

NORTH DAKOTA PBL CHAPTER HANDBOOK 2021-2022



**This publication contains information and forms necessary to
operate a North Dakota PBL chapter for the 2021-2022 school year.**

North Dakota

Phi Beta Lambda

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest career student business organization in the world. Each year, FBLA-PBL helps over 200,000 members prepare for careers in business. FBLA-PBL inspires and prepares students to become community-minded leaders in a global society through relevant career preparation and leadership experiences.

FBLA Goals:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

FBLA Creed:

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions; as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA Pledge:

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America, and as an active member I shall strive to do my best to develop the qualities necessary in becoming a responsible business leader.



PREFACE

The 2021-2022 edition of the North Dakota PBL Chapter Handbook should replace any versions that were used in past years.

Members and advisers are reminded that this document contains only North Dakota PBL forms and North Dakota PBL competitive event regulations and procedures. Chapters should access the FBLA-PBL website at www.fbla-pbl.org for national information, including chapter management and NLC competitive event guidelines.

There have been changes and additions to this edition of the handbook, and we ask that you please contact the North Dakota PBL State Office if there are errors or omissions. Highlights of this year's changes appear below. However, please read through the entire handbook as your chapter prepares for the State Leadership Conference, and please pay close attention to the checklist of deadline dates that appears in the "Official Information" section of the handbook.

Changes to this edition:

- Modified Event—Sales Presentation will now be an individual or team event, with teams of two to three members.
- Modified Event – Social Media Challenge will be renamed Social Media Marketing to better align with collegiate coursework.
- Retired Event – Contemporary Sports Issues will be retired, and the competencies will be folded into the Sports Management & Marketing event competencies.
- Updates to the PBL Perks activities

Reminders:

- Competitors need to read/use the state guidelines for SLC and read/use the national guidelines for NLC. The guidelines are different for some events!
- Over the past few years, a number of events were removed from the North Dakota PBL competitive event program to eliminate events that have had limited participation over the last several years and to promote more competition in the remaining events. Any events that were eliminated are still part of the national PBL competitive events program, and if members wish to participate in these events at the national level, a request can be made for a member to do so.
- Event guidelines were modified a few years ago to no longer use projectors for presentation events – competitors present to the judges directly from their laptops/devices.
- ND PBL will use National PBL competitive event rating sheets.
- Performance events and interviews are not open to conference attendees.
- Since the State Leadership Conference is often held in a conference center, there will be a limited number of computers available for online testing. Students are encouraged to bring their own laptops when possible, and they will be given the login information to take the online test.

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ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES:

FBLA	\$6.00
FBLA MIDDLE LEVEL	\$6.00
PBL	\$10.00

NORTH DAKOTA STATE DUES:

FBLA	\$4.00*
FBLA MIDDLE LEVEL	\$4.00*
PBL	\$10.00*

***Students must belong to state and national PBL. Local dues may be assessed in addition to the state and national dues. Total of \$20 state and national dues for PBL are to be paid by credit card or mailed to the national office.**

PBL state dues of \$10 and national dues of \$10 (total of \$20 per member) should be sent directly to the national office using the online reporting process. Go to www.fbla-pbl.org and access the membership database. After reporting the membership online, either pay by credit card or print a copy of the membership form and send it to the national office along with a check made payable to FBLA-PBL, Inc.

No dues are required of local chapter advisers, but they are encouraged to join the Alumni & Professional Network.

In order for the local chapter to receive the first issue of *Tomorrow's Business Leader*, dues must be received at the national office by October 20. You can go online to add new members at any time. Mail dues to:

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063
1-800-325-2946, option 1
Payable to: FBLA-PBL, Inc.

For any *questions* on national dues, number of publications received, or anything from the national office, **contact the national office directly.**

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 20191-1591
Toll Free: 1-800-325-2946
Fax: 866-758-0749
Email: membership@fbla.org
Web Site: www.fbla-pbl.org

State and national membership dues must be paid by February 15, 2022, to compete at the ND PBL SLC.

Schools wishing to form a PBL chapter should contact the state director for chapter start-up forms.

Jessica DeVaal
FBLA-PBL State Director
Dept. of Career and Tech. Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Phone: (701) 328-2286
Email: jdevaal@nd.gov
Website: www.nd-fbla.org

Each chapter should conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage. News should be submitted via online form: <https://fblapbl.wufoo.com/forms/ws6d2a1v5v1qy/> or mailed to:

FBLA-PBL National Publications
1912 Association Drive
Reston, VA 20191-1591
communications@fbla.org

FBLA-PBL Official Supplier: (contact for a catalog)

API
Attention: FBLA-PBL MarketPlace
10001 Aerospace Rd, Suite 104
Lanham, MD 20706
1-800-507-707
fbla@apisource.com
Website: www.fblaMarketPlace.com

NORTH DAKOTA PHI BETA LAMBDA 2021-22 CALENDAR

November 15	American Enterprise Day
January 2022	Career Connections – Tysons Corner, Virginia
February 7	Postmark deadline for ND PBL Bylaw amendment submissions
February 13-19	FBLA-PBL Week
February 15	Postmark deadline for: <ul style="list-style-type: none"> State officer candidate applications National officer candidate applications—<u>sent to state office</u> Who's Who in PBL forms Adviser Length of Service forms
	Last day to postmark PBL state and national dues <i>Dues must be postmarked directly to national office in order to participate at State Leadership Conference.</i>
	Postmark deadline for PBL pre-conference test requests
March 1	Postmark/Upload deadline for: <ul style="list-style-type: none"> PBL competitive event registration forms PBL conference registration fees—<u>sent directly to fiscal agent</u> Outstanding Local Chapter Adviser nominations Alumni of the Year, Businessperson of the Year & Honorary Membership nominations Special Needs Assistance Form Retention Award Forms Community Service Project Local Chapter Annual Business Report Desktop Publishing, Job Interview, FBEx, FBEd materials/forms
March 9	Postmark deadline to notify local chapters of proposed ND PBL Bylaw Amendments
March 11	Hotel Reservations— <u>sent directly to hotel</u>
March 11	Postmark deadline for: <ul style="list-style-type: none"> Completed PBL pre-conference tests Meal Function Form
April 8-9	PBL State Leadership Conference – Bismarck/Mandan
April 20	Deadline to <u>notify</u> state office of intent to compete at NLC
April 22	Notice of “open” competitive events at NLC sent to chapters
May 2	Deadline to notify state office of intent to compete in an “open” competitive event at NLC
June 8	NLC registration deadline for PBL voting delegates
June 24 – 27	PBL National Leadership Conference – Chicago, IL

FBLA-PBL National Information

Administration: for inquiries on governance, finances, corporate relations, fundraising partners or general inquiries, please email general@fbla.org

Membership: for inquiries on membership, recruitment, dues processing or refunds, or the database, please email membership@fbla.org

Education Programs: for inquiries on NLC, NFLC, Institute for Leaders; exhibits, workshops, speakers, hotel accommodations, or conference refunds, please email conference@fbla.org

Awards & Recognition: for inquiries on competitive events, judging, the National Awards Program (NAP), or recognition awards, email education@fbla.org

Communications & Marketing: for inquiries on in-house publications, public relations, advertising, social media, and web development, email communications@fbla.org

MarketPlace: Official branded merchandise and publications.
(866) 325-2725

www.fblamarketplace.com

National Office Mailing Address

FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
Phone: 703-860-3334 or 800-325-2946
www.fbla-pbl.org

FBLA-PBL MarketPlace
10001 Aerospace Rd, Suite 104
Lanham, MD 20706
Phone: (866) 325-2725
Email: fbla@apisource.com
www.fblamarketplace.com

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2021-2022 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
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Vice President of Operations		
Jessica DeVaal, State Director Dept. of Career and Tech. Ed.	jdevaal@nd.gov Office: (701) 328-2286 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	
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2021 – 2022 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

State Officer	Contact Information	Adviser to State Officer
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Madeline Stangl, Region I VP Grand Forks Central High School	madelinestangl@gmail.com	Trevor Lennon tlennon050@mygfschools.org Megan Sullivan msullivan060@mygfschools.org
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Mason Lemer, Secretary/Treasurer Drake-Anamoose High School	mason.lemer@k12.nd.us	Joan Birdsell Joan.birdsell@k12.nd.us
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Curt Schaff, State Adviser (Region I) Phone: 701-317-3936 curtis.schaff@k12.nd.us	Wendy Grote, State Adviser (Region II) Divide County High School Phone: 701-570-1145 wendy.grote@k12.nd.us
Linda Doe, State Adviser (Region III) Phone: 701-290-8140 lindadoe@ndsupernet.com	Tom Farnham, State Adviser (Region IV) Enderlin High School Phone: 701-437-2240 tom.farnham@k12.nd.us

North Dakota FBLA Website: www.nd-fbla.org

National FBLA-PBL Website: www.fbla-pbl.org

FBLA National Officers

President	Jaya Singh New Jersey
Secretary	Grace Zhang California
Treasurer	Max Provencher Maine
Parliamentarian	Allison Li New York
Eastern Region VP	Jack Sabo Pennsylvania
Mountain Plains Region VP	Ilanora Peterson North Dakota
North Central Region VP	Soukeyna Dale Wisconsin
Southern Region VP	Sean Smith Alabama
Western Region VP	Sthiti Patnaik Washington

PBL National Officers

President	Andre Davis Kansas
Executive Vice President	Magin Sanchez Virginia
Vice President of Communication	Raman Sethi Texas
Vice President of Membership	Madelaine Benowitz New Jersey
Vice President of Financial Development	Luis Caraballo Ortiz Puerto Rico
Parliamentarian	Madison Kraemer Iowa

North Dakota State Dress Code

ND PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, workshops, and other activities unless otherwise stated in the conference program.

ACCEPTABLE

- Business suit with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes or dress boots

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears and/or discreet nose stud
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and skirts falling more than 2 inches above the top of the knee cap
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

Dress for Success



Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

No dress code can cover all contingencies, so ND PBL members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local or state adviser.

OFFICIAL INFORMATION

52nd Annual
PBL State Leadership Conference

April 8-9, 2022

TBD

Bismarck/Mandan, ND

All Forms in Forms Section



2022 ND PBL STATE LEADERSHIP CONFERENCE

“Success Starts Here”

The highlight of the year in North Dakota PBL is the State Leadership Conference, which will be held in Bismarck, on April 8-9, 2022. This exciting leadership conference provides members with many opportunities for leadership development, informative workshops, and an opportunity to participate in the competitive events program. Winners in the competitive events are eligible to compete at the National Leadership Conference in Chicago, Illinois, June 24 – 27, 2022.

This conference registration guide contains all the information and forms necessary to register members for the State Leadership Conference. Please read this section very carefully. If you spot a problem or conflict, please notify the state office immediately. Others will have the same concern.

COMPETITIVE EVENT INFORMATION:

Members are allowed to compete in three (3) individual or team events. An exception will be made for members who are part of the presentation team for Community Service Project, which is a chapter event. Individuals and/or teams are responsible for providing their own laptops/devices for performance events

Objective tests will be taken online. Financial calculators may be used for accounting, finance, and analysis & decision making events; calculators will be provided in the testing system for all other events. Ties will be broken by comparing the performance of affected members on the last ten questions of the exam.

The **Desktop Publishing** entry forms and materials are to be mailed to the designated place by the specified postmark date.

The **Community Service Project**, **Local Chapter Annual Business**, and **Small Business Management Plan** reports are to be submitted as a PDF file using the online submission form on the ND PBL website by the specified date.

The **Future Business Educator**, **Future Business Executive** and **Job Interview** application materials must be submitted as a PDF file using the online submission form on the ND PBL website by the specified date.

SCHOOL-SITE TESTING:

Desktop Publishing, **Financial Services**, **Future Business Executive**, **Global Analysis & Decision Making**, **Help Desk**, **Hospitality Management**, **Human Resource Management**, **Management Analysis and Decision Making**, **Marketing Analysis and Decision Making**, and **Parliamentary Procedure** objective tests will be taken online, at the school site, prior to the conference. One hour, excluding explanation time, will be allowed for the objective tests. Team tests, **except Parliamentary Procedure**, are done **cooperatively** by all team members at only one computer per team. Instructions for administering the online testing will be sent to test administrators with the other preconference tests that are ordered.

Accounting for Professionals skill portion will be administered at the school. One hour will be allowed for the skills portion of the test. **The objective test portion of this event will be taken at the State Leadership Conference.**

Desktop Publishing objective portion will be administered at the school. This is an individual or team event. If working as a team, they will work cooperatively on the objective test. The Desktop Publishing project must be submitted by the printed deadline. The topic for the Desktop Publishing project is printed in the ND PBL Handbook. **Administrative Support Technology** production test will be administered at

the school. One hour will be allowed for the skills portion of the test. The writing exercise for **Business Communication** will be administered at the school prior to the conference. **The objective test portion of these events, with the exception of Desktop Publishing will be taken at the State Leadership Conference.**

These tests/writing exercises are to be administered by someone at your school site other than the adviser. The designated school-site test administrator will be sent the tests. Advisers may help with equipment set-up for the skills portion of any tests but may not be present in the testing room; and advisers should not see any of the tests. All tests must be completed in one sitting. For example, a two-hour test cannot be started from 8 to 9 a.m. and then finished from 2 to 3 p.m.

UPDATED PROCEDURES:

- All members and advisers are responsible for reading and following competitive event guidelines.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events may start before the opening session of SLC or NLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Five points may be deducted for each instance of not following guidelines.
- No animals (except authorized service animals) will be allowed for use in any competitive events.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.
- Participants using laptops or other devices that do not have a VGA port or HDMI port will need to provide their own adapters.
- All rating sheets may contain changes/modifications.

STATE OFFICER CANDIDATES:

Your chapter may have two state officer candidates. However, you may have several members applying for the Vice President of Operations position. Any member wishing to be considered for Vice President of Operations must complete an application and take the Parliamentary Procedure objective test prior to the conference. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest and who has completed an application form will be appointed. All necessary information and forms needed to apply can be found in the forms section.

NATIONAL OFFICER CANDIDATES:

Any member wishing to be considered as a national PBL officer candidate must submit the application materials required to receive support from the North Dakota state chapter. Applications can be found in the forms section.

MEMBERSHIP:

Be certain all members attending the PBL State Leadership Conference have joined both the ND state and national PBL chapters. Dues--\$20 (\$10 state and \$10 national) must be paid to the national membership address by **February 15** in order for the member to attend. Membership will be checked with registration. Nametags will be checked at all events.

REFUNDS:

Because registration is due a month before the conference, there will be no registration fee refunds. If there are extenuating circumstances, please contact the State PBL office.

2021-2022 NORTH DAKOTA PBL COMPETITIVE EVENTS

Recognition Awards

Outstanding Local Chapter Adviser
Adviser Length of Service
DLT Outstanding Chapter*
Largest Local Chapter Membership
Largest Percentage of Increase in Local Chapter Membership
Largest Percentage of Retention in Local Chapter Membership*
Local Chapter Who's Who*
State Officer Who's Who*
North Dakota Who's Who
Businessperson of the Year
Honorary Membership*
Alumni of the Year*
PBL Excellence
PBL Perks*
Bridging the Gap*

Chapter Events

Community Service Project#
Local Chapter Annual Business Report#

Individual or Team Events

Business Ethics
Business Law
Business Presentation
Desktop Publishing
Emerging Business Issues
Financial Services
Global Analysis & Decision Making
Hospitality Management
Human Resource Management
Management Analysis & Decision Making
Marketing Analysis & Decision Making
Parliamentary Procedure
Sales Presentation
Social Media Marketing
Small Business Management Plan#
Website Design

Individual Events

Accounting for Professionals
Accounting Principles
Administrative Support Technology
Business Communication
Client Service#
Computer Concepts
Cyber Security
Entrepreneurship Concepts
Financial Concepts
Future Business Educator#
Future Business Executive#
Help Desk#
Impromptu Speaking
Information Management
Insurance Concepts
Job Interview#
Justice Administration
Macroeconomics
Management Concepts
Marketing Concepts
Microeconomics
Networking Concepts
Organizational Behavior & Leadership
Personal Finance
Programming Concepts
Project Management
Public Speaking
Retail Management
Sports Management & Marketing
Statistical Analysis

*This is a North Dakota-only recognition.

#North Dakota SLC guidelines often differ from national guidelines. Please check the national Chapter Management Handbook if competing in this event at the National Leadership Conference.

NOTE: All team events can be entered as an individual rather than as a team, except Parliamentary Procedure.

NOTE: National PBL has additional competitive events. Notify the state office if you wish to enter any of these events at the National Leadership Conference.

ND PBL CALENDAR FOR 2022 STATE LEADERSHIP CONFERENCE

State Office Address	State and Nat'l Dues (\$20) Address	SLC Registration Fee Address (\$75)
Jessica DeVaal FBLA-PBL State Director Dept. of Career & Tech. Education 600 East Boulevard Ave., Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 e-mail: jdevaal@nd.gov	Membership Dues FBLA-PBL P.O. Box 79063 Baltimore, MD 21279 ONE CHECK e-mail: membership@fbla.org	FBLA-PBL Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390

**All due dates are postmark dates (unless otherwise indicated).
All materials are sent to the state office in Bismarck (unless otherwise indicated).**

- February 7** Postmark deadline for submitting North Dakota PBL Bylaw Amendments
- February 15** Postmark/online submission deadline for:
- ☐ State and national dues of \$20--**sent directly to national office**
 - ☐ State officer candidate materials
 - ☐ National officer candidate materials—**sent to state office**
 - ☐ Pre-conference test requests
 - ☐ Who's Who in PBL forms due in state office. Every chapter has a winner. State PBL officers are **not** local chapter winners—they automatically receive award.
 - ☐ Adviser Length of Service forms
- March 1** Postmark/Upload deadline for:
- ☐ Competitive event registration form
 - ☐ Registration fee for State Leadership Conference—**sent to fiscal agent**
 - ☐ Businessperson of the Year, Honorary Membership, Outstanding Local Chapter Adviser, and Alumni of the Year Nominations
 - ☐ Retention Award Forms
 - ☐ Reports: Community Service Project, Local Chapter Annual Business Report, and Small Business Management Plan
 - ☐ Desktop Publishing, Future Business Educator, Future Business Executive, and Job Interview materials/form
 - ☐ Special Needs Assistance form
 - ☐ PBL Perks Form
 - ☐ Bridging the Gap Form
- March 9** Postmark deadline to notify chapters of proposed ND PBL Bylaw amendments
- March 11** Reservation deadline for:
- ☐ Hotel reservations—**sent directly to hotel**
- Postmark deadline for:
- ☐ Completed PBL pre-conference tests
 - ☐ Meal Function Form
- April 8-9** State Leadership Conference, Bismarck
- April 20** Deadline to notify state office of intent to compete at NLC

2022 State Leadership Conference

Tentative Agenda

“Success Starts Here”

FRIDAY, APRIL 9 (Business Attire)

8:00 – 9:00	Registration
8:00 – 9:00	Chapter Meetings (optional)
9:00 – 10:30	General Session I
10:30 – 5:00	Testing Center Open
11:00 – 11:45	Workshop
12:00 – 12:45	Networking Lunch
1:00 – 5:00	Presentation Events
3:00 – 3:30	Workshop
6:00 – 8:30	Banquet
9:00 – 11:00	Social/Entertainment

SATURDAY, APRIL 10 (Business Attire)

8:15 – 9:00	General Session II
9:15 – 9:45	Workshop
10:00 – 12:00	Awards Brunch/Awards of Excellence Program

COMPETITIVE EVENTS GUIDELINES



CHANGES FOR 2021-2022 MEMBERSHIP YEAR IN NORTH DAKOTA PBL

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

New Events

- None

Name Changes

- Social Media Marketing (formerly known as Social Media Challenge)

Modified Events

- Sales Presentation will now be an individual or team event, with teams of two to three members.

Retired Events

- Contemporary Sports Issues

Updated Procedures

- For events that include a prejudged report, the table of contents is no longer included in the page count.
- National deadlines have changed – so state deadlines for NLC will also be changing.

Reminders

- All members and advisers are responsible for reading and following competitive event guidelines.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Five points may be deducted for each instance of not following guidelines.
- No animals (except authorized service animals) will be allowed for use in any competitive events.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.
- Participants using laptops or other devices that do not have a VGA port or HDMI port will need to provide their own adapters.
- All rating sheets contain changes/modifications

OVERVIEW OF PBL COMPETITIVE EVENTS PROGRAM COMPONENTS

Below is a description of the different types of North Dakota state competitive events. Always check the national guidelines if competing at the National Leadership Conference.

Test Components	Description
Objective Test	A 60-minute test administered during the State Leadership Conference.
Production & Objective Test	Two parts: a production test and a 60-minute objective test administered and proctored at a designated school-site prior to the SLC. Competitors must complete both parts for award eligibility.
Collaborative Objective Test & Presentation with Equipment	A 60-minute objective test administered and proctored at a designated school-site prior to the SLC. Team competitors will take one objective test collaboratively.
Individual Objective Test & Role Play	A 60-minute test administered and proctored at a designated school-site prior to the SLC. This category relates to Help Desk and Parliamentary Procedure.

Performance Components	Description
Presentation with Equipment	The presentation of a project. Competitors may use technology, equipment, and/or visual aids as part of the presentation.
Presentation without Equipment	The presentation of a project. Competitors may not use equipment and/or visual aids but can bring prepared notes of any type to the presentation.
Interview	The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
Speech	A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.
Demonstration	The demonstration of a project on a specific topic provided in the event guidelines. Competitors may use technology, equipment, and/or visual aids as part of the presentation.
Prejudged Reports & Presentation— Individual, Team, or Chapter	Report content is prejudged before the conference. The presentation of the report is judged during the conference.
Role Play	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 suggested questions to ask during each performance (role play).

GENERAL COMPETITIVE EVENT GUIDELINES – NORTH DAKOTA PBL

The general event guidelines below are applicable to all PBL 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.

All members and advisers are responsible for reading and following competitive event guidelines.

Eligibility

- **Dues:** Competitors must have paid PBL national and state dues by 11:59 p.m. Eastern Time on February 15 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.
- **Deadlines:** The chapter adviser must register each state competitor on the official entry forms by March 1, 2022.
- For number of members who may enter each event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Each competitor can only compete in three individual/team events and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members. The exception is Parliamentary Procedure, which must be a team of four or five members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events may start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.

Repeat Competitors

Competitors are permitted to compete in an event again at SLC if they have not competed in it at a previous National Leadership Conference (NLC). Competitors are not permitted to compete in an event more than once at the NLC unless one of the following circumstances applies:

- **Modified Events:** A competitor may compete in the same event when the event is modified. Note, if the only modification is a name change, competitors may not compete in the renamed event.
- **Team Events:** One competitor of the team may have competed in the same event at one previous NLC; however, they may not compete more than twice in the event at the national level.
- **Chapter Events:** Competitors may compete in a chapter event more than once (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 same event a second time as part of a team, but not a second time as an individual.
- **Parliamentary Procedure:** Two 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.

GENERAL COMPETITIVE EVENT GUIDELINES (continued)

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 completed the test in a 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 the winner.
- **Objective and Production Tests:** The production test scores will be used to break a tie.
- **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 Performances:** The report/project scores will be used to break a tie.
- **Performances:** Judges must break ties and all judges' decisions are final.

State Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 3.

National Recognition

- In objective test events, the top three winners, or alternate, is eligible to compete at the National Leadership Conference.
- In performance events, the top two winners, or alternate, is eligible to compete at the National Leadership Conference.

Americans With Disabilities Act (ADA)

- North Dakota FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who complete the special needs assistance form with their SLC registration.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.

Dress Code

- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

Graduate Students

- Graduate students may compete in all PBL events.

Format Guide

- Participants should use the FBLA-PBL Format Guide (<https://www.fbla-pbl.org/media/2021/07/FBLA-PBL-Format-Guide.pdf>)

Rating Sheets

- Participants should use the National FBLA-PBL Rating Sheets, unless otherwise noted.
- Rating Sheets can be found on the FBLA-PBL website at <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

GENERAL PERFORMANCE EVENT GUIDELINES – NORTH DAKOTA PBL

Performance Guidelines

- An equal number from each section in the preliminary round will advance to the final round.
- In the case of team events, all team members are expected to actively participate in the performance.
- Each competitor must compete in all parts of an event for award eligibility.
- Competitors cannot be replaced or substituted for prejudged events.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events may start before the opening session of SLC.
- All competitors must comply with the North Dakota PBL dress code.
- Prejudged materials and résumés will not be returned.
- No animals (except authorized service animals) will be allowed for use in any competitive events.

Technology Guidelines

- Competitors present directly from a laptop/device. Screens and projectors are not allowed and competitors are not allowed to bring their own. Power will not be available.
- Internet access will not be provided, but guest access may be available at the venue.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.
- All competitors in accounting, finance, and analysis & decision making events may bring and use financial calculators.

Performance Competencies

- Demonstrate excellent verbal communication skill.
- Display effective decision-making and problem-solving skills.
- Express self-confidence and poise.
- Work well as a team when applicable.
- Exhibit logic and systematic understanding.
- Conduct a professional business presentation.
- Answer questions effectively (when applicable).

Penalty Points Deducted by Judges

- Competitors may be disqualified if they violate competitive event guidelines.
- Five points are deducted if competitors do not follow the dress code.
- Five points may be deducted for presentations over the allotted time.
- Five points may be deducted for each instance of not following guidelines.

Audience

- Preliminary and final performances/interviews are not open to conference attendees.
- Recording of performances/demonstrations is prohibited.
- All electronic devices must be turned off.
- All attendees must follow the dress code and wear their name badge; however, the badge may be removed when presenting.
- All attendees are asked to remain quiet while in competitive event areas.

ACCOUNTING FOR PROFESSIONALS

Category: Production & Objective Test

Type: Individual

OVERVIEW

This event consists of two parts: an objective test and a production test. Competitors are required to complete both parts to be eligible to win an award.

A 60-minute objective test will be administered at the state conference based on the objective test competencies. One hour will be given for the production test. The production test will be administered at the home school prior to the state conference.

PRODUCTION TEST COMPETENCIES

- ☐ financial statements
- ☐ bank reconciliation
- ☐ payroll
- ☐ trial balance
- ☐ journalizing
- ☐ depreciation
- ☐ adjusting/closing entries

OBJECTIVE TEST COMPETENCIES

- ☐ accounts concepts, principles, terminology
- ☐ audit controls, evidence, procedures, and reporting
- ☐ cost accounting
- ☐ financial accounting and federal income tax
- ☐ financial statements and worksheets
- ☐ measurement and presentation of income and expense items
- ☐ measurement, valuation, realization/recognition
- ☐ not-for-profit and governmental accounting
- ☐ ownership structure and valuation of equity accounts
- ☐ presentation of assets and liabilities
- ☐ professional standards and ethics

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Production Test

- Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
- No reference materials are allowed.
- Any accounting or spreadsheet software may be used.
- Calculators cannot be used on the production test.

Objective Test

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

- Objective tests will be machine graded. This test constitutes 50 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 50 percent of the final event score.
- In case of a tie, the production test will be used to break the tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbja-pbl.org for complete national competitive event guidelines.*

ACCOUNTING PRINCIPLES

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ accounts payable and receivable
- ☐ basic concepts, principles, and terminology
- ☐ measurement, valuation, realization, and presentation of assets
- ☐ financial statements
- ☐ ownership structure
- ☐ professional standards and ethics
- ☐ worksheet

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

ADMINISTRATIVE SUPPORT TECHNOLOGY

Category: Production & Objective Test

Type: Individual

OVERVIEW

This event consists of two parts: an objective test and a production test. Competitors are required to complete all parts to be eligible to win an award.

A 60-minute objective test will be administered at the state conference based on the objective test competencies. One hour will be given for the production test. The production test will be administered at the home school prior to the state conference.

PRODUCTION COMPETENCIES

- ☐ creating a database and applying various functions
- ☐ creating a spreadsheet and applying various functions
- ☐ creating charts
- ☐ preparing presentations with business graphics
- ☐ use word processing software for production of all business forms, including: letters, memorandums, tables, reports, statistical reports, materials from rough draft, unarranged copy

OBJECTIVE TEST COMPETENCIES

- ☐ basic computer terminology and concepts
- ☐ document formatting rules and standards
- ☐ grammar, punctuation, spelling, and proofreading
- ☐ related computer application knowledge
- ☐ netiquette

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the objective test will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Production Test

- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- A Format Guide has been developed to be used as a guide for skill events that require word processing of documents. All documents must be prepared according to the style in the Format Guide.
- Calculators cannot be used on the production test.

Objective Test

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

- Objective tests will be machine graded. This test constitutes 20 percent of the final event score.
- Judging of the production test will be based on printed copy. The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 80 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

BUSINESS COMMUNICATION

Category: Production & Objective Test

Type: Individual

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Competitors are required to complete all parts to be eligible to win an award.

A 60-minute objective test will be administered at the state conference based on the objective test competencies. Thirty minutes will be given for the production test. The production test will be administered at the home school prior to the state conference.

PRODUCTION TEST COMPETENCIES

- ☐ production of a written document in proper business format

OBJECTIVE TEST COMPETENCIES

- ☐ mechanics of appropriate business English
- ☐ format and appropriateness of business messages
- ☐ format and style differences with international communications
- ☐ listening, oral, and nonverbal concepts

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the objective test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Production Test

- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- Calculators cannot be used on the production test.
- The production test must be done on a computer using a word processing program.
- Thirty minutes will be allowed for this portion of the event.

Objective Test

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

- The objective test, constituting 50 percent of the final score, will be machine graded.
- The production test, constituting 50 percent of the final score, will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the production test - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>
- In case of a tie, the production test will be used to break the tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

BUSINESS ETHICS

Category: Presentation without Equipment

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a presentation given at the State Leadership Conference.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2022 topic is:

From Facebook to Instagram to Snapchat, social media has become a standard in both our personal and professional lives. Is it ethical for companies to fire or punish employees for their posts? Are social media posts considered "free speech"? Why or why not?

PROCEDURES

- Competitors must research the topic prior to the conference and be prepared to present their findings and solutions.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, etc.).
- If competing as a team, all team members must participate in the presentation.
- Competitors are permitted to bring prepared notes, but books, other bound materials, props, and equipment are prohibited.
- Presentation of the entry must be conducted by competitors who authored the event.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

Performance

- The team has seven (7) minutes to present.
- One member should introduce the team and describe the ethical situation. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

BUSINESS LAW

Category: Presentation without Equipment

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a presentation given at the State Leadership Conference.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2022 topic is:

COVID -19 was by far the hottest topic in 2020, including in the legal profession. From employment to contract to insurance, numerous areas of law were impacted. Research the impact of COVID -19 on a specific business. What legal issues did they face and what was the outcome? Do you agree with their outcomes? Why or why not?

PROCEDURES

- Competitors must research the topic prior to the conference and be prepared to present their findings and solutions.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, etc.).
- If competing as a team, all team members must participate in the presentation.
- Competitors are permitted to bring prepared notes, but books, other bound materials, visual aid/props, and equipment are prohibited.
- Presentation of the entry must be conducted by competitors who authored the event.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

Performance

- The team has seven (7) minutes to present.
- One member should introduce the team and describe the situation. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

BUSINESS PRESENTATION

Category: Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a presentation given at the State Leadership Conference.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2022 topic is:

*In the context of business, **equality** and **equity** refer to similar but slightly different concepts. Equality generally refers to equal opportunity and the same levels of support for all segments of the business. Equity goes a step further and refers to offering varying levels of support depending upon need to achieve greater fairness of outcomes. Develop a presentation that distinguishes between the two concepts in a workplace setting and describe how you would implement a policy in your company that addresses equity and equality in the workplace.*

PROCEDURES

- Use a presentation software program as an aid in delivering the business presentation.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges.
- Comply with state and federal copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are responsible for bringing a copy of their project to show to the judges.
- Any photographs, texts, trademarks, or names used on the presentation must be supported by proper documentation and approvals indicated on the site.
- Presentation of the entry must be conducted by the competitors who authored the event.
- The individual or team must perform all aspects of the presentation (e.g., speaking, setup, operating equipment). Other chapter representatives may not assist.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items.
- The individual or team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

CLIENT SERVICE

Category: Presentation without Equipment

Type: Individual

Equipment Setup Time: N/A

Prep Time: 10 minutes

Performance Time: 4 minutes

Warning Time: 4 minutes

Time Up: 5 minutes

Penalty Over Time: No

Q&A: No

OVERVIEW

This event consists of an individual interactive role-play simulation or presentation related to client service.

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- This role play event requires the competitor to provide customer service to a client (judges).
- Ten (10) minutes before the performance, each competitor will receive the scenario.
- Two (2) 4" x 6" note cards will be provided for each competitor and may be used during the preparation and performance of the case. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No other reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Presentation of the entry must be conducted by the competitor who authored the event.
- The competitor has five (5) minutes to interact with a panel of judges and demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation. This is a role-play event.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

COMMUNITY SERVICE PROJECT

Category: Prejudged Report & Presentation with Equipment

Type: Chapter

Number of Participants: 1-3 (chapter)

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

of pages: 15

OVERVIEW

This event consists of two parts: a prejudged report and a presentation. The report is prejudged before the SLC. The presentation of the project is judged at SLC. Competitors are required to complete both parts for award eligibility.

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation. Include:

- Description of the project
- Chapter member involvement
- Degree of impact on the community
- Evidence of publicity received
- Project evaluation

ELIGIBILITY

- All active local chapters may submit one report of their activity.
- Members (up to three) representing their chapter in the presentation portion of this event may compete in three other events.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Report

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- A single PDF file of the report must be submitted, using the online submission form, to the ND PBL State Office by the designated date.
- Front cover and table of contents are required and are not counted against page limit.
- Cover page should include the name of the school, state, name of the event, and year (20xx-xx).
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8 1/2" x 11" paper.
- Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Points will be deducted if the written project does not adhere to the guidelines.
- Prejudged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges.
- Reports must be original, current, and not submitted for a previous SLC or NLC.
- Reports submitted for competition become the property of North Dakota FBLA-PBL. These reports may be used for publication by the state association.

Performance

- Five minutes (5) will be allowed to set up equipment or presentation items.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- Internet access will not be provided.
- Prejudged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the reports and the presentations. Final rank is determined by totaling the written report scores and the presentation scores. Report scores will be used to break a tie. All decisions of the judges are final.
- The national PBL rating sheets will be used for the report and the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects, or alternate, may be submitted for competition at the PBL National Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

COMPUTER CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ basic computer principles
- ☐ ethics
- ☐ hardware
- ☐ networking systems and procedures
- ☐ programming concepts
- ☐ software concepts (applications and operating systems)
- ☐ terminology
- ☐ troubleshooting

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

CYBER SECURITY

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ defend and attack (virus, spam, spyware, Trojan, hijackers, worms)
- ☐ network security
- ☐ email security
- ☐ intrusion detection
- ☐ public key
- ☐ authentication
- ☐ disaster recovery
- ☐ physical security
- ☐ cryptography
- ☐ forensics security
- ☐ cyber security policy

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

DESKTOP PUBLISHING

Category: Production & Objective Test

Type: Individual or Team

OVERVIEW

This event consists of two parts: an objective test and a prejudged project. Competitors are required to complete both parts to be eligible to win an award.

A 60-minute objective test will be administered at the home school prior to the state conference based on the competencies listed. This is a collaborative test. The prejudged project is developed based on the topic listed below and must be submitted prior to the conference by the designated deadline date.

OBJECTIVE TEST COMPETENCIES

- ☐ basic desktop terminology and concepts
- ☐ related desktop application knowledge
- ☐ digital imaging and graphics
- ☐ desktop layout rule and standards
- ☐ safety, ethics, and legal issues
- ☐ print process
- ☐ message presentation, accuracy, and proofreading

ELIGIBILITY

- For number of teams that may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each entry must be created by an individual or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be addressed and developed for competition at the 2022 SLC and NLC will be:

You are responsible for creating identity and marketing materials for a proposed clothing resale shop. The proposed shop will cater to your local community, embracing sustainability and ethical business practices. They want to emphasize that they are locally owned and focused, as well as promoting the recycle/reuse/repurpose nature of their business. The required materials needed for submission are:

- *Develop the name and logo for the business*
- *Develop a postcard mailing promoting the shop's grand opening*
- *Develop a business card design for employees*
- *Develop a print ad for a local newspaper or magazine*

PROCEDURES

Production Problem

- Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
- Competitors may use any desktop publishing software to complete the project.
- The finished product must be submitted in color. Complete the Entry Event Form (in the Forms section) and submit with completed project by the designated date to the specified address.
- Refer to copyright guidelines found in the Format Guide.

Objective Test

- Team members will take the objective test collaboratively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

- Objective tests will be machine graded. This test constitutes 20 percent of the final event score.
- Judging of the production project will be based on final copy. The score received on this portion of the event will constitute 80 percent of the final event score.
- The national PBL rating sheet will be used for the production test - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>
- The production problem will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

EMERGING BUSINESS ISSUES

Category: Presentation without Equipment

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a presentation for the topic listed taking the affirmative and negative argument.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be addressed and developed for competition at the 2022 SLC and NLC will be:

A focus on diversity, equity, and inclusion (DEI) is an important topic for leaders, both as a principle of workplace culture and as a strategic business advantage. The recognition of an organization's culture as a working and learning community for an increasingly diverse workforce has resulted in the need for continued discourse, education, policy, and procedure reviews, and expanded professional development centered on diversity, equity, and inclusion. Competitors will be required to discuss both the affirmative and negative side of this issue:

- *Discuss the ramifications of leaders not employing an organization-wide engagement in diversity, equity, and inclusion (DEI) work designed to impact the organization's culture, practices, and strategy.*
- *Discuss the positive results of leaders employing an organization-wide engagement in diversity, equity, and inclusion (DEI) work designed to impact the organization's culture, practices, and strategy.*

PROCEDURES

- Participants will be expected to research the topic prior to the conference and be prepared to present both the affirmative and negative arguments.
- Individuals/teams will be permitted to bring prepared notes of any type to the presentation.
- Individuals/teams will have seven (7) minutes to present both sides.
- No reference materials, visual aids/props, or electronic devices may be brought to or used during the preparation or performance.
- Individuals/teams should introduce themselves, describe the situation, present both the affirmative and negative side of the topic, make their recommendations, and summarize their case.
- Presentation of the entry must be conducted by competitors who authored the event.

- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- Presentations will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

ENTREPRENEURSHIP CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ business plan
- ☐ community/business relations
- ☐ legal issues
- ☐ initial capital and credit
- ☐ personnel management
- ☐ financial management
- ☐ marketing management
- ☐ taxes
- ☐ government regulations

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

FINANCIAL CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ financial instruments and institutions
- ☐ time value of money
- ☐ cost of capital and capital budgeting
- ☐ valuation and rates of return
- ☐ financial analysis
- ☐ capital investment decisions
- ☐ financial risks and returns
- ☐ international finance

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

FINANCIAL SERVICES

Category: Collaborative Objective Test & Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of two parts: an objective test and presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

Case overview: A case study situation that may include ethics, government regulations, types of institutions, technology, etc. All the questions raised in the case must be addressed during the presentation. For the SLC, finalists will receive the case the evening prior to the final round of competition.

OBJECTIVE TEST COMPETENCIES

- ☐ concepts and practices
- ☐ government regulations
- ☐ basic terminology
- ☐ impact of technology on services
- ☐ types and differences between the various types of institutions
- ☐ ethics
- ☐ taxation
- ☐ careers in financial services

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- Team members will take one objective test cooperatively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Presentation

- The event will consist of a case study situation that may include ethics, government regulations, types of institutions, technology, etc.
- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- All questions raised in the case must be addressed during the presentation.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- The individual or team has seven (7) minutes present the solution to the case.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

FUTURE BUSINESS EDUCATOR

Category: Interview

Type: Individual

OVERVIEW

This event consists of multiple components: material submission prior to the conference, an interview, and a lesson presentation. Competitors are required to complete all parts to be eligible to win an award.

Competitors must bring **three** hard copies of required materials to the interview at SLC. Required materials include: one-page cover letter, resume (not to exceed two pages), letter of recommendation from an educator attesting to potential teaching abilities, and unit plan. The materials will be left with the judges.

Each competitor will be scheduled for an interview/lesson presentation. Ten minutes will be allotted for the interview, five minutes will be allotted to prepare for the lesson, and fifteen minutes will be allotted to teach a lesson based on the unit plan.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the interview/lesson presentation will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- Required materials will be submitted as a PDF for prejudging by the designated date using an online submission form. Three copies of required materials must be taken to the interview at SLC. Each copy should be bound with a cover page listing the competitor's name, school, state, unit title, and the name of the competitive event. Each item must be clearly labeled. No three-ring binders.
 - One-page cover letter
 - Résumé (not to exceed two pages). Photographs are not allowed.
 - A recommendation letter from an educator attesting to potential teaching abilities
 - Unit plan should include: objective, lesson content (time for each activity), instructional events, assessment, resources, and alignment to NBEA standards.
 - **Topic for the 2022 SLC and NLC:**
*In the context of business, **equality** and **equity** refer to similar but slightly different concepts. Equality generally refers to equal opportunity and the same levels of support for all segments of the business. Equity goes a step further and refers to offering varying levels of support depending upon need to achieve greater fairness of outcomes. Create a unit plan designed to educate students on the two concepts and an understanding of the difference between the two for a high school business class. The unit plan should include pre-assessment, assessments, activities, and other ancillary materials that may be needed. Assessments must be original in nature and not copied from published textbook materials.*
 - Judges will receive a copy of each competitor's application materials from the competitor.
- The competitors may use technology to present the lesson, but it must be provided by the competitor.
- Internet access will not be provided.
- Student members, not advisers, must prepare the cover letter, résumé, and unit plan.
- A deduction of five (5) points will be made from the score of competitors who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Each competitor will be scheduled for an interview/lesson presentation. Ten minutes will be allotted for the interview, five minutes will be allotted to prepare for the lesson, and fifteen minutes will be allotted for the lesson presentation
- Props or items needed to present the lesson may be brought into the room but may not be left with the judges.

JUDGING

- The materials, interview, and lesson presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheets will be used for the interview and lesson presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

FUTURE BUSINESS EXECUTIVE

Category: Interview

Type: Individual

OVERVIEW

This event consists of multiple components, including an objective test, prejudged interview materials, and an interview. Competitors are required to complete all parts to be eligible to win an award.

A 60-minute objective test will be administered at the home school prior to the state conference based on the competencies listed.

Competitors must bring three copies of resume and cover letter, to be left with the judges, in a folder to each round of interviews onsite. Label folder with the event title, competitor's name, school, and state. Include the competitor's name on all pages submitted. Competitors will also submit a PDF of their interview materials for prejudging by the determined date using the online form on the ND PBL website.

Each competitor will be scheduled for a 15-minute interview.

OBJECTIVE TEST COMPETENCIES

- ☐ management
- ☐ accounting
- ☐ business law
- ☐ economics
- ☐ finance
- ☐ marketing
- ☐ technology concepts
- ☐ organizational behavior and leadership
- ☐ business strategy
- ☐ communication techniques
- ☐ global business

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

Objective Test

- A 60-minute objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be submitted to the state office on or before the established date to be considered for competition.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Cover Letter and Resume

- Student members, not advisers, must prepare the cover letter and resume.
- Cover Letter: Competitors will apply for a position at a company of their choice. The job must be one for which the competitor is now qualified or for which he/she will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.
- Resume: List your work/volunteer experience and acquired skills. Resumes should be brief, not exceeding two pages. Photographs are not allowed.
- Competitors must bring three copies of resume and cover letter, to be left with the judges, in a folder to each round of interviews onsite. Label folder with the event title, competitor's name, school, and state. Include the competitor's name on all pages submitted. A deduction of five (5) points will be made from the score of competitors who submit materials but do not adhere to the event guidelines for the submission of proper materials.

Interview

- All competitors will be scheduled for an interview.
- Competitors will be scheduled for a fifteen (15) minute interview.
- Judges will receive a copy of each competitor's application materials from the competitor. No additional items can be brought into the interview or left with the judges.

JUDGING

- The materials and interview will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheets will be used for the interview materials and interview - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

GLOBAL ANALYSIS & DECISION MAKING

Category: Collaborative Objective Test & Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of two parts: an objective test and presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

Case overview: A case study situation encountered in conducting business globally/internationally. All the questions raised in the case must be addressed during the presentation. For the SLC, finalists will receive the case the evening prior to the final round of competition.

OBJECTIVE TEST COMPETENCIES

- ☐ communication (including culture and language)
- ☐ currency exchange
- ☐ global business environment
- ☐ finance
- ☐ human resource management
- ☐ legal issues
- ☐ marketing
- ☐ ownership and management
- ☐ taxes and government regulations
- ☐ treaties and trade agreements

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. **Exception:** A competitor may compete in the same event when the event is modified. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- Team members will take one objective test cooperatively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Presentation

- The event will consist of a case study situation encountered in conducting business globally/internationally.
- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- All questions raised in the case must be addressed during the presentation.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- The individual or team has seven (7) minutes present the solution to the case.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

HELP DESK

Category: Objective Test & Role Play

Type: Individual

Equipment Setup Time: N/A

Prep Time: 10 minutes

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 5 minutes

Penalty Over Time: N/A

Q&A: N/A

OVERVIEW

This event consists of two parts: an objective test and an interactive role play. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. An interactive role-play scenario will be given based on customer service in the technical field. All the questions raised in the case must be addressed during the presentation.

OBJECTIVE TEST COMPETENCIES

- ☐ introduction to help desk concepts
- ☐ help desk operations
- ☐ help desk roles and responsibilities
- ☐ help desk process and procedures
- ☐ help desk performance measure
- ☐ help desk setting
- ☐ customer support
- ☐ management processes

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Role Play Problem

- All competitors will be scheduled for a performance.
- An interactive role-play scenario will be given based on customer service in the technical field.
- Ten (10) minutes before the performance, each competitor will receive the scenario.
- Two (2) 4" x 6" note cards will be provided to each competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No additional reference materials allowed.

- Individuals should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All the questions raised in the case must be addressed during the presentation.
- Electronic devices must be turned off and out of sight.
- The competitor has five (5) minutes to interact with a panel of judges and demonstrate how they would solve the problem. The judges will play the role of the second party in the presentation; refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

HOSPITALITY MANAGEMENT

Category: Collaborative Objective Test & Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of two parts: an objective test and a presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

Case study overview: A case study situation that may include financial management, operations, human resources, customer expectations, legal, environmental issues, etc. All the questions raised in the case must be addressed during the presentation. For the SLC, finalists will receive the case the evening prior to the final round of competition.

OBJECTIVE TEST COMPETENCIES

- ☐ current industry trends
- ☐ customer expectations
- ☐ environmental and global issues
- ☐ financial management and budgeting
- ☐ human resources
- ☐ legal issues
- ☐ marketing concepts
- ☐ operations and management functions

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- Team members will take one objective test cooperatively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Presentation

- The event will consist of a case study situation that may include financial management, operations, human resources, customer expectations, legal, environmental issues, etc.
- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- All questions raised in the case must be addressed during the presentation.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- The individual or team has seven (7) minutes present the solution to the case.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

HUMAN RESOURCE MANAGEMENT

Category: Collaborative Objective Test & Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of two parts: an objective test and a presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

Case overview: A case study situation that may include training, staffing, benefits, labor relations, and government regulations. All the questions raised in the case must be addressed during the presentation. For the SLC, finalists will receive the case the evening prior to the final round of competition.

OBJECTIVE TEST COMPETENCIES

- ☐ employee compensation and benefits
- ☐ governmental regulations and issues
- ☐ human resource planning
- ☐ labor relations and collective bargaining
- ☐ performance management
- ☐ staff
- ☐ training and development

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Objective Test

- Team members will take one objective test cooperatively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Presentation

- The event will consist of a case study situation that may include training, staffing, benefits, labor relations, and government regulations.
- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- All questions raised in the case must be addressed during the presentation.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- The individual or team has seven (7) minutes present the solution to the case.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

IMPROMPTU SPEAKING

Category: Speech

Type: Individual

Equipment Setup Time: N/A

Prep Time: 10 minutes

Performance Time: 4 minutes

Warning Time: 3 minutes

Time Up: 4 minutes

Penalty Over Time: Yes (5 points)

Q&A: No

OVERVIEW

Competitors will be given a topic related to one or more of the following: FBLA-PBL goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- Competitors will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All competitors will address the same topic in their speeches.
- The speech must be of business in nature and the topic may be related to FBLA-PBL goals, activities, national programs, current events, or business-related topics.
- Two (2) 4" x 6" note cards will be given to each competitor and may be used during event preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
- No reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.
- Each speech should be four (4) minutes in length.
- A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the competitor will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.

JUDGING

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

INFORMATION MANAGEMENT

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ resource management (human, financial, data)
- ☐ telecommunications and networking technology
- ☐ decision making
- ☐ e-business systems
- ☐ business communications
- ☐ ethics
- ☐ human relations

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

INSURANCE CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ insurance principles
- ☐ general insurance concepts
- ☐ automobile, homeowners, renters, property, & liability insurance
- ☐ life, health, & disability insurance
- ☐ legal concepts
- ☐ compliance & operational risk
- ☐ assessing & transferring risk
- ☐ careers
- ☐ ethics in the insurance industry

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

JOB INTERVIEW

Category: Material Submission & Interview

Type: Individual

OVERVIEW

This event consists of multiple components, including prejudged material submission and an interview. Competitors are required to complete all parts to be eligible to win an award.

Competitors must bring three copies of resume and cover letter, to be left with the judges, in a folder to each round of interviews onsite. Label folder with the event title, competitor's name, school, and state. Include the competitor's name on all pages submitted. Competitors will also submit a PDF of their interview materials for prejudging by the determined date using the online form on the ND PBL website.

Each competitor will be scheduled for a 15-minute interview.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the interview will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURE

Interview Materials

- Student members, not advisers, must prepare the interview materials.
- A PDF of cover letter and resume must be submitted by the designated date using the online form on the ND PBL website.
- Competitors must bring three copies of resume and cover letter, to be left with the judges, in a folder to each round of interviews onsite. Label folders with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted.
- Cover Letter: Competitors will apply for a position at a company of their choice. The job must be one for which the competitor is now qualified, or for which he/she will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.
- Resume: List your work/volunteer experience and acquired skills. Resumes should be brief, not exceeding two pages. Photographs are not allowed.
- A deduction of five (5) points will be made from the score of competitors who submit materials but do not adhere to the event guidelines for the submission of proper materials.

Interview

- Competitors will be scheduled for a fifteen (15) minute interview.
- Judges will receive a copy of each competitor's application materials from the competitor. No additional items can be brought into the interview or left with the judges.

JUDGING

- The materials and interview will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheets will be used for the interview materials and interview - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

JUSTICE ADMINISTRATION

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ corrections and alternative sanctions
- ☐ courts and adjudication
- ☐ juvenile justice system
- ☐ nature of crime, law, and criminal justice
- ☐ police and law enforcement
- ☐ basic concepts

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Category: Prejudged Report

Type: Chapter

Number of Participants: N/A

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: N/A

Warning Time: N/A

Time Up: N/A

Penalty Over Time: N/A

Q&A: N/A

of pages: 15

OVERVIEW

The report should include the chapter's annual program of work.

ELIGIBILITY

All active local chapters may submit one report of their activity.

PROCEDURES

- Reports should include the chapter's annual program of work.
- Reports describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- A single PDF file of the report must be submitted, using the online submission form, to the ND PBL State Office by the designated date.
- Front cover and table of contents are required and are not counted against the page limit.
- Cover page should include the name of the school, state, name of the event, and year (20xx-xx).
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8 1/2" x 11" paper.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Points will be deducted if the written report doesn't adhere to the guidelines.
- This event is prejudged prior to the State Leadership Conference.
- Reports must be original, current, and not submitted for a previous SLC or NLC.
- Reports submitted for competition become the property of ND FBLA-PBL. These reports may be used for publication by the state association.

JUDGING

- Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.
- The national PBL rating sheet will be used for the report - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

MACROECONOMICS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

COMPETENCIES

- ☐ aggregate demand and supply
- ☐ consumption and saving
- ☐ economic development
- ☐ exchange rates
- ☐ fiscal and monetary policies
- ☐ government deficit and debt
- ☐ gross domestic product
- ☐ inflation and deflation
- ☐ international trade
- ☐ money and interest rates
- ☐ recession and depression
- ☐ stabilization
- ☐ wages and unemployment

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

MANAGEMENT ANALYSIS AND DECISION MAKING

Category: Collaborative Objective Test & Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of two parts: an objective test and a presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

Case overview: A case study situation that may include organizational behavior and theory, management principles, operations management, business policies, etc. All the questions raised in the case must be addressed during the presentation. For the SLC, finalists will receive the case the evening prior to the final round of competition.

OBJECTIVE TEST COMPETENCIES

- ☐ business policies/strategic management
- ☐ management information systems
- ☐ management principles
- ☐ organizational behavior
- ☐ organizational theory
- ☐ production/operations management

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- Team members will take one objective test cooperatively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Presentation

- The event will consist of a case study situation that may include organizational behavior and theory, management principles, operations management, business policies, etc.
- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- All questions raised in the case must be addressed during the presentation.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- The individual or team has seven (7) minutes present the solution to the case.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

MANAGEMENT CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ business environment
- ☐ communication techniques
- ☐ controlling
- ☐ decision making
- ☐ directing
- ☐ employee motivation theories
- ☐ group dynamics
- ☐ leadership
- ☐ organizational structure
- ☐ organizing
- ☐ planning
- ☐ policies and strategies
- ☐ staffing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

MARKETING ANALYSIS AND DECISION MAKING

Category: Collaborative Objective Test & Performance with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of two parts: an objective test and a presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

Case overview: A case study situation that may include consumer behavior, advertising, e-commerce, public relations, research, etc. All the questions raised in the case must be addressed during the presentation. For the SLC, finalists will receive the case the evening prior to the final round of competition.

OBJECTIVE TEST COMPETENCIES

- ☐ advertising and promotion/sales management
- ☐ consumer behavior
- ☐ e-commerce
- ☐ marketing management
- ☐ marketing principles and concepts
- ☐ marketing research
- ☐ public relations

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

Objective Test

- Team members will take one objective test cooperatively.
- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Presentation

- The event will consist of a case study situation that may include consumer behavior, advertising, e-commerce, public relations, research, etc.
- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- All questions raised in the case must be addressed during the presentation.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- The individual or team has seven (7) minutes present the solution to the case.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

MARKETING CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ basic marketing
- ☐ e-marketing
- ☐ international marketing
- ☐ legal and social aspects
- ☐ marketing concepts and strategies
- ☐ marketing research

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

MICROECONOMICS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ capital and natural resource markets
- ☐ distribution of income and wealth
- ☐ economic uncertainties
- ☐ elasticity
- ☐ labor market and wages
- ☐ market failure
- ☐ monopolies
- ☐ oligopolies and duopolies
- ☐ opportunity cost
- ☐ perfect competition
- ☐ production factors
- ☐ production and trade
- ☐ supply and demand

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

NETWORKING CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ general networking terminology
- ☐ specific networking operating system (NOS) concepts
- ☐ OSI model and functionality
- ☐ network topologies
- ☐ equipment for network access (firewall, DSU/CSU, T1, Wi-Fi, etc.)
- ☐ network security

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

ORGANIZATIONAL BEHAVIOR & LEADERSHIP

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ conceptual and problem-solving skills
- ☐ organizational strategy and corporate culture
- ☐ leadership traits and characteristics
- ☐ motivational theories and practices
- ☐ individual and group behavior in organizations
- ☐ power and influence
- ☐ organizational communication
- ☐ teamwork
- ☐ organizational ethics and social responsibility
- ☐ global perspectives in organizations
- ☐ multicultural and gender perspective in leaders and organizations

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

PARLIAMENTARY PROCEDURE

Category: Individual Objective Test & Team Role Play

Type: Team

Equipment Setup Time: N/A

Prep Time: 20 minutes

Performance Time: 9-11 minutes

Warning Time: 8 minutes

Time Up: 11 minutes

Penalty Over Time: Yes

Q&A: N/A

OVERVIEW

This event consists of two parts: an individual objective test and a meeting presentation. Competitors are required to complete all parts to be eligible to win an award.

A 60-minute objective test will be administered at the home school based on the competencies listed. Team competitors will take individual tests and the individual scores will be averaged to determine the team score.

The role play scenario 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, 12th edition*.

OBJECTIVE TEST COMPETENCIES

- ☐ parliamentary procedure principles (questions will be drawn from the National Association of Parliamentarian's official test bank)
- ☐ PBL Bylaws

ELIGIBILITY

- Each local chapter may enter one (1) team that must be composed of four (4) or five (5) persons—a president, vice president, secretary, treasurer, and an additional member. Competitors may compete in this event again if they have not competed in it at a previous National Leadership Conference. **Exception:** Two team members may have entered this event at a prior NLC.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

Objective Test

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Meeting Presentation

- Twenty (20) minutes before the performance, each team will receive the case study.
- Parliamentary procedure reference materials may be used during the preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. The secretary will take notes during the performance, but notes will not be transcribed into minutes.

- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- No reference materials, visual aids or electronic devices may be brought to or used during the performance.
- Performance time may be from 9 to 11 minutes. A timekeeper will stand at 8 minutes. When each team is finished, the time used will be recorded, noting a deduction of 1 point for each full 30 seconds under 9 or over 11 minutes.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised, 12th edition*. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>
- The objective test will be used to break a tie.

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

PERSONAL FINANCE

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ personal financial planning process
- ☐ time value of money principles and calculations
- ☐ personal financial statements
- ☐ individual income tax principles, calculation, and filing
- ☐ financial services and saving options
- ☐ housing and automobile purchase decisions
- ☐ credit concepts
- ☐ insurance concepts
- ☐ basic investment planning
- ☐ retirement and estate planning

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

PROGRAMMING CONCEPTS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ programming development concepts
- ☐ architecture and control flow
- ☐ data structures
- ☐ algorithms
- ☐ functions
- ☐ databases
- ☐ classes
- ☐ debugging/testing
- ☐ strings
- ☐ version control systems

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

PROJECT MANAGEMENT

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ project definition
- ☐ project plan development
- ☐ project management
- ☐ risk management
- ☐ project times and cost estimates
- ☐ project team management
- ☐ progress and performance measurement and evaluation
- ☐ project audit and closure
- ☐ project selection
- ☐ resource scheduling

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

PUBLIC SPEAKING

Category: Speech

Type: Individual

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 5 minutes

Penalty Over Time: Yes (5 points)

Q&A: No

OVERVIEW

This event consists of a five (5) minute speech. The speech must be of a business nature and must be developed from one or more of the FBLA-PBL goals. The goals include:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of the American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- Competitors must prepare speeches. Advisers and other are not permitted to help.
- Handouts or other visual aids are not allowed.
- The speech must be of a business nature and must be developed from one or more of the FBLA-PBL goals.
- When delivering the speech, the competitor may use notes prepared before the event.
- Facts and working data may be secured from any source.
- No other reference materials such as visual aids or electronic devices may be brought to or used during the presentation.
- Each speech should be five (5) minutes in length.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the speaker is finished, the time used by the competitor will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29 minutes.

JUDGING

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

RETAIL MANAGEMENT

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ retail management functions
- ☐ customer value, services, retailing technologies
- ☐ retail planning and management process
- ☐ retail environment
- ☐ evaluation and identification of retail customers
- ☐ retailing information systems
- ☐ selecting the appropriate market and location
- ☐ merchandise buying and handling
- ☐ financial aspects of operation management
- ☐ retail human resource management
- ☐ pricing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

SALES PRESENTATION - MODIFIED!

Category: Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: No

Q&A: No

OVERVIEW

This event consists of a presentation given at the State Leadership Conference.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

- The individual/team may sell whichever product or service they choose.
- The individual/team shall provide the necessary materials and merchandise for the demonstration along with the product.
- The demonstration must be the result of the individual's/team's own efforts.
- Facts and working data may be secured from any source.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Visual aids and samples related to the presentation may be used in the presentation; however, no items may be left with the judges or audience.
- When delivering the demonstration, the individual/team may use notes, note cards, and props. All materials must be removed at the end of the performance. No items may be left with the judges.
- This is an interactive event and judges may ask questions throughout the presentation.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Any photographs, texts, trademarks, or names used must be supported by proper documentation and approvals.
- Presentation of the entry must be conducted by the competitors who authored the event.
- Internet access will not be provided.
- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual is responsible for the functionality of all technology devices.
- The individual must perform all aspects of the presentation (e.g. speaking, setup, operation equipment). Other chapter representatives may not assist.
- The individual has seven (7) minutes to interact with a panel of judges and sell the product or concept. The judges will interact throughout the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.

JUDGING

- Presentations will be evaluated by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

SMALL BUSINESS MANAGEMENT PLAN

Category: Prejudged Report & Presentation

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

of pages: 15

OVERVIEW

This event consists of two parts: a prejudged report and a presentation. Competitors are required to complete both parts for award eligibility. All teams will be scheduled for a performance.

Reports contents should include:

- Executive summary
- Company Description
- Industry Analysis
- Target Market
- Competitive Analysis
- Marketing Plan and Sales Strategy
- Operations
- Management and Organization
- Long-Term Development
- Financials

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

PROCEDURES

Report

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- A single PDF file of the report must be submitted, using the online submission form, to the ND PBL State Office by the designated date.
- Front cover and table of contents are required and are not counted against the page limit.
- Cover page for Small Business Management Plan should include name of school, names of participants, state, name of the event, and year (20xx-xx).
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8 1/2" x 11" paper.
- Follow the rating sheet sequence when writing the report. If information is not available for the particular criterion, include a statement to that effect in the report.

- Points will be deducted if the written project does not adhere to the guidelines.
- Prejudged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Reports must be original, current, and not submitted for a previous SLC or NLC.
- Reports submitted for competition become the property of North Dakota FBLA-PBL. These reports may be used for publication by the state association.

Performance

- Five minutes (5) will be allowed to set up and remove any equipment or presentation items.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- Internet access will not be provided.
- Prejudged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the reports and the presentations. Final rank is determined by totaling the written report scores and the presentation scores.
- Report scores will be used to break a tie. All decisions of the judges are final.
- The national PBL rating sheets will be used for the report and the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place winning projects, or alternate, may be submitted for competition at the PBL National Conference.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

SOCIAL MEDIA MARKETING – NAME CHANGE!

Category: Presentation with Equipment

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a presentation given at the SLC.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation for competition at the 2022 SLC and NLC will be:

Being a small locally owned business is a challenging endeavor. Add in the restrictions caused by the 2020 pandemic and many of these businesses are either struggling or having to come up with creative ways to survive. Work with a local business to understand their company, clientele, and products. Utilize at least three social media platforms that will target their clientele to promote the business, one of their upcoming events, or one of their new products.

***Note, before publishing any social media accounts, obtain written consent from the business.**

PROCEDURE

- Topic is addressed effectively and is appropriate for the audience.
- Campaign has a high level of engagement and interactivity: likes, shares, retweets, RSVPs, etc.
- Demonstrates knowledge of social media marketing beyond community management, including but not limited to: developing unique content, effectively utilizing existing content, optimizing content for search, distributing content across as many platforms as possible within a limited budget.
- Describe any applicable insight/research methodology as to why you have chosen specific platforms, messaging, content, and engagement and outreach strategies.
- Overall campaign—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing.
- Final product indicates a clear thought process, a well-formulated campaign, and execution of a firm idea.
- Effectively communicate required information and drive the campaign toward a clear call-to-action.
- Social media accounts cannot be created for exiting entities without written consent from the entity.
- Competitors must prepare projects. Advisers and other are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines
- Competitors are responsible for bringing a copy of their project to show the judges.

- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals.
- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids related to the project may be used during the presentation; however, not items may be left with the judges or audience.
- The individual or team members must perform all aspects of the presentations. Other chapter representatives may not assist.
- Competitors present directly from the laptop/devices. Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. At seven (7) minutes the timekeeper will record the time used, noting a deduction of five (5) points for any time over the seven minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- The national PBL rating sheet will be used for the presentation - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first and second place award winning teams are eligible to compete at the PBL National Leadership Conference. If an entire team (or any member) cannot attend, alternates may be chosen.

NOTE: *The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.*

SPORTS MANAGEMENT AND MARKETING

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ accounting and budgeting
- ☐ economics of sports
- ☐ ethics
- ☐ facility management
- ☐ financing sports
- ☐ group decision making and problem solving
- ☐ labor relations in pro sports
- ☐ law and sports application
- ☐ sponsorships
- ☐ sports management history
- ☐ sports licensing
- ☐ strategic marketing
- ☐ tort liability and risk management

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

STATISTICAL ANALYSIS

Category: Objective Test

Type: Individual

OVERVIEW

A 60-minute objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- ☐ descriptive statistical analyses
- ☐ organizing and presenting of statistical data
- ☐ probability distributions
- ☐ sampling techniques
- ☐ linear regression
- ☐ confidence intervals
- ☐ hypothesis testing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have **not** competed in it at a previous National Leadership Conference.

REGULATIONS

- Competitors arriving late will be allowed only the time remaining in the testing period to complete the test.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURES

- No materials may be brought to the testing site.
- Financial calculators may be used for the accounting, finance, and analysis & decision making events.
- Calculators will be provided for all other events.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be three.

NATIONAL COMPETITION

The first, second, and third place award winners, or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

WEBSITE DESIGN

Category: Demonstration

Type: Individual or Team

Equipment Setup Time: 5 minutes (timer starts when 5 minutes are up)

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Penalty Over Time: Yes (5 points)

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a demonstration of the project.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have **not** competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event. A competitor who competed as an individual entry in a team event at a previous NLC may compete in the same event a second time as part of a team, but not a second time as an individual. **Exception:** A competitor may compete in the same event when the event is modified. However, a competitor may not compete more than twice in the event at the national level. However, a competitor may not compete more than twice in the event at the national level.

REGULATIONS

- Competitors arriving late for the performance will be rescheduled if the judging is still in progress. If all competitors are finished, no additional scheduling will be allowed.
- Competitors must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the event.

2022 STATE AND NATIONAL TOPIC

The topic to be addressed by the website developed for competition at the 2022 State Leadership Conference and National Leadership Conference will be:

You are responsible for creating a website for a new clothing resale shop in your community. The proposed shop will cater to the local community, embracing sustainability and ethical business practices. They want to emphasize that they are locally owned and focused, as well as promoting the recycle/reuse nature of their business. You have items customers may purchase that have been repurposed and you also have items customers may purchase to do their own upscaling or repurposing. Your website should include a minimum of four pages.

PROCEDURES

Project

- The website must be shown to the judges during the demonstration.
- Websites should be designed to allow for viewing on as many different platforms as possible.
- The usability and functionality of the website must be demonstrated to the judges.
- Visual aids and sample specifically related to the demonstration may be used; however, no items may be left with the judges or audience.
- Competitors must show the judges any of the following that are applicable: read me file, source code, documentation of templates/libraries used, documentation of copyrighted material used.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for ensuring the usability and functionality of their project when demonstrating it to the judges.

- Any photographs, texts, trademarks, or names used must be supported by proper documentation and approvals indicated on the site or project.
- When applicable, the use of templates/libraries must be identified.

Demonstration

- Demonstration of the project must be conducted by competitors who created/authored the event.
- Visual aids related to the project may be used; however, no items may be left with the judges.
- Competitors are responsible for ensuring their project can be shown to the judges.
- All team members are expected to actively participate in the performance.
- The individual or team must provide a computer for the presentation. Five (5) minutes will be allowed for setup and removal of equipment.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- The individual or team has seven (7) minutes to present.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

- Projects and presentations will be judged by a panel of judges. All decisions of the judges are final.
- The national PBL rating sheet will be used for the demonstration - <https://www.fbla-pbl.org/media/2021/08/PBL-Rating-Sheets-All.pdf>

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners or alternate, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult www.fbla-pbl.org for complete national competitive event guidelines.

FORMAT GUIDE

Please see the FBLA-PBL
Format Guide at:

[https://www.fbla-
pbl.org/media/2021/07/FBLA-PBL-
Format-Guide.pdf](https://www.fbla-pbl.org/media/2021/07/FBLA-PBL-Format-Guide.pdf)



RECOGNITION EVENTS GUIDELINES



ALUMNI OF THE YEAR

Category: Recognition

Type: Individual

OVERVIEW

This event recognizes outstanding leaders who are alumni of Phi Beta Lambda and continue to contribute to the success of PBL on the local, state, and/or national levels.

ELIGIBILITY

- Each chapter may nominate one (1) person for PBL Alumni of the Year.
- The nominees must be a former member of PBL.
- Nominees must not have been named to this recognition at a previous State Leadership Conference.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

CRITERIA FOR SELECTION

Criteria for selection of nominees at the state level shall include, but is not limited to,

- Years of participation in FBLA-PBL activities
- Achievements attained while a member of FBLA-PBL
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to local or state chapter projects and activities

The biographical sketch of each nominee should particularly address the above areas. It should also include a direct quotation of the nominee referencing the impact Phi Beta Lambda has had on their life.

JUDGING

The executive committee will select the PBL Alumni of the Year and notify the local chapter and alumni. The alumni and nominating chapter will be recognized at the State Leadership Conference.

Former nominations that were unsuccessful may be resubmitted the following year.

If a candidate was not selected as State PBL Alumni of the Year, the chapter may still recognize the alumni at the chapter level/local banquet.

BRIDGING THE GAP AWARD

Category: Recognition

Type: Chapter

OVERVIEW

The North Dakota PBL Bridging the Gap Award is designed to recognize local PBL chapters who aid in narrowing the gap between FBLA and PBL.

ELIGIBILITY

All local chapters are eligible.

PROCEDURES

At least two members from a ND PBL chapter must visit a local FBLA chapter meeting. The visit shall take place following the previous State Leadership Conference and March 1 of the following year. At this meeting:

- PBL members shall inform the FBLA chapter about what PBL is,
- Name the colleges and universities within the state that have a PBL chapter and explain that virtual chapters are available if attending a college/university without PBL,
- Invite FBLA members to like and follow their local PBL chapter social media page(s) *(if applicable)* and like the ND PBL Facebook and Instagram pages, and
- Answer any questions the students have about PBL.

DOCUMENTATION

To be eligible to receive the Bridging the Gap Award, your chapter must submit a typed summary (200-word minimum) including which FBLA chapter was visited, when the visit took place, what was discussed, and any questions the FBLA members asked. Chapters will need to provide a picture of the PBL members with the FBLA members at the meeting and the names of at least three FBLA members who liked/followed ND PBL on Facebook and/or Instagram. All items submitted become the property of the ND State Chapter of PBL and will not be returned.

AWARD

All chapters submitting proper documentation will receive the following recognition items for their accomplishments

- Recognition certificate
- A ribbon for the chapter's members to wear at the North Dakota State Leadership Conference

BUSINESSPERSON OF THE YEAR

Category: Recognition

Type: Individual

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

OVERVIEW

- The nominees must be members of the business community. Persons who are students or full-time employees of educational institutions or departments of education are not eligible for this award; such nominees will be disqualified.
- Nominees must not have been named to this recognition at a previous State Leadership Conference.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

ELIGIBILITY

Each chapter may nominate one (1) person for the Businessperson of the Year. Nominees must be members of the business sector, not students or educators.

PROCEDURES

Criteria for selection of nominees at the state level shall include, but is not limited to,

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

The biographical sketch of each nominee should particularly address the above areas.

JUDGING

The executive committee will select the Businessperson of the Year and notify the local chapter and person. They will be recognized at the State Leadership Conference.

You will be notified if the candidate is selected. If you are not notified, the person was not selected as State Businessperson of the Year, and if you wish, you may give this person an award from your chapter.

HONORARY MEMBERSHIP IN NORTH DAKOTA PBL

Category: Recognition

Type: Individual

This event recognizes persons who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and national levels.

OVERVIEW

- The nominees must be persons from the business or educational community who have contributed to the success of PBL.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

ELIGIBILITY

Each chapter may nominate one or two persons as candidate(s) for an Honorary Member in North Dakota PBL.

REGULATIONS

- Honorary Members may be nominated from those who are employed in government, local teachers, school administrators, employees of local educational agencies, or other interested people in the community.
- Nominees must not have been named to this event at a previous State Leadership Conference.
- The entry form must be completed by the local chapter and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

PROCEDURES

The biographical sketch of each nominee should address the following areas:

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

JUDGING

The executive committee will select honorary members and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

You will be notified if your candidate is selected. If you are not notified, the person was not selected as an honorary member, and if you wish, you may give this person an award from your chapter.

LARGEST LOCAL CHAPTER MEMBERSHIP

Category: Recognition

Type: Chapter

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 PBL.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid PBL members on record in the FBLA-PBL state office on the cut-off date of the current school year.

STATE AWARDS

An award is presented at the State Leadership Conference to the largest PBL chapter in North Dakota.

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

Category: Recognition

Type: Chapter

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 local chapters that have attained the largest percentage of increase in local chapter membership in PBL.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid members on record in the FBLA-PBL state office at the cut-off date established for the previous and current school years.

STATE AWARDS

An award is presented at the State Leadership Conference to the top local chapter that attained the highest percentage of membership increase in PBL.

LARGEST PERCENTAGE OF RETENTION IN LOCAL CHAPTER MEMBERSHIP (North Dakota Only Event)

Category: Recognition

Type: Chapter

Effective state and national programs depend on membership support and growth. Retaining members from year to year provides resources for experienced members to serve local chapters and new members. Membership retention offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters in North Dakota that have retained the largest percentage of members from the previous year.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- Official membership records are maintained at the state office; however, to enter this event the entry form must be completed. The form can be found in the "Forms" section of this handbook. Only entries received by the designated date will be considered.
- The figures used in determining the winner will be the number of paid, retained PBL members on record in the state office on June 30 of the previous year and by the designated dues deadline for participation at the State Leadership Conference.

STATE AWARDS

An award is presented at the State Leadership Conference to the local chapter that attained the highest percentage of membership retention in PBL.

MEMBER OF THE SEMESTER

The Member of the Semester award is designