All event participants must reference the National Guidelines first for overview, eligibility, registration, guidelines, topics and rubrics. RLC & SLC modifications are noted in this Wisconsin Competitive Event Guide.

Middle Level
Wisconsin Regional/State Leadership Conference
Competitive Event Guidelines & Adviser’s Handbook

State Adviser & FBLA Office Associate
Dave Thomas & Garrett Commons

Eastern Regional Leadership Conference Host
Menominee Falls – High School
Laura Schoenike

Western Regional Leadership Conference Host
La Crosse - Lunda Center
Gretchen Heilman

State Leadership Conference State Liaison
Krista Weigel

October 2018

Updates will be posted to https://dpi.wi.gov/fbla/competition

Wisconsin Department of Public Instruction
Tony Evers, State Superintendent
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WISCONSIN FBLA EVENTS CALENDAR</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION TO FBLA</td>
<td>2</td>
</tr>
<tr>
<td>WELCOME</td>
<td>2</td>
</tr>
<tr>
<td>ABOUT FBLA</td>
<td>2</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>2</td>
</tr>
<tr>
<td>WISCONSIN FBLA MIDDLE LEVEL REGIONAL AFFILIATION MAP</td>
<td>4</td>
</tr>
<tr>
<td>CHAPERONE POLICY</td>
<td>5</td>
</tr>
<tr>
<td>WISCONSIN FBLA PREJUDGED ENTRY SUBMISSION</td>
<td>5</td>
</tr>
<tr>
<td>ML COMPETITIVE RLC &amp; SLC EVENT PARTICIPATION GUIDANCE</td>
<td>6</td>
</tr>
<tr>
<td>WRITTEN TESTS EVENTS</td>
<td>6</td>
</tr>
<tr>
<td>PRESENTATION EVENTS</td>
<td>9</td>
</tr>
<tr>
<td>CHAPTER EVENTS</td>
<td>14</td>
</tr>
<tr>
<td>WHO’S WHO IN FBLA</td>
<td>25</td>
</tr>
<tr>
<td>OUTSTANDING MIDDLE LEVEL LOCAL ADVISER AWARD</td>
<td>26</td>
</tr>
<tr>
<td>OUTSTANDING LOCAL ADVISER AWARD</td>
<td>27</td>
</tr>
<tr>
<td>Nomination Form</td>
<td>27</td>
</tr>
<tr>
<td>BUSINESSPERSON OF THE YEAR</td>
<td>28</td>
</tr>
<tr>
<td>Rating Sheet</td>
<td>29</td>
</tr>
<tr>
<td>LARGEST LOCAL CHAPTER MEMBERSHIP</td>
<td>30</td>
</tr>
<tr>
<td>LARGEST LOCAL CHAPTER MARKET SHARE</td>
<td>31</td>
</tr>
<tr>
<td>COMMUNITY SERVICE RECOGNITION</td>
<td>32</td>
</tr>
<tr>
<td>REGIONAL COMMUNITY SERVICE AWARD</td>
<td>33</td>
</tr>
<tr>
<td>Regional Application</td>
<td>33</td>
</tr>
<tr>
<td>STATE COMMUNITY SERVICE AWARD</td>
<td>35</td>
</tr>
<tr>
<td>State Application</td>
<td>35</td>
</tr>
<tr>
<td>LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES</td>
<td>37</td>
</tr>
<tr>
<td>SLC STUDENT DELEGATE CODE OF CONDUCT FORM</td>
<td>38</td>
</tr>
<tr>
<td>LOCAL ADVISER PROCEDURES &amp; RESPONSIBILITIES FORM</td>
<td>40</td>
</tr>
<tr>
<td>SUBSTITUTION FORM</td>
<td>41</td>
</tr>
<tr>
<td>DISQUALIFICATION FORM</td>
<td>42</td>
</tr>
</tbody>
</table>
WISCONSIN FBLA EVENTS CALENDAR

Each year, information is compiled for the Wisconsin Business & Information Technology and FBLA events calendar. The identified high school and middle level activities detail useful information on conference dates, events, webinars, and submission deadlines. Visit https://dpi.wi.gov/fbla/calendar to view and download the calendar.

INTRODUCTION TO FBLA

Welcome

We are excited to have all-new national recognition programs and competitive events for FBLA-ML members and chapters this year. Note that all programs from last year have been retired, so members and chapters will need to review the new programs to earn national recognition. FBLA-ML members will be eligible for competition at the 2018 National Leadership Conference by qualifying through regional and state leadership conferences. Share your chapter’s successes and highlights throughout the year by submitting chapter news and photos at go.fbla.org/news.

Do you want to introduce your middle and junior high school students to the world of business? They can explore careers and delve into business principles with real-world activities, including:
- Job shadow projects
- Community service activities
- Leadership development programs
Your students will sharpen their communication, leadership, and teamwork skills, preparing them for high school and the workplace before many of their peers. Your students can also attend online and in-person events and conferences to compete against other students or hone their leadership skills through interactive workshops and seminars.

About FBLA

Visit http://www.fbla-pbl.org/about/ to learn more about our mission, four divisions, national bylaws, academic competitions, publications, national conferences, structure, history, funding, goals, code of ethics, creed, and pledge.

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.

If you have any questions about the FBLA-PBL National Dress Code, please speak with your adviser.
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 recent shower or water park experience.

National Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one’s appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

**FEMALES**
- Business suit with blouse
- Business pantsuit with blouse
- Skirt or dress slacks with blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

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

Inappropriate Attire (for both men and women)
- Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skirts, stretch or tights pants, avance or blue shorts; backpacks, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lyra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes; industrial work shoes, hiking boots, bare feet, or over-the-knee boots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.

