



MARYLAND

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Future Business Leaders of America

2014-2015

COMPETITIVE  
EVENTS GUIDE

MARYLAND FUTURE BUSINESS LEADERS OF AMERICA

# Competitive Events Guide

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**Headquarters and Competitive Events Committee**

8018 Hammock Lane  
Pasadena, Maryland 21122

Written reports and other pre-judged event materials deadline:  
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# MARYLAND FBLA COMPETITIVE EVENTS GUIDE

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## OBJECTIVES

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Competitive events are a by-product of chapter activities. These events are held as a means of motivating interest, thereby improving activities through wholesome and constructive competition. They help to set a high standard of performance for all chapters to follow. Competitive events can be good public relations and can attract and interest not only prospective members but current members as well.

Competitive events should grow out of regular chapter activities. They should attract the majority of the chapter membership. A spirit of cooperation among members within the local and regional groups can be developed while competing. Whether or not a chapter enters an event should be determined by the value of the event to the individual members, to the local chapter, to the region, and to the state.

The leaders of FBLA--local, regional, and state--have a great responsibility in seeing that the proper spirit and attitude is developed toward competitive events. Learning how to win as well as how to lose--good sportsmanship--is important to leadership training. The main value is not gained from winning or losing; rather, the value comes from participating in the activities leading to the event.

## CLASSIFICATIONS

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Events are divided into four categories: individual, team, chapter and recognition events.

- ◆ A member may enter **only one** individual or team event and one chapter event with these exceptions:
  - *Who's Who*. A member nominated for Who's Who in FBLA, which is a recognition event and not a member event, may compete in another event.
  - *Recognition Events*. A member or chapter may enter any number of recognition events.

Several points deserve specific mention when preparing for event participation.

- ◆ There are many textbook sources utilized in the preparation of test questions for the various competitive events. Sample questions are also available from the National FBLA Marketplace. Participants are urged to prepare by reviewing as many texts as possible. Terminology may vary from one publisher to another and test questions may be from several sources.
- ◆ Reference manuals, textbooks, other resource materials, & electronic devices except for those listed in the guidelines **may not** be taken to events. Student may not use their own calculators. A non-graphing calculator will be provided in written events.

### **\*Special Note\***

Members whose state and national dues are not paid by December 16, 2014 are not eligible to compete in the regional competitive events program. Students participating in a regional conference or on-line test will be cross-checked with the National FBLA membership database of paid members at the time of registration. **You will not be able to register students for competitive events that National FBLA has not received payment for dues by December 16, 2014 as the regional conference registration system operates in real time with and pulls its data directly from the National FBLA membership database.** Furthermore, members whose state and national dues are not paid by March 1, 2015 are not eligible to participate in state or national competitive events. Remember, a student in Maryland **must** join both the state and national associations. There is no option to join the state association or national association only.

# GENERAL REGULATIONS

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- ◆ Members must adhere to the dress code established by the Board of Directors in order to participate in a competitive event at the conferences.
- ◆ Members must be registered for the conference and pay any related conference registration fees in order to participate in a competitive event.
- ◆ Reference manuals, textbooks, student-supplied calculators, and other resource materials may not be taken to our used during competitive events. Exceptions to this rule are clearly identified in the guidelines for each individual event. If an item is not listed, it is to be assumed that it is not allowed. Individual participants or a participating team must adhere to this event regulation or be disqualified.
- ◆ No audio or video recording devices will be allowed in any competitive event.

## ELIGIBILITY GUIDELINES

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The competitive event program is provided as a membership benefit for the FBLA (high school) division. Only those students who meet the official membership eligibility requirements of this division and are on record as dues-paid members may compete in this program. Membership in FBLA is unified on the local, state, and national levels and is not available separately. FBLA-PBL members may participate only in the competitive events associated with their affiliated divisions. Events include individual, team, chapter, and recognition. Refer to the “Event Guide for Regional, State, and National Conference” for the specific classification of each competitive event.

A member may enter **only one** individual or team event **and** one chapter event with these exceptions:

- *Who’s Who.* A member nominated for Who’s Who in FBLA, which is a recognition event and not a member event, may compete in another event.
- *Recognition Events.* A member or chapter may enter any number of recognition events.

*Clarification:* Members representing their chapters in the oral presentation components of the American Enterprise Project, Community Service Project, or Partnership with Business Project may also compete in one individual or team event.

*Recognition events generally are directed toward chapters who have provided outstanding support for FBLA-PBL. In the case that a recognition event involves a member, such participation will not preclude that member from competing in another chapter, individual or team event.*

Refer to the individual event descriptions for specific eligibility requirements associated with each event and for the number of competitors that may participate.

The following events are considered to be linked in a series. Once a member has competed at the SLC in the second event, or advanced event in the series, he/she may not subsequently compete in the first, or introductory event. Event series impacted by this regulation include:

- ◆ Accounting I and Accounting II
- ◆ Business Math and Business Calculations
- ◆ Introduction to Business Communication and Business Communication
- ◆ Introduction to Parliamentary Procedure and Parliamentary Procedure
- ◆ Public Speaking I and Public Speaking II

# **EVENT REGULATIONS**

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The following regulations apply to all competitive events in the class indicated. Please make sure that you review these guidelines carefully as they will be strictly enforced. Entries not adhering to these regulations, as well as any event specific guidelines will be disqualified. The chapter adviser will receive notification of any disqualification.

## ***Individual Events***

The following regulations apply to all individual member competitive events. Refer to the event descriptions for any additional regulations that might apply to a specific event.

1. The chapter adviser or designee must register participants in conjunction with conference registration using the registration system available on the Maryland FBLA website ([www.mdfla.org](http://www.mdfla.org)).
2. Participants must be selected in accordance with the regulations of the state and local chapter.
3. Participants must not have entered in this event at a previous Conference.
4. Participants failing to report on time for the event may be disqualified.
5. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to compete in the event.

## ***Team Events***

The following regulations apply to team events. Refer to the event descriptions for any additional regulations that might apply to a specific event.

1. Participants must be selected in accordance with the regulations of the state and local chapter.
2. Participants must not have been entered in this event at a previous State Leadership Conference. Exceptions to this regulation are as follows:
  - A. One member of the team may have been involved in an entry submitted at one previous State Leadership Conference for the following events, however, they may not compete in these events more than two (2) years at the state level:

▪ 3D Animation	▪ Entrepreneurship
▪ Banking & Financial Systems	▪ Global Business
▪ Business Ethics	▪ Hospitality Management
▪ Business Financial Plan	▪ Management Decision Making
▪ Business Plan	▪ Management Information Systems
▪ Business Presentation	▪ Marketing
▪ Business Ethics	▪ Mobile Application Development
▪ Computer Game & Simulation Programming	▪ Network Design
▪ Desktop Publishing	▪ Public Service Announcement
▪ Digital Design & Promotion	▪ Social Media Campaign
▪ Digital Video Production	▪ Sports Management
▪ E-Business	▪ Website Design
▪ Emerging Business Issues	
  - B. Two members of the Parliamentary Procedure team may have competed in this event at a previous State Leadership Conference, however, they may not compete more than two (2) years at the state level.

3. Participants failing to report on time for the event may be disqualified.
4. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to compete in the event.

### ***Team Events – Oral Presentations***

The following regulations apply to the oral presentation component, if applicable, for all team events listed in 2A and 2B above.

1. Depending on the event, either one (1), two (2) or three (3) members will participate in the oral presentation for events listed in 2A above. Parliamentary Procedure, item 2B above, permits four (4) or five (5) members. Participation in the oral presentation component of these events will not preclude a member from competing in a chapter event. All registered team members must perform all aspects of the presentation (e.g. speaking, setup, operation audio-visual equipment, etc.). No additional assistance may be provided by other representatives of the chapter.
2. Teams failing to report on time for their oral presentation may be disqualified.
3. Participants in the oral presentation component of these events must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
4. All registered members in all team events must take the written test (if applicable) and also participate in the oral presentation. Member substitutions are not permitted. If a team member participates in only one of the two parts of the event (written test, production test, and/or performance), the team will be disqualified.
5. The team/chapter must provide all equipment for the presentation, including the projector.

### ***National-Only Events***

Refer to the event descriptions in the National Competitive Events Guide for all regulations that apply to these National-only events.

- LifeSmarts
  - Microsoft Office Specialist (MOS) - Excel
  - Microsoft Office Specialist (MOS) - Word
  - Virtual Business Management Challenge
1. These events are administered by National FBLA.
  2. Individuals and teams may participate in these events and also participate in the Regional and State Competitive Events Program.
  3. If an individual or team qualifies to compete at the NLC in one of these National-only events, they cannot compete in another individual or team event should they qualify at the SLC for an event in the State Awards Program.

## ***Eligibility for State and National Conference***

The following regulations apply for those eligible to move on from Region to State and State to National.

### ***Region to State Eligibility***

1. For events that allow the top three Regional winners to attend the SLC, the fourth and fifth place Regional winners will be asked to attend if the first, second, or third place winner(s) are not able to attend. Sixth place and below will not be notified or be eligible to compete at the SLC.
2. For events that allow the top seven Regional winners to attend the SLC, eighth place and below will not be notified or be eligible to compete at the SLC should one of the students in first through seventh not attend.

### ***State to National Eligibility***

1. The top four winners for events requiring only objective tests and the top three individuals or teams for all events that require a prejudged or performance component are eligible to attend the NLC. Places below these will not be notified or be eligible should one of the top students not attend.

## ***Written PDF Reports – Chapter Events and Individual/Team Reports***

These regulations apply to the chapter events American Enterprise Project (AEP), Community Service Project (CSP), Local Chapter Annual Business Report (LCABR), and Partnership with Business Project (PWBP).

These regulations also apply to the individual/team written reports for Business Financial Plan (BFP) and Business Plan (BP).

1. The chapter adviser or designee must certify the chapter's entries and include them on the official entry form(s). The link for submitting the online entry form and other event materials is in the Appendix of this document.
2. A PDF of the report must be uploaded by the chapter advisor by the report event deadline. The link for submitting the online entry form and other event materials is in the Appendix of this document.
3. Written reports must adhere to the following technical requirements:
  - A. *Report Contents*
    1. Reports must contain a table of contents with page numbers.
    2. Reports must follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
    3. Report pages are numbered and must be on 8 1/2" x 11" paper.
    4. Reports must not exceed 15 pages for American Enterprise Project, Business Financial Plan, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project. The Business Plan must not exceed 30 pages. Front cover is not counted in the page limit. A title page, divider pages, and appendices are optional and must be included in the page count.
  - B. *Report Covers*
    1. A front cover is required and a back cover is optional as noted in the National Guidelines.
    2. Front cover must contain the following information: name of the school, state, name of the event, name(s) of student(s) and year (201x–1x). Business Financial Plan and Business Plan should also include the names of participants.

### *C. General Requirements*

1. Student members, not advisers, must prepare reports. Advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
2. FBLA-PBL encourages chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
3. Reports must describe activities of the chapter that were conducted between the previous State Leadership Conference and the current State Leadership Conference.
4. A PDF of the report must be **received by** the Maryland FBLA Competitive Events Committee by **March 11, 2015**. The link for submitting the online entry form and other event materials is in the Appendix of this document.

### ***Oral Presentations– Chapter Written Events and Individual/Team Written Events***

The following regulations apply to the oral presentation component for chapter events American Enterprise Project (AEP), Community Service Project (CSP), and Partnership with Business Project (PWBP). These regulations also apply to the individual/team events of Business Financial Plan (BFP) and Business Plan (BP).

1. A maximum of three (3) members may represent the chapter in making the oral presentation for AEP, CSP, and PWBP. Participation in the oral presentation component of the chapter event will not preclude a member from competing in an individual or team competitive event. All team members must perform all aspects of the presentation (e.g. speaking, setup, operation audio-visual equipment, etc.). No additional assistance may be provided by other representatives of the chapter.
2. All individual or team members are expected to actively participate in the BFP and BP performance.
3. Chapters failing to report on time for their oral presentation may be disqualified.
4. Participants in the oral presentation component of these events must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
5. The team/chapter must provide all equipment for the presentation, including the projector.

# **DRESS CODE**

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

Professional attire acceptable for official FBLA-PBL activities include:

## **Males**

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

## **Females**

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

## **Inappropriate attire, for both men and women, includes:**

- ◆ Jewelry in visible body piercing, other than ears
- ◆ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ◆ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- ◆ T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- ◆ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the knee-boots
- ◆ Athletic wear, including sneakers
- ◆ Hats or flannel fabric clothing
- ◆ Bolo ties
- ◆ Visible foundation garments

*CLARIFICATION–Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open toe shoes, and sleeveless dresses are accepted.*

**EVENT GUIDE FOR REGIONAL, STATE AND NATIONAL CONFERENCE**

	<b>Event Name</b>	<b>Event Type</b>	<b>Level</b>	<b>Regional</b>	<b>State</b>	<b>National</b>
1	3D Animation	Individual or Team of 2 or 3		Yes	Yes	Yes
2	Accounting I	Individual		Yes	Yes	Yes
3	Accounting II	Individual		Objective test only	Yes	Yes
4	Agribusiness	Individual		Yes	Yes	Yes
5	American Enterprise Project**	Chapter		No	Yes	Yes
6	Banking & Financial Systems	Team of 2 or 3		Objective test only	Yes	Yes
7	Business Calculations	Individual		Yes	Yes	Yes
8	Business Communication	Individual		Yes	Yes	Yes
9	Business Ethics	Team of 2 or 3		Yes	Yes	Yes
10	Business Financial Plan**	Individual or Team of 2 or 3		No	Yes	Yes
11	Business Law	Individual		Yes	Yes	Yes
12	Business Math	Individual	Grades 9 & 10	Yes	Yes	Yes
13	Business Plan**	Individual or Team of 2 or 3		No	Yes	Yes
14	Business Presentation	Individual or Team of 2 or 3		Yes	Yes	Yes
15	Business Procedures	Individual		Yes	Yes	Yes
16	Businessperson of the Year**	Nomination		No	Yes	Yes
17	Client Service	Individual		Yes	Yes	Yes
18	Community Service Project**	Chapter		No	Yes	Yes
19	Computer Applications	Individual		Objective test only	Yes	Yes
20	Computer Game & Simulation Programming**	Individual or Team of 2 or 3		No	Yes	Yes
21	Computer Problem Solving	Individual		Yes	Yes	Yes
22	Cyber Security	Individual		Yes	Yes	Yes
23	Database Design & Applications	Individual		Objective test only	Yes	Yes
24	Desktop Application Programming**	Individual		No	Yes	Yes
25	Desktop Publishing	Individual or team of 2		Objective test only	Yes	Yes
26	Digital Design & Promotion**	Individual or Team of 2 or 3		No	Yes	Yes
27	Digital Video Production**	Individual or Team of 2 or 3		No	Yes	Yes
28	E-business**	Individual or Team of 2 or 3		No	Yes	Yes
29	Economics	Individual		Yes	Yes	Yes
30	Electronic Career Portfolio	Individual		Yes	Yes	Yes
31	Emerging Business Issues	Team of 2 or 3		Yes	Yes	Yes
32	Entrepreneurship	Team of 2 or 3		Objective test only	Yes	Yes
33	FBLA Principles & Procedures	Individual	Grades 9 & 10	Yes	Yes	Yes
34	FBLA-PBL Week**	Chapter		No	Yes	No
35	Future Business Leader	Individual		Objective test only	Yes	Yes
36	Global Business	Team of 2 or 3		Objective test only	Yes	Yes

**EVENT GUIDE FOR REGIONAL, STATE AND NATIONAL CONFERENCE**

	<b>Event Name</b>	<b>Event Type</b>	<b>Level</b>	<b>Regional</b>	<b>State</b>	<b>National</b>
37	Gold Seal Chapter Award of Merit**	Recognition - Chapter		No	Yes	Yes
38	Health Care Administration	Individual		Yes	Yes	Yes
39	Help Desk	Individual		Objective test only	Yes	Yes
40	Hospitality Management	Team of 2 or 3		Objective test only	Yes	Yes
41	Impromptu Speaking	Individual		Yes	Yes	Yes
42	Insurance & Risk Management	Individual		Yes	Yes	Yes
43	Introduction to Business	Individual	Grades 9 & 10	Yes	Yes	Yes
44	Introduction to Business Communication	Individual	Grades 9 & 10	Yes	Yes	Yes
45	Introduction to Information Technology	Individual	Grades 9 & 10	Yes	Yes	Yes
46	Introduction to Parliamentary Procedure	Individual	Grades 9 & 10	Yes	Yes	Yes
47	Job Interview	Individual		Yes	Yes	Yes
48	LifeSmarts	Team of 2		No	No	No
49	Local Chapter Annual Business Report**	Chapter		No	Yes	Yes
50	Management Decision Making	Team of 2 or 3		Objective test only	Yes	Yes
51	Management Information Systems	Team of 2 or 3		Objective test only	Yes	Yes
52	Marketing	Team of 2 or 3		Objective test only	Yes	Yes
53	Microsoft Office Specialist (MOS) – Excel	Individual		No	No	Yes
54	Microsoft Office Specialist (MOS) – Word	Individual		No	No	Yes
55	Mobile Application Development**	Individual or Team of 2 or 3		No	Yes	Yes
56	Network Design	Team of 2 or 3		Objective test only	Yes	Yes
57	Networking Concepts	Individual		Yes	Yes	Yes
58	Outstanding Chapter/Chapter of the Year**	Recognition - Chapter		No	Yes	No
59	Parliamentary Procedure	Team of 4 or 5		Objective test only	Yes	Yes
60	Partnership with Business Project**	Chapter		No	Yes	Yes
61	Personal Finance	Individual		Yes	Yes	Yes
62	Public Service Announcement	Individual or Team of 2 or 3		Yes	Yes	Yes
63	Public Speaking I	Individual	Grades 9 & 10	Yes	Yes	Yes
64	Public Speaking II	Individual		Yes	Yes	Yes
65	Sales Presentation	Individual		Yes	Yes	Yes
66	Securities & Investments	Individual		Yes	Yes	Yes
67	Social Media Campaign	Individual or Team of 2 or 3		Yes	Yes	Yes
68	Scrapbook	Chapter		No	Yes	No
69	Sports & Entertainment Management	Team of 2 or 3		Objective test only	Yes	Yes
70	Spreadsheet Applications	Individual		Objective test only	Yes	Yes
71	Virtual Business Management Challenge	Individual or Team of 2 or 3		No	No	Yes
72	Website Design**	Individual or Team of 2 or 3		No	Yes	Yes

**EVENT GUIDE FOR REGIONAL, STATE AND NATIONAL CONFERENCE**

	<b>Event Name</b>	<b>Event Type</b>	<b>Level</b>	<b>Regional</b>	<b>State</b>	<b>National</b>
73	Who's Who in FBLA**	Nomination		No	Yes	Yes
74	Word Processing	Individual		Objective test only	Yes	Yes

\*\*Indicates events with prejudged materials and/or reports. The prejudged materials and/or reports must be received by the Competitive Events Committee by March 11, 2015. Refer to the individual guidelines for each of these events for the specific information required to be submitted.

**2014-2015 competitive events with Johnson and Wales University scholarships**

The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners of Accounting II, Banking & Financial System, Business Communication, Digital Design & Promotion, and Entrepreneurship at the state level will receive annual scholarships for Johnson and Wales University. The scholarships are renewable each year for four years and are in the following annual amounts: 1<sup>st</sup> Place = \$1,000, 2<sup>nd</sup> Place = \$750, and 3<sup>rd</sup> Place = \$500.



# FBLA-PBL WEEK

FBLA-PBL sets aside the second week of February as FBLA-PBL Week. Chapters are encouraged to use this time to publicize their activities and successes, boost their membership, and gear up for their spring activities. In addition, FBLA-PBL recognizes the Wednesday of this week as Adviser Appreciation Day. Members are encouraged to use this day to pay special tribute to the dedicated individuals who make the association possible on the local level.

## ACTIVITIES FOR FBLA-PBL WEEK

Each FBLA Chapter is encouraged to plan and implement activities that promote FBLA in their school and local community. The Chapter with the best activities, according to the judges, will be awarded at the State Leadership Conference. Many chapters plan special activities for each day of the week. These include everything from Professional Attire Day to FBLA-PBL T-Shirt Day to Faculty Appreciation Day and Career Awareness Day.

As FBLA-PBL Week coincides each year with National Career and Technical Education Month, this is an excellent time to inform the public about the purpose of school-to-work activities and programs in general. The momentum of a national event provides the perfect occasion to spotlight the value of membership and of career education.

### *FBLA-PBL Community Service Day*

Take the Saturday of FBLA-PBL Week to dedicate solely to community service. Choose a community service project and implement it into your local chapter. As members dedicate their time to this service project, log the amount of time your chapter works by listing each member and hours worked on a spreadsheet.

Suggested activities include working with the March of Dimes, volunteering at a homeless shelter, conducting a blood drive, developing community improvement projects, or developing a project with any other service organization.

## CRITERIA

The FBLA-PBL Week activities will be judged on the following criteria:

1. The theme and originality of the activities emphasizes the importance of FBLA.
2. The activities involve members of school, community, businesspersons, parents, and other interested members of the public.
3. Originality.
4. All State and National FBLA dues must be paid prior to the activity.

To enter this event, the chapter must complete an entry form online and upload a report of its activities (report requirements are on the next page). The entry form and report must be submitted by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document.

The winner will be selected based on the above-mentioned criteria and the quality of the activities, report, and attachments/supporting documentation included in the report.



# FBLA-PBL WEEK

## Sample Entry Form

(Below is a sample entry form. **Do NOT complete this form.** The actual entry form will be submitted online through a link in and Appendix and provided on Maryland FBLA’s website.)

Chapter: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Chapter President’s Name: \_\_\_\_\_

Adviser’s Name: \_\_\_\_\_

Adviser’s E-mail Address: \_\_\_\_\_

Adviser’s Phone Number: \_\_\_\_\_

Date(s) of Activities (must occur during second week of February): \_\_\_\_\_

### Report Guidelines:

A PDF of the report must be uploaded by the chapter advisor to the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The report must follow these guidelines:

1. Reports must include a description of the activities your chapter completed as part of FBLA-PBL week and also include pictures, news articles, letters or any other items that will help to explain and document your activities.
2. Reports must contain a table of contents with page numbers.
3. Report pages are numbered and must be sized at 8 1/2” x 11” (portrait orientation).
4. Reports must not exceed 15 pages. The front cover is not counted in the page limit. A title page, divider pages, and appendices are optional and must be included in the page count.
5. Front cover is not counted against the page limit and must contain the following information: name of the school, name of the event, and year (201x-1x).



# OUTSTANDING CHAPTER/CHAPTER OF THE YEAR

## *Miriam B. Dyer Award*

The Outstanding Chapter Award recognizes local chapters that, through ongoing activities, exemplify the goals of FBLA. The chapter that receives the highest number of points in this event is awarded as Maryland FBLA's Chapter of the Year. Other qualifying chapters are named as Outstanding Chapters.

### **CONTENT**

Chapters receive points for their work in five areas: Leadership, Membership, Public Relations, Professional Development, and Community Service. Chapters should submit their entry form along with supporting documents to participate in this event.

### **ELIGIBILITY**

All active local chapters are eligible to enter this event. Entry deadline is established in the General Guidelines section of this publication.

### **REGULATIONS**

1. Chapters must complete the entry form and provide supporting documents to certify that the chapter has met the minimum criteria.
2. There are a maximum of 100 points possible in this event.
3. Chapters must meet a minimum of 50 points to qualify and receive designation as an Outstanding Chapter.
4. Chapters must submit the online form for this event and upload a PDF of the Entry Form found on the following two pages through the link provided by Maryland FBLA by the deadline established in the General Guidelines section of this publication.

### **PROCEDURE**

1. Chapters entering this event must submit a Local Chapter Annual Business Report to support all point values and to provide documentation as described for each category.
2. Chapters must submit an entry form to be received no later than the deadline established in the General Guidelines section of this publication. The entry form must be submitted online as a PDF. The link for submitting the online entry form and other event materials is in the Appendix of this document.
3. Chapters that meet the minimum criteria of 50 points will receive the designation as an Outstanding Chapter. Each chapter will receive a conference certificate and special conference ribbons for each member in attendance.
4. The chapter receiving the highest point total for this event will be awarded Chapter of the Year. In the event of a tie, the chapter whose Local Chapter Annual Business Report ranks higher in judging will be awarded the title.

### **JUDGING**

A panel of judges will screen all entries to determine eligibility to receive the Outstanding Chapter designation. Based upon point totals, the judges will determine the winner for Chapter of the Year.

### **AWARDS**

All chapters judged that meet a minimum criteria of 50 points will receive the designation of Outstanding Chapter. Winners will receive a conference certificate and special conference ribbon for members. The chapter receiving the highest point total will receive the award as Maryland FBLA's Chapter of the Year.



# OUTSTANDING CHAPTER/CHAPTER OF THE YEAR

## Miriam B. Dyer Award

### ENTRY FORM

1. A total of 100 points are possible: 20 points in each of the five categories. Every chapter that scores 50 or more points will be recognized as an Outstanding Chapter. The chapter receiving the highest total points is awarded the status of Maryland FBLA Chapter of the Year. Chapters meeting a minimum criteria of 50 points will receive the designation as an Outstanding Chapter.
2. All scoring is subject to review by judges. Items will be confirmed with State and National Offices, as appropriate. All documentation must be included in the Local Chapter Annual Business Report.
3. Reports that detail your chapter's activities are tools that can increase awareness of FBLA. Because of this importance, submitting a Local Chapter Annual Business Report (LCABR) is required. In addition, several points are devoted to producing reports. Reports are due by the deadline established in the General Guidelines section of this publication.

School Name: \_\_\_\_\_

#### LEADERSHIP

- Participate in a state or national project, such as FBLA Week, American Enterprise Day, Go Green, Government Awareness Program, etc. 4 \_\_\_\_\_  
(1 point per project; maximum 4 points) \_\_\_\_\_ List page(s) in LCABR
  - Chapter representation at conferences since the previous year
    - National Leadership Conference (June 2014) 1 \_\_\_\_\_
    - National Fall Leadership Conference (November 2014) 1 \_\_\_\_\_
  - Participated in the National Institute for Leaders at the 2014 NLC 1 \_\_\_\_\_  
Name \_\_\_\_\_
  - Submit a candidate for the 2015 Who's Who in FBLA Award 2 \_\_\_\_\_  
Name \_\_\_\_\_
  - State Officer (current or candidate) Name \_\_\_\_\_ 1 \_\_\_\_\_
  - Submit an application to one of the state or national FBLA scholarship programs. *Applicant & scholarship* \_\_\_\_\_ 1 \_\_\_\_\_
  - Perform Officer Installation Ceremony \_\_\_\_\_ List page in LCABR 1 \_\_\_\_\_
  - Submit application for recognition as a Gold Seal Chapter 4 \_\_\_\_\_
  - Produce a **Partnership with Business Project** report 4 \_\_\_\_\_
- Sub-total 20 \_\_\_\_\_

#### COMMUNITY SERVICE

- Participation in community/school service projects; must be different from state/national projects (2 points per project; maximum 6 points) 6 \_\_\_\_\_
  - Participate in a national/state service project, such as March of Dimes Mission LIFT, WalkMania, WalkAmerica, Butterfly/Boot Project, etc. 3 \_\_\_\_\_  
(1 pt per project/max. 3 points) \_\_\_\_\_ List page(s) in LCABR
  - Provide evidence of publicity from a community service project 3 \_\_\_\_\_  
1 point per project/max 3 points) \_\_\_\_\_ List page(s) in LCABR
  - Partner with another school group in a service project \_\_\_\_\_ LCABR page 3 \_\_\_\_\_
  - Produce a **Community Service Project** report 5 \_\_\_\_\_
- Sub-total 20 \_\_\_\_\_



# OUTSTANDING CHAPTER/CHAPTER OF THE YEAR

## Miriam B. Dyer Award

### MEMBERSHIP

- Increase membership (1 point for each member over last year's total; maximum 6 points) or obtain 100% department membership  
Last year's membership \_\_\_\_\_ This year's membership \_\_\_\_\_ 6 \_\_\_\_\_
  - Recruit Professional Division members (1 point for each recruited, maximum 5 points) List member names \_\_\_\_\_ 5 \_\_\_\_\_
  - Charter or reactivate a high school, middle level or college chapter  
Chapter's name & date \_\_\_\_\_ Page in LCABR 2 \_\_\_\_\_
  - Participate in state or national programs, such as 100% Class Participation Program, Membership Achievement Award, Membership Madness Award, Membership Mania or Market Share Award. \_\_ LCABR page (1 point for each program participated in; maximum 3 points.) 3 \_\_\_\_\_
  - Submit one entry for the Business Achievement Awards Program. (1 pt - Future; 2 pts - Business; 3 pts - Leader; 4 pts - America)  
List name & date submitted \_\_\_\_\_ 4 \_\_\_\_\_
- Sub-total 20 \_\_\_\_\_

### PUBLIC RELATIONS

- Submit an article to MD FBLA Chapter Connections or National FBLA's Tomorrow's Business Leader • Attach article and date sent \_\_ LCABR page 2 \_\_\_\_\_
  - Have public relations submit press release in any public media (1 point for each item; maximum of 4 points) \_\_\_\_\_ List page(s) in LCABR 4 \_\_\_\_\_
  - Obtain local or state proclamation for FBLA-PBL Week \_\_ Page in LCABR 3 \_\_\_\_\_
  - Have school administration in attendance at a meeting \_\_\_\_ Page in LCABR  
Name and title of administrator \_\_\_\_\_ 1 \_\_\_\_\_
  - Maintain a Chapter Website; Web address \_\_\_\_\_ 2 \_\_\_\_\_
  - Submit entry for recognition in the FBLA-PBL Week event \_\_ LCABR page 4 \_\_\_\_\_
  - Meet with a county or state elected official to discuss FBLA \_\_ LCABR page 4 \_\_\_\_\_
- Sub-total 20 \_\_\_\_\_

### PROFESSIONAL DEVELOPMENT

- Make a presentation to a civic or business group, such as Rotary, etc. (1 point for each presentation; maximum of 3 points)  
\_\_ List page in LCABR 3 \_\_\_\_\_
  - Host a guest speaker from business (1 per speaker; maximum of 3)  
\_\_ List page in LCABR 3 \_\_\_\_\_
  - Take field trip or sponsor job shadowing project (1per event; maximum 2 points) \_\_ List page in LCABR 2 \_\_\_\_\_
  - Submit a copy of your Program of Work & Chapter Financial Statement \_\_\_\_\_ List page(s) in LCABR 1 \_\_\_\_\_
  - Submit a candidate for the Businessperson of the Year event  
*Name of person entered* \_\_\_\_\_ 2 \_\_\_\_\_
  - Maintain an active Local Advisory Council  
\_\_ List page in LCABR 4 \_\_\_\_\_
  - Produce an **American Enterprise Project** report 5 \_\_\_\_\_
- Sub-total 20 \_\_\_\_\_

Total out of 100 \_\_\_\_\_



# SCRAPBOOK

A chapter scrapbook is a pictorial and essay account of all the activities of their chapter since the previous State Leadership Conference. The collection of memories shall include labeled pictures/photos, souvenir programs, activity favors, ticket stubs, and other tangible evidence of the chapter's accomplishments. Suggestions for preparing and submitting the scrapbook and the basis for their judging are provided below. All scrapbooks will be judged based upon the guidelines indicated in the rating sheet.

1. The state entry form must be received by the Competitive Events Office by the prescribed deadline prior to the State Leadership Conference.
2. The scrapbook must be turned in to conference headquarters upon registration and prior to the opening session on the first day. Scrapbooks received after this time will not be accepted or judged. It is the responsibility of the chapter to remove the scrapbook at the conclusion of the State Leadership Conference.
3. Printing on pages, computer graphics, page headings/numbers, and drawings/art should be done neatly. All photographs/pictures and other items shall have captions. Grammar, punctuation, and spelling errors and/or poor craftsmanship will result in a deduction of points.
4. The scrapbook must incorporate the national FBLA theme on the cover and throughout the scrapbook.
5. All items included in the scrapbook should be representative of all activities from State Leadership Conference to State Leadership Conference. A cumulative scrapbook covering multiple years is not acceptable.
6. The school name, location, and chapter number should be on the cover.
7. The scrapbook should follow a natural chronology and logical sequence with a table of contents noting each section.
8. The physical scrapbook should be designed for ease of readability. This includes a safe/secure binding with no loose materials; being easy to handle; able to stay open for reading; and easy to manipulate in terms of size and weight.
9. Points will be awarded according to the following rating sheet scale:
  - 5 point maximum: 0 = not demonstrated; 1 - 2 = does not meet expectations;  
3 - 4 = meets expectations; and 5 = exceeds expectations.
  - 7 point maximum: 0 = not demonstrated; 1 - 2 = does not meet expectations;  
3 - 5 = meets expectations; and 6 - 7 = exceeds expectations.
  - 10 point maximum: 0 = not demonstrated; 1 - 3 = does not meet expectations;  
4 - 7 = meets expectations; and 8 - 10 = exceeds expectations.

## JUDGING

A panel of judges will review and judge all scrapbook submissions according to the rating sheet.

## STATE AWARD

Awards will be presented to the top ten (10) chapter scrapbook submissions at the closing awards ceremony at the State Leadership Conference.

## Rating Sheet

Theme of entire scrapbook should be centered around the current National FBLA theme	_____ 10
Organized in a natural chronology and/or logical sequence with a table of contents and divided into sections	_____ 10
Neatness, workmanship, and craftsmanship of the scrapbook submission (including ease of readability and secure binding with no loose pages/items)	_____ 10
Evidence of originality	_____ 10
Scrapbook is organized to hold the interest of the reader	_____ 10
Overall attractive appearance/design of scrapbook (cover and inside materials)	_____ 7
Correct grammar, punctuation, and spelling	_____ 5
The following items should also be included:	
* Decorative cover to include, chapter, location, year, and theme	_____ 7
* Table of contents and section dividers	_____ 5
* Newspaper clippings, programs, favors, charts, and diagrams	_____ 7
* Hand drawings, graphics, and/or cartoons	_____ 7
* Photographs and pictures with captions	_____ 7
* Color scheme	_____ 5
Total score	_____ 100

School: \_\_\_\_\_

City/County: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's comments:



# 3D ANIMATION

In this event, animation will be used to create a standalone video product. This event consists of a 3D animated video. The overview of design and development efforts will be presented to a panel of judges. The video should be no more than three (3) minutes and copyright issues should be addressed in the credits of the film.

## OVERVIEW

At the Regional Conference and State Leadership Conference, all entries will present their video presentation to a panel of judges. Refer to the National Competitive Events Program for the event guidelines and rating sheets for the performance portion of this event. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

**Regional:** Each local chapter may submit three (3) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) individuals or teams at the state conference.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

**Regional:** All participants will perform the presentation portion of this event at the Regional Conference. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**State:** All participants will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program.

## JUDGING

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.



## 3D ANIMATION

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# ACCOUNTING I

The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who have an understanding of and skill in basic accounting principles and procedures.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

Participants may not have had more than two semesters or one semester in a block scheduling program of high school accounting instruction or its equivalent nor be enrolled or have completed any additional accounting courses. Participants may not have entered this event at a previous State Leadership Conference.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) competitors in this event. See above for participant regulations.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

**National:** See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



## ACCOUNTING II

The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who have demonstrated an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.

### OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a one (1) hour production test will be administered in advance of the SLC based upon the competencies listed in the National Competitive Events Program. Documents produced for this event must be prepared by the participant without help from the adviser or any other person. Accounting or spreadsheet software must be used. Students may bring prepared templates which may include, but are not limited to a general journal, bank reconciliation, financial statements, and a worksheet. No other reference materials or calculators are allowed during the production test. A one (1) hour written objective test will be administered at the SLC based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

### ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

### PROCEDURE

Regional: A one (1) hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A one (1) hour production test will be administered at the local chapter in advance of the SLC and graded by a group of judges. A one (1) hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

### JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. The production test will be graded by a panel of judges. At the SLC, there will be a 50/50 weight on the production and written test. Students must participate in both components of the event to qualify for recognition. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



This event recognizes FBLA members who demonstrate an understanding of and skill in basic agribusiness concepts and procedures.

## **OVERVIEW**

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

## **ELIGIBILITY**

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## **PROCEDURE**

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# AMERICAN ENTERPRISE PROJECT

The Edward D. Miller Award recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the written PDF report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All written PDF reports will be judged prior to the SLC and the top ten (10) reports will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the written PDF report and performance portions of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** This event is not offered at the regional conference.

**State:** Each chapter may submit one (1) entry at the state conference.

**National:** The state will be represented by the top three (3) SLC winners.

## PROCEDURE

**State:** There is a written PDF report and performance portion in this event.

*Written PDF Report:* A PDF of the written report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the rating sheet for the written PDF report portion of this event. All written PDF reports will be judged prior to the SLC and the top ten (10) report entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) report entries will perform the presentation portion of this event at the SLC. Up to three (3) chapter members may participate in the performance. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# AMERICAN ENTERPRISE PROJECT

## JUDGING

Written PDF reports will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the written PDF reports prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written PDF report score and the performance score. Chapters must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by judges and/or number of entries. The maximum number is ten (10).



# BANKING & FINANCIAL SYSTEMS

Understanding how financial institutions and financial consulting and advisory services operate is important to successful business ownership and management, as well as to personal financial success. This event provides recognition for FBLA members who demonstrate an understanding of and skill in the general operations of the various components of the financial service sector.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a role-play case study consisting of a problem or scenario encountered in the banking or financial business community. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the role-play performance. Performances are not open to the public.

**National:** See National Competitive Events Program.



# **BANKING & FINANCIAL SYSTEMS**

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. At the SLC, the top ten (10) teams with the highest score on the objective test will advance to the performance role play round. Final rank is determined by totaling the written test score and the performance score. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All team members must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# BUSINESS CALCULATIONS

Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event provides recognition for FBLA members who have an understanding of mathematical functions in business applications.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference



# BUSINESS ETHICS

Ethical decisions are essential in the business world and the workplace. This team event recognizes FBLA members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace.

## OVERVIEW

This event consists of a written synopsis and performance component where team participants will present the case study and defend its positions related to an ethical dilemma. Refer to the National Competitive Events Program for the case study topic, event guidelines and rating sheet. There is only one round at the Regional and State levels.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

**Regional:** Each chapter may enter three (3) teams of two (2) or three (3) members. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) teams in this event.

**National:** The state will be represented by top three (3) team SLC winners.

## PROCEDURE

**Regional:** Three (3) copies of the written synopsis (500-word limit) must be submitted in three (3) standard file folders during registration. All participants will perform the presentation portion of this event at the Regional Conference. There is only one (1) round of performance judging at this level. Refer to the National Competitive Events Program for the case study topic, performance guidelines and rating sheet for the performance portion of this event. Teams will have seven (7) minutes to present the ethical dilemma with a three (3) minute question and answer period following the presentation. There is only one round of performance judging at this level. Performances are not open to the public.

**State:** Three (3) copies of the written synopsis (500-word limit) must be submitted in three (3) standard file folders during registration on the first day of the SLC. All participants will perform the presentation portion of this event at the SLC. There is only one (1) round of performance judging at this level. Refer to the National Competitive Events Program for the case study topic, performance guidelines and rating sheet for the performance portion of this event. Teams will have seven (7) minutes to present the ethical dilemma with a three (3) minute question-answer period following the presentation. There is only one round of performance judging at the SLC. Performances are not open to the public.

**National:** See National Competitive Events Program.



# **BUSINESS ETHICS**

## **JUDGING**

A panel of judges will score participants based upon the National Competitive Event Program rating sheet. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# BUSINESS FINANCIAL PLAN

Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan for a business venture. The financial plan requesting a loan from a financial institution must be economically and financially sound with a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, implement written and oral skills, and develop familiarity with procedures of financial institutions.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the written PDF report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All written PDF reports will be judged prior to the SLC and the top ten (10) reports will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for topic, event guidelines and the rating sheets for both the written PDF report and performance portions of this event. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each local chapter may submit two (2) entries consisting of an individual or a team of two (2) or three (3) members in this event at the state conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

National: The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

State: *Written PDF Report:* A PDF of the written report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the topic and rating sheet for the written PDF report portion of this event. All written PDF reports will be judged prior to the SLC and the top ten (10) report entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) report entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the topic, performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.



# BUSINESS FINANCIAL PLAN

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.

## JUDGING

Written PDF reports will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the written PDF reports prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written PDF report score and the performance score. Individuals/teams must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten (10) awards.



# BUSINESS LAW

This event provides recognition for FBLA members who are familiar with specific legal areas that most commonly affect personal and business relationships.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



## **BUSINESS MATH**

Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who have an understanding of basic math functions needed in business.

### **OVERVIEW**

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided. Only members enrolled in grades 9 through 10 are eligible for this event.

### **ELIGIBILITY**

**Regional:** Each local chapter may enter four (4) competitors in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

### **PROCEDURE**

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

**National:** See National Competitive Events Program.

### **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

### **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# BUSINESS PLAN

Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. This event recognized FBLA members that demonstrate an understanding and mastery of the process required to develop and implement a new business venture.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the written PDF report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All written PDF reports will be judged prior to the SLC and the top ten (10) reports will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the written PDF report and performance portions of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** This event is not offered at the regional conference.

**State:** Each local chapter may submit two (2) entries consisting of an individual or a team of two (2) or three (3) members in this event at the state conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

**State:** *Written PDF Report:* A PDF of the written report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the rating sheet for the written PDF report portion of this event. All written PDF reports will be judged prior to the SLC and the top ten (10) report entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) report entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# **BUSINESS PLAN**

## **JUDGING**

Written PDF reports will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the written PDF reports prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written PDF report score and the performance score. Individuals/teams must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten (10) awards.



# BUSINESS PRESENTATION

Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for FBLA members who demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology.

## OVERVIEW

At the Regional Conference and State Leadership Conference, all entries will present their multimedia presentation to a panel of judges. Refer to the National Competitive Events Program for the topic, event guidelines, and rating sheets for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

**Regional:** Each local chapter may submit three (3) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) individuals or teams at the state conference.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

**Regional:** All participants (individual or team) will perform one round of the presentation portion of this event at the Regional Conference. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**State:** All participants (individual or team) will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program.

## JUDGING

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.



# BUSINESS PRESENTATION

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# BUSINESS PROCEDURES

Competency in performing daily tasks is a necessity in business. This event provides recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

Participants may not have had more than two semesters or one semester in a block scheduling program of high school accounting instruction or its equivalent nor be enrolled or have completed any additional accounting courses. Participants may not have entered this event at a previous State Leadership Conference.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# BUSINESSPERSON OF THE YEAR

This event recognizes outstanding business leaders from the business sector who have contributed to the success of Future Business Leaders of America on the local, regional, state, and/or national levels.

## OVERVIEW

This event is offered at the State Leadership Conference. The nomination form must be completed by the local chapter online through a link provided by Maryland FBLA. The nominee's resume (PDF format) will be uploaded when the nomination form is completed online and must include the bullets under the Guidelines section. The nomination form and resume must be received by the Competitive Events Committee by the deadline listed on the nomination form.

