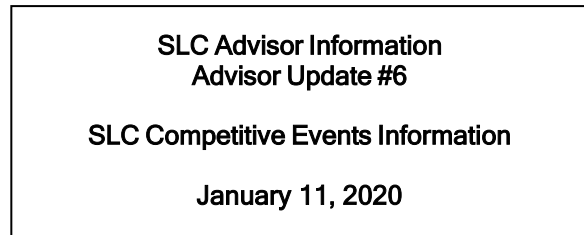


2020 FBLA State Leadership Conference
Baltimore, Maryland
March 12-14, 2020



Summary of information included in this document:

1. Who is Eligible to compete at the State Leadership Conference?
2. Written report and other pre-judged materials deadline and submission instructions
3. Online testing for objective tests for SLC
4. Production Test procedures—**uploaded online**
5. Competitive events offered at SLC that do NOT require pre-qualification at the regional conference—**uploaded online**
6. Open Events
7. Competitive events schedule
8. Middle Level Competitive Events
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1. Who is Eligible to compete at the State Leadership Conference?

Some events are offered at the state level only and others required students to have qualified at the regional conference. To determine if an event is a state level only event or required qualification at the regional conference, review the grid on page 8-10 of the Maryland Competitive Events Handbook that is posted on the Maryland FBLA website at:

http://www.mdfla.org/uploads/3/1/0/0/31006403/maryland_fbla_competitive_events_guide_2019-20_rev_10-19_.pdf

In addition, the **Board of Directors has created a “Competitive Events Made Easy” summary document** of all competitive events offered at the SLC. This summary document is included on pages 135-149 of the 2020 Maryland Competitive Events Handbook. It is also attached to this e-mail for your convenience. The summary document lists who is eligible to compete and what type of competition is held at the SLC. Please review the summary document in conjunction with the Maryland Competitive Events Handbook for detailed event guidelines and requirements.

If you have a student that is eligible to compete at the SLC but is not able to attend, you may **NOT substitute a replacement for this student.**

For events with an objective test-only component or objective test events with a performance component that allow five students from each region to compete at the SLC, students placing 6th or below in these events are NOT eligible to compete at the SLC if a student in 1st to 5th place cannot attend.

For production test events that allow three students from each region to compete at the SLC, students placing 4th or below in these events are NOT eligible to compete at the SLC if a student in 1st to 3rd place cannot attend.

For performance-only events that allow three students from each region to compete at the SLC, the opportunity to compete may be extended to the student who placed 4th and 5th at regionals if either the 1st, 2nd, or 3rd place student are not able to attend the SLC. Students placing 6th or below in these events are NOT eligible to compete at the SLC. These are performance only events. See a complete listing below.

If you have a student in one of the following events that placed 1st, 2nd, or 3rd at regionals and is NOT attending the SLC, you must notify Chuck Wallace at charles.wallace@maryland.gov no later than **February 7, 2020** and the opportunity to compete will be given to the next student on the list of winners from the regional conference.

Broadcast Journalism	Introduction to Business Presentation
Business Ethics	Introduction to Public Speaking
Client Service	Job Interview
Coding and Programming	Mobile Application Development
Computer Game & Simulation Programming	Public Service Announcement
E-business	Publication Design
Electronic Career Portfolio	Public Speaking
Emerging Business Issues	Sales Presentation
Graphic Design	Social Media Campaign
Impromptu Speaking	Website Design

This will be strictly enforced and all students registered for competitive events will be cross-checked against the winners list from the regional conferences. Please notify Chuck as soon as you know the student will not be participating in the competitive event at the SLC but no later than **February 7, 2020**. The more notice we have, the better chance that another student will be able to participate. We would like to offer the opportunity to compete to as many students as possible and by giving adequate notice of a student who is unable to compete, you will help us do that.

Members not having paid their dues by February 12, 2020 will not be allowed to compete or attend the SLC. Please do not allow this to happen to your members. Your chapter will not be allowed to register for the State Leadership Conference until you pay dues for all chapter members.

2. Written report and other pre-judged materials deadline and submission instructions

All written reports and other pre-judged materials **must be RECEIVED** by the Competitive Events Committee by **February 7, 2020 at 5 p.m.** (with the exception of FBLA Week which must be received by **February 14, 2020 at 5 p.m.**). All reports and other pre-judged materials are submitted online. Complete the required information on the online form and upload a PDF or URL of the report/pre-judged material for the events listed below using the addresses listed. Be sure to note the required file name layout as described in the handbook appendix.