**Clarification:** Many women’s two-piece suits currently are designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open toe shoes, and sleeveless dresses are accepted.
WISCONSIN FBLA MIDDLE LEVEL REGIONAL AFFILIATION MAP

Region 1
ML Western

Region 2
ML Western

Region 3
ML Eastern

Region 4
ML Western

Region 5
ML Eastern

Region 6
ML Eastern

Region 7
ML Eastern
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 Regional or State Leadership Conference will be REQUIRED to have a 15:1 ratio of students to advisers/chaperones with a minimum of 2 chaperones (e.g. 30 students:2 chaperones; 31 students:3 chaperones). This ratio is based on the registered members on the final day of registration for either the Regional or State Leadership Conference.

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.

WISCONSIN FBLA PREJUDGED ENTRY SUBMISSION

ALL LEVELS – RLC/SLC

For any set of Middle Level documents, entries must adhere to online submission requirements. Failure to submit materials in this format may result in disqualification if judges are not able to access and score the submission.

An online event submission form will be posted to the Wisconsin FBLA Regional Leadership Conference website and Wisconsin FBLA State Leadership Conference website. Submissions must be associated with registered conference participants in order to be scored.
ML COMPETITIVE REGIONAL & STATE LEADERSHIP CONFERENCE EVENT PARTICIPATION GUIDANCE

Each Wisconsin FBLA Middle Level member will be eligible to compete in a written test and presentation event at regional and state conference; however, each competitor can only compete in one (1) event at the national level. Chapter Events are NOT included in the presentation event limit for SLC. Chapter presentation teams can be with one (1) to three (3) members of the chapter.

Members that are only registered by advisers for one (1) competitive event at the Regional Leadership Conference will be required to attend a leadership/entertainment activity during any time that they are not involved in a competition. Members are required to compete in two (2) events at the State Leadership Conference.

<table>
<thead>
<tr>
<th>Written Tests</th>
<th>RLC/SLC/NLC Qualifying Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>• Business Etiquette *NEW FOR 2018-19</td>
</tr>
<tr>
<td></td>
<td>• Business Math &amp; Financial Literacy</td>
</tr>
<tr>
<td></td>
<td>• Career Exploration</td>
</tr>
<tr>
<td></td>
<td>• Digital Citizenship *NEW FOR 2018-19</td>
</tr>
<tr>
<td></td>
<td>• Introduction to Computer Science &amp; Coding</td>
</tr>
<tr>
<td></td>
<td>• Multimedia &amp; Website Development</td>
</tr>
<tr>
<td></td>
<td>(prejudge submission requirement is required for this event)</td>
</tr>
<tr>
<td>*up to 100 members per chapter in total may participate in written exams at RLC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation</th>
<th>RLC and/or SLC Non-Qualifying Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>• Business Ethics</td>
</tr>
<tr>
<td></td>
<td>• FBLA Facts</td>
</tr>
<tr>
<td></td>
<td>• Introduction to Business Communications</td>
</tr>
<tr>
<td></td>
<td>• Parliamentary Procedure Concepts</td>
</tr>
<tr>
<td></td>
<td>• Study Skills</td>
</tr>
<tr>
<td>*up to 44 members per chapter in total may participate in presentation events at RLC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter</th>
<th>SLC/SLC Qualifying Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria:</td>
<td>• No RLC Component</td>
</tr>
<tr>
<td></td>
<td>• 1 Entry per Chapter</td>
</tr>
<tr>
<td></td>
<td>• Top 1 Advances from SLC to NLC</td>
</tr>
<tr>
<td>*up to 6 members per chapter in total may participate in chapter projects at SLC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SLC/SLC Qualifying Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Community Service Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SLC Only Non-Qualifying Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Environmental Awareness Project</td>
</tr>
</tbody>
</table>
WRITTEN TESTS EVENTS

Individual

RLC/SLC/NLC OVERVIEW: Refer to National Competitive Event Guidelines for overview, eligibility, registration and guidelines. RLC & SLC modifications are noted in this Wisconsin Competitive Event Guide.

RLC/SLC/NLC QUALIFYING EVENTS:
- Business Etiquette *NEW FOR 2018-19
- Business Math & Financial Literacy
- Career Exploration
- Digital Citizenship *NEW FOR 2018-19
- Introduction to Computer Science & Coding
- Multimedia & Website Development (prejudged submission requirement is required for this event)

RLC/SLC NON-QUALIFYING EVENTS:
- Business Ethics
- FBLA Facts
- Introduction to Business Communications
- Parliamentary Procedure Concepts
- Study Skills

RLC/SLC ELIGIBILITY
- Each local chapter may enter up to ten (10) members in each event.
- Competitors must have paid FBLA state dues by November 15 of the current school year.
- Individuals registered nationally as middle level members are only permitted to participate in the middle level RLC/SLC events.
- Each competitor MUST have an FBLA issued name badge in order to compete in their event or risk disqualification.

RLC/SLC REGISTRATION
- Participants must be registered for the RLC/SLC and pay the conference registration fee in order to participate in competitive events.
- A member may enter only one (1) written test, one (1) presentation event and one (1) chapter event at the RLC/SLC level. NLC guidelines limit competitors to compete in only one event.

RLC/SLC OBJECTIVE TEST GUIDELINES
- References online at http://www.fbla-pbl.org/competitive-event/multimedia-website-development/ include national written test information about Objective Test Guidelines, General Guidelines and Competencies.
- Each written test will consist of 50 questions taken during a 30 minute testing period at RLC/SLC.
- Students must provide their own non-graphing calculators for the objective test portion of this event. Cell phone and PDA calculators are not allowed.
- Students must provide their own Number 2 pencils that are required for the objective test portion of this event.
- Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner. This process will be continued until any ties are broken.
- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the state and national associations reserve the right to record any performance for use in study or training materials.
- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants as disclosed during the registration process through the conference management system.

