

Recognition Events

Adviser Service Recognition

This event honors FBLA local advisers who have served students through Future Business Leaders of America-Phi Beta Lambda for a significant number of years.

Eligibility—State

Each chapter may enter each of its local advisers in this event. **The name(s) of the nominee(s) must appear on the membership roster submitted to the state and national offices with chapter dues for the current school year.**

Regulations

1. The entry form must be completed and sent to the FBLA state office by the deadline date (January 18) approximately four (4) weeks prior to the State Leadership Conference.
2. An adviser is recognized at the completion of his/her year of service for 5, 10, 15, 20, 25, etc. years. Recognition will not be given for years of service between the 5 year increments.

Procedure

The entry form should include the following information for each adviser seeking recognition:

- a. Name of adviser
- b. Name of school
- c. City, state, zip code
- d. Years of service at the close of the current school year (5, 10, 15, 20, 25, etc. years)

Recipients of this award are determined by the FBLA state office after the audit of the current year's and previous years' membership records.

National

Business Achievement Awards - Chapter Recognition Program

Chapter Achievement, Chapter Excellence, and Outstanding Chapter Awards

This program encourages local chapters to plan projects and activities to enrich the experiences of members at all levels. Activities are designed around membership and chapter management projects with a special emphasis on the three areas represented on FBLA's official crest: Service, Education, and Progress.

Procedure—National

Chapters participating at the national level should refer to the *Chapter Management Handbook* for specific deadlines and other details. National entries should be sent directly to the national office. **The state office will neither forward nor return Business Achievement Award materials submitted for recognition at the State Leadership Conference.**

Businessperson of the Year

This event recognizes outstanding leaders from the business sector throughout New Jersey who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.

Eligibility—State

Each local chapter may enter one (1) businessperson in this event. The New Jersey State Chapter may also enter businessperson(s) in this event. Nominees must be members of the private business sector, **not students or educators.**

Regulations

1. The entry form must be completed and accompanied by **two (2) copies of a biographical sketch** (original or copy) not to exceed two (2) pages and sent to the FBLA state office by the deadline date (January 18) approximately six (6) weeks prior to the State Leadership Conference.
2. **Failure to include FBLA-PBL involvement on the biographical sketch may result in disqualification.**
3. **Keyboarded at the top of the biographical sketch** must be the following information:

New Jersey Businessperson of the Year

Nominated by _____

(Name of FBLA local chapter)

4. No other materials may be submitted to the judges.
5. The biographical sketches will not be returned.
6. The nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award; such nominees will be disqualified.
7. **Nominees must not have been named to this event at a previous FBLA State Leadership Conference.**

Procedure

An applicant must be deserving of the award as demonstrated in the screening of materials.

Criteria for selection of nominees at the state level include:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

The biographical sketch of the nominee must address the areas listed above as the criteria for the selection.

The New Jersey Businessperson(s) of the Year will receive a certificate or plaque of recognition at the State Leadership Conference.

Gold Member Award

This award honors FBLA local members who have made outstanding contributions to the association at the local, state, and possibly national levels.

Eligibility—State

Each active local chapter may enter one (1) member in this event at the State Leadership Conference. **No current or former FBLA state officer may be entered in this event.**

Regulations

1. The entry form must be completed and accompanied by **two (2) copies of a brief resume** (original or copy) not to exceed two (2) pages and sent to the FBLA state office by the deadline date (January 18) approximately four (4) weeks prior to the State Leadership Conference.
2. No other materials may be submitted to the judges.
3. The resumes will not be returned.
4. **Nominees must not have been selected for this award at a previous State Leadership Conference.**
5. Nominees may be entered in another individual or team event at the same time.
6. A chapter may not select the same member for this event and for the Gold Officer Award at the same time.
7. Judges must deduct up to ten (10) points from the scores of the participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials. Judges will determine the amount of point deduction to be used for all affected participants prior to judging.
8. See General Information of these guidelines.

Procedure

Criteria for selection of nominees at the state level include:

- Committee memberships, chairmanships, and local offices (if applicable)
- Contributions to local, state, and national projects
- Extent of participation in conferences sponsored by the state chapter and possibly national association
- Participation in other activities

The resume of the nominee should address the above areas.