EVENT NAME	WEB ADDRESS TO SUBMIT REPORTS/MATERIALS
American Enterprise Project (AEP)	https://mdfbla.wufoo.com/forms/american-enterprise-project-slc-2020/
Business Financial Plan (BFP)	https://mdfbla.wufoo.com/forms/business-financial-plan-slc-2020/
Business Plan (BP)	https://mdfbla.wufoo.com/forms/business-plan-slc-2020/
Businessperson of the Year (BPY)	https://mdfbla.wufoo.com/forms/businessperson-of-the-year-slc-2020/
Community Service Project (CSP)	https://mdfbla.wufoo.com/forms/community-service-project-slc-2020/
Digital Video Production (DVP)	https://mdfbla.wufoo.com/forms/digital-video-production-slc-2020/
FBLA-PBL Week (FW) (due 2/14/20)	https://mdfbla.wufoo.com/forms/fblapbl-week-slc-2020/
Future Business Leader (letter/resume) (FBL-L and FBL-R)	https://mdfbla.wufoo.com/forms/future-business-leader-slc-2020/
Gold Seal Chapter Award of Merit (GS)	https://mdfbla.wufoo.com/forms/gold-seal-chapter-award-of-merit-slc-2020/
Job Interview (letter/resume) (JI-L and JI-R)	https://mdfbla.wufoo.com/forms/job-interview-slc-2020/

Local Chapter Annual Business Report (LCABR)	https://mdfbla.wufoo.com/forms/local-chapter-annual-business-report-slc-2020/
Outstanding Chapter/Chapter of the Year (OCCY)	https://mdfbla.wufoo.com/forms/outstanding-chapterchapter-of-the-year-slc-2020/
Partnership with Business Project (PWBP)	https://mdfbla.wufoo.com/forms/partnership-with-business-project-slc-2020/
Who's Who in FBLA (WWF)	https://mdfbla.wufoo.com/forms/whos-who-in-fbla-slc-2020/

The **Maryland FBLA Statement of Assurance** can be found on the Maryland FBLA website at:

http://www.mdfbla.org/uploads/3/1/0/0/31006403/fbla_statement_of_assurance_-_maryland_fbla_2019-20_rev.10-19_.pdf

REMINDER: Prejudged component for the following events:

Future Business Leader– Resume and letter of application are submitted electronically in advance of SLC, competitors bring one (1) hard copy of resume and letter of application to the interview at the SLC.

Job Interview– Resume and letter of application are submitted electronically in advance of SLC, competitors bring one (1) hard copy of resume and letter of application to the interview at the SLC.

3. Online testing for objective tests for SLC

Objective test for all events that have an objective test component are administered online at the home school in advance of the SLC. The same testing system used for regional conference online testing will be used for SLC online testing. The online testing window for the SLC is:

- **SLC Online Testing Open:** February 17, 2020
- **SLC Online Testing Closes:** March 6, 2020

For events with an objective test and a performance component, all individuals or teams will take the objective test online at their home school. The top ten individuals or teams (depending on the event) with the highest objective test score will advance to the performance round. The top ten individuals or teams will be announced onsite at the SLC. There is not enough time or resources from when the testing window closes until when the SLC begins for the Competitive Events Committee to summarize the results and release the top ten in each event prior to the SLC.

Chuck Wallace from MSDE will e-mail chapters the online testing log in instructions prior to February 17, 2020.

4. Production Test procedures—uploaded online

After registration closes on February 12, 2020 the Maryland State Department of Education will e-mail instructions for events that have a production test component that must be completed prior to the SLC. This includes the following events:

Computer Applications Database Design & Applications	Spreadsheet Applications Word Processing
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The production skills portion of the event is administered at the home school prior to the conference and uploaded to the Wufoo site by **March 2, 2020 by 5 p.m.** This is PRIOR to the SLC. If you have a student in any of these events, please get computer time and a proctor scheduled now so that you don't run into a problem as this is a quick turnaround.