ADMINISTRATION OF EVENTS

<table>
<thead>
<tr>
<th>RLC</th>
<th>SLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minute written test taken at RLC</td>
<td>30 minute written test taken at SLC</td>
</tr>
<tr>
<td>Top FIVE finishers advance to SLC competition.</td>
<td>Top ONE finisher advances to NLC competition.</td>
</tr>
</tbody>
</table>

(CONTINUED ON NEXT PAGE - RLC/SLC/NLC EVENT INFORMATION)
RLC/SLC/NLC Event Information

- Multimedia & Website Development
  - **Topic**
    - Design, build, and launch a website to keep your Middle Level chapter informed about chapter activities for the 2018-19 school year. The website should include, but is not limited to, the following:
      - A theme and logo
      - A form for potential members to complete in order to join your chapter
      - At least one video giving an update of your chapter’s weekly or monthly activities
      - A calendar listing your chapter’s activities for the year.
  - **Event Specific Guidelines**
    - Design, build, and launch a website that features the competitor’s ability to incorporate the elements of website design, graphic layout, and proper coding techniques.
    - Entries that do not complete the Wisconsin FBLA Statement of Assurance online form that identifies the website URL for prejudging needs will be disqualified and may not be permitted to attend the conference if this is the only event the participant is registered for at the conference.
      - A link to the online form will be sent to all advisers that have entries associated with this event. Advisers should verify that all entries are viewable outside of the district web domain and does not require a school account to access.
      - Participants may not work on the website after it has been submitted for prejudging.
      - Deadline submission dates for the Regional Leadership Conference is by 4 PM on the third Friday in January.
      - Deadline submission dates for the State Leadership Conference is by 4 PM on the first Wednesday in March.
      - Participants may revise the website between the Regional Leadership Conference and prior to the submission of the Wisconsin FBLA Statement of Assurance online form for the State Leadership Conference.
  - **Rubric** referenced online at FBLA-PBL’s national website
PRESENTATION EVENTS

RLC/SL/NLC OVERVIEW: Refer to National Competitive Event Guidelines for overview, eligibility, registration and guidelines. RLC & SLC modifications are noted in this Wisconsin Competitive Event Guide.

- RLC/SLC/RLC Qualifying Events:
  - Critical Thinking (Team - one to three members) *NEW FOR 2018-19
  - Elevator Speech (Individual)
- RLC/SLC Non-Qualifying Events: (events listed below permit entries with one to three members)
  - Computer Slide Show
  - Desktop Publishing
  - Digital Story Telling
  - Economics Challenge
  - FBLA Creed Speaking
  - Issues in Society
  - Spreadsheet Presentation

RLC/SLC REGISTRATION & ELIGIBILITY

- Each local chapter may submit two (2) entries.
- Competitors must have paid FBLA state dues by November 15 of the current school year.
- Between the RLC and SLC 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. Substitutions will not be accepted for individual events.
- Individuals registered nationally as middle level members are only permitted to participate in the middle level RLC/SLC events.
- Participants must be registered for the RLC/SLC and pay the conference registration fee in order to participate in competitive events.
- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants as disclosed during the registration process through the conference management system.
- Each competitor MUST have an FBLA issued name badge in order to compete in their event or risk disqualification.

RLC/SLC PRESENTATION GUIDELINES

- The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
- The participant is responsible to collect any materials that were distributed to judges or risk a point deduction for failure to follow guidelines.
- In the case of team events, all team competitors are expected to actively participate in the performance.
- All competitors must comply with the FBLA-PBL dress code.
  - Five (5) points are deducted if competitors do not follow the dress code.
- Five (5) points may be deducted for not following guidelines.
- Internet access will not be provided.
- Chapters must provide their own audio/visual equipment, except screens.
- All decisions of the judges are final.
- The RLC/SLC rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the state and national associations reserve the right to record any performance for use in study or training materials.

(CONTINUED ON NEXT PAGE – ADMINISTRATION OF EVENTS)
**RLC/SLC/NLC EVENT INFORMATION**

**Critical Thinking**

- **Topic**
  
  Students will receive a case study at the conference related to a challenge or opportunity within their chapter.

- **Event Specific Guidelines**
  
  - Fifteen minutes will be allowed to prepare, and five minutes will be allowed for the presentation. No equipment setup time is provided prior to or during the presentation. The timekeeper will provide a warning at 4 minutes and stop the presentation at 5 minutes.
  
  - Two 4”x6” note cards will be provided to each competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
  
  - No additional reference materials will be allowed.
  
  - Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their cases.
  
  - If participating as a team, all team members are expected to actively participate in the performance.
  
  - All questions raised in the case must be addressed during the presentation.
  
  - Judges may ask up to three questions following the presentation. The timekeeper will limit the question and answer time to 3 minutes.

- **Rubric** referenced online at FBLA-PBL’s national website

**Elevator Speech**

- **Topic**
  
  You have been appointed as the chairperson of your chapter’s March of Dimes fundraising committee. Present an elevator speech about the mission of the March of Dimes and how they help premature babies and their families.

- **Event Specific Guidelines**
  
  - Students must come prepared to leave at least one visual (3 copies) with the judges that they prepared (flyer, brochure, etc.) about FBLA-Middle Level, and a business card.
  
  - Speech may be no longer than 30 seconds in length. The timekeeper will provide a warning at 15 seconds and stop the presentation at 30 seconds.
  
  - Judges will role-play the part of someone attending one of your March of Dimes fundraisers and can ask up to 2 questions for student response after the competitor has finished the speech. The timekeeper will limit the question and answer time to 3 minutes.