Nominees for state and national Businessperson of the Year must be selected in accordance with the regulations of the state chapter and national association. Nominees must be members of the business community. Persons who are students or full-time employees of educational institutions or departments of education are not eligible for this award; such nominees will be disqualified.

## ELIGIBILITY

Regional: This event is not offered at the Regional Conference.

State: Each local chapter may make one (1) nomination for this award. The nominee must be a member of the business sector, not a student or educator.

## PROCEDURE

1. The nominee must be a member of the business community. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award unless the potential nominee is also a member of the business community; such nominees will be disqualified.
2. The nominee must be a FBLA-PBL Professional Division member.
3. The nominee must not have won this award at a previous FBLA State Leadership Conference.
4. Criteria for selection of nominees should include, but do not be limited to:
  - Years of participation in FBLA-PBL activities
  - Promotion of FBLA-PBL through presentations and seminars
  - Contribution to chapter, region, or state chapter projects and activities
  - Financial assistance to local and/or state chapter(s)
  - Sponsorships of activities local and/or state chapter(s)
  - Membership in the Professional Division

The resume of each nominee must address all of the above areas.

## AWARDS

The Businessperson of the Year will receive a special award at the State Leadership Conference and his/her name will be submitted for recognition at the National Leadership Conference.



# BUSINESSPERSON OF THE YEAR

## NOMINATION FORM

Each local chapter may nominate a member of its business community for consideration for recognition as the Businessperson of the Year at the State Leadership Conference. Nominations are to be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication.

1. Complete the nomination form online (sample included below). The link for submitting the online entry form and other event materials is in the Appendix of this document.
2. Upload a one-page resume (PDF format) that addresses all of the following items. If information is not available for a particular criterion, include a statement to that effect in the resume. Please note that this resume will most likely be different from the nominee’s professional resume. The FBLA specific resume submitted should include basic personal information including work/professional experience, but the primary content of the resume must be the nominee’s FBLA involvement and contributions (letters b. to g. below). Resumes greater than one page and/or information submitted in a format other than as a resume (i.e. narratives, biographies, reports, etc.) will be disqualified.
  - a. Personal data (including background information)
  - b. Years of participation in FBLA activities
  - c. Promotion of FBLA through presentations and seminars
  - d. Contribution to chapter, region, or state chapter projects and activities
  - e. Financial assistance to local and/or state chapter(s)
  - f. Sponsorship of activities for local and/or state chapter(s)
3. The nomination form (completed online) and one-page resume (PDF format) must be uploaded and received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication.

**(Below is a sample Nomination Form. Do NOT complete this form. The actual entry form will be submitted online through a link provided in Appendix and on Maryland FBLA’s website.)**

NAME OF NOMINEE: \_\_\_\_\_

TITLE: \_\_\_\_\_

CONTACT INFORMATION OF THE NOMINEE:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Will he/she attend the State Leadership Conference? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is he/she interested in being a judge or workshop presenter?

Yes \_\_\_\_\_ No \_\_\_\_\_

Provide proof of Professional Division Membership. \_\_\_\_\_ Membership number

Name of chapter making nomination: \_\_\_\_\_



# BUSINESSPERSON OF THE YEAR

## Rating Sheet

Is the nominee a Professional Division member?    Yes    No\*

*\*If the nominee is not a Professional Division member, the nomination will be disqualified. Please be sure dues are paid to National FBLA-PBL for the nominee prior to submitting the nomination form and materials.*

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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### Years of Participation in FBLA-PBL Activities

	0	1 - 4	5 - 7	8 - 10	
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### Promotion of FBLA-PBL through Presentations, Seminars, and Community Activities

Promotion through community activities	0	1 - 4	5 - 7	8 - 10	
Promotion through poster, leaflets, and written advertising	0	1 - 4	5 - 7	8 - 10	
Promotions through public appearances and presentations	0	1 - 4	5 - 7	8 - 10	

### Financial Assistance to Local and/or State Chapter(s)

Monetary or in-kind contributions or operational assistance	0	1	2 - 3	4 - 5	
Sponsorship of a competitive event at the State Leadership Conference	0	1	2 - 3	4 - 5	

### Contribution to Chapter Projects and Activities

Conference judging, workshops, advising, providing space	0	1 - 4	5 - 7	8 - 10	
Attendance at chapter meetings, advising, enhancing classroom experience	0	1 - 4	5 - 7	8 - 10	
Job shadowing, mentoring, employment, or professional experiences	0	1 - 4	5 - 7	8 - 10	
Offering fundraising opportunities	0	1 - 4	5 - 7	8 - 10	

### Sponsorship of Activities

Award sponsorships, purchase of ads, exhibit space	0	1 - 3	4 - 7	8 - 10	
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### Total Points

**/ 100 max.**

School: \_\_\_\_\_

City/County: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



## CLIENT SERVICE

This event provides members with an opportunity to develop and demonstrate skills in interacting with internal and external clients to provide an outstanding client service experience. The client service consultant engages clients in conversations regarding products, handles inquiries, solves problems, and uncovers opportunities for additional assistance. Participants develop speaking ability and poise through presentation as well as critical-thinking skills.

### OVERVIEW

This event consists of an individual interactive simulation related to client service.

### ELIGIBILITY

Regional: Each local chapter may enter three (3) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

### PROCEDURE

Regional: All participants will perform the role play presentation portion of this event at this level. There is only one round of performance judging. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to interact with a panel of judges and demonstrate how he/she would solve the problem. Performances are not open to the public.

State: All participants will perform the role play presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to interact with a panel of judges and demonstrate how he/she would solve the problem. Performances are not open to the public.

National: See National Competitive Events Program.

### JUDGING

A panel of judges will score participants based upon the National Competitive Event Program rating sheet. All judges' decisions are final.

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# COMMUNITY SERVICE PROJECT

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the written PDF report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All written PDF reports will be judged prior to the SLC and the top ten (10) reports will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the written PDF report and performance portions of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each chapter may submit one (1) entry at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

State: There is a written PDF report and performance portion in this event.

*Written PDF Report:* A PDF of the written report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the rating sheet for the written PDF report portion of this event. All written PDF reports will be judged prior to the SLC and the top ten (10) report entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) report entries will perform the presentation portion of this event at the SLC. Up to three (3) chapter members may participate in the performance. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# COMMUNITY SERVICE PROJECT

## JUDGING

Written PDF reports will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the written PDF reports prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written PDF report score and the performance score. Chapters must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by judges and/or number of entries. The maximum number is ten (10).



# COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a two (2) hour production test will be administered in advance of the SLC based upon the competencies listed in the National Competitive Events Program. Documents produced for this event must be prepared by the participant without help from the adviser or any other person. No reference materials or calculators are allowed during the production test. A one (1) hour written objective test will be administered at the SLC based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: A one (1) hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A two (2) hour production test will be administered at the local chapter in advance of the SLC and graded by a group of judges. A one-(1) hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. The production test will be graded by a panel of judges. At the SLC, there will be a 85/15 weight on the production and written test. Students must participate in both components of the event to qualify for recognition. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards for this event are presented at the State Leadership Conference.



# COMPUTER GAME & SIMULATION PROGRAMMING

Interactive computer games and simulations have achieved broad acceptance and implementation in a wide variety of business and educational disciplines. Buried within many of these programs is a message that advances the player's experience from simple entertainment to edutainment. This event tests the programmer's skill in designing a functional interactive simulation/game that will both entertain and educate/inform the player.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, a prejudged program will be evaluated by a panel of judges in advance of the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the program and performance portions of this event. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each local chapter may submit two (2) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

National: The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

State: *Prejudged project:* An online entry form, two CDs, DVDs or USB flash drives, and Statement of Assurance should be sent to the Competitive Events Committee by the deadline established in the General Guidelines of this publication. The link for submitting the online entry form and mailing instructions for submitting other event materials are in the Appendix of this document. All data and programs should be contained in a master folder named SCHOOL\_STATE where your state and school are listed in that folder name format. Outside of the master folder, create a shortcut to the executable file. Refer to the National Competitive Events Program for other guidelines and the rating sheet for the prejudged project portion of this event. All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC.

*Performance:* All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation, including a copy of the program. Seven (7) minutes will be allowed to describe the case and program. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.



# COMPUTER GAME & SIMULATION PROGRAMMING

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.

## JUDGING

Pre-judged entries will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the pre-judged entry prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the pre-judged component score and the performance score. Individuals/teams must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or the number of entries. The maximum number is ten (10).



# COMPUTER PROBLEM SOLVING

Having a broad base of knowledge and competencies in core hardware and operating system technologies including installation, configuration, diagnostics, preventative maintenance, and basic networking is an important element for today's computer savvy individual.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



## CYBER SECURITY

With the increased use of the Internet for browsing, researching, information gathering, and e-commerce, information and cyber security has become a growing concern for businesses throughout our global economy. This event recognizes FBLA members who understand security needs for technology.

### OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

### ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

### PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

### JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# DATABASE DESIGN & APPLICATIONS

Databases are necessary to organize data and information in business. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for understanding database usage and development in business.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a one (1) hour production test will be administered in advance of the SLC based upon the competencies listed in the National Competitive Events Program. Documents produced for this event must be prepared by the participant without help from the adviser or any other person. No reference materials or calculators are allowed during the production test. A one (1) hour written objective test will be administered at the SLC based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: A one (1) hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A one (1) hour production test will be administered at the local chapter in advance of the SLC and graded by a group of judges. A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. The production test will be graded by a panel of judges. At the SLC, there will be a 85/15 weight on the production and written test. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. Individuals must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards for this event are presented at the State Leadership Conference.



# DESKTOP APPLICATION PROGRAMMING

Certain types of accounting processes require that each record in a file be processed. Desktop Application Programming focuses on these procedural style processing systems. This event tests the programmer's skill in designing a useful, efficient, and effective program in the area described above.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, a prejudged program will be evaluated by a panel of judges in advance of the SLC. Refer to the National Competitive Events Program for the topic, event guidelines and the rating sheets for both the program and performance portions of this event. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each local chapter may enter two (2) individuals at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

State: *Prejudged project:* An online entry form, two CDs, DVDs or USB flash drives containing the executable object, data or support files needed to run the executable file, and files showing the programming code, and Statement of Assurance should be sent to the Competitive Events Committee by the deadline established in the General Guidelines of this publication. The link for submitting the online entry form and mailing instructions for submitting other event materials are in the Appendix of this document. Refer to the National Competitive Events Program for the rating sheet for the prejudged project portion of this event. All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC.

*Performance:* All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation, including a copy of the program. Seven (7) minutes will be allowed to describe the case and program. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# DESKTOP APPLICATION PROGRAMMING

## JUDGING

Pre-judged entries will be screened to determine if members have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the pre-judged entry prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the pre-judged component score and the performance score. Individuals must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by judges and/or the number of entries. The maximum number is ten (10).



# DESKTOP PUBLISHING

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Individual or team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, the production part of the event will be submitted online in advance of the SLC and based upon the competencies listed in the National Competitive Events Program. Documents produced for this event must be prepared by the participant without help from the adviser or any other person. A one (1) hour written objective test will be administered at the SLC based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) individuals or teams of two (2) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) regional winners at the state conference.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

**Regional:** A one (1) hour written objective test will be administered online by the local chapter. Individuals or teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** PDFs of the production pieces of this event must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The items to be submitted for the production component of this event can be found in the National Competitive Events Program. The link for submitting the online entry form and other event materials is in the Appendix of this document. The production piece will be graded by a group of judges. A one (1) hour written objective test will be administered at the SLC and will be machine graded. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. Test content is based upon listed National Program competencies.

**National:** See National Competitive Events Program.



# DESKTOP PUBLISHING

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. The production piece will be graded by a panel of judges. At the SLC, there will be a 85/15 weight on the production and written test. Students must participate in both components of the event to qualify for recognition. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# DIGITAL DESIGN & PROMOTION

An essential part of today's business world is commercial design and promotion; therefore, the preparation of computer-based digital art is paramount to the production of quality copy used for promotional purposes.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the promotional piece must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All promotional pieces will be judged prior to the SLC and the top ten (10) promotional pieces will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the promotional piece and performance portions of this event. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each local chapter may submit two (2) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

National: The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

State: *Pre-judged piece:* An online entry form, two CDs, DVDs or USB flash drives containing the promotional piece, and Statement of Assurance should be sent to the Competitive Events Committee by the deadline established in the General Guidelines of this publication. The link for submitting the online entry form and mailing instructions for submitting other event materials are in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program. Refer to the National Competitive Events Program for the rating sheet for the promotional piece portion of this event. All promotional pieces will be judged prior to the SLC and the top ten (10) promotional entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) promotional piece entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# DIGITAL DESIGN & PROMOTION

## JUDGING

Promotional pieces will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the promotional pieces prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Students must participate in both components of the event to qualify for recognition. Final rank is determined by totaling the promotional piece score and the performance score. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten (10) awards.



# DIGITAL VIDEO PRODUCTION

Digital video has become a prominent and effective way of conveying new ideas and products. This event provides recognition for FBLA members who demonstrate the ability to create an effective video to present an idea to a specific audience.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, a prejudged project will be evaluated by a panel of judges in advance of the SLC. Refer to the National Competitive Events Program for the topic, event guidelines and rating sheets for both the project and performance portions of this event. The video production should be at least two (2) and no more than four (4) minutes in length. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each local chapter may submit two (2) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

National: The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

State: *Pre-judged video:* The website must be available for viewing on the Internet at the time of judging and not changed after the submission deadline date. The URL must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program. Refer to the National Competitive Events Program for the rating sheet for the video portion of this event. All videos will be judged prior to the SLC and the top ten (10) videos will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) video entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. Teams may show the video during the performance, if desired. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program. Projects must be received by the national office



# DIGITAL VIDEO PRODUCTION

by the designated deadline via video upload.

## JUDGING

The video URL will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the video prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Students must participate in both components of the event to qualify for recognition. Final rank is determined by totaling the pre-judged video project and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by judges and/or number of entries. The maximum number is ten (10).

One critical element in a business' success in today's global market is the ability to sell products and services to the consumer via the Internet. This event recognizes FBLA members who have developed proficiency in the creation and design of Web commerce sites.

## **OVERVIEW**

This event is not offered at the Regional Conference. At the State Leadership Conference, the project must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All projects will be judged prior to the SLC and the top ten (10) entries will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the pre-judged project and performance portions of this event. There is only one round of performance judging at the SLC.

## **STATE AND NATIONAL TOPIC**

Refer to the National Competitive Events Program for this year's state and national topic.

## **ELIGIBILITY**

**Regional:** This event is not offered at the regional conference.

**State:** Each local chapter may submit two (2) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

## **PROCEDURE**

**State:** *Prejudged project:* The website must be available for viewing on the Internet at the time of judging and not changed after the submission deadline date. The URL must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the rating sheet for the prejudged project portion of this event. All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) project entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. There will be no equipment supplied by the State. Students must supply their own computer and projection device. An Internet Connection will be available. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.



## **E-BUSINESS**

**National:** See National Competitive Events Program. Projects must be received by the national office by the designated deadline.

### **JUDGING**

Prejudged projects will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the prejudged projects prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the prejudged project score and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

### **AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten (10) awards.



# ECONOMICS

This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# ELECTRONIC CAREER PORTFOLIO

An electronic career portfolio is a collection of work in an electronic format that tells the story of an individual including achievements, growth, vision, reflection, skills, experience, education, training, and career goals. This tool gives a complete picture of an individual and their potential—much more than just a letter of application and resume can provide.

## OVERVIEW

A panel of judges will judge each student's performance in explaining the Electronic Career Portfolio. Refer to the National Competitive Events Program for event guidelines and the rating sheet for this event. The portfolio should display samples of your work, achievements, and accomplishments you would refer to in an interview. Electronic portfolios use interactive multimedia to increase the range and type of materials that can be included as evidence of learning.

## ELIGIBILITY

- Regional: Each local chapter may enter three (3) competitors in this event.
- State: Each region may enter the top three (3) winners at the state conference.
- National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

- Regional: All participants will perform the presentation portion of this event as a demonstration of their Electronic Career Portfolio. There is only one round of performance judging at this level. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Students must provide their own equipment. Five (5) minutes will be allowed to set up and remove the equipment. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.
- State: All participants will perform the presentation portion of this event as a demonstration of their Electronic Career Portfolio. There is only one round of performance judging at this level. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Students must provide their own equipment. Five (5) minutes will be allowed to set up and remove the equipment. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.
- National: See National Competitive Events Program.

## JUDGING

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.

## AWARDS

- Ten (10) awards are distributed to regional winners.
- Ten (10) awards are presented at the State Leadership Conference.



# EMERGING BUSINESS ISSUES

This event provides FBLA members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. The event is based on team rather than individual participation. In addition to leaning research skills, team participants develop speaking ability and poise through oral presentations.

## OVERVIEW

This event consists of a presentation for the topic listed taking the affirmative or negative argument. Teams will present both sides. Refer to the National Competitive Events Program for event guidelines and the rating sheets for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

**Regional:** Each local chapter may enter three (3) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** All participants will perform the presentation portion of this event at the Regional Conference. There is only one round of performance judging at this level. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Teams will present both the affirmative and negative arguments. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**State:** All participants will perform the presentation portion of this event at the SLC. There is only one round of performance judging at this level. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Teams will present both the affirmative and negative arguments. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program.



# EMERGING BUSINESS ISSUES

## JUDGING

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.

Owning and managing a business is the goal of many Americans. This event recognizes FBLA members who demonstrate that they possess the knowledge and skills needed to establish and manage a business. This event is based on team rather than individual participation. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.

## **OVERVIEW**

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## **ELIGIBILITY**

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## **PROCEDURE**

**Regional:** A one (1) hour written objective test will be administered online by the local chapter. Teams will take one (1) collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study with a decision-making problem encountered by entrepreneurs in one or more of the following areas: business planning, human relations, financial management, and marketing. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty minutes will be allowed to review the case study.



## **ENTREPRENEURSHIP**

Seven (7) minutes will be allowed for the performance. A three (3) minute question/answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program.

### **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. At the SLC, a panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written test score and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

### **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# FBLA PRINCIPLES & PROCEDURES

Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided. Only members enrolled in grades 9 through 10 are eligible for this event.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) competitors in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

**National:** See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# FUTURE BUSINESS LEADER

This events honor outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) competitors will also participate in the interview round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: Three (3) copies of a one-page letter of application for the award and a brief resume not to exceed two (2) pages will be submitted in three (3) standard file folders during registration on the first day of the SLC. A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) test score participants will be scheduled for a 10-minute interview. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at SLC.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. At the SLC, there will be a 80/20 weight on the interview and written test. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards for this event are presented at the State Leadership Conference.



# GLOBAL BUSINESS

The global economy is a complex, continually flowing and constantly changing network of information, goods, services, and cultures. Most nations rely on other nations for natural resources to supply their needs and wants. Global business also provides new markets and investment opportunities as well as promotion of better relationships.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study consisting of a problem encountered in the international/global arena. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the performance. Performances are not open to the public.

**National:** See National Competitive Events Program.



# GLOBAL BUSINESS

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written test score and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards for this event are presented at the State Leadership Conference.



# GOLD SEAL CHAPTER AWARD OF MERIT

## *Hollis and Kitty Guy Award*

The Hollis and Kitty Guy Award recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL.

### **ELIGIBILITY**

All active local chapters are eligible. Each local chapter must:

1. Upload a copy of the Local Chapter Annual Business Report and entry form following the instructions in the Local Chapter Annual Business Report section of this handbook.
2. Complete and submit online the Gold Seal Chapter Award of Merit nomination form (sample included below) to the Competitive Events Committee to be received by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document.
3. Be on record in the FBLA national office as paying dues for at least five members by October 20 of the current school year.
4. Have at least five (5) professional members on record with National FBLA-PBL by December 31.
5. Have at least two (2) student members complete the activities of the Business Achievement Awards Program in the current school year and submit the required paperwork to National FBLA-PBL to receive the award.
6. Submit a candidate for Businessperson of the Year
7. Have at least five (5) student members attend the National Fall Leadership Conference for the current school year.
8. Meet a minimum of three suggested criteria listed under guidelines.

### **GUIDELINES**

The suggested criteria for the Gold Seal Chapter Award of Merit will serve as a guide for the judges in the evaluation process. Criteria may include:

- Maintained or increased local chapter membership over last year's total and submit to National FBLA the Membership Achievement Award application
- Participated in FBLA Week and submitted the FBLA Week Entry Form to Maryland FBLA
- Planned and conducted visitations to business and industry
- Involved businesspersons and other professionals in chapter activities
- Conducted a Community Service Project
- Conducted a FBLA public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage
- Participated in the "Eco Chapter" Go Green Project and submitted to National FBLA the required documentation
- Participated in LifeSmarts or Virtual Business Challenge events
- Submitted an application for the State Project Development Committee (SPDC)
- Submitted an article to the Maryland FBLA state newsletter

Upon receipt of the entry form, the judges will audit state office records for adherence to regulations.

### **AWARDS**

State: The number of awards presented at the State Leadership Conference is determined by the number of nominations verified by the judges.

National: Maryland State FBLA may enter up to 15 percent of its total active chapters for national honors.



# GOLD SEAL CHAPTER AWARD OF MERIT

## *Hollis and Kitty Guy Award*

### ENTRY FORM

1. Complete the information requested below online using a link provided by Maryland FBLA. The link for submitting the online entry form and other event materials is in the Appendix of this document.
2. Paid state and national dues by October 20 for at least five (5) members. List the names of these members.
3. Upload a copy of the Local Chapter Annual Business Report and entry form following the instructions in the Local Chapter Annual Business Report section of this handbook. The state judges' score on the Local Chapter Annual Business Report must be a minimum score of 50 points.
4. Indicate the names of the at least five (5) professional members on record with National FBLA-PBL by December 31.
5. Have at least two (2) student members complete the activities of the Business Achievement Awards Program in the current school year and submit the required paperwork to National FBLA-PBL to receive the award. Indicate the names of the students and award level. Upload a copy of the confirmation page received from National FBLA-PBL.
6. Submit a candidate for Businessperson of the Year (submit form and required documentation)
7. Have at least five (5) student members attend the National Fall Leadership Conference for the current school year. Indicate the names of five (5) student members who attended the National Fall Leadership Conference.
8. List the pages of your Local Chapter Annual Business Report that support at least three of the following suggested criteria:

Page #	
_____	a. Maintained or increased local chapter membership over last year's total and submit to National FBLA the Membership Achievement Award application. (upload a PDF of the confirmation page received from National FBLA-PBL)
_____	b. Participated in FBLA Week and submitted the FBLA Week Entry Form to Maryland FBLA
_____	c. Planned and conducted visitations to business and industry
_____	d. Involved businesspersons and other professionals in chapter activities
_____	e. Conducted a Community Service Project
_____	f. Conducted a FBLA public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage (documentation must be included in Annual Report)
_____	g. Participated in the "Eco Chapter" Go Green Project and submit required documentation to National FBLA (upload a PDF of the documentation with this form)
_____	h. Participated in LifeSmarts or Virtual Business Challenge events. List event(s) and student(s) names
_____	i. Submitted an application for the State Project Development Committee (SPDC). List the student name who submitted the application (upload a PDF of the application with this form)
_____	j. Submitted an article to the Maryland FBLA state newsletter (upload a PDF of the article submitted)

9. This form, your Local Chapter Annual Business Report, and any other required information must be uploaded using the link in the Appendix or on Maryland FBLA's website by the deadline established in the General Guidelines section of this publication.



# HEALTH CARE ADMINISTRATION

Health care administrators manage the business side of health service, ensuring the effective use of resources to ensure the best medical care to the community. These skills include managing office activities, enhancing communication skills, identifying legal and ethical issues in health care practices, managing financial functions, and enhancing employable skills. This event recognizes FBLA members who have the ability to help people in the health care field.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



The ability to provide technical assistance to the users of computer hardware and software is essential to the success of any organization and its continued operation. This event provides recognition for FBLA members who demonstrate an understanding of and ability to provide technical assistance to end users.

## **OVERVIEW**

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) individuals with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## **ELIGIBILITY**

**Regional:** Each local chapter may enter four (4) members in this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top three (3) SLC winners.

## **PROCEDURE**

**Regional:** A one (1)-hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) individuals with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) individuals with the highest test score will advance to the performance round. The performance component is a role play with a scenario encountered by a help desk. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Ten minutes will be allowed to review the scenario. Five (5) minutes will be allowed for the role play and interaction with a panel of judges. Performances are not open to the public.

**National:** See National Competitive Events Program.



## HELP DESK

### JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. At the SLC, a panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written test score and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# HOSPITALITY MANAGEMENT

Hospitality is an important aspect of business and society. This event provides recognition to FBLA members who have the ability to help other people enjoy both leisure and business travel and events.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study consisting of a problem or scenario encountered in the hospitality management industry. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty (20) minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the performance. Performances are not open to the public.

**National:** See National Competitive Events Program.



# HOSPITALITY MANAGEMENT

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. At the SLC, the top ten (10) teams with the highest score on the objective test will advance to the performance round. Final rank is determined by totaling the written test and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# IMPROMPTU SPEAKING

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

## OVERVIEW

Participants will be given a topic related to one or more of the following: FBLA-PBL goals, activities, current national programs, current events, and/or relevant business topics. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

## ELIGIBILITY

Regional: Each local chapter may enter three (3) members in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: Participants will be given a topic and will have ten (10) minutes to prepare their speech. The speech should be four (4) minutes in length. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference. Members will not be sequestered. Performances are not open to the public.

State: Participants will be given a topic and will have ten (10) minutes to prepare their speech. The speech should be four (4) minutes in length. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC. Members will not be sequestered. Performances are not open to the public.

National: See National Competitive Events Program.

## JUDGING

Each participant will be evaluated by a panel of judges. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards for this event are presented at the State Leadership Conference.



# INSURANCE & RISK MANAGEMENT

This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic insurance and risk management principles and procedures.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# INTRODUCTION TO BUSINESS

The American business enterprise system functions more effectively when participants are properly trained to make good business decisions. This event provides recognition for FBLA members who demonstrate an understanding of the American business enterprise system and its effect on consumer, employees, and entrepreneurs.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided. Only members enrolled in grades 9 through 10 are eligible for this event.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) competitors in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

**National:** See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# INTRODUCTION TO BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who are working toward improving their business communication skills of writing, speaking, and listening.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided. Only members enrolled in grades 9 through 10 are eligible for this event.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) competitors in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

**National:** See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# INTRODUCTION TO INFORMATION TECHNOLOGY

Successful business leaders must understand the impact of technology and how to effectively harness it to drive business. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) competitors in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

**National:** See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# INTRODUCTION TO PARLIAMENTARY PROCEDURE

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided. Only members enrolled in grades 9 through 10 are eligible for this event.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) competitors in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top four (4) SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

**State:** A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

**National:** See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# JOB INTERVIEW

This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.

## OVERVIEW

This event consists of three (3) parts: a letter of application and resume; a job application form; and an interview. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

## ELIGIBILITY

Regional: Each local chapter may enter three (3) members in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

Regional: Participants will prepare three (3) copies of the following: 1) a one-page letter of application; 2) a brief resume not to exceed two (2) pages; and 3) a job application. The application must be downloaded from [www.fbla-pbl.org](http://www.fbla-pbl.org). Submit all items in three (3) standard file folders at conference registration. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. A ten (10) minute interview will be completed by a group of judges. There is only one round of performance judging at the Regional Conference.

State: Participants will prepare three (3) copies of the following: 1) a one-page letter of application; 2) a brief resume not to exceed two (2) pages; and 3) a job application. The application must be downloaded from [www.fbla-pbl.org](http://www.fbla-pbl.org). Submit all items in three (3) standard file folders during registration on the opening day of the SLC. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. A ten (10) minute interview will be completed by a group of judges. There is only one round of performance judging at the SLC.

National: See National Competitive Events Program.

## JUDGING

Each participant will be evaluated by a panel of judges serving as personnel professionals. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



This online event challenges students to integrate multiple areas of business knowledge and skills, using critical-thinking skills and teamwork during competition. Student teams will compete online during the fall and spring competition times.

## **OVERVIEW**

This is a National-only event. School teams of two (2) from active local chapters may participate in both the fall and spring online LifeSmarts Competition. Refer to the National Competitive Events Program for the event guidelines.

## **ELIGIBILITY**

Regional: This event is not offered at the Regional Conference.

State: This event is not offered at the State Leadership Conference.

National: This is a National-only event with school teams of two (2) with a fall and spring competition.

## **PROCEDURE**

Refer to the National Competitive Events Program for the event procedures and guidelines.

## **JUDGING**

Refer to the National Competitive Events Program for the event judging procedures.

## **AWARDS**

Refer to the National Competitive Events Program for the event award procedures.



# LOCAL CHAPTER ANNUAL BUSINESS REPORT

## *Hamden L. Forkner Award*

Business reports are used extensively in business to inform management, staff, stockholders, and the general public about all aspects of the business. This event recognizes FBLA chapters that effectively summarize the year's activities. The event provides participants with valuable experience in preparing annual business reports.

### **OVERVIEW**

This event is not offered at the Regional Conference. At the State Leadership Conference, the written PDF report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. Refer to the National Competitive Events Program for event guidelines and the rating sheets for the written PDF report portion of this event.

### **ELIGIBILITY**

Regional: This event is not offered at the regional conference.

State: Each chapter may submit one (1) entry at the state conference.

National: The state will be represented by the top three (3) SLC winners.

### **PROCEDURE**

State: A PDF of the written report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the rating sheet for the written report portion of this event.

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.

### **JUDGING**

Written reports will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the written reports using the National Competitive Events Program rating sheet. All judges' decisions are final.

### **AWARDS**

The number of awards presented at the State Leadership Conference is determined by judges and/or number of entries. The maximum number is ten (10).



# MANAGEMENT DECISION MAKING

Making critical decisions that provide the right direction and a winning position in today's business world is essential to good management. Business executives must make high-quality, nearly instantaneous decisions all the time. The ability to make the right decisions concerning vision, growth, resources, strengths, and weaknesses leads to a successful business. It is management's responsibility to manage for today and tomorrow, to manage for optimum efficiency, and to manage to compete in the marketplace.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional winners at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study consisting of a problem or scenario encountered in the banking or financial business community. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty (20) minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the performance. Performances are not open to the public.

**National:** See National Competitive Events Program.



# MANAGEMENT DECISION MAKING

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next ten (10) questions. At the SLC, the top ten (10) teams with the highest score on the objective test will advance to the performance round. Final rank is determined by totaling the written test and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# MANAGEMENT INFORMATION SYSTEMS

The ability to design and implement an information system solution to effectively manage vast amounts of information is a valuable skill that leads to the success of many business entities today. The use of technology to develop these information systems plays a crucial role in a business' ability to compete in today's business environment. This event provides recognition for FBLA members who demonstrate an understanding of and ability to apply these skills.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

- Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.
- State:** Each region may enter the top seven (7) regional winners at the state conference.
- National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

- Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.
- State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study consisting of a problem or scenario encountered in the banking or financial business community. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty (20) minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the performance. Performances are not open to the public.

- National:** See National Competitive Events Program.



# MANAGEMENT INFORMATION SYSTEMS

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next ten (10) questions. At the SLC, the top ten (10) teams with the highest score on the objective test will advance to the performance round. Final rank is determined by totaling the written test and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference



# MARKETING

Marketing involves the distribution of products and services to the consumer. This event provides recognition for FBLA members who possess knowledge of the basic principles of marketing.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter three four (4) of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study consisting of a problem or scenario encountered in the marketing industry. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty (20) minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the performance. Performances are not open to the public.

**National:** See National Competitive Events Program.



# MARKETING

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next ten (10) questions. At the SLC, the top ten (10) teams with the highest score on the objective test will advance to the performance round. Final rank is determined by totaling the written test and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# MICROSOFT OFFICE SPECIALIST (MOS) - EXCEL

A core-level candidate for the Microsoft Excel 2013 exams should have a fundamental understanding of the Excel environment and the ability to complete tasks independently. Students should know and demonstrate the correct application of the principal features of the software.

## OVERVIEW

This is a National-only event. Individuals from active local chapters may participate in the MOS Excel event. Refer to the National Competitive Events Program for the event guidelines.

## ELIGIBILITY

Regional: This event is not offered at the Regional Conference.

State: This event is not offered at the State Leadership Conference.

National: This is a National-only event for individuals. The top four (4) participants from each state in this event are eligible to compete at the NLC.

## PROCEDURE

Refer to the National Competitive Events Program for the event procedures and guidelines.

## JUDGING

Refer to the National Competitive Events Program for the event judging procedures.

## AWARDS

Refer to the National Competitive Events Program for the event award procedures.



# MICROSOFT OFFICE SPECIALIST (MOS) - WORD

A core-level candidate for the Microsoft Word 2013 exams should have a fundamental understanding of the Word environment and the ability to complete tasks independently. Students should know and demonstrate the correct application of the principal features of the software.

## OVERVIEW

This is a National-only event. Individuals from active local chapters may participate in the MOS Word event. Refer to the National Competitive Events Program for the event guidelines.

## ELIGIBILITY

Regional: This event is not offered at the Regional Conference.

State: This event is not offered at the State Leadership Conference.

National: This is a National-only event for individuals. The top four (4) participants from each state in this event are eligible to compete at the NLC.

## PROCEDURE

Refer to the National Competitive Events Program for the event procedures and guidelines.

## JUDGING

Refer to the National Competitive Events Program for the event judging procedures.

## AWARDS

Refer to the National Competitive Events Program for the event award procedures.



# MOBILE APPLICATION DEVELOPMENT

Society is daily moving to a constant feed of communication, transfer of information, and the need to access or process information in a mobile environment. Mobile Applications are necessary to provide users with the ability to be productive while away from their full computers. Mobile Applications can be used as a lite version of something that would be done on a full computer, or they can provide a tool for something that users would only need to do on their phone.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, a prejudged program will be evaluated by a panel of judges in advance of the SLC. Refer to the National Competitive Events Program for the topic, event guidelines and the rating sheets for both the program and performance portions of this event. There is only one round of performance judging at the SLC.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each local chapter may enter two (2) individuals or teams of two (2) or three (3) at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

State: *Prejudged project:* An online entry form, two CDs, DVDs or USB flash drives containing the application, and Statement of Assurance should be sent to the Competitive Events Committee by the deadline established in the General Guidelines of this publication. The link for submitting the online entry form and mailing instructions for submitting other event materials are in the Appendix of this document. Refer to the National Competitive Events Program for the rating sheet for the prejudged project portion of this event. All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC.

*Performance:* All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation, including a copy of the application. Seven (7) minutes will be allowed to describe the application. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# MOBILE APPLICATION DEVELOPMENT

## JUDGING

Pre-judged entries will be screened to determine if members have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the pre-judged entry prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the pre-judged component score and the performance score. Individuals must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## AWARDS

The number of awards presented at the State Leadership Conference is determined by judges and/or the number of entries. The maximum number is ten (10).



# NETWORK DESIGN

The ability to evaluate the needs of an organization and then design and implement network solutions is a valuable skill in today's connected workplace. This event provides recognition for FBLA members who demonstrate an understanding of and ability to apply these skills.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is an interactive role-play case study outlining a small organization and its computing environment and needs. Participants will then be required to analyze the situation and recommend a network solution to address the issues raised in the case study. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty minutes will be allowed to review the case study. Seven (7) minutes will be allowed to interact with the judges and present the solution to the case. Performances are not open to the public.

**National:** See National Competitive Events Program.



# NETWORK DESIGN

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. At the SLC, a panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written test and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# NETWORKING CONCEPTS

Acquiring a high level of familiarization and proficiency in working on and with networks is essential in today's connected workplace. This event provides recognition for FBLA members who have an understanding of data communications and network administration.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# PARLIAMENTARY PROCEDURE

## *Dorothy L. Travis Award*

The Dorothy L. Travis Award recognizes FBLA members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

### **OVERVIEW**

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Each team member will take the test individually. Participants must furnish their own No. 2 pencils and erasers.

At the State Leadership Conference, a one (1) hour written objective test will be administered individually based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

### **ELIGIBILITY**

**Regional:** Each local chapter may enter four (4) teams of four (4) or five (5) members in this event. No more than two (2) team members may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional team winners at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

### **PROCEDURE**

**Regional:** A one-hour written objective test will be administered online by the local chapter. Each team member will take the test individually. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A one (1) hour written objective test will be administered individually based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. The top ten teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case problem that will simulate a regular chapter meeting. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty (20) minutes will be allowed to review the case study. Performance time may be between nine (9) and eleven (11) minutes. Performances are not open to the public. There is only one round of performance judging at the SLC.

**National:** See National Competitive Events Program.



# PARLIAMENTARY PROCEDURE

## *Dorothy L. Travis Award*

### **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next ten (10) questions. At the SLC, a panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by combining the average written test score and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

### **AWARDS**

Ten (10) awards are distributed to regional team winners.

Ten (10) team awards are presented at the State Leadership Conference.



## PARTNERSHIP WITH BUSINESS PROJECT

This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan for increasing sustained communication and interaction with the business community.

### OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the written PDF report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All written PDF reports will be judged prior to the SLC and the top ten (10) reports will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the written PDF report and performance portions of this event. There is only one round of performance judging at the SLC.

### ELIGIBILITY

Regional: This event is not offered at the regional conference.

State: Each chapter may submit one (1) entry at the state conference.

National: The state will be represented by the top three (3) SLC winners.

### PROCEDURE

State: There is a written PDF report and performance portion in this event.

*Written PDF Report:* A PDF of the written report must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program and the report format must follow the same sequence shown on the rating sheet. Refer to the National Competitive Events Program for the rating sheet for the written PDF report portion of this event. All written PDF reports will be judged prior to the SLC and the top ten (10) report entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) report entries will perform the presentation portion of this event at the SLC. Up to three (3) chapter members may participate in the performance. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



# **PARTNERSHIP WITH BUSINESS PROJECT**

## **JUDGING**

Written PDF reports will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the written reports prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the written report score and the performance score. Chapters must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

The number of awards presented at the State Leadership Conference is determined by judges and/or number of entries. The maximum number is ten (10).



# PERSONAL FINANCE

Financial literacy is essential in meeting the financial challenges of the 21st century. This event recognizes students who possess essential knowledge and skills related to financial issues, can analyze the rights and responsibilities of consumers, and apply knowledge to financial situations.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# PUBLIC SERVICE ANNOUNCEMENT

Public service ads (PSA) or public service announcements are basic messages to the public that raise awareness on a specific social issue. This event recognizes FBLA members who demonstrate the ability to research a topic (issue) and create an original and informative thirty (30) second PSA video, raising awareness and/or evoking a changed attitude toward the issue.

## OVERVIEW

A panel of judges will judge each student's performance in explaining their Public Service Announcement. Refer to the National Competitive Events Program for event guidelines and the rating sheet for this event. Participants are expected to research and form an objective on a given topic, create a script, and a 30-second video.

## STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

## ELIGIBILITY

**Regional:** Each local chapter may submit three (3) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) individuals or teams at the state conference.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

## PROCEDURE

**Regional:** All participants will perform the presentation portion of this event as a demonstration of their PSA. There is only one round of performance judging at this level. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Students must provide their own equipment. Five (5) minutes will be allowed to set up and remove the equipment. Five (5) minutes will be allowed for the performance and video. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**State:** All participants will perform the presentation portion of this event as a demonstration of their PSA. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Students must provide their own equipment. Five (5) minutes will be allowed to set up and remove the equipment. Five (5) minutes will be allowed for the performance and video. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program.



# PUBLIC SERVICE ANNOUNCEMENT

## **JUDGING**

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# PUBLIC SPEAKING I

This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.

## OVERVIEW

Participants will prepare a four (4) minute speech based upon one of the nine (9) FBLA-PBL goals. Refer to the National Competitive Events Program for the goals, event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC. Only members enrolled in grades 9 through 10 are eligible for this event.

## ELIGIBILITY

**Regional:** Each local chapter may enter three (3) members in this event. Only members enrolled in grades 9 through 10 are eligible for this event.

**State:** Each region may enter the top three (3) regional winners at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** Participants will present a four (4) minute speech based upon one of the nine (9) FBLA-PBL goals. Refer to the National Competitive Events Program for the goals, event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC. Performances are not open to the public.

**State:** Participants will present a four (4) minute speech based upon one of the nine (9) FBLA-PBL goals. Refer to the National Competitive Events Program for the goals, event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC. Performances are not open to the public.

**National:** See National Competitive Events Program.

## JUDGING

Each participant will be evaluated by a panel of judges. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



## PUBLIC SPEAKING II

This event is designed to recognize FBLA members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantiated speech.

### OVERVIEW

Participants will prepare a five (5) minute speech based upon one of the nine (9) FBLA-PBL goals. Refer to the National Competitive Events Program for the goals, event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

### ELIGIBILITY

Regional: Each local chapter may enter three (3) members in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) team SLC winners.

### PROCEDURE

Regional: Participants will present a five (5) minute speech based upon one of the nine (9) FBLA-PBL goals. Refer to the National Competitive Events Program for the goals, event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC. Performances are not open to the public.

State: Participants will present a five (5) minute speech based upon one of the nine (9) FBLA-PBL goals. Refer to the National Competitive Events Program for the goals, event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC. Performances are not open to the public.

National: See National Competitive Events Program.

### JUDGING

Each participant will be evaluated by a panel of judges. All judges' decisions are final.

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# SALES PRESENTATION

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

## OVERVIEW

At the Regional Conference and State Leadership Conference, all entries will present their sales presentation to a panel of judges. Refer to the National Competitive Events Program for the event guidelines and rating sheets for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

## ELIGIBILITY

Regional: Each local chapter may enter three (3) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: All participants will perform one round of the presentation portion of this event at the Regional Conference. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

State: All participants will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

National: See National Competitive Events Program.

## JUDGING

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# SECURITIES & INVESTMENTS

This event concentrates on skills such as investment fundamentals, personal investing, retirement and estate planning, the financial services industry, financial assets and markets, financial services regulation, the stock market, and mutual funds. This event provides recognition for FBLA members who have an understanding of securities and investments.

## OVERVIEW

A one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphic calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top seven (7) regional winners at the state conference.

National: The state will be represented by the top four (4) SLC winners.

## PROCEDURE

Regional: A one-hour written objective test will be administered online by the local chapter. Test content is based upon listed national program competencies.

State: A one-hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed national program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



## SOCIAL MEDIA CAMPAIGN

Social Media is changing the way businesses communicate with customers and prospects and how they promote products and services. Effectively using social media as a marketing channel is a crucial component of any strategic marketing plan. This event consists of a presentation.

### OVERVIEW

At the Regional Conference and State Leadership Conference, all entries will present their campaign to a panel of judges. Refer to the National Competitive Events Program for the topic, event guidelines, and rating sheets for the performance portion of this event. There is only one round of performance judging at the Regional Conference and SLC.

### STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

### ELIGIBILITY

**Regional:** Each local chapter may submit three (3) entries created by an individual or a team of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top three (3) individuals or teams at the state conference.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

### PROCEDURE

**Regional:** All participants (individual or team) will perform one round of the presentation portion of this event at the Regional Conference. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**State:** All participants (individual or team) will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program.

### JUDGING

A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. All judges' decisions are final.



## SOCIAL MEDIA CAMPAIGN

### AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# SPORTS & ENTERTAINMENT MANAGEMENT

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, a core understanding of business and a comprehensive awareness of sports necessary to succeed in sports management. This event provides recognition for FBLA members who possess the basic principles of sports management.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Team members will take the test collaboratively. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No.2 pencils and erasers. Non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

## ELIGIBILITY

**Regional:** Each local chapter may enter four (4) teams of two (2) or three (3) members in this event. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**State:** Each region may enter the top seven (7) regional teams at the state conference.

**National:** The state will be represented by the top three (3) team SLC winners.

## PROCEDURE

**Regional:** A one-hour written objective test will be administered online by the local chapter. Teams will take one collaborative test. Test content is based upon listed National Program competencies.

**State:** There is an objective test and performance component to this event.

*Objective test:* A collaborative one (1) hour written objective test will be administered based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided. The top ten (10) teams with the highest score will advance to the performance round. Refer to the National Competitive Events Program for event guidelines and rating sheet for the performance portion of this event. There is only one round of performance judging at the SLC.

*Performance:* The top ten (10) teams with the highest test score will advance to the performance round. The performance component is a case study consisting of a problem or scenario encountered in the sports and entertainment industry. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. Twenty (20) minutes will be allowed to review the case study. Seven (7) minutes will be allowed for the role-play performance. Performances are not open to the public.

**National:** See National Competitive Events Program.



# SPORTS & ENTERTAINMENT MANAGEMENT

## **JUDGING**

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. Ties will be broken by comparing the performance of affected members on the last ten (10) questions of the exam, then time, then the next 10 questions. At the SLC, the top ten (10) teams with the highest score on the objective test will advance to the performance round. Final rank is determined by totaling the written test and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

## **AWARDS**

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# SPREADSHEET APPLICATIONS

Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

At the State Leadership Conference, a one (1) hour production test will be administered in advance of the SLC based upon the competencies listed in the National Competitive Events Program. Documents produced for this event must be prepared by the participant without help from the adviser or any other person. No reference materials or calculators are allowed during the production test. A one (1) hour written objective test will be administered at the SLC based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: A one (1) hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A one (1) hour production test will be administered at the local chapter in advance of the SLC and graded by a group of judges. A one (1) hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. The production test will be graded by a panel of judges. At the SLC, there will be a 85/15 weight on the production and written test. Students must participate in both components of the event to qualify for recognition. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.



# VIRTUAL BUSINESS MANAGEMENT CHALLENGE

This online event is based on the all new, completely web-based Virtual Business – Management 3.0 simulation where FBLA students test their skills at managing a bike manufacturing business individually or as a team.

## OVERVIEW

This is a National-only event. Students may enter as an individual or teams of two (2) or three (3) from active local chapters and may participate in both the fall and spring online competition. Refer to the National Competitive Events Program for the event guidelines.

## ELIGIBILITY

Regional: This event is not offered at the Regional Conference.

State: This event is not offered at the State Leadership Conference.

National: This is a National-only event with individuals or a team of two (2) or three (3) with a fall and spring online competition.

## PROCEDURE

Refer to the National Competitive Events Program for the event procedures and guidelines.

## JUDGING

Refer to the National Competitive Events Program for the event judging procedures.

## AWARDS

Refer to the National Competitive Events Program for the event award procedures.



## WEBSITE DESIGN

The ability to communicate ideas and concepts, and to deliver value to customers using the Internet and related technologies, is an important element in a business' success. This event recognizes FBLA members who have developed proficiency in the creation and design of websites.

### OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, the website project URL must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. All website projects will be judged prior to the SLC and the top ten (10) projects will perform the presentation portion of the event at the SLC. Refer to the National Competitive Events Program for event guidelines and the rating sheets for both the pre-judged project and performance portions of this event. There is only one round of performance judging at the SLC.

### STATE AND NATIONAL TOPIC

Refer to the National Competitive Events Program for this year's state and national topic.

### ELIGIBILITY

**Regional:** This event is not offered at the regional conference.

**State:** Each local chapter may enter two (2) individuals and/or two (2) teams of two (2) to three (3) members at the state conference. No more than one (1) team member may have competed in this event at a prior NLC or have competed more than two (2) years at the state level.

**National:** The state will be represented by the top three (3) individual or team SLC winners.

### PROCEDURE

**State:** *Prejudged project:* The website must be available for viewing on the Internet at the time of judging and not changed after the submission deadline date. The URL must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. Follow all guidelines as listed in the National Competitive Event Program. Refer to the National Competitive Events Program for the rating sheet for the prejudged project portion of this event. All prejudged projects will be judged prior to the SLC and the top ten (10) project entries will perform the presentation portion of this event at the SLC.

*Performance:* The top ten (10) project entries will perform the presentation portion of this event at the SLC. There is only one round of performance judging at the SLC. Refer to the National Competitive Events Program for the performance guidelines and rating sheet for the performance portion of this event. There will be no equipment supplied by the State. Students must supply their own computer and projection device. An Internet Connection will be available. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. Seven (7) minutes will be allowed for the performance. A three (3) minute question-answer period will follow the presentation. Performances are not open to the public.

**National:** See National Competitive Events Program. Projects must be received by the national office by the designated deadline.



## **WEBSITE DESIGN**

### **JUDGING**

Prejudged projects will be screened to determine if chapters have complied with event eligibility guidelines and regulations. A panel of judges will evaluate the prejudged projects prior to the SLC using the National Competitive Events Program rating sheet. A panel of judges will evaluate the performance based upon the rating sheet found in the National Competitive Events Program. Final rank is determined by totaling the prejudged project score and the performance score. Students must participate in both components of the event to qualify for recognition. All judges' decisions are final.

### **AWARDS**

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten (10) awards.



# WHO'S WHO IN FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local and state levels.

## OVERVIEW

This event is not offered at the Regional Conference. At the State Leadership Conference, participants will prepare the following items: 1) one-page written letter describing the student's qualifications; 2) one-page resume of his/her participation in FBLA as well as other organizations; 3) one-page adviser letter of recommendation, 4) copy of the forms submitted to National FBLA by the chapter adviser for the "Future," "Business," and "Leader" levels of the Business Achievement Awards\*\*; and 5) Online Event Entry Form. All items must be received by the Competitive Events Committee by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. All entries will be judged prior to the SLC and up to five (5) entries will receive recognition at the SLC. State officers are automatically entered in this event and will also receive recognition at the State Leadership Conference. Refer to the National Competitive Events Program for event guidelines.

## ELIGIBILITY

**Regional:** This event is not offered at the regional conference.

**State:** Each chapter may submit one (1) participant at the state conference. Participants must be a senior with three or more years of involvement in FBLA. State officers are automatically nominated and will receive recognition in this event. Having a state officer does not prohibit a chapter from selecting an additional member for this honor.

**National:** The state will be represented by the top one (1) SLC winner. While state officers are automatically nominated for recognition at the state conference, if a state officer would like to be considered as the individual who will represent Maryland at the national conference, they must submit the required materials. Only those individuals who have submitted the required information will be considered for the Maryland representative at the national conference.

## PROCEDURE

**State:** Each nominee must provide the following items: 1) one-page written letter to the Competitive Events Committee requesting his/her recognition; 2) one-page resume of his/her participation in FBLA as well as other organizations; 3) one-page letter of recommendation from the chapter adviser, 4) copy of the forms submitted to National FBLA by the chapter adviser for the "Future," "Business," and "Leader" levels of the Business Achievement Awards\*\*; and 5) Online Event Entry Form. Refer to the National Competitive Events Program for event guidelines. The student letter, resume, adviser letter of recommendation, copy of the Business Achievement Award forms, and entry form must be received by the Competitive Events office by the deadline established in the General Guidelines of this publication.

## JUDGING

Student letters/resumes/adviser letters/entry forms will be reviewed by a panel of judges for adherence to the stated criteria for nomination. State officers are automatically nominated.



# WHO'S WHO IN FBLA

## STATE AWARD

Recognition to those chosen for Who's Who will be given at the State Leadership Conference.

The first place state winner will represent the state and be recognized at the NLC.

**\*\*Note:** If the student achieved the "Future," "Business," and/or "Leader" levels of the Business Achievement Awards in a prior school year, in lieu of submitting the copy of the forms submitted to National FBLA, the adviser may submit a signed statement indicating the school year that the student achieved each level.



# WHO'S WHO IN FBLA

## Entry Form

**Check one only:**

- The nominee is a current state officer and is submitting this form and required documentation in order to be considered for Maryland's Who's Who in FBLA representative at the National Leadership Conference. State officers are automatically entered in this event and will also receive recognition at the State Leadership Conference, however, in order to be considered for Maryland's representative at the National Leadership Conference, this form and required documentation must be submitted.
- The nominee is not a current state officer. By submitting this form and required documentation, the student will be considered for the Who's Who in FBLA recognition at the Maryland State Leadership Conference as well as considered for Maryland's Who's Who in FBLA representative at the National Leadership Conference.

**Student's Name:** \_\_\_\_\_

**Chapter Name:** \_\_\_\_\_

**Adviser's Name:** \_\_\_\_\_

**Adviser's E-mail Address:** \_\_\_\_\_

**Adviser's Phone Number:** \_\_\_\_\_

**Adviser's Signature:** \_\_\_\_\_

Is the nominee planning to attend this year's National Leadership Conference? (Circle one)    Yes    No

**Along with this Entry Form, submit one copy of the following in a single folder labeled with the event name and student name:**

- A written letter describing the student's qualifications
- A resume of his/her participation in FBLA as well as other organizations
- An adviser letter of recommendation
- A copy of the forms submitted to National FBLA by the chapter adviser for the "Future," "Business," and "Leader" levels of the Business Achievement Awards.



# WORD PROCESSING

Word processing skills are necessary for all business leaders. This event recognizes FBLA members who demonstrate acquired word-processing skills aligned with Microsoft Office Suite Certification – Microsoft Word 2010 (MOS) Core Competencies.

## OVERVIEW

At the regional conference, a one (1) hour written objective test will be administered online based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers.

At the State Leadership Conference, a one (1) hour production test will be administered in advance of the SLC based upon the competencies listed in the National Competitive Events Program. Documents produced for this event must be prepared by the participant without help from the adviser or any other person. A one (1) hour written objective test will be administered at the SLC based upon the competencies listed in the National Competitive Events Program. Participants must furnish their own No. 2 pencils and erasers. A non-graphing calculator will be provided.

## ELIGIBILITY

Regional: Each local chapter may enter four (4) competitors in this event.

State: Each region may enter the top three (3) regional winners at the state conference.

National: The state will be represented by the top three (3) SLC winners.

## PROCEDURE

Regional: A one (1) hour written objective test will be administered online by the local chapter. Test content is based upon listed National Program competencies.

State: A one (1) hour production test will be administered at the local chapter in advance of the SLC and graded by a group of judges. A one (1) hour written objective test will be administered at the SLC and will be machine graded. Test content is based upon listed National Program competencies.

National: See National Competitive Events Program.

## JUDGING

The test will be graded by an online testing firm for the regional conference and will be machine graded for the state conference. The production test will be graded by a panel of judges. At the SLC, there will be a 85/15 weight on the production and written test. Students must participate in both components of the event to qualify for recognition. Ties will be broken by comparing the performance of affected members on the last 10 questions of the exam, then time, then the next 10 questions. All judges' decisions are final.

## AWARDS

Ten (10) awards are distributed to regional winners.

Ten (10) awards are presented at the State Leadership Conference.

# APPENDIX



## Written Report and Other Pre-Judged Materials Online Submission Instructions via Wufoo

All written reports and other pre-judged materials **must be RECEIVED** by the Competitive Events Committee by **March 11, 2015 at 5 p.m.**

Most reports and other pre-judged materials will be submitted online instead of by mail. Complete the required information on the online form and upload a PDF of the report/pre-judged material for the events listed below using the addresses listed. **Events with an additional mail in submission requirement are designated with \*\*.**

EVENT NAME	WEB ADDRESS TO SUBMIT REPORTS/MATERIALS
American Enterprise Project	<a href="https://mdfbla.wufoo.com/forms/american-enterprise-project-slc-2015/">https://mdfbla.wufoo.com/forms/american-enterprise-project-slc-2015/</a>
Business Financial Plan	<a href="https://mdfbla.wufoo.com/forms/business-financial-plan-slc-2015/">https://mdfbla.wufoo.com/forms/business-financial-plan-slc-2015/</a>
Business Plan	<a href="https://mdfbla.wufoo.com/forms/business-plan-slc-2015/">https://mdfbla.wufoo.com/forms/business-plan-slc-2015/</a>
Businessperson of the Year	<a href="https://mdfbla.wufoo.com/forms/businessperson-of-the-year-slc-2015/">https://mdfbla.wufoo.com/forms/businessperson-of-the-year-slc-2015/</a>
Community Service Project	<a href="https://mdfbla.wufoo.com/forms/community-service-project-slc-2015/">https://mdfbla.wufoo.com/forms/community-service-project-slc-2015/</a>
<b>Computer Game &amp; Simulation Programming**</b>	<a href="https://mdfbla.wufoo.com/forms/computer-game-simulation-programming-slc-2015/">https://mdfbla.wufoo.com/forms/computer-game-simulation-programming-slc-2015/</a>
<b>Desktop Application Programming**</b>	<a href="https://mdfbla.wufoo.com/forms/desktop-application-programming-slc-2015/">https://mdfbla.wufoo.com/forms/desktop-application-programming-slc-2015/</a>
Desktop Publishing	<a href="https://mdfbla.wufoo.com/forms/desktop-publishing-slc-2015/">https://mdfbla.wufoo.com/forms/desktop-publishing-slc-2015/</a>
<b>Digital Design &amp; Promotion**</b>	<a href="https://mdfbla.wufoo.com/forms/digital-design-and-promotion-slc-2015/">https://mdfbla.wufoo.com/forms/digital-design-and-promotion-slc-2015/</a>
Digital Video Production	<a href="https://mdfbla.wufoo.com/forms/digital-video-production-slc-2015/">https://mdfbla.wufoo.com/forms/digital-video-production-slc-2015/</a>
E-business	<a href="https://mdfbla.wufoo.com/forms/ebusiness-slc-2015/">https://mdfbla.wufoo.com/forms/ebusiness-slc-2015/</a>
FBLA-PBL Week	<a href="https://mdfbla.wufoo.com/forms/fblapbl-week-slc-2015/">https://mdfbla.wufoo.com/forms/fblapbl-week-slc-2015/</a>
Gold Seal Chapter Award of Merit	<a href="https://mdfbla.wufoo.com/forms/gold-seal-chapter-award-of-merit-slc-2015/">https://mdfbla.wufoo.com/forms/gold-seal-chapter-award-of-merit-slc-2015/</a>
Local Chapter Annual Business Report	<a href="https://mdfbla.wufoo.com/forms/local-chapter-annual-business-report-slc-2015/">https://mdfbla.wufoo.com/forms/local-chapter-annual-business-report-slc-2015/</a>
<b>Mobile Application Development**</b>	<a href="https://mdfbla.wufoo.com/forms/mobile-application-development-slc-2015/">https://mdfbla.wufoo.com/forms/mobile-application-development-slc-2015/</a>
Outstanding Chapter/Chapter of the Year	<a href="https://mdfbla.wufoo.com/forms/outstanding-chapterchapter-of-the-year-slc-2015/">https://mdfbla.wufoo.com/forms/outstanding-chapterchapter-of-the-year-slc-2015/</a>
Partnership with Business Project	<a href="https://mdfbla.wufoo.com/forms/partnership-with-business-project-slc-2015/">https://mdfbla.wufoo.com/forms/partnership-with-business-project-slc-2015/</a>
Website Design	<a href="https://mdfbla.wufoo.com/forms/website-design-slc-2015/">https://mdfbla.wufoo.com/forms/website-design-slc-2015/</a>
Who's Who in FBLA	<a href="https://mdfbla.wufoo.com/forms/whos-who-in-fbla-slc-2015/">https://mdfbla.wufoo.com/forms/whos-who-in-fbla-slc-2015/</a>

**\*\*** These events require mailing media and other documents **in addition to** submitting the online Wufoo entry form. Please see the next page in the appendix for mailing instructions for these events.



## Mailing Instructions

**\*\*All entry materials must be received by March 11, 2015\*\***

**IMPORTANT NOTICE: In-person and/or faxed entries will be disqualified. Any packages sent that require a delivery signature will be disqualified.**

Please make sure you double check with your carrier so that a signature is not required for your selected shipping method.

**The following instructions pertain to these pre-judged events (all other events are submitted entirely online):**

- Computer Game & Simulation Programming
- Desktop Application Programming
- Digital Design & Promotion
- Mobile Application Development

### **Entry Materials Required:**

- Complete and submit the online Wufoo entry form (each event has a separate online Wufoo form)
- Two (2) copies of the confirmation e-mail you receive after submitting the Wufoo form
- Two (2) copies of the Statement of Assurance
- Two (2) CDs, DVDs, or USBs that contain your project (see specific instructions below for each type of media)

CD or DVD – Label each of two CDs or DVDs with your school name, student name(s), event name, and year (201x-1x) with a permanent marker. Put each CD or DVD into a plastic case or protective sleeve. Wrap the printed Wufoo confirmation e-mail, along with any required hard copy Statement of Assurance around each plastic case/protective sleeve and secure it with a rubber band.

USB Drive – Label each of two USB Drives with your school name, student name(s), event name, and year (201x-1x). Put each USB Drive into a separate No. 10 white mailing envelope. Also label the front of the envelope with your school name, student name(s), event name, and year (201x-1x). Staple the printed Wufoo confirmation e-mail, along with any required hard copy Statement of Assurance to the outside of the envelope.

Two (2) copies of all entry materials for pre-judged events are to be mailed to:

Maryland FBLA Competitive Events Committee  
Attn: Alan Rzepkowski  
8018 Hammock Lane  
Pasadena, MD 21122

- Entry materials may be sent by the United States Postal Service, UPS or FedEx only. Private or business delivery services are not permitted.
- Do **NOT** require the delivery service to obtain a signature in order for the package to be delivered. Reports and materials contained in packages requiring a signature for delivery will be disqualified.
- If you want a confirmation that your package was received, you must send the package using a shipping service that has a tracking number (UPS or FedEx) or delivery confirmation service (USPS with delivery confirmation). It is your responsibility to maintain an accurate record of the tracking number(s) for any package you submit, as this is your proof of delivery.

### **Please read these important rules and disclaimers....**

You must submit two (2) copies of all entry materials.

Entry materials **MUST** be **received** at the above address by March 11, 2015. Any entry materials received after March 11, 2015 will be automatically disqualified. In-person deliveries, private delivery services (such as courier services, private or business delivery services, etc.) and faxed entry materials are NOT allowed and will be disqualified.

Entry materials mailed and/or hand-delivered to the State Director at the Maryland State Department of Education will NOT be judged. All entry materials **MUST** be **received** at the above address by March 11, 2015.

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Students must be dues paid members by December 16, 2014 for regional conference competition and by March 1, 2015 for state competition.

		REGIONALS		STATES	
Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)
<b>State Events</b>					
1	FBLA-PBL WEEK		Not offered at regionals.	Not offered at regionals.	One entry per chapter. No pre-qualification at regionals required. Required information uploaded to website using link provided by MD FBLA (due March 11)
2	OUTSTANDING CHAPTER/CHAPTER OF THE YEAR		Not offered at regionals.	Not offered at regionals.	One entry per chapter. No pre-qualification at regionals required. Entry form (due March 11)
3	SCRAPBOOK		Not offered at regionals.	Not offered at regionals.	One entry per chapter. No pre-qualification at regionals required. Turn in scrapbook at check-in
<b>National Events</b>					
4	3D ANIMATION	Performance	Individual or team event. Each chapter may enter 3 individuals or teams.	Performance	Individual or team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>
5	ACCOUNTING I	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>
6	ACCOUNTING II	Objective Test/Production	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No production test.	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>
7	AGRIBUSINESS	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>
8	AMERICAN ENTERPRISE PROJECT	Report - Chapter	Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required. Written report uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
9	BANKING & FINANCIAL SYSTEMS	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>

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		REGIONALS		STATES		
Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
10	BUSINESS CALCULATIONS	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
11	BUSINESS COMMUNICATION	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
12	BUSINESS ETHICS	Performance	Team event. Each chapter may enter 3 teams.	Performance	Team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
13	BUSINESS FINANCIAL PLAN	Report - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	Written report uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
14	BUSINESS LAW	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
15	BUSINESS MATH	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
16	BUSINESS PLAN	Report - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	Written report uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
17	BUSINESS PRESENTATION	Performance	Individual or team event. Each chapter may enter 3 individuals or teams.	Performance	Individual or team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance

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		REGIONALS		STATES		
Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
18	BUSINESS PROCEDURES	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
19	BUSINESSPERSON OF THE YEAR		Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required.	Required information uploaded to website using link provided by MD FBLA (due March 11)
20	CLIENT SERVICE	Performance	Individual event. Each chapter may enter 3 individuals.	Performance	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
21	COMMUNITY SERVICE PROJECT	Report - Chapter	Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required.	Written report uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
22	COMPUTER APPLICATIONS	Objective Test/Production	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No production test.	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Objective test ***Production test completed at your own school to be turned in at conference registration check-in.***
23	COMPUTER GAME & SIMULATION PROGRAMMING	Project - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	DVD or USB flash drive and entry form (due March 11). Top 10 entries perform.
24	COMPUTER PROBLEM SOLVING	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
25	CYBER SECURITY	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test

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		REGIONALS		STATES		
Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
26	DATABASE DESIGN & APPLICATIONS	Objective Test/Production	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No production test.	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Objective test ***Production test completed at your own school to be turned in at conference registration check-in.***
27	DESKTOP APPLICATION PROGRAMMING	Project - Individual	Not offered regionals.	Not offered regionals.	Two individuals per chapter. No pre-qualification at regionals required.	DVD or USB flash drive and entry form (due March 11). Top 10 entries perform.
28	DESKTOP PUBLISHING	Objective Test/Production	Individual or team event. Each chapter may enter 4 individuals or teams.	Objective test (taken online at your own school) only. No production test.	Individual or team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Objective test ***PDF of project uploaded to website using link provided by MD FBLA (due March 11).***
29	DIGITAL DESIGN & PROMOTION	Project - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	DVD or USB flash drive and entry form (due March 11). Top 10 entries perform.
30	DIGITAL VIDEO PRODUCTION	Project - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	URL and other required information uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
31	E-BUSINESS	Project - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	URL and other required information uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
32	ECONOMICS	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
33	ELECTRONIC CAREER PORTFOLIO	Performance	Individual event. Each chapter may enter 3 individuals.	Performance	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance

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Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
34	EMERGING BUSINESS ISSUES	Performance	Team event. Each chapter may enter 3 teams.	Performance	Team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
35	ENTREPRENEURSHIP	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
36	FBLA PRINCIPLES AND PROCEDURES	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
37	FUTURE BUSINESS LEADER	Objective Test/Performance	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No performance.	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Copies of letter of application and resume turned in at conference registration check-in. Top 10 test scores are interviewed.
38	GLOBAL BUSINESS	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
39	GOLD SEAL CHAPTER AWARD OF MERIT		Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required.	Required information uploaded to website using link provided by MD FBLA (due March 11)
40	HEALTHCARE ADMINISTRATION	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
41	HELP DESK	Objective Test/Performance	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No performance.	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 test scores perform.

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Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
42	HOSPITALITY MANAGEMENT	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
43	IMPROMPTU SPEAKING	Performance	Individual event. Each chapter may enter 3 individuals.	Performance	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
44	INSURANCE & RISK MANAGEMENT	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
45	INTRODUCTION TO BUSINESS	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
46	INTRODUCTION TO BUSINESS COMMUNICATION	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
47	INTRODUCTION TO INFORMATION TECHNOLOGY	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
48	INTRODUCTION TO PARLIAMENTARY PROCEDURE	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
49	JOB INTERVIEW	Performance	Individual event. Each chapter may enter 3 individuals.	Interview and other required information (copies of letter of application, resume, and completed job application)	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Interview and other required information (copies of letter of application, resume, and completed job application turned in at conference registration check-in)

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Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
50	LIFESMARTS		National Only Event. Not offered regionals.	National Only Event. Not offered regionals.	National Only Event. Not offered at states.	National Only Event. Not offered at states.
51	LOCAL CHAPTER ANNUAL BUSINESS REPORT	Report - Chapter	Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required.	Written report uploaded to website using link provided by MD FBLA (due March 11).
52	MANAGEMENT DECISION MAKING	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region. <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
53	MANAGEMENT INFORMATION SYSTEMS	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region. <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
54	MARKETING	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region. <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
55	MICROSOFT OFFICE SPECIALIST (MOS) - EXCEL		National Only Event. Not offered regionals.	National Only Event. Not offered regionals.	National Only Event. Not offered at states.	National Only Event. Not offered at states.
56	MICROSOFT OFFICE SPECIALIST (MOS) - WORD		National Only Event. Not offered regionals.	National Only Event. Not offered regionals.	National Only Event. Not offered at states.	National Only Event. Not offered at states.
57	MOBILE APPLICATION DEVELOPMENT	Project - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	DVD and entry form (due March 11). Top 10 entries perform.

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Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
58	NETWORK DESIGN	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
59	NETWORKING CONCEPTS	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
60	PARLIAMENTARY PROCEDURE	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
61	PARTNERSHIP WITH BUSINESS PROJECT	Report - Chapter	Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required.	Written report uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
62	PERSONAL FINANCE	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
63	PUBLIC SERVICE ANNOUNCEMENT	Performance	Individual or team event. Each chapter may enter 3 individuals or teams.	Performance	Individual or team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
64	PUBLIC SPEAKING I	Performance	Individual event. Each chapter may enter 3 individuals.	Performance	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
65	PUBLIC SPEAKING II	Performance	Individual event. Each chapter may enter 3 individuals.	Performance	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance

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Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)	
66	SALES PRESENTATION	Performance	Individual event. Each chapter may enter 3 individuals.	Performance	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
67	SECURITIES & INVESTMENTS	Objective Test	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school)	Individual event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test
68	SOCIAL MEDIA CAMPAIGN	Performance	Individual or team event. Each chapter may enter 3 individuals or teams.	Performance	Individual or team event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Performance
69	SPORTS AND ENTERTAINMENT MANAGEMENT	Objective Test/Performance	Team event. Each chapter may enter 4 teams.	Objective test (taken online at your own school) only. No performance.	Team event. Top 7 regional winners from each region.  <i>If 1st, 2nd, 3rd, 4th, 5th, 6th, or 7th place from regionals cannot attend the SLC, 8th place or below are NOT eligible to compete at the SLC.</i>	Objective test. Top 10 team test scores perform.
70	SPREADSHEET APPLICATIONS	Objective Test/Production	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No production test.	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Objective test ***Production test completed at your own school to be turned in at conference registration check-in.***
71	VIRTUAL BUSINESS MANAGEMENT CHALLENGE		National Only Event. Not offered regionals.	National Only Event. Not offered regionals.	National Only Event. Not offered at states.	National Only Event. Not offered at states.
72	WEBSITE DESIGN	Project - Individual/Team	Not offered regionals.	Not offered regionals.	Two individuals or teams per chapter. No pre-qualification at regionals required.	URL and other required information uploaded to website using link provided by MD FBLA (due March 11). Top 10 entries perform.
73	WHO'S WHO IN FBLA		Not offered regionals.	Not offered regionals.	One entry per chapter. No pre-qualification at regionals required. State Officers are automatically nominated and will receive recognition in this event. Having a state officer does not prohibit a chapter from selecting an additional member for this honor.	Letter, resume, and entry form (due March 11)

Competitive events made easy (Maryland FBLA 2015).xls

Students must be dues paid members by December 16, 2014 for regional conference competition and by March 1, 2015 for state competition.

		REGIONALS		STATES	
Event Name	Event Type	Who is eligible to compete at regionals?	What is required to compete at regionals?	Who is eligible to compete at states?	What is required to compete at states? (all items occur at the SLC unless noted otherwise)
74 WORD PROCESSING	Objective Test/Production	Individual event. Each chapter may enter 4 individuals.	Objective test (taken online at your own school) only. No production test.	Individual event. Top 3 regional winners from each region.  <i>If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, the 4th and 5th place at regionals may compete at the SLC. 6th place or below are NOT eligible to compete at the SLC.</i>	Objective test ***Production test completed at your own school to be turned in at conference registration check-in.***

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