The testing materials will be sent to you electronically and the student will save their completed work product(s) electronically and this will be uploaded to the Wufoo site. Links to the Wufoo site for uploading can be found in the appendix of the Maryland FBLA Competitive Events Guide and instructions will be sent with the testing materials. The Wufoo links are as follows:

EVENT NAME	WEB ADDRESS TO SUBMIT REPORTS/MATERIALS
Computer Applications	https://mdfbla.wufoo.com/forms/computer-applications-slc-2020/
Database Design & Applications	https://mdfbla.wufoo.com/forms/database-design-applications-slc-2020/
Spreadsheet Applications	https://mdfbla.wufoo.com/forms/spreadsheet-applications-slc-2020/
Word Processing	https://mdfbla.wufoo.com/forms/word-processing-slc-2020/

5. Competitive events offered at SLC that do NOT require pre-qualification at the regional conference

For those students who did not compete at regionals or competed at regionals but did not qualify for the State Leadership Conference in their event, there are a number of events that are offered at the state conference that do not require pre-qualification in order to compete at the SLC. In other words, students may register for the following events without having competed at regionals. Even if the student competed in a different event at regionals and didn't qualify for the SLC, they may compete in one of the following events at the SLC. Note that these events have a pre-judged component and that the pre-judged project must be uploaded to the Wufoo site by 5 pm on February 7, 2020.

3D Animation	Community Service Project
American Enterprise Project	Digital Video Production
Business Financial Plan	Local Chapter Annual Business Report
Business Plan	Partnership with Business Project

6. Open Events

Six open events will be offered at the 2020 State Leadership Conference. Any student participating in the SLC is eligible to participate in Open Events with no limitations per chapter or per event. The Open Events will be offered in three sessions throughout the conference, with two tests being offered each session. A student may take one test in each session based on space availability.

There is no prequalification requirement for these events and three awards are issued for each Open Event. The events will be offered at select times throughout the conference and will be offered on a first come, first serve basis. Once all seats are filled for each event on site, the event will be closed. Open Events will be administered using Scantrons onsite at the conference.

The open events and tentative testing sessions are:

OPEN EVENT TESTING SCHEDULE (<i>tentative</i>)		
Session 1 Thursday, March 12, 2020 2:15 p.m. - 3:45 p.m.	Session 2 Friday, March 13, 2020 10:15 a.m. - 11:30 a.m.	Session 3 Friday, March 13, 2020 1 p.m. - 2:15 p.m.
<ul style="list-style-type: none"> • Data Security • Digital Photography 	<ul style="list-style-type: none"> • Human Resource Management • Project Management 	<ul style="list-style-type: none"> • Public Relations • Python Programming

7. Competitive events schedule

As noted in the Advisor Update #5, some competitive events will begin at 1 pm on Thursday, March 12. As more details are known about what specific events will occur on Thursday, this information will be distributed to all chapters. For planning purposes, please make sure you plan to arrive at the hotel as close to 10 a.m. (conference registration start time) as possible to make sure your students are there in time for the competitive events. Any student who is not present for their competitive event will be disqualified from competition. Please allow adequate time for travel.

8. Middle Level Competitive Events

For Middle Level competitive events, Maryland FBLA will follow all guidelines and policies as established by the National Office with state regulations as listed in the Competitive Events Handbook. Complete details on the Middle Level Competitive Events Program are listed in the Appendix of the Competitive Events Handbook. A summary of the Middle Level events offered at the SLC are as follows:

<u>Event Name</u>	<u>Type</u>	<u>Category</u>
Business Etiquette	Individual	Objective Test
Business Math & Financial Literacy	Individual	Objective Test
Career Exploration	Individual	Objective Test
Community Service Project	Chapter	Presentation with Equipment
Critical Thinking	Team	Performance
Digital Citizenship	Individual	Objective Test
Elevator Speech	Individual	Speech
Introduction to Computer Science & Coding	Individual	Objective Test
Multimedia & Website Development**	Individual	Prejudged Project & Objective Test

****REMINDER: The prejudged component of Multimedia & Website Development must be uploaded to the Wufoo link below by 5 p.m. on February 7, 2020.**

Multimedia & Website Development submission link:

<https://mdfbla.wufoo.com/forms/multimedia-website-development-slc-2020/>

9. Outstanding Chapter/Chapter of the Year fillable form

Attached to this e-mail you will find a fillable PDF for the Outstanding Chapter/Chapter of the Year event. Please complete and save this form electronically and upload it to Wufoo when submitting for this event.