Judging

A panel of judges will select the winners. Judging for this event will be based upon the rating sheet found on the next page.

All decisions made by the judges are final.

Gold Officer Award

This award honors FBLA local officers who have made outstanding contributions to the association at the local, state, and possibly national levels.

Eligibility

Each active local chapter may enter one (1) local member who is serving or has served as a local officer for the current or previous school year in this event at the State Leadership Conference.

No current or former FBLA state officer may be entered in this event.

Regulations

1. The entry form must be completed and accompanied by **two (2) copies of a brief resume** (original or copy) not to exceed two (2) pages and sent to the FBLA state office by the deadline date (January 18) approximately four (4) weeks prior to the State Leadership Conference.
2. No other materials may be submitted to the judges.
3. The resumes will not be returned.
- 4. Nominees must not have been selected for this award at a previous State Leadership Conference.**
5. Nominees may be entered in another individual or team event at the same time.
6. A chapter may not select the same member for this event and for the Gold Member Award at the same time.
7. Judges must deduct up to ten (10) points from the scores of the participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials. Judges will determine the amount of point deduction to be used for all affected participants prior to judging.
8. See GENERAL INFORMATION of these guidelines.

Procedure

Criteria for selection of nominees at the state level include:

- Committee memberships, chairmanships, and local offices (if applicable)
- Contributions to local, state, and national projects
- Extent of participation in conferences sponsored by the state chapter and possibly the national association
- Participation in other activities

The resume of the nominee should address the above areas.

Judging

A panel of judges will select the winners. Judging for this event will be based upon the rating sheet found on the next page.

All decisions made by the judges are final.

Gold Seal Chapter Award of Merit

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—State/National

Each active local chapter entering this event must submit a Local Chapter Business Report to be considered for this award. (The same report may be submitted for all events that require a report.)

Regulations

1. The entry form must be completed and mailed to the FBLA state office by the deadline date (January 18) approximately six (6) weeks prior to the State Leadership Conference.
2. Two (2) chapters or up to fifteen (15) percent of the total number of active local chapters may be selected for this award. (If the percentage results in a fractional number, it is rounded to the next higher number – i.e., 3.2 or 3.6 would be 4.)
3. To be eligible for this award, at least twenty-five (25) points must be received according to the suggested criteria below and the Outstanding Chapter or Rookie Chapter of the Year rating scale.

Procedure

The suggested criteria for the Gold Seal Chapter Award of Merit serves as a guide for the state office in the evaluation process. Criteria may include:

- Paid state and national dues by **October 20**
- Conducted projects or programs identified with the goals of FBLA-PBL
- Recruited professional members
- Sent representatives to FBLA conferences sponsored by the state chapter and national association
- Participated in the “Business Achievement Awards” Program
- Encouraged other schools to organize FBLA or PBL chapters
- Participated in the state and national project(s)/program(s) for the current school year
- Planned visitations to business and industry
- Conducted financial development projects, if allowed by school administration
- Invited businesspeople and other professionals to become involved in chapter activities.
- Promoted FBLA-PBL.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage.

Upon receipt of entries, the FBLA state office records will be audited for adherence to the regulations.

Largest Local Chapter Membership

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters that have attained the largest membership in New Jersey FBLA.

Eligibility—State

All active local chapters are eligible.

Procedure

Official membership records by region are audited in the FBLA state office. Therefore, no entry form is required for this event.

Winners in this event are determined by the FBLA state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA state office postmarked by **February 1** of the current school year.

Largest Local Chapter Membership—Professional Division

Effective state and national programs depend upon membership support and growth from all divisions. An increased local level professional membership base provides resources for the expansion of services to local chapters. Membership recruitment offers chapters a worthwhile experience in public relations and leadership. Recognition of this award is given to those chapters that have attained the largest listing of professional members.

Eligibility—State

All active local chapters are eligible.

Regulations

1. The entry form must be completed and sent to the FBLA state office by the deadline date (January 18) approximately four (4) weeks prior to the State Leadership Conference.
2. Individuals must be listed on state and national records as paid members of the FBLA-PBL Professional Division by **February 1** of the current school year.
3. New and renewed memberships will be accepted.
4. An individual member can be claimed by one FBLA or one PBL chapter.

