION

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge.

Signature of Chapter Adviser ➢	Date *Mo./Day/Yr.*
Signature of Chapter President ➢	Date *Mo./Day/Yr.*

V. CHAPTER ACTIVITY EVALUATION

Directions: In evaluating your chapter activities, use the pull down menu and select the appropriate number when applicable. 4 = Superior; 3 = Above Average; 2 = Average; 1 = Needs Improvement. When appropriate check either yes or no.

I. ATTENDANCE AT LEADERSHIP TRAINING CONFERENCE

	Yes	No	*If Applicable* Select Rating
A. Was your chapter represented at:			
1. Officer Training Workshop	☐	☐	4 = Superior
2. National Leadership Conference	☐	☐	4 = Superior
3. Fall Executive Board Meeting	☐	☐	4 = Superior
4. Fall Leadership Lab	☐	☐	4 = Superior
5. National Fall Leadership Conference	☐	☐	4 = Superior
6. Regional Leadership Conference	☐	☐	4 = Superior
7. Spring Executive Board Meeting	☐	☐	4 = Superior
8. State Leadership Conference	☐	☐	4 = Superior
9. Other: *Specify* _____	☐	☐	4 = Superior

II. PROGRAM OF WORK

A. Was your program of work planned early in the year, communicated to members and effectively carried out?	☐	☐	4 = Superior
B. Were your chapter activities based on the goals and purposes of FBLA?	☐	☐	4 = Superior
C. Did your program of work include activities in the five areas essential for a balanced program (e.g., business knowledge and skills, leadership and promotion, school and community service, financial and social)?	☐	☐	4 = Superior
D. Were your FBLA activities a part of every Business Education class?	☐	☐	4 = Superior
E. Did your chapter participate in:			
1. The State Service Project	☐	☐	4 = Superior
2. The National Project	☐	☐	4 = Superior
F. Did your chapter plan special activities for FBLA/Career and Technical Education Week?	☐	☐	4 = Superior

III. CHAPTER PROMOTION

A. Was your chapter involved in establishing or reactivating another FBLA chapter during the year?	☐	☐	4 = Superior
B. Did your chapter have a planned program for promoting FBLA in the school and in the community?	☐	☐	4 = Superior
C. Did your chapter plan activities especially designed to stimulate parent awareness through parent involvement?	☐	☐	4 = Superior
D. Did your chapter have activities that involved interaction with local business and professional groups?	☐	☐	4 = Superior
E. Did your chapter have activities that were jointly planned with other CTSOs?	☐	☐	4 = Superior
F. Did your chapter make use of the following to promote FBLA?			
1. Newspaper articles	☐	☐	4 = Superior
2. Displays, bulletin boards, etc.	☐	☐	4 = Superior
3. Assembly programs	☐	☐	4 = Superior
4. Brochures	☐	☐	4 = Superior
5. Multimedia presentations	☐	☐	4 = Superior
6. Radio and TV spots	☐	☐	4 = Superior
7. Billboards	☐	☐	4 = Superior
8. Other: *Specify* _____	☐	☐	4 = Superior
G. Did your FBLA chapter submit articles to the:			
1. *Wisconsin FBLA e-Bulletin?*	☐	☐	4 = Superior
2. *Tomorrow's Business Leader?*	☐	☐	4 = Superior
H. Did your chapter increase its membership?	☐	☐	4 = Superior

V. CHAPTER ACTIVITY EVALUATION (cont.)

IV. COOPERATION AND UNDERSTANDING

	Yes	No	*If Applicable* Select Rating
A. Were your chapter members interested, active, cooperative and informed?	☐	☐	4 = Superior
B. Did each member appear and assist with a chapter activity during the year?	☐	☐	4 = Superior
C. Were efforts made to find and utilize the abilities of all chapter members?	☐	☐	4 = Superior
D. Did all business teachers serve as co-advisers and assist with FBLA activities?	☐	☐	4 = Superior
E. Did chapter members clearly understand FBLA goals, objectives and values?	☐	☐	4 = Superior
F. Did chapter members recognize the opportunity for personal growth through FBLA?			

V. PROGRAM MANAGEMENT

A. Were your chapter meetings orderly and well planned?	☐	☐	4 = Superior
B. Were your reports kept on file?	☐	☐	4 = Superior
C. Were necessary reports and dues sent promptly to the state office?	☐	☐	4 = Superior
D. Did your chapter make effective use of the state and national FBLA handbooks and other releases from the state and national offices?	☐	☐	4 = Superior
E. Did the projects of your chapter help you achieve the goals you set?	☐	☐	4 = Superior
F. Did your chapter use the evaluation for making future plans?			