- **Rubric** referenced online at FBLA-PBL’s national website

---

(Continued on Next Page – RLC/SLC NLC Event Information)
• Computer Slide Show
  ➢ Topic
  ▪ Research a local or area business and identify its mission and the year it was founded. Describe the target market and identify at least two competitors. Determine the number of employees, describe the services/products it offers, and estimate the cost of at least one product/service vs. the sales price. Finally, obtain a quote (personal statement) about business success and a business card from someone who works there. Create a computer slide show to present your findings.

  ➢ Event Specific Guidelines
  ▪ Note cards are allowed to be used during the presentation.
  ▪ The computer slide show should be used as part of the overall topic presentation.
  ▪ Five (5) minutes will be allowed for the setup of equipment. Chapters must provide 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. (presentation via laptop only is acceptable).
  ▪ A time penalty will apply Time Penalty if a presentation is under 2:31 or over 3:29.
  ▪ Judges will ask questions after the presentation for up to 3 minutes.

• Desktop Publishing
  ➢ Topic
  ▪ Design one (1) flyer, brochure, or other print materials that could be distributed to area employers and community mentors about the following areas of interest:
    • Build awareness about the Inspire Wisconsin network that is led by dedicated regional economic & workforce development agencies, school districts, chambers of commerce and other community organizations.
    • Clarify why your local employers and career coaches should connect with the academic and career planning experience for Wisconsin students.
    • Inform individuals about the system’s ability to network in a safe and secure environment to support student experiences such as job shadowing, company tours, work-based learning experiences, classroom guest speakers, and/or professional interviews to better understand career opportunities.
    • Direct interested employers and career coaches to sign-up by connecting with regional contacts displayed online at https://www.inspirewisconsin.org/. Note: additional regional information will display on the website when you select any of the colored areas on the Wisconsin map.
    • Present your item to the judges to describe the process you used in creating the item (decisions made and problems solved).

  ➢ Event Specific Guidelines
  ▪ Note cards are allowed to be used during the presentation.
  ▪ A time penalty will apply Time Penalty if a presentation is under 2:31 or over 3:29.
  ▪ Participants are responsible to bring copies of any print materials for presentation to the judges. Materials may be displayed on a digital device to judges.
  ▪ No setup time will be provided. Computer projection equipment is not permitted for this event.
  ▪ Judges will ask questions after the presentation for up to 2 minutes.

• Digital Story Telling
  ➢ Topic
  ▪ Create a story for elementary students using a computer software program. Focus on an age appropriate story about ethics (such as conscience, character, competence, consequences, choices, compassion, and courage) that includes graphics, music, narrative, etc.
Event Specific Guidelines

- Note cards are allowed to be used during the presentation.
- The software program should be used as part of the overall topic presentation. (note: internet access is not provided for this event)
- Five (5) minutes will be allowed for the setup of equipment. Chapters must provide 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. (Presentation via laptop only is acceptable).
- A time penalty will apply Time Penalty if a presentation is under 2:31 or over 3:29.
- Judges will ask questions after the presentation for up to 2 minutes.

Rubric

Economics Challenge

- Topic
  - Identify a problem/need/want that consumers or businesses experience and propose an original entrepreneurial idea that could be a solution. The entrepreneurial idea that may serve as a solution does not need to be something that the event participant could achieve at this time as a middle level FBLA member. Participants should be sure to research their original entrepreneurial idea to verify that the solution does not already exist.

FBLA Creed Speaking

- Topic
  - This event provides recognition for FBLA-Middle Level members who can demonstrate presentation, enunciation, and understanding of the FBLA Creed.

Issues in Society

- Topic
  - Technology plays a significant role in our modern world. Examine the benefits and disadvantages of the use of technology. Discuss at least three benefits and at least three disadvantages that people regularly experience in regard to the use of technology. Conclude the presentation by providing your recommendations regarding what strategies people may specifically use to overcome any disadvantages.
• Spreadsheet Presentation
  ➢ Topic
    ▪ Participants will use a spreadsheet to analyze the ingredient costs of at least three food recipes and determine an appropriate selling price for a local restaurant. Prior to the conclusion of the presentation, use spreadsheet tools such as formulas, charts, graphs, diagrams, tables, etc. to rank based upon potential profit which recipes the restaurant should consider to add to the menu. Present your findings to judges who will play the role of local restaurant owners and describe how your use of a spreadsheet assisted you in creating the presentation.
  ➢ Event Specific Guidelines
    ▪ Note cards are allowed to be used during the presentation.
    ▪ A time penalty will apply Time Penalty if a presentation is under 2:31 or over 3:29.
    ▪ Participants are responsible to bring copies of any print materials for presentation to the judges. Materials may be displayed on a digital device to judges.
    ▪ No setup time will be provided. Computer projection equipment is not permitted for this event.
    ▪ Judges will ask questions after the presentation for up to 2 minutes.
  ➢ Rubric
CHAPTER EVENTS

RLC/SL/NLC Overview: Refer to National Competitive Event Guidelines for overview, eligibility, registration and guidelines. RLC & SLC modifications are noted in this Wisconsin Competitive Event Guide.

- SLC/NLC Qualifying Events:
  - Community Service Project
- SLC Non-Qualifying Events:
  - Environmental Awareness Project

RLC/SLC REGISTRATION & ELIGIBILITY

- Each local chapter may submit one (1) entry.
- Presentation team can be from one (1) to three (3) members of the chapter.
- Competitors must have paid FBLA state dues by November 15 of the current school year.
- Between the RLC, 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. Substitutions will not be accepted for individual events.
- Individuals registered nationally as middle level members are only permitted to participate in the middle level RLC/SLC events.
- Participants must be registered for the RLC/SLC and pay the conference registration fee in order to participate in competitive events.
- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants as disclosed during the registration process through the conference management system.
- Each competitor MUST have an FBLA issued name badge in order to compete in their event or risk disqualification.

RLC/SLC PRESENTATION GUIDELINES

- The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
- Projectors will not be provided and cannot be used. If choosing to use laptops/devices, competitors will present directly from their device.
- Internet access will not be provided.
- Visual aids (electronic, printed, etc.) to the project may be used. However, no items may be left with the judges or audience.
- In the case of team events, all team competitors are expected to actively participate in the performance.
- All competitors must comply with the FBLA-PBL dress code and wear their name badges.
  - Five (5) points are deducted if competitors do not follow the dress code.
- Five (5) points may be deducted for not following guidelines.
- All decisions of the judges are final.
- Prejudged materials will not be returned.
- The SLC rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the state and national associations reserve the right to record any performance for use in study or training materials.

(CONTINUED ON NEXT PAGE – ADMINISTRATION OF EVENTS)
### ADMINISTRATION OF EVENTS

<table>
<thead>
<tr>
<th>RLC</th>
<th>SLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>No RLC Component-SLC Only</td>
<td>Order of performance is random. Schedules will be posted at SLC, not before.</td>
</tr>
<tr>
<td>All teams perform—no preliminary round.</td>
<td>Performances may be open to conference attendees, space permitting. Competitors may not view other competitors’ performances in their event.</td>
</tr>
<tr>
<td>Top ONE finisher advance to NLC competition for event(s) designated as NLC Qualifying.</td>
<td>Presentations may be revised for competition at the NLC level. Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events. Competitors are not permitted to compete in an event more than once at the NLC.</td>
</tr>
</tbody>
</table>

### RLC/SLC/NLC EVENT INFORMATION

- **Community Service Project**
  - **Topic**
    - National guidelines require a community service project conducted at the local chapter level.
  - **Event Specific Guidelines**
    - Equipment setup time is 5 minutes.
      - Any setup time over 5 minutes will count against the presentation time.
    - Presentation time is 5 minutes
      - The timekeeper will indicate a warning at 4 minutes
      - The timekeeper will stop the presentation at 5 minutes
      - Judges will have an additional opportunity for question and answer after the presentation
      - The timekeeper will limit the question and answer time to 3 minutes
  - **Rubric**

- **Environmental Awareness Project**
  - **Topic**
    - Wisconsin public school observance day for Earth Day is Monday, April 22, 2019. This date marks the anniversary of Earth Day (April 22, 1970) and urges schools to conduct programs across subject areas to enhance students’ understanding of the environment and to promote an ethic of environmental stewardship. Develop and propose an idea for a local project that your school community could participate in this year to celebrate Earth Day. To develop the idea, participants may utilize a wide range of resources provided by the Wisconsin Department of Public Instruction, the Wisconsin Department of Natural Resources, and other state/national sources. Judges will play the role of local officials who will need to approve any necessary commitments so your FBLA chapter may complete your proposed project activities.
  - **Event Specific Guidelines**
    - Equipment setup time is 5 minutes.
      - Any setup time over 5 minutes will count against the presentation time.
    - Presentation time is 5 minutes
      - The timekeeper will indicate a warning at 4 minutes
      - The timekeeper will stop the presentation at 5 minutes
      - Judges will have an additional opportunity for question and answer after the presentation
      - The timekeeper will limit the question and answer time to 3 minutes
  - **Rubric**
### Computer Slide Show

**Wisconsin Performance Rating Sheet**

Name(s): ________________________________________________________

School: ___________________________________________ State: _______

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively covers topic</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Copyright laws have been followed and cited</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Logical sequence of ideas (clear and concise)</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Elements of design are suitable to information given</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Responses to judge’s questions satisfactory</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear opening, body and closing</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Audio and special effects coordinated and complimentary</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Graphics enhance quality of presentation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Transitions are effective and appealing</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Use of proper voice, posture, eye contact, gestures during presentation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** 100/MAX

- **Time Penalty** – Deduct 5 points for presentation under 2:31 or over 3:29
- **Dress Code Penalty** – Deduct 5 points when dress code is not followed
- **Grammar Penalty** – Deduct 1 point for each typographical, grammatical, spelling and punctuation error
- **Guidelines Penalty** – Deduct up to 5 points when guidelines are not followed
  
  If applicable, brief description of guideline violation must be listed:

**Final Score** 100/MAX

Judge’s Comments:

Judge’s Signature _______________________ Date: ________________________________
### FBLA Creed Speaking
### Wisconsin Performance Rating Sheet

Name(s): _______________________________________________

School: ___________________________________________

State: _______

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accurate delivery of the Creed</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Equal participation of team members</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Memorized recitation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voice volume/diction/clarity</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Appropriate eye contact</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Proper posture and gestures</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Sincerity of recitation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answers show understanding of Creed concepts</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Answers show commitment to FBLA goals</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>Answers show personal confidence</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100/100</td>
</tr>
<tr>
<td>Time Penalty – Deduct 5 points for memorized recitation exceeding 3 minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dress Code Penalty – Deduct 5 points when dress code is not followed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines Penalty – Deduct up to 5 points when guidelines are not followed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If applicable, brief description of guideline violation must be listed:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final Score** 100/100

Judge’s Comments:

Judge’s Signature ___________________________ Date: ________________________________
## Desktop Publishing
Wisconsin Performance Rating Sheet

Name(s): ____________________________________________

School: ___________________________ State: _______

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively covers topic</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Copyright laws have been followed and cited</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Event information included (time, place, date, etc.)</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Use of appropriate graphics and narrative for subject</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responses to judge’s questions satisfactory</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifiable opening, body and conclusion</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Decisions described satisfactorily</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Problems with solutions clearly identified and explained</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Process described adequately</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Quality voice, diction, eye contact, posture, and gestures</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal 100/MAX

| Time Penalty – Deduct 5 points for presentation under 2:31 or over 3:29 |
| Dress Code Penalty – Deduct 5 points when dress code is not followed |
| Grammar Penalty – Deduct 1 point for each typographical, grammatical, spelling and punctuation error |
| Guidelines Penalty – Deduct up to 5 points when guidelines are not followed |
| If applicable, brief description of guideline violation must be listed: |

Final Score 100/MAX

Judge’s Comments:

Judge’s Signature _______________________ Date: ________________________________
# Digital Story Telling

Wisconsin Performance Rating Sheet

**Name(s):** ____________________________________________

**School:** ____________________________________________ **State:** ________

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic relates to chosen age group</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Copyright laws have been followed and cited</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Logical and age appropriate story line</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Design elements fit topic (graphics, audio, narrative)</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Responses to judge’s questions appropriate</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear knowledge and ease of technology operation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Identifiable opening, body, and conclusion</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Confidence, enthusiasm and poise shown</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Quality voice, diction, eye contact and gestures</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Extent to which presentation was interesting, clear, creative</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal 100/MAX

Time Penalty – Deduct 5 points for presentation under 2:31 or over 3:29
Dress Code Penalty – Deduct 5 points when dress code is not followed
Grammar Penalty – Deduct 1 point for each typographical, grammatical, spelling and punctuation error
Guidelines Penalty – Deduct up to 5 points when guidelines are not followed

If applicable, brief description of guideline violation must be listed:

Final Score 100/MAX

Judges Comments:

Judge’s Signature _________________________ Date: ________________________________
<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content related to topic</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Copyright laws have been followed and cited</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Supportive ideas are suitable and plausible</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Responses to judge’s questions appropriate</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear knowledge and ease of technology operation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Identifiable opening, body and conclusion</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Topic components covered sufficiently</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Exhibits logic and systemic understanding</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Quality voice, diction, gestures and eye contact</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Quality teamwork displayed</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>100/Max</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time Penalty** – Deduct 5 points for presentation under 2:31 or over 3:29

**Dress Code Penalty** – Deduct 5 points when dress code is not followed

**Grammar Penalty** – Deduct 1 point for each typographical, grammatical, spelling and punctuation error

**Guidelines Penalty** – Deduct up to 5 points when guidelines are not followed

If applicable, brief description of guideline violation must be listed:

**Final Score** 100/Max

Judge’s Comments:

Judge’s Signature _______________________ Date: ________________________________
## Environmental Awareness (Chapter Project)
### Wisconsin Performance Rating Sheet

**Name(s):**

**School:**

**State:**

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose clearly stated</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Topic effectively developed</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Logical sequence of ideas</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Appropriateness and accuracy of statements</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Response to judge’s questions satisfactory</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smooth delivery</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Use of proper voice, posture, eye contact, gestures during presentation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>All group members knowledgeable on topic</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Group cooperation and successful division of labor</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>All group members effective</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

100/Max

**Time Penalty**

Deduct 5 points for presentation under 2:31 or over 3:29

**Dress Code Penalty**

Deduct 5 points when dress code is not followed

**Guidelines Penalty**

Deduct up to 5 points when guidelines are not followed

If applicable, brief description of guideline violation must be listed:

**Final Score**

100/Max

Judge’s Comments:

Judge’s Signature ______________________ Date: ____________________________

---

21
# Issues in Society
Wisconsin Performance Rating Sheet

Name(s): _________________________________________________________

School: ______________________________________ State: _______

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content related to topic</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Purpose clearly stated</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Appropriate and accurate statements</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Response to judge’s questions satisfactory</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic well developed</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Logical sequence of ideas</td>
<td>0</td>
<td>1</td>
<td>2-3</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>Accomplishment of purpose</td>
<td>0</td>
<td>1</td>
<td>2-3</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>Smooth delivery</td>
<td>0</td>
<td>1</td>
<td>2-3</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>Extent to which speech was clear, convincing, and concise</td>
<td>0</td>
<td>1</td>
<td>2-3</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>Posture, gestures and eye contact appropriate</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Voice and diction quality</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Confidence, and initiative shown</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100/MAX</td>
</tr>
</tbody>
</table>

Time Penalty – Deduct 5 points for presentation under 2:31 or over 3:29

Dress Code Penalty – Deduct 5 points when dress code is not followed

Guidelines Penalty – Deduct up to 5 points when guidelines are not followed
If applicable, brief description of guideline violation must be listed:

Final Score 100/MAX

Judge’s Comments:

Judge’s Signature _______________________ Date: ________________________________
# Spreadsheet Presentation

## Wisconsin Performance Rating Sheet

Name(s): 

School: _____________________________

State: _______

## EVALUATION ITEM

<table>
<thead>
<tr>
<th>EVALUATION ITEM</th>
<th>Not Demonstrated</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively covers topic</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Copyright laws have been followed and cited</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Elements of design are suitable to information given</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Logical sequencing of ideas, clear and concise</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Responses to judge’s questions appropriate</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear knowledge and ease of technology operation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Effective decision making and problem-solving skills used</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Description of spreadsheet creation process clear and concise</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Use of proper voice, posture, eye contact, and gestures during presentation</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Confident and professional demeanor</td>
<td>0</td>
<td>1-3</td>
<td>4-7</td>
<td>8-10</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

100/MAX

**Time Penalty** – Deduct 5 points for presentation under 2:31 or over 3:29

**Dress Code Penalty** – Deduct 5 points when dress code is not followed

**Guidelines Penalty** – Deduct up to 5 points when guidelines are not followed

If applicable, brief description of guideline violation must be listed:

**Final Score**

100/MAX

Judge’s Comments:

__________________________

Judge’s Signature

__________________________

Date:
It’s easy to integrate FBLA-Middle Level into your junior high or middle school classroom. Use these co-curricular educational programs to complement your courses and introduce your students to the world of business. Enrich your course content with unique opportunities provided by FBLA-Middle Level’s education partners.

**Education and Co-curricular Programs**—FBLA-Middle Level’s education partners have content that will enrich your classroom. The LEAD leadership development program helps your students build their business skills at an early age.

**Fundraising Partners**—Need to raise money for your FBLA-Middle Level chapter? Tap into the financial resources you need to travel, finance your chapter activities, and more.

**Membership Recognition & Awards**—Middle school students win awards and earn recognition at the local, state, and national levels. Individual members, FBLA-Middle Level chapters, and FBLA-Middle Level state chapters have numerous ways to promote their achievements.
WHO’S WHO IN FBLA

Special Recognition
(Does not count as a competitive 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.
- Advisers will identify the member during the State Leadership Conference registration process.
- Who’s Who in FBLA does not count as an event.

COMPETITION AS THE WISCONSIN NOMINEE FOR NATIONAL WHO’S WHO DISTINCTION IS LIMITED TO HIGH SCHOOL MEMBERS ONLY
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.
3. 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.
4. The nomination form and letters of recommendation must be received at the FBLA State Office **on or before the third Friday in January**.
5. The state winner will be recognized with a plaque and certificate at the State Leadership Conference.
6. 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.
All event participants must reference the National Guidelines first for overview, eligibility, registration, guidelines, topics and rubrics. RLC & SLC modifications are noted in this Wisconsin Competitive Event Guide.

Outstanding Local Adviser Award

Nomination Form

Return all required materials by the third Friday in January through online submission at https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-outstanding-local-adviser-award/ or by scanning the following QR Code:

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.

BUSINESSPERSON OF THE YEAR

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

NOTE: IN ORDER TO BE CONSIDERED FOR RECOGNITION, THIS NOMINATION MUST BE SUBMITTED ONLINE AT https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-businessperson-of-the-year/ OR SCAN THE FOLLOWING QR CODE:

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 Opening Session of the State Leadership Conference.

JUDGING
**Businessperson of the Year**

**Rating Sheet**

**YEARS OF PARTICIPATION IN FBLA ACTIVITIES**

<table>
<thead>
<tr>
<th>Years of Participation</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 3 years</td>
<td>5</td>
</tr>
<tr>
<td>4 - 6 years</td>
<td>10</td>
</tr>
<tr>
<td>7 + years</td>
<td>15</td>
</tr>
</tbody>
</table>

**PROMOTION OF FBLA**

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

**CONTRIBUTION TO CHAPTER PROJECTS/ACTIVITIES**

- Leadership/direction: 10
- Time: 10
- Resources: 5
- Facilities/equipment: 5

**FINANCIAL ASSISTANCE**

- Local: 10
- State: 3
- National: 2

**SUPPORTIVE RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>Supportive Recommendations</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-2</td>
<td>5</td>
</tr>
<tr>
<td>3 or more</td>
<td>10</td>
</tr>
</tbody>
</table>

**Score** 15/120

Name: ________________________________

School: ______________________________

City: ________________________________

Judge’s Number: ______________________

Judge’s Comments: ____________________
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

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 this award at the State Leadership Conference.

NOTE: BEGINNING IN 2017-2018, THE MARKET SHARE AWARD WILL BE AUTOMATICALLY DETERMINED BY THE STATE OFFICE USING THE TOTAL NUMBER OF LOCAL MEMBERS REGISTERED IN THE NATIONAL MEMBERSHIP SYSTEM DIVIDED BY THE SCHOOL ENROLLMENT BASED UPON STATEWIDE DATA PUBLISHED BY THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION.
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

Please complete the following sections as completely and honestly as possible. Only include activities from June 1 of the previous year until the time of application submission. 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. This form may be accessed online through the conference link on the Wisconsin FBLA website https://dpi.wi.gov/fbla/recognition, use of the direct link to the form online at https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-community-service-award/, or use the mobile device QR Code as displayed below:

Chapter Name_____________________________________________________
Adviser__________________________________ President_______________________________________

<table>
<thead>
<tr>
<th>Food Drive</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1. Was a food drive hosted? (50 points)       | YES or NO
| Please fill in the number of items collected (1 point each): | _____ |

<table>
<thead>
<tr>
<th>Clothing Drive</th>
<th>Points</th>
</tr>
</thead>
</table>
| 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**

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).

<table>
<thead>
<tr>
<th>Project 1 Description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 2 Description:</td>
<td></td>
</tr>
<tr>
<td>Project 3 Description:</td>
<td></td>
</tr>
<tr>
<td>Project 4 Description:</td>
<td></td>
</tr>
<tr>
<td>Project 5 Description:</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Projects**

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).

<table>
<thead>
<tr>
<th>Project 1 Description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 2 Description:</td>
<td></td>
</tr>
<tr>
<td>Project 3 Description:</td>
<td></td>
</tr>
<tr>
<td>Project 4 Description:</td>
<td></td>
</tr>
<tr>
<td>Project 5 Description:</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points**

Chapter President Signature: __________________________ Date: __________

Adviser Signature: __________________________ Date: __________

Adviser Contact Information:
Phone: __________________________ Email: __________________________
STATE COMMUNITY SERVICE AWARD
State Application

Please complete the following sections as completely and honestly as possible. Only include activities from June 1 of the previous year until the time of application submission. 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. This form may be accessed online through the conference link on the Wisconsin FBLA website https://dpi.wi.gov/fbla/recognition, use of the direct link to the form online at https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-community-service-award/, or use the mobile device QR Code as displayed below:

Chapter Name__________________________________________________________

Adviser_______________________________________ President______________________________________

Food Drive

1. Was a food drive hosted? (50 points) YES or NO _____
   Please fill in the number of items collected (1 point each): _____  _____

Clothing Drive

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

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
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
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:
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. Local advisers and other chapter chaperones are expected to assist in the administration of competitive events, tours, workshops, etc. onsite at RLC. This ensures that seamless management of competitive events; as well as the safety of all delegates at SLC. This role is extremely important! 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 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.

<table>
<thead>
<tr>
<th>Adviser's Signature</th>
<th>Principal's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adviser's Printed Name</td>
<td>Principal's Printed Name</td>
</tr>
<tr>
<td>Chapter Name</td>
<td></td>
</tr>
</tbody>
</table>

In case of emergency, the following local administrators should be contacted:

<table>
<thead>
<tr>
<th>1st Contact</th>
<th>2nd Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>School Phone (Area/No.)</td>
<td>School Phone (Area/No.)</td>
</tr>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
<tr>
<td>Home Phone (Area/No.)</td>
<td>Home Phone (Area/No.)</td>
</tr>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
</tbody>
</table>

NOTE: A COPY OF THIS FORM MUST BE SUBMITTED FOR EACH ADVISER ATTENDING THE RLC. DUE TO REQUIRED SIGNATURES, THIS FORM CANNOT BE SUBMITTED ELECTRONICALLY. 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 is responsible to have all Student Delegate Code of Conduct forms at the State Leadership Conference and adhere to these expectations at all times.**

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.
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: The local adviser is responsible to have all Student Delegate Code of Conduct forms at the State Leadership Conference and adhere to these expectations at all times. It is the responsibility of the school officials to verify that forms are fully completed and available upon request at the State Leadership Conference.
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. The local adviser is responsible to have all Student Delegate Code of Conduct forms at the State Leadership Conference and adhere to these expectations at all times. It is the responsibility of the school officials to verify that forms are fully completed and available upon request at the State Leadership Conference.

2. 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 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 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.

4. 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.

5. 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.

6. 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.

7. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed at any conference activities.

8. Nametags will be worn at all times.

9. Local advisers are responsible for supervision of their delegates’ conduct and shall be available to their students at all times.

10. 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.

<table>
<thead>
<tr>
<th>Adviser’s Signature</th>
<th>Principal’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adviser’s Printed Name</td>
<td>Principal’s Printed Name</td>
</tr>
<tr>
<td>Chapter Name</td>
<td></td>
</tr>
</tbody>
</table>

In case of emergency, the following local administrators should be contacted:

<table>
<thead>
<tr>
<th>1st Contact</th>
<th>2nd Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>School Phone (Area/No.)</td>
<td>School Phone (Area/No.)</td>
</tr>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
<tr>
<td>Home/Cell Phone (Area/No.)</td>
<td>Home/Cell Phone (Area/No.)</td>
</tr>
<tr>
<td>( ) -</td>
<td>( ) -</td>
</tr>
</tbody>
</table>

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.
# 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.

This form is available online directly at [https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-event-competitor-change-request/](https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-event-competitor-change-request/) or by accessing the Wisconsin FBLA website [http://dpi.wi.gov/fbla/conferences/competition](http://dpi.wi.gov/fbla/conferences/competition) or via the associated QR Code:

![QR Code](image)

## Substitution/Cancellation Request Form RLC/SLC/NLC

<table>
<thead>
<tr>
<th>Chapter Name</th>
<th>Region #</th>
<th>Adviser’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>□ Substitution □ Cancellation □ Other</td>
<td></td>
</tr>
<tr>
<td>Name of Original Competitor</td>
<td>Name of Replacement Competitor</td>
<td></td>
</tr>
</tbody>
</table>

Reasons for replacement (be as specific as possible)

__________________________________________________________________________________________

**SIGNATURE**

<table>
<thead>
<tr>
<th>Adviser’s Signature (typed name will serve as signature on emailed form)</th>
<th>Date Signed</th>
</tr>
</thead>
</table>

**TO BE COMPLETED BY STAFF ONLY**

<table>
<thead>
<tr>
<th>□ Approved</th>
<th>Name of Reviewer</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Not Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments

Entered into computer system

**Deadlines:**

RLC – Seven calendar days after registration closes
SLC – Substitutions Are Not Permitted Due To The Late Registration Process after RLC
**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**
**Regional/State Leadership Conference**
**Disqualification Recommendation Form**

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.

<table>
<thead>
<tr>
<th>Chapter Name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
</tbody>
</table>

Reasoning (be as specific as possible)

**SIGNATURE (requires two signatures)**

<table>
<thead>
<tr>
<th>Submitted by (sign and print name)</th>
<th>School/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by (sign and print name)</td>
<td>School/Position</td>
</tr>
</tbody>
</table>

**TO BE COMPLETED BY STAFF ONLY**

<table>
<thead>
<tr>
<th>□ Approved</th>
<th>Name of Reviewer</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Not Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments
All event participants must reference the National Guidelines first for overview, eligibility, registration, guidelines, topics and rubrics. RLC & SLC modifications are noted in this Wisconsin Competitive Event Guide.

Visit [https://dpi.wi.gov/fbla/resources](https://dpi.wi.gov/fbla/resources) to access the Program of Work & End-of-the-Year Reports.