Procedure

Official membership records are audited in the FBLA state office.

The entry form should include the following information for each FBLA-PBL Professional Division member:

- Name, city, state
- Date national and state dues paid
- Member status: new or renewal

Local Chapter Volunteer of the Year

This event recognizes outstanding professionals from the local communities throughout New Jersey who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local and/or state levels.

Eligibility—State

Each active local chapter may enter one (1) volunteer in this event. **Each nominee must be a person who has volunteered with a local chapter** and given personal, professional, and/or financial support.

Regulations

1. The entry form must be completed and accompanied by **one (1) copy of biographical sketch** (original or copy) and sent to the FBLA state office by the deadline date approximately (January 18) six (6) weeks prior to the State Leadership Conference.
2. Failure to include FBLA-PBL involvement on the biographical sketch may result in disqualification.
3. No other materials may be submitted to the judges.
4. The biographical sketches will not be returned.
5. The nominee must be a professional who has volunteered with a local chapter and given personal, professional, and/or financial support. FBLA members or local advisers shall not be nominated for the award; such nominees will be disqualified.
6. Nominees must not have been named to this event at a previous FBLA State Leadership Conference.

Procedure

Criteria for the selection of nominees at the state level include:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapter(s)

The biographical sketch of the nominee must address the areas listed above as the criteria for selection.

The Local Chapter Professionals of the Year will receive certificates of recognition.

Local Recruitment of Chapters

This event honors local chapters that charter or reactivate a minimum of two (2) chapters of FBLA and/or PBL. Additional FBLA and PBL chapters provide more students with the opportunity to become better prepared for careers in business and make the expansion of state and national services and activities possible.

Eligibility—State

All active local chapters are eligible.

Regulations

1. The entry form must be completed and sent to the FBLA state office by the deadline date (January 18) approximately four (4) weeks prior to the State Leadership Conference.
2. The chartering or reactivating of FBLA and/or PBL chapters will be used in the computation of this event.
3. A local chapter must recruit a minimum of two (2) new/reactivating chapters to qualify.
4. Chapters that install officers and initiate members of currently active chapters do not qualify for this award.
5. A maximum of two (2) local chapters can receive credit for chartering/reactivating the same chapter.

Procedure—State

The entry form will be included with conference registration materials.

Winners in this event are determined by the FBLA state office after the audit of the current year's membership records. The figures used in determining winners will be the number of newly chartered or reactivated chapters on record in the FBLA state office at the close of business on **February 1** of the current school year.

Local Recruitment of Middle Level Chapters

This event honors local chapters that charter or reactivate a minimum of one (1) chapter of FBLA on the middle level. Additional FBLA and PBL chapters provide more students with the opportunity to become better prepared for careers in business and make the expansion of state and national services and activities possible.

Eligibility—State

All active local chapters are eligible.

Regulations

1. The entry form must be completed and sent to the FBLA state office by the deadline date (January 18) approximately four (4) weeks prior to the State Leadership Conference.
2. The chartering or reactivating of FBLA chapters will be used in the computation of this event.
3. A local chapter must recruit a minimum of one (1) new/reactivating chapter to qualify.
4. Chapters that install officers and initiate members of currently active chapters do not qualify for this award.
5. A maximum of two (2) local chapters can receive credit for chartering/reactivating the same chapter.

Procedure

The entry form will be included with conference registration materials.

Winners in this event are determined by the FBLA state office after the audit of the current year's membership records. The figures used in determining winners will be the number of newly chartered or reactivated chapters on record in the FBLA state office at the close of business on **February 1** of the current school year.

Membership Equalization

Effective state and national programs depend upon membership support and growth. Continued membership growth enables the expansion of services and materials for local chapters. This event recognizes chapters that equalize their previous school year's membership.

Eligibility—Regional

All active local chapters that were on record as dues paying for the previous school year are eligible.

Regulations

1. Only chapters that were active during the previous school year are eligible for this event.
2. Chapters must submit dues postmarked by **October 20** of the current school year, which equalize their previous school year's membership to be eligible for this award.

Procedure

Official membership records are audited in the FBLA state office. Therefore, no entry form is required for this event.

Winners in this event are determined by the FBLA state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA state office at the close of the previous school year and postmarked by **October 20** of the current school year.

State

Membership Expansion

Effective state and national programs depend upon membership support and growth. Continued membership growth enables the expansion of services and materials for local chapters. This event recognizes chapters that expand their previous school year's membership.

Eligibility—State

All active local chapters that were on record as dues paying for the previous school year are eligible.

Regulations

1. Chapters that were active during the previous school year only are eligible for this event.
2. To be eligible for this award, chapters must submit dues postmarked by **February 1** of the current school year, which expand their previous school year's membership by four (4) members.

Procedure

Official membership records are audited in the FBLA state office. Therefore, no entry form is required for this event.

Winners in this event are determined by the FBLA state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA state office at the close of the previous school year and postmarked by **February 1** of the current school year.

Outstanding Local Adviser

This award honors FBLA local advisers who have made outstanding contributions to Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.

Eligibility—State

Each active local chapter may enter one (1) local adviser in this event. **The name of the nominee must appear on the membership roster submitted to the state and national offices with chapter dues for the current school year.**

Regulations

1. The entry form must be completed and accompanied by **two (2) copies stapled into two (2) sets** of the following materials and sent to the FBLA state office by the deadline date approximately four (4) weeks prior to the State Leadership Conference (by January 18).
 - a. **A brief resume** (original or copy) not to exceed two (2) pages outlining education, work experience, involvement with FBLA-PBL and other school and community activities, etc.
 - b. **A one-page letter of recommendation** (original or copy) from a school administrator (department chair, principal, dean, etc.).
 - c. **A one-page letter of recommendation** (original or copy) from an FBLA local officer or member of the current school year.
2. No other materials may be submitted to the judges.
3. The resumes and letters of recommendation will not be returned.

Procedure

A nominee must be deserving of the award as demonstrated in the screening of materials.

Criteria for selection of nominees at the state level include:

- Years of participation in FBLA activities
- Extent of participation in FBLA-PBL conferences sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held in FBLA-PBL
- Contributions to FBLA-PBL local, state, and national projects
- Promotion of FBLA-PBL
- Participation in other professional organizations
- Recommendations supporting the adviser's contribution to the association

The resume of the nominee must address the above areas listed as the criteria.

Outstanding Local Adviser *(continued)*

The following information will be verified through records maintained in the FBLA-PBL state office:

- Submitted initial membership roster with state and national dues to the national office received by the October 20 deadline
- Submitted local chapter program of work postmarked by the November 15 deadline
- Submitted April, October, and December Bi-Monthly Activities Reports with Chapter News Coupons postmarked by the deadline dates
- Attended the following conferences for the current school year unless noted otherwise:
 - New Jersey FBLA State Leadership Conference for previous school year
 - FBLA National Leadership Conference for previous school year
 - New Jersey FBLA-PBL Fall Leadership Conference
 - FBLA-PBL Eastern National Fall Leadership Conference
 - New Jersey FBLA Regional Competitive Events
- Ran candidate(s) for FBLA state and/or national office(s) at New Jersey FBLA State and/or FBLA National Leadership Conferences for previous school year
- Submitted FBLA Local Chapter Annual Business Report postmarked by the deadline date for the New Jersey FBLA State Leadership Conference for the current school year

Upon verification of at least 8 of the 10 criteria above, the materials will be forwarded for screening to a panel of judges.

Judging

A panel of judges will select the winners. Judging for this event will be based upon the rating sheet found on the next page.

All decisions made by the judges are final.

Outstanding Local Adviser Rating Sheet

Points given may range between zero and maximum number indicated.

Screening: State Office Verification

(Must receive at least 8 points to be judged further)

Membership roster and dues by October 20	_____	1	
Local chapter Program of Work by November 15	_____	1	
April, October, and December Bi-Monthly Activities			
Reports/Chapter News Coupons	_____	1	
Conferences attended:			
New Jersey FBLA State Leadership Conference			
FBLA National Leadership Conference			
New Jersey FBLA-PBL Fall Leadership Conference			
FBLA-PBL Eastern National Fall Leadership Conference			
New Jersey FBLA Regional Competitive Events	_____	5	
Candidate(s) for state/national office(s)	_____	1	
Local Chapter Annual Business Report	_____	1	_____ 10

Judging:

FBLA Leadership

Years of participation	_____	10	
State and national conference participation	_____	20	
Office(s), chairmanships, and committee memberships held	_____	5	
Participation in local, state, and national projects	_____	5	
Promotion of FBLA-PBL	_____	10	_____ 50

Other Leadership Ability

Participation in other professional organizations	_____	15	
Participation in community activities	_____	10	_____ 25

Letters of Recommendation

Evidence of contributions to FBLA-PBL and of being a well-rounded business educator			_____ 20
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Resume Format

Clear and concise presentation with logical arrangement of information; correct grammar, punctuation, and spelling; and acceptable business style			_____ 5
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TOTAL SCORE _____ **100**

Name _____

School _____

Judge's Signature _____

Who's Who in FBLA

Each candidate must have completed the Future level of the Business Achievement Award.

This award honors FBLA members who have made outstanding contributions to the Association at the local, state, and national levels.

Eligibility—State

Each active local chapter may enter one (1) member in this event. Each state officer successfully completing his/her term automatically earns recognition in this event. (For a state officer to be considered for first honors, he/she must submit his/her letter and resume.) Therefore, having a state officer does not prohibit a local chapter from selecting an additional member for this honor.

Regulations

1. The entry form must be completed and accompanied by **two (2) copies stapled into two (2) sets** of the following materials sent to the state FBLA office by the deadline date approximately four (4) weeks prior to the State Leadership Conference.
 - a) **A one-page letter of application (original or copy) for the award addressed to the FBLA-PBL state chairman** at the state office. The letter should state the reason the participant is deserving of the honor of this award.
 - b) **A brief resume** (original or copy) not to exceed two (2) pages.
 - c) **A one-page letter of recommendation** (original or copy) from a FBLA adviser, business teacher or school administrator.
 - d) Each candidate must have completed the **Future level of the Business Achievement Award**
2. No other materials may be submitted to the judges.
3. The letters of application, recommendation and resumes will not be returned.
4. Nominees must not have been named to this event at a previous FBLA State Leadership Conference.
5. Nominees may be entered in another individual or team event at the same time.
6. Judges must deduct up to ten (10) points from the scores of the participant who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials. Judges will determine the amount of the point deduction to be used for all affected participants prior to judging.
7. See General Information of these guidelines.

Procedure

Criteria for selection of nominees at the state level include:

- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

The resume of the nominee should address the above areas.

Judging

A panel of judges will select the winners. Judging for this event will be based upon the rating sheet found on the next page. **All decisions made by the judges are final.**

Who's Who in FBLA

Each candidate must have completed the Future level of the Business Achievement Award.

Rating Sheet

Points given may range between zero and maximum number indicated.

FBLA Leadership

Local Chapter Involvement

Year(s) of membership	_____	5	
Office(s) held	_____	5	
Evidence of committee participation, both as member and chairman	_____	5	
Participation in FBLA community and public relations activities	_____	5	_____ 20

State Chapter Involvement

Candidate for state office	_____	5	
Successful completion of term(s) as state officer	_____	5	
Attendance at New Jersey FBLA-PBL Fall Leadership Conference(s)	_____	5	
Attendance at New Jersey FBLA and PBL State Leadership Conference(s)	_____	5	
Participation in competitive events at New Jersey FBLA Regional Competitive Events	_____	5	
Participation in competitive events at New Jersey FBLA State Leadership Conference(s)	_____	5	_____ 30

National Association Involvement

Candidate for national office	_____	5	
Attendance at FBLA-PBL Management Series	_____	5	
Attendance at FBLA-PBL Eastern National Fall Leadership Conference(s)	_____	5	
Attendance at FBLA National Leadership Conference(s)	_____	5	
Participation in competitive events at FBLA National Leadership Conference(s)	_____	5	_____ 25

Other Leadership Abilities

Evidence of well-rounded FBLA member	_____	5	
Participation in school/community activities other than FBLA	_____	5	
Career knowledge and career plans	_____	5	_____ 15

Letter and Resume Format

Clear and concise presentation with logical arrangement of information	_____	5	
Correct grammar, punctuation, and spelling, and acceptable business style	_____	5	_____ 10

Total Score _____ **100**

Deduct Penalty Points (_____)

Final Score _____ **100**

Name _____

School _____

Judge's Signature _____