

Competitive Events

Individual and Team

Changes to Competitive Events

2015-16

2015-16 New/Modified Events

The following list highlights the most significant changes made for the current membership year.

- **Accounting II** – Remove the production component. Event will revert to being a test only event.
- **Business Ethics** – Remove the requirement for synopsis. Update rating sheet. Rating sheets updated.
- **Graphic Design** – Formerly named Digital Design and Promotion. Remove prejudged component at national level. Rating sheets updated.
- **Future Business Leader** – Add prejudged component of digitally uploaded resume and cover letter. Prejudged component would be worth 50 points added to the 100 point test score and 100 point preliminary interview. Competitors would be required to bring a hard copy of interview materials to both preliminary and final round of interviews. Rating sheets updated.
- **Introduction to Financial Math** – Formerly named Business Math. This event remains a 9th or 10th grade only event.
- **Introduction to Business Presentation** – Formerly named Business Presentation. This event becomes a 9th or 10th grade only event.
- **Introduction to Business Procedures** – Formerly named Business Procedures. This event becomes a 9th or 10th grade only event.
- **Job Interview** – Add prejudged component of digitally uploaded resume and cover letter. Prejudged component would be worth 50 points added to the 100 point preliminary interview. Competitors would be required to bring a hard copy of interview materials to both preliminary and final round of interviews. Rating sheets updated.
- **Local Chapter Annual Business Report** – Rating sheet updated to include the annual Program of Work.
- **Publication Design** – Formerly named Desktop Publishing. Remove objective test. Remove prejudged component. Add performance of 5 minute equipment setup, 7 minutes presentation with 3 minutes Q&A. Rating sheets updated.
- **Other Event Changes:**
 - All events with a prep/case will be closed to audiences at NLC. This eliminates the need for sequestering of these events.
 - The NLC Statement of Assurance will be an online form.
 - All production tests will be submitted via online upload.
 - Rating sheets in an updated rubric form will be available for review online as well as to assist members and advisers with event preparation. These rating sheets may be used by states during the 2015-16 year as a pilot.

Overview of FBLA Competitive Event Program Components

Below is a description of the different types of competitive events. Some of the events may be slightly modified (for example, NJ FBLA requires hard copy of reports). Be sure to check state guidelines prior to entering students in events.

Test Components	Description
Objective Test Individual	A 60-minute test administered online during the Regional Competitive Events and using Scantron during the State Leadership Conference.
Production Test Individual	A one- or two- hour production test administered and proctored at a designated school site prior to the State Leadership Conference. Some of these events may require an objective test administered at the Regional Competitive Events.

Performance Components	Description
Role Play Team	Competitors receive a role play scenario 10 or 20 minutes prior to their scheduled event times Judges receive a copy of the role play along with any suggested questions to ask during each performance.
Prejudged Individual, Team, or Chapter	Report or project content is prejudged before the conference. The presentation of a report or project is judged at the conference.
Interview Individual	The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
Speech Individual	A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.
Presentation Individual or Team	The presentation of an individual or team's project, or campaign on a specific topic provided in the event guidelines. This topic changes each year.

In addition to competitive events, FBLA-PBL offers open and pilot events. These are offered only at the National Leadership Conference.

Open Events

Online testing events are open to any FBLA member present at the National Leadership Conference. Prerequisites or registration is not required. The open events tests may change each year. The top winner of each open event is recognized during the award ceremony.

Pilot Events

A person competing in a pilot event is eligible to compete in another individual or team event. The top five (5) winners are recognized during the awards ceremony.

General Event Guidelines

The general event guidelines below are applicable to all **STATE** competitive events. Please review and follow these guidelines when competing at the state level. When competing at the National level, check the national guidelines since they may differ slightly.

Eligibility

- *Dues:* Competitors may compete in the Regional Competitive Events if their membership is REGISTERED by October 31 of the current school year. Dues need not be paid to compete at the Regional Competitive Events. However, competitors must have paid FBLA national and state dues by January 15 of the current school year in order to compete at the State Leadership Conference. In order to compete at the National Leadership Conference, competitors must have paid FBLA national and state dues by February 1 of the current school year.
- *SLC Registration:* Participants must be registered for the SLC and pay the state conference registration fee in order to participate in competitive events whether or not the competitor is attending the State Leadership Conference.
- *Deadlines:* All registration and competitive event prejudged materials must be **RECEIVED** by the state office by the designated deadline date along with the official entry forms.
- *Competitors:* Check the Snapshot overview for the number of competitors in each specific competitive event. For the National Leadership Conference, each state may submit four (4) entries in events requiring only objective tests and four (4) individuals or teams for all events that require a prejudged or performance component.
- Each competitor can only compete in one (1) event and one (1) chapter event.

9th and 10th Grade Events

The following events are only open to 9th and 10th graders:

- FBLA Principles and Procedures
- Introduction to Business
- Introduction to Business Communication
- Introduction to Business Presentation
- Introduction to Business Procedures
- Introduction to Financial Math
- Introduction to Information Technology
- Introduction to Parliamentary Procedure
- Public Speaking I

Repeat Competitors

Competitors are **not** permitted to compete in an event more than once at the SLC unless one of the following circumstances applies:

- *Modified events:* A competitor may compete in the same event when the event is modified.
- *Team events:* One (1) competitor of the team may have competed in the same event at one (1) previous NLC; however, they may not compete more than twice in the event.
- *Chapter Events:* Competitors may compete in a chapter event more than once. (American Enterprise Project, Partnership with Business Project, and Community Service Project)
- *Individual Entry:* A competitor who competed as an individual entry in a team event at the National level may compete in the event a second time as part of a team, but not a second time as an individual.

- *Parliamentary Procedure:* Two (2) competitors of the team may have competed in this event at a previous NLC; however, they may not compete more than twice at the national level.
- *Pilot Event:* Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

Breaking Ties

- *Objective Tests:* Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who competed the test in the shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine a winner.
- *Objective and Production Tests:* The production test scores will be used to break a tie based on the tie breaking criteria of objective tests.
- *Objective Tests and Performances:* The objective test score will be used to break a tie based on the tie breaking criteria of objective tests.
- *Reports/Projects and Performance:* The report/project scores will be used to break a tie.

2015-2016 COMPETITIVE EVENT TOPICS

BUSINESS ETHICS

Research an ethical topic related to animal testing on products for safety and human use of those products.

BUSINESS FINANCIAL PLAN

You just recently graduated from your university with a degree in Health and Physical Fitness. You played two sports at your university and continue to remain healthy by working out and eating well. Your dream has been to open your own athletic club with high-end equipment, structured class exercise rooms, cardio exercise equipment, weight machines, and free weights. You want to offer 30- and 60-minute massages and personalized fitness plans. You will have locker rooms and operate 24 hours/7 days a week. There is an opportunity to grow and hire other employees who could be personal trainers working with you in the same school of philosophy.

You have thousands of dollars of debt and no disposable income because you have not been hired for your first job since graduating. You really want to open this athletic club. You are planning to open your own facility in a 15,000 square foot, stand-alone building. You will need equipment, inventory, software for schedules, and more to open your doors.

You did your research and you found a great opportunity to present your idea including a business financial plan to a major Angel Investor who may want to invest in your plan.

Prepare a well-written business financial plan following the parameters and FBLA Performance Indicators as assigned. You will need to submit your report and then give a seven-minute presentation to the Angel Investor (judges).

COMPUTER GAME AND SIMULATION PROGRAMMING

Create a computer game that includes the following features/capabilities:

- Has at least three levels
- Incorporates the use of touch screen
- Keeps score
- Must run on a PC using Windows 7 or newer
- Must be a standalone executable program
- Virus and malware free
- Must have some type of celebratory conclusion if the game is conquered. Must have some type of encouragement for those who cannot conquer the game. Can replay.
- At least two lives or chances
- Game features should be compatible with a maximum ESRB rating of E10+.

DESKTOP APPLICATION PROGRAMMING

You have been hired by the national office of Future Business Leaders of America-Phi Beta Lambda.

Create a program to keep current membership data, allowing the addition and change of records. Each record in the master file should contain the membership number, first name, last name, school, state, email, year joined, code for active/non-active, and amount owed.

Create a report that will produce a list of members by state from the master file that has the member number, member name, year joined, grade in school, and amount owed. Include only the members owing a balance. The report footer should include the total number of non-active members, total number of active members, total number of members owing, and the amount owed. Have an option to view or print the report, allowing for 50 detail lines per page and at the end of the report, with the footer information described above.

Create a report that lists all seniors and their email addresses, sorted by state. Have an option to view, print, or export to an .xls file.

The design concepts of the master file, update program, membership report, and email report are left to the competitors. Usability and functionality should be the prime objectives.

GRAPHIC DESIGN

Create a digital sales kit for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the digital sales kit. All files should be shown in the presentation. The kit should include:

- Floor plans
- Catering menus
- Special packages with upscale features
- Special services such as linens, decorations, china, seating, etc.

DIGITAL VIDEO PRODUCTION FBLA

Using a popular cover song as a starting point, create a parody music video that will promote FBLA. It should incorporate music, acting, singing, and multiple production elements.

E-BUSINESS

Create a website for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a banquet hall, including but not limited to:

- Interactive calendar with availability
- Interactive photo gallery
- Interactive contact information page
- Ability to reserve date online and pay deposit
- Ability to order and pay for two different features
- Ability to request digital sales kit

EMERGING BUSINESS ISSUES

In the last several years, the entertainment industry has undergone a substantial number of changes. In the original days of television, there was nothing more than antenna. This was followed by cable, satellite, digital cable, digital antennas, and now, online streaming.

Unlocked and jailbroken devices have become increasingly available and popular. It is your responsibility to research the following:

- Legal implications of unlocked or jailbroken devices
- Ethical implications of unlocked or jailbroken devices
- Potential penalties for using unlocked or jailbroken devices
- Availability of software/hardware/services to unlock or jailbreak a device

Competitors should be ready to argue both the pro (there is nothing wrong with using unlocked or jailbroken devices) and the con (legally and ethically, unlocked or jailbroken devices are wrong) and present the arguments for both sides of the scenario to a panel of judges. Competitors should be ready to answer questions.

INTRODUCTION TO BUSINESS PRESENTATION

You have just taken first place in Introduction to Business Presentation at your FBLA State Leadership Conference, and you are now faced with the need to raise over \$2,000 per person on your team to attend the FBLA National Leadership Conference in Atlanta. Prepare a seven-minute presentation that can be used in front of a variety of potential sponsors that may include community service groups, local small businesses, the school board, etc.

PUBLIC SERVICE ANNOUNCEMENT

In light of current events with professional sports teams, franchises, and professional sports players the image of these companies has been tarnished. Produce a PSA demonstrating the positive impact of sports.

PUBLICATION DESIGN

You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today's society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. To attract new customers and let people know about the restaurant, the owner has asked you to develop a series of print items suitable for a new bakery and restaurant marketing campaign. This will include the design of a brochure, 1/4 page newspaper ad, magazine coupon, and campaign poster not to exceed 18" x 24".

Before you begin, design a logo for the company. This logo should communicate the company name, incorporate graphic elements, and include a tagline/slogan that you create. The logo should be used on all promotional items. The marketing campaign should be cohesive. Create contact information including a URL.

SOCIAL MEDIA CAMPAIGN

Create a social media campaign to market your new business: a banquet hall to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings. You must use at least three sources of social media (e.g., Twitter, Facebook, Instagram, Pinterest, etc.).

WEBSITE DESIGN

You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today's society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a restaurant, including but not limited to:

- Menus
- Contact information and hours of operation
- Make a reservation online
- About Us
- Preferred customer loyalty program
- Reviews

FBLA STATE COMPETITIVE EVENTS 2015-16 SCHOOL YEAR

NEW JERSEY COMPETITIVE EVENTS PROGRAM

In implementing the state competitive events program for FBLA and FBLA Middle Level, New Jersey FBLA follows the national guidelines established by FBLA-PBL, Inc. The national guidelines and rating sheets are found (1) in the **Chapter Management Handbook** sent by the FBLA-PBL national office with subsequent revisions annually in August and (2) on the national website at www.fbla-pbl.org. New sections of FBLA Competitive Events and Recognition or FBLA Middle Level Recognition Events for the **Chapter Management Handbook** were sent to advisers in August 2015.

It is necessary, however, for New Jersey FBLA to administer the FBLA competitive events and FBLA Middle Level recognition/achievement events with revisions on the district and state levels to accommodate the smaller number of students and the shorter time frame of the conferences. The revisions appear in these **New Jersey State Competitive Events Guidelines**.

STATE AND NATIONAL EVENT GUIDELINES AND RATING SHEETS

In beginning the preparation for an event, the adviser should share and review a copy of the state and national guidelines and rating sheet (if applicable) in the **Chapter Management Handbook** or in these **New Jersey State Competitive Events Guidelines** with the competitor. The adviser should read and review the introductory pages for events in the **Chapter Management Handbook** under FBLA Competitive Events and Recognition and FBLA Middle Level Achievement Program and share applicable information with his/her competitor.

If a rating sheet is used in the event, the preparation of a report or presentation should follow the sequence of the rating sheet to ensure maximum points from the judges.

PAYMENT OF STATE AND NATIONAL DUES

In order to compete at the FBLA State and National Leadership Conferences, a participant must be a member on record in the national center as having paid state and national dues by February 1 of the current school year.

PREPARATION AND SUBMISSION OF REQUIRED MATERIALS

If the FBLA competitive/recognition event or FBLA Middle Level recognition/achievement event requires the submission of materials (reports, folders, electronic media, etc.), the required materials **MUST** be:

- prepared by student members—not advisers and
- sent to the State Office, received by January 18 unless stated otherwise in the event guidelines.

FBLA STATEMENT OF ASSURANCE

The FBLA Statement of Assurance must be submitted for the applicable competitive events at the FBLA State Leadership Conference as per the national guidelines in the **Chapter Management Handbook**. Statement of Assurance must be submitted online.

PERFORMANCE EVENTS

Projectors for performance events must be supplied by individual chapters. Screens will be available in each performance room.

FBLA RESOURCES

In addition to the **New Jersey State Competitive Events Guidelines** and national guidelines and rating sheets in the **Chapter Management Handbook** from the FBLA-PBL national office, there are other resources to assist advisers in preparing their students for FBLA competitive events. They include, but are not limited to:

- 2015-16 FBLA-PBL Marketplace at www.fblapblmarketplace.com or catalog with **Chapter Management Handbook** (August 2013 revisions):
 - **FBLA Competitive Events Study Guide** @ \$35;
 - **FBLA Winning Reports—1st Place** book and **2nd Place** book @ \$35 each;
 - **FBLA Middle Level Achievement Program Guide** @ \$30;
 - **Parliamentary Procedure Event Preparation Set** book @ \$45;
 - **The ABC's of Parliamentary Procedure** book @ \$6;
 - **Robert's Rules in Plain English** @ \$7.99;
 - **Robert's Rules of Order Newly Revised (11th Edition)** @ \$18.00;
 - **The 250 Job Interview Questions** @9.95;
 - DVD @ \$29.95 each for: Banking and Financial Systems, Client Service, Emerging Business Issues, Entrepreneurship, Global Business, Help Desk, Management Decision Making, Management Information Systems, Network Design, and Parliamentary Procedure; and
 - Digital Downloads with no price listed for: **FBLA Competitive Events Study Guide**, **FBLA Winning Reports—1st Place**, Business Plan, Business Presentation, Computer Game and Simulation Programming, Digital Design and Promotion, Digital Video Production, and Partnership with Business Project.
- Sample tests for FBLA competitive events at the national website at www.fbla-pbl.org.
<http://www.fbla-pbl.org/docs/ct/fblareferenceguide.asp>
- Cengage Learning (formerly South-Western Publishing Company) books correlated with the FBLA competitive events for students to use as study guides at one of these website addresses:
http://www.swlearning.com/winningedge/fbla_products.htm
<http://www.cengage.com/search/showresults.do?N=11+4294920692>.
- Test Frenzy at <http://fbla.testfrenzy.com> with sample tests for study.
- Quizlet at <http://quizlet.com/subject/fbla/> and <http://quizlet.com/117743823/fbla-intro-to-business-study-guide-flash-cards>.
- Ask.com at www.ask.com/FBLA+Practice+Tests.
- WebCrawler at practice.webcrawler.com/.
- State and local FBLA competitive event study guides and sample tests at:
 - http://fbla.dpi.wi.gov/fbla_studyguides (Wisconsin Department of Public Instruction),
 - http://chisdevils.com/fbla/FBLA_2010-2013_Competitive_Events_Guide.pdf (Chapel Hill School District),
 - [http://nehsfbla.wikispaces.com/file/view/FBLA+Competitive+Events+Study+Guide+\(2010-2013\).pdf](http://nehsfbla.wikispaces.com/file/view/FBLA+Competitive+Events+Study+Guide+(2010-2013).pdf), and
 - www.bcsd.org/webpages/mblake/index.cfm?subpage=61392 (Brighton School District).
- Bing, Yahoo, and/or Google searches on the event names and/or topics for the event. Do not limit searches to education sites. Search business/corporate and government sites by topics.

***Practice tests from various websites may not be based upon the current state and national guidelines.**

FBLA STATE COMPETITIVE EVENTS GUIDELINES

WITH EXCEPTIONS TO NATIONAL GUIDELINES NOTED

CMH: Chapter Management Handbook—Competitive Events Section
CMH p. REC: Chapter Management Handbook—Recognition Section
STATE: New Jersey State Competitive Event Guidelines

ACCOUNTING I

Guidelines: CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

ACCOUNTING II-Modified

Guidelines: CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- This event is now an online test only.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

BANKING AND FINANCIAL SYSTEMS

Guidelines: CMH p. 57

Rating Sheets: CMH p. 85

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for collaborative testing at the New Jersey Regional Competitive Events. Non-graphing calculators may be used.
- Top five (5) teams statewide will advance to the FBLA State Leadership Conference for the performance portion of this event.
- An interactive case study will be given at the FBLA State Leadership Conference consisting of a problem or scenario encountered in the banking or financial business community.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

BATTLE OF THE CHAPTERS

NJCM

Regional and State (Team)

- Questions may be formulated from any of the FBLA-PBL national and state publications (National Handbook, Tomorrow's Business Leader, National Directory, New Jersey Chapter Manual), Robert's Rules of Order Newly Revised, National FBLA-PBL World Wide Web Site, current national news issues or entertainment issues from any newspaper or magazine, or topics related to content found in business education or business education related classes. Questions will be developed by the New Jersey FBLA-PBL State Office.
- Finalists will be determined by scores on the objective test administered collaboratively during the Regional Competitive Events. Top two teams in each region are determined to be finalists.
- A moderator will read the questions; judges will verify if the answer is correct. Judges will use their knowledge to ascertain if a question, if not exact, is acceptable. Judges decisions are final.
- For the final round of competition, scores are recorded on a chalkboard.
- If a discrepancy exists between two publications, the information in the most recent publication will prevail.

Regional Competitive Events

- Three persons from each chapter shall make up a team. Only **one** team per chapter is permitted.
- Each three-member team will collaboratively take an online test developed by the New Jersey FBLA-PBL State Office.
- Top two teams in each region are determined to be finalists.

Preliminary Round

- Three persons from each chapter make up a team.
- Team members are lined up across the stage or in front of the stage from stage right to stage left in order by region.
- An announcer will give a question to each team beginning in alphabetical order by state. The first team member will have a chance to answer the question within ten seconds. Time will be called by the timekeeper who will announce when the ten seconds are up. If the team member answers incorrectly, the next chapter's team member will attempt to answer the same question.
- If more than one answer is given by a team member, the first answer will be the only one used by the judges.
- When a team member answers incorrectly, he/she must leave the stage area and be seated in the audience only after the question has been answered correctly. If the question is answered incorrectly by one full rotation of the chapters, the question will be discarded and a new question will be asked; those answering that question incorrectly will not be disqualified.
- Team members are not allowed to discuss the questions. The audience is asked to remain quiet and not respond to the questions.
- Questions will be asked of team members until only two states are represented. All three team members of these two remaining teams will participate in the finals.

Final Round

- Two teams will be represented in the finals.
- Each team has a bell placed in the center of their table. When the moderator asks a question, team members may discuss the answer among themselves. The first team member to ring the bell gets the chance to answer the question first. The person who rings the bell must answer the question. Another team member cannot answer it. Each correct answer is worth five points.
- If members of both teams ring the bells at the same time, the question may be discarded and another question could be asked.
- If an answer given is incorrect, the other team has the opportunity to answer the question. Only five seconds will be allowed to give an answer in the finals. After time is up, another question will be given.
- There will be no penalty points for incorrect answers.
- The team that reaches 50 points first will be the winner.
- The first and second-place team members will receive medallions.

**BUSINESS CALCULATIONS
Regional, State and National (Individual)**

Guidelines: CMH p. 54

- Each active chapter may enter **four** members for competition at the Regional Competitive Events
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS COMMUNICATIONS
Regional, State and National (Individual)**

Guidelines: CMH p. 54

- Each active chapter may enter **four** members.
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

BUSINESS ETHICS-Modified

**Guidelines: CMH p. 74
Rating Sheets: CMH p. 86**

State and National (Team)

- Each active chapter may enter **two** teams of two (2) to three (3) members.
- This event consists of a performance component. Each team will present and defend its positions related to an ethical dilemma.
- Participants will be assigned groups and times for the preliminary round based on random selection prior to the State Leadership Conference.
- A maximum number of ten (10) teams, depending upon the number and size of the groups, will be selected for the final round.
- The same procedure as outlined for the preliminary round will be followed for the final round. A different topic will be given for each round. All performances are open to conference attendees **except** participants performing in for this event.
- Participants must research case study prior to the conference. Topic can be found in the Chapter Management Handbook.
- All team members must participate in the presentation.
- The written synopsis is no longer a requirement.
- Teams are permitted to bring prepared notes.
- Final performance only is open to conference attendees who are not participants in the final round of this event.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

BUSINESS FINANCIAL PLAN

**Guidelines: CMH pp. 61
Rating Sheet Report: CMH p. 87
Rating Sheet Performance: CMH p. 88**

State and National (Individual or Team)

- Each active chapter may enter **one** report with up to three members.
- Follow national guidelines for completion of the report and preliminary performance.
- Submit two printed and bound copies of the report to the New Jersey state office received by January 18.
 - Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
 - Report must be bound (tape binding, spiral binding, etc.).
 - Report page limit is 15.
- Reports will be prejudged and top five entries will be notified February 1 to prepare a presentation.
- Top five entries will participate in the performance component.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

BUSINESS LAW

Guidelines:

CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

BUSINESS PLAN PROJECT

Guidelines:

CMH p. 61-62

Rating Sheet Report:

CMH p. 89-90

Rating Sheet Performance: CMH p. 91

State and National (Individual or Team)

- Each active chapter may enter **one** report with up to three members.
- Follow national guidelines for completion of the report and preliminary performance.
- Submit two printed and bound copies of the report to the New Jersey state office received by January 18.
 - Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
 - Report page limit is 30.
 - Report must be bound (tape binding, spiral binding, etc.).
- Reports will be prejudged and top five entries will be notified February 1 to prepare a presentation.
- Top five entries will participate in the performance component.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

COMPUTER APPLICATIONS

Guidelines:

CMH p. 56

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- Two (2) hours will be given for the state off-site production test at home school.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

COMPUTER GAME & SIMULATION PROGRAMMING

Guidelines:

CMH p. 64-65

Rating Sheet: Game

CMH p. 95-96

State and National (Individual or Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Submit two copies on USB completed production project and Statement of Assurance to the New Jersey state office received by January 18.
- Projects will be prejudged.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

COMPUTER PROBLEM SOLVING

Guidelines:

CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

CYBER SECURITY

Guidelines:

CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

DATABASE DESIGN & APPLICATIONS

Guidelines:

CMH p. 56

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- One (1) hour will be given for the state off-site production test at home school.
- One (1) hour objective test at FBLA State Leadership Conference.

DESKTOP APPLICATION PROGRAMMING

Guidelines:

CMH p. 64

Rating Sheet:

CMH p. 97-98

State and National (Individual or Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Submit two copies on USB completed production project and Statement of Assurance to the New Jersey state office received by January 18.
- Projects will be prejudged.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

DIGITAL VIDEO PRODUCTION

Guidelines:

CMH pp. 64, 66

Rating Sheet:

CMH p. 99-100

State and National (Individual or Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Submit two copies on USB completed production project and Statement of Assurance to the New Jersey state office received by January 18.
- Videos will be prejudged.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

E-BUSINESS

Guidelines:

CMH pp. 64, 66

Rating Sheet:

CMH p. 101-102

State and National (Individual to Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Submit two copies on URL for the Website and Statement of Assurance to the State Office, received by January 18.
- Projects will be prejudged.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

ECONOMICS

Guidelines:

CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

ELECTRONIC CAREER PORTFOLIO

Guidelines:

CMH p. 70

Rating Sheet:

CMH p. 103

State and National (Individual)

- Each active chapter may enter **two** projects created by members
- Follow national guidelines for completion of the project and preliminary performance.
- URL must be submitted to the State Office, received by January 18.
- Portfolio will be prejudged and top five entries will be notified February 1 to prepare a presentation.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

EMERGING BUSINESS ISSUES

Guidelines:

CMH p. 74

Rating Sheet:

CMH p. 104

State and National (Team)

- Each active chapter may enter **one** team of two (2) to three (3) members.
- This event consists of a performance component. Each team will prepare an affirmative and a negative argument for a business issue.
- Topic can be found in the Chapter Management Handbook.
- Each team will present both sides of the issue. Presentations must be under seven (7) minutes
- Participants will be assigned groups and times for the preliminary round based on random selection prior to the State Leadership Conference.
- A maximum number of ten (10) teams, depending upon the number and size of the groups, will be selected for the final round.
- The same procedure as outlined for the preliminary round will be followed for the final round. All performances are open to conference attendees **except** participants performing in for this event.
- All team members must participate in the presentation.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

ENTREPRENEURSHIP

Guidelines:

CMH p. 57

Rating Sheet:

CMH p. 105

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary collaborative testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

FBLA PRINCIPLES & PROCEDURES

Guidelines:

CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

FUTURE BUSINESS LEADER (MODIFIED) Guidelines: CMH p. 68
Rating Sheet: CMH p. 106-108

Regional, State and National (Individual)

- Each active chapter may enter **two** members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of fifteen (15) qualifying competitors will advance to the interview at the State Leadership Conference.
- For the State Leadership Conference, three copies of letter of application and resume must be submitted to the State Office by January 18.
- Follow national guidelines for completion of letter of application, and resume.
- Letter should be addressed to:

Ms. Jean Buckley
President and CEO
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191

- The above becomes a prejudged component worth 50 points added to the 100 point test score. A maximum of 15 finalists will be selected based on this criteria.
- Finalists will participate in the interview at the State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

GLOBAL BUSINESS Guidelines: CMH p. 57
Rating Sheet: CMH p. 109

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case study).
- A maximum of five awards will be given at the FBLA State Leadership Conference.

GRAPHIC DESIGN Guidelines: CMH pp.70-71
(Modified formally Digital Design and Production) Rating Sheet: CMH p. 110

State and National (Individual or Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Prejudged component is no longer required.
- Submit two copies on USB completed production project and Statement of Assurance to the New Jersey state office received by January 18.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

HELP DESK Guidelines: CMH p. 59
Regional, State and National (Individual) Rating Sheet: CMH p. 111

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

IMPROMPTU SPEAKING

Guidelines:
Rating Sheet:

CMH p. 69
CMH p. 113

State and National (Individual)

- Each active chapter may enter **one** member.
- Follow national guidelines for four-minute speech and performance.
- Topic will be assigned at the State Leadership Conference.
- Competitors are allowed ten minutes to prepare the four-minute speech.
- All entries will participate in the preliminary performance.
- A maximum of 12 competitors will advance to the final round.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INSURANCE & RISK MANAGEMENT

Guidelines:

CMH p. 54

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO BUSINESS

Guidelines:

CMH p. 55

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO BUSINESS

Guidelines:

CMH p. 55

COMMUNICATION

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO BUSINESS PRESENTATION

Guidelines:

CMH pp. 70-71

(MODIFIED Formerly Business Presentation)

Rating Sheet:

CMH p. 114

State and National (Individual or Team)

- Each active chapter may enter **one** presentation with up to three members in grades 9 and 10.
- Follow national guidelines for the performance.
- Submit a copy of the presentation on USB to the New Jersey state office received by January 18.
- Presentations will be prejudged and top five entries will be notified February 1 to prepare a presentation.
- Presentation topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO BUSINESS PROCEDURES **Guidelines:** **CMH p. 55**

(MODIFIED – Formerly Business Procedures)

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10.
- A maximum of eight qualifying scores will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO FINANCIAL MATH **Guidelines:** **CMH p. 55**

(Modified Formerly Business Math)

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO INFORMATION **Guidelines:** **CMH p. 55**

TECHNOLOGY

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

INTRODUCTION TO PARLIAMENTARY **Guidelines:** **CMH p. 55**
PROCEDURE

Regional, State and National (Individual)

- Each active chapter may enter **four** members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

JOB INTERVIEW (MODIFIED) **Guidelines:** **CMH p. 68**

Rating Sheet: **CMH p. 115-117**

Regional, State and National (Individual)

- Each active chapter may enter **two** members.
- Follow national guidelines for completion of cover letter and resume and ten-minute final interview.
- Submit one folder labelled with name, chapter, and region to the State Office by the deadline date specified. each with:
 - a cover letter for the award not to exceed one page, and
 - a resume not to exceed two pages.
- Finalists bring three copies of interview materials to the interview at the State Leadership Conference.
- The above becomes a prejudged component worth 50 points.
- A maximum of 15 finalists will advance to competition at the New Jersey State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

MANAGEMENT DECISION MAKING

Guidelines: CMH p. 57
Rating Sheet: CMH p. 119

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case study).
- A maximum of five awards will be given at the FBLA State Leadership Conference.

MANAGEMENT INFORMATION SYSTEMS

Guidelines: CMH p. 58
Rating Sheet: CMH p. 120

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case study).
- A maximum of five awards will be given at the FBLA State Leadership Conference.

MARKETING

Guidelines: CMH p. 57-58
Rating Sheet: CMH p. 121

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case study).
- A maximum of five awards will be given at the FBLA State Leadership Conference.

NETWORK DESIGN

Guidelines: CMH p. 57-58
Rating Sheet: CMH p. 124

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case study).
- A maximum of five awards will be given at the FBLA State Leadership Conference.

NETWORKING CONCEPTS

Guidelines: CMH p. 55

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

PARLIAMENTARY PROCEDURE

Guidelines: CMH p. 60
Rating Sheet: CMH p. 125

Regional, State and National (Team)

- Each active chapter may enter **two** team of four or five members for preliminary testing at the New Jersey FBLA Regional Competitive Events. ****this test is not a collaborative test****
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case problem).
- The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 11th Edition*.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

PERSONAL FINANCE

Guidelines: CMH p. 55

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

PUBLIC SERVICE ANNOUNCEMENT

Guidelines: CMH pp. 70-71
Rating Sheet: CMH p. 128

State and National (Individual or Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Participants must research and form an objective on the given topic (social topic).
- Presentations should be 30 seconds in length, and a script is required.
- The production may use any method to capture or create moving images.
- A Statement of Assurance entry form must be completed and submitted to the State Office along with three copies of the script to be submitted in three standard file folders and the folder tab labeled with the participant's name(s), chapter, and event title to be received by January 18.
- Projects will be prejudged.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

PUBLIC SPEAKING I

Guidelines: CMH p. 69
Rating Sheet: CMH p. 129

State and National (Individual)

- Each active chapter may enter **one** member in grades 9 or 10.
- Follow national guidelines for four-minute speech, preliminary performance and final performance.
- All entries will participate in the preliminary performance.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

PUBLIC SPEAKING II

Guidelines: CMH p. 69
Rating Sheet: CMH p. 130

State and National (Individual)

- Each active chapter may enter **one** member in grades 11 or 12.
- Follow national guidelines for four-minute speech, preliminary performance and final performance.
- All entries will participate in the preliminary performance.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

**PUBLICATION DESIGN (*MODIFIED*)
(Formerly Desktop Publishing)
State and National (Individual or Team)**

**Guidelines:
Rating Sheet:**

**CMH p.70, 72
CMH p. 131**

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- This event will be **prejudged on the state level**.
- This event consists of a performance component at the **National** level. Each team will prepare and present a project on the topic listed.
- Participants will be assigned groups and times for the preliminary round based on random selection prior to the State Leadership Conference.
- A maximum number of ten (10) teams, depending upon the number and size of the groups, will be selected for the final round.
- The same procedure as outlined for the preliminary round will be followed for the final round. All performances are open to conference attendees **except** participants performing in for this event.
- All team members must participate in the presentation
- Topic can be found in the Chapter Management Handbook.
- Objective test is no longer a requirement..
- A maximum of five awards will be given at the FBLA State Leadership Conference.

SALES PRESENTATION

**Guidelines:
Rating Sheet:**

**CMH p. 70, 72
CMH p. 132**

State and National (Individual)

- Each active chapter may enter **one** member.
- Follow national guidelines for seven-minute speech.
- The individual will provide necessary materials and merchandise for the demonstration, along with the product.
- Visual aids and samples related to the presentation may be used, however, no items may be left with the judges.
- The participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

SCHOLARSHIPS

NJCM

The New Jersey Future Business Leaders of America scholarship was established in 1989 to be presented to senior FBLA members who plan to attend post-secondary institutions (two- or four-year colleges or private business schools) and work toward degrees or diplomas in any business, business-related, or business teacher education program upon graduation.

General Information

- The scholarship will consist of three \$500 awards.
- In 1989, one of these awards was named the Christopher Heider Memorial Scholarship for recognition of leadership and service to the association. (Chris Heider was the 1975-76 FBLA state vice president of the Northern Region and held leadership positions in Florida Phi Beta Lambda and the national Alumni Division.)
- In 1990, one of these awards was named the Frances E. Eggert Memorial Scholarship for recognition of a student selecting a career in business teacher education or office administration/secretarial studies. (Frances Eggert was the PBL adviser and a business teacher educator at Rider College, and FBLA-PBL state consultant, and member of the FBLA-PBL National Board of Directors.)
- In 2015 another award was established to honor former NJ FBLA-PBL State Chair Mary Lynn Fracaroli.
- The awards will be administered by a special committee appointed by the FBLA-PBL State Chairman.
- Ten finalists will be selected. These finalists must be available for interviews at the FBLA State Leadership Conference.
- The winners will be announced at an awards assembly of the FBLA State Leadership Conference.

Eligibility

- Only seniors who are members of active FBLA local chapters are eligible.
- One member per active FBLA chapter may apply for the scholarships.
- All applicants must plan to work toward degrees or diplomas in any business, business-related, or business teacher education program while attending post-secondary institutions (two- or four-year colleges or private business schools).
- Regulations for the selection of the chapter applicant should be determined by the local chapter. The applicant must be approved by the local chapter adviser.

Procedure for Making Application

- Submit the following materials by the deadline date of January 18:
 - Application form
 - Résumé outlining education, work experience, involvement with FBLA-PBL and other school and community activities, etc.
 - Letter of recommendation from the local chapter adviser.
 - Transcript of grades through close of fall semester of the current school year. (Submit report card for first semester if information is not covered on transcript. If grades for second marking period are not available by the deadline date, send a note to that effect with application and submit grades by February 1.) Failure to submit these grades by the deadline date will result in disqualification.
 - Essay (not to exceed 300 words) on how participation in FBLA has assisted the member in making his/her occupational choice.

Criteria for Selection

- Applicants must be deserving of the awards as demonstrated in the screening of materials and the responses to judges' questions during the interview process. Involvement with the nine goals of the FBLA-PBL will serve as the basis for the interview questions.

SECURITIES & INVESTMENTS

Guidelines:

CMH p. 55

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

SOCIAL MEDIA CAMPAIGN

Guidelines:

CMH p. 70, 72

Rating Sheet:

CMH p. 133

State and National (Individual or Team)

- Each active chapter may enter **one** individual or team.
- Follow national guidelines for seven-minute speech.
- Visual aids and samples related to the presentation may be used, however, no items may be left with the judges.
- The presentation is an explanation of the topic.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

SPORTS & ENTERTAINMENT MANAGEMENT

Guidelines:

CMH p. 57-58

Rating Sheet:

CMH p. 134

Regional, State and National (Team)

- Each active chapter may enter **three** teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
- Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
- Top five scores statewide will participate in the final performance (interactive case study).
- A maximum of five awards will be given at the FBLA State Leadership Conference.

SPREADSHEET APPLICATIONS
Regional, State and National (Individual)

Guidelines: CMH p. 56

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events.
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- One (1) hour will be given for the state off-site production test at home school.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

WEBSITE DESIGN

Guidelines: CMH pp. 64, 67
Rating Sheet: CMH p. 135-136

State and National (Individual or Team)

- Each active chapter may enter **two** projects created by individual members or teams of two members.
- Submit two copies on USB plus URL for the Website to the State Office, received by January 18.
- Projects will be prejudged.
- Statement of Assurance must be submitted.
- Topic can be found in the Chapter Management Handbook.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

WORD PROCESSING

Guidelines: CMH p. 56

Regional, State and National (Individual)

- Each active chapter may enter **four** members for testing at the New Jersey FBLA Regional Competitive Events. **** This is only an objective test on the Regional level** Production test will be given before State Leadership Conference.**
- A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
- One (1) hour will be given for the regional off-site production test at home school.
- An objective test will be given at the State Leadership Conference.
- A maximum of five awards will be given at the FBLA State Leadership Conference.



FBLA Statement of Assurance

State Event Entry Form

This form must be completed and attached to each copy of the media.

- Check one:
- Computer Game & Simulation Programming
 - Desktop Application Programming
 - Digital Video Production (URL to State)
 - Digital Design & Promotion
 - E-business (URL to State)
 - Public Service Announcement
 - Website Design (URL to State)

Provide the complete URL for E-business, Digital Video Production, and Website Design. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

State:

School:

Website URL Address:
(where appropriate)

Member(s) Name:

Local Chapter Contact

Name:

Daytime/Cell Number:

Home E-mail:

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

Name of Team Member

Adviser's Name

Name of Team Member

Name of Team Member

Complete this Document Section for the Above Events (replaces Readme file):

Software Used:

Source of Information:

Copyright Notations

Instructions for
Running Project:

Template(s) Used
(source)