VI. STATISTICAL REPORT *(Optional)*

A. Number of years your chapter has been operating as a chartered chapter.

B. When does your chapter hold its meetings?

C. Number of scheduled meetings held by your chapter each year.

For Adviser Completion

1. Is your position as FBLA adviser a salaried position? ☐ ☐

2. Were you a member/officer of: *Check all that apply*

FBLA: ☐ Member ☐ Officer

PBL: ☐ Member ☐ Officer

RLC Local Adviser Procedures & Responsibilities Form

RLC Local Adviser Procedures and Responsibilities

It is required of each local adviser attending the RLC to read and sign a copy of this form. This form must be **submitted to the Regional Host by the third Friday in January** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, workshops, etc. onsite at RLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at RLC. **This role is extremely important!**
2. HS Chapters will be disqualified for not adhering to the 15:1 chaperone policy ratio. ML Chapters will be disqualified for not adhering to the 15:1 with a minimum of 2 chaperones.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.
6. Nametags will be worn at all times.
7. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
8. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other situation designated as an emergency.

I have read and fully understand the FBLA Regional Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature Adviser's Printed Name	Principal's Signature Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:

1st Contact	2nd Contact
Name	Name
Title	Title
School Phone (Area/No.) ( ) -	School Phone (Area/No.) ( ) -
Home Phone (Area/No.) ( ) -	Home Phone (Area/No.) ( ) -

NOTE: A COPY OF THIS FORM MUST BE SUBMITTED FOR EACH ADVISER ATTENDING THE SLC. ORIGINAL FORMS MUST BE SUBMITTED TO THE REGIONAL HOST SCHOOL BY THE THIRD FRIDAY IN JANUARY.

SLC Student Delegate Code of Conduct Form

SLC Student Delegate Code of Conduct

It is required of EACH student attending the SLC to read and sign a copy of this form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations and responsibilities of the conference participants. **The local adviser must submit this form for each student attending by the first Wednesday in March to the State Office.**

1. The term “delegate” shall mean any FBLA member attending the conference.
2. There shall be no defacing of public property. Any damages to property or furnishings in the hotel rooms or buildings or in the conference center must be paid by the individual or chapter responsible. Local chapters will be billed directly by the hotel or conference center for any damages.
3. Delegates shall keep their advisers informed of their activities and whereabouts AT ALL TIMES. (Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation).
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates shall stay in designated housing, not with friends or relatives. Chapters registered as day guests are exempt from this regulation.
7. Hotel room doors must be kept open wide at all times when members of the opposite sex are visiting.
8. No alcoholic beverages or controlled substances, narcotics, etc., in any form shall be possessed or consumed by delegates at any time, under any circumstances.
9. No use of tobacco will be permitted at the general sessions, banquet, competitive events, tours, special interest sectionals or in public facilities.
10. Delegates shall not use their own cars or ride in cars belonging to others unless accompanied by an adult adviser.
11. Delegates are REQUIRED to attend delegate assemblies and business meetings; however, voting delegates are REQUIRED to attend delegate assemblies, voting sessions and business meetings.
12. Nametags shall be worn at all conference events.
13. Delegates agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, other adult supervisors and hotel staff.
14. Delegates violating or ignoring any of the conduct rules may be sent home immediately at their own expense. Parents, school officials and the State Office will be notified.
15. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants from being disqualified.
16. All delegates must honor conference curfew. Curfew is 12:00 Midnight. Curfew is defined as “all delegates in assigned room - lights out.”
17. The student delegate will also be responsible for following all local school rules of conduct.
18. The dress code approved by the national and/or state office will be adhered to at all times during the State Leadership Conference.

I have read and fully understand all 18 points of the FBLA State Leadership Conference STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form and agree to comply with these guidelines. I understand the necessity of these rules for the success of the conference. Furthermore, I am aware of the consequences that will result from violation of any of the regulations.

Student Name (Please Print)	Birthdate
Address (Street, City, State, Zip)	Home Phone Number (Area/No.) ( ) -

Delegate's Signature	Adviser's Signature Adviser's Printed Name
Principal's Signature Principal's Printed Name	Chapter Name
School Phone Number (Area/No.) ( ) -	Grade Level

To the Parent/Guardian:

I have read and agree to abide by the FBLA State Leadership Conference Student Delegate Conduct Practices and Procedures. I also agree that the school officials, the chapter advisers and the State Office staff have the right to send my son or daughter home from the activity at my expense if he/she has violated the Code of Conduct and/or his or her conduct has become a detriment.

I also authorize the adviser to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness and I will provide for the payment of these costs.

Insurance Company Name	Policy Number

Parent or Guardian's Signature Parent's Printed Name	
Address (Street, City, State, Zip)	
Daytime Phone Number (Area/No.) (Evening) ( ) -	**Evening** Phone Number (Area/No.) ( ) -

Note: Advisers must submit copy of this form for each student delegate attending the SLC. Forms must be received via mail by the first Wednesday in March at the State Office.

Local Adviser Procedures & Responsibilities Form

SLC Local Adviser Procedures and Responsibilities

It is required of each local adviser attending the SLC to read and sign a copy of this form. This form must be **submitted to the State Office by the first Wednesday in March** for all advisers in attendance.

1. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, tours, workshops, etc. onsite at SLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at SLC. **This role is extremely important!** HS Chapters will be disqualified for not adhering to the 15:1 chaperone poli**c**y ratio. ML Chapters will be disqualified for not adhering to the 15:1 with a minimum of 2 chaperones.
2. Local advisers are responsible for making sure each student attending the SLC reads, discusses, signs and returns the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations and responsibilities of the conference participants.
3. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
4. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
5. Curfew will be enforced. "Curfew is defined as "all delegates in assigned room - lights out". Local advisers are responsible for room checks to ensure their students are in their assigned rooms.
6. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.
7. Nametags will be worn at all times.
8. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
9. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies and any other situation designated as an emergency.

I have read and fully understand the FBLA State Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature Adviser's Printed Name	Principal's Signature Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:

1st Contact	2nd Contact
Name	Name
Title	Title
School Phone (Area/No.) ( ) -	School Phone (Area/No.) ( ) -
Home Phone (Area/No.) ( ) -	Home Phone (Area/No.) ( ) -

Note: A copy of this form must be submitted for each adviser attending the SLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be **submitted to the State Office by the first Wednesday in March**.

Statement of Assurances Event Entry Form

THE STATEMENT OF ASSURANCES ENTRY FORM MUST BE SUBMITTED ONLINE FOR ALL REGIONAL AND STATE LEVEL ENTRIES. THE FORM MAY BE ACCESSED ONLINE THROUGH THE CONFERENCE LINK ON THE WISCONSIN FBLA HOMEPAGE OR USE THE DIRECT FORM LINK http://goo.gl/TcR9XN OR USE THE MOBILE DEVICE QR CODE:

This form must be completed and sent for the following events:

- ☐ 3D Animation
- ☐ Computer Game & Simulation Programming
- ☐ Desktop Application Programming (FBLA)
- ☐ Digital Video Production
- ☐ E-business (FBLA)
- ☐ Mobile Application Development
- ☐ Website Design

State: _____ **Check One:** ☐ **FBLA**

School: _____

Web site URL Address: (where appropriate) Provide the URL for E-business, Digital Video Production, Web Site Design and 3D Animation. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference. _____

Member(s) Name: _____

Local Chapter Contact

Name: _____

Daytime/Cell Number: _____

Home E-mail: _____

I/We, the undersigned, attest that the design, creation and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member _____ Adviser's Name _____

Name of Team Member _____ Name of Team Member _____

Complete this Document Section for the Above Events (replaces Readme file):

Software Used: _____

Source of Information: _____

Copyright Notations _____

Instructions for Running Project: _____

Template(s) Used (source) _____

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Substitution Form

Substitution Form

Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. This form must be received by the substitution/cancellation deadline. See the yearly calendar for substitution deadlines.

NOTE: IN ORDER TO BE CONSIDERED FOR RECOGNITION, THIS APPLICATION MUST BE SUBMITTED ONLINE AT https://goo.gl/wf7Tqg

Substitution/Cancellation Request Form
2015-2016 RLC/SLC/NLC

Chapter Name	Region #	Adviser's Name
Event		☐ Substitution ☐ Cancellation ☐ Other
Name of Original Competitor		Name of Replacement Competitor
Reasons for replacement (be as specific as possible)		

SIGNATURE

Adviser's Signature (typed name will serve as signature on emailed form)	Date Signed
➢	

TO BE COMPLETED BY STAFF ONLY

☐ Approved ☐Not Approved	Name of Reviewer	Date Reviewed
Comments		Entered into computer system ☐

Deadlines:
RLC -- Seven calendar days after registration closes
SLC -- First Wednesday of March
NLC – ******All NLC substitutions must be reported and approved using the online Wisconsin Substitution Form available through the State Office prior to the second Friday in May. The state office will not accept any changes after this registration deadline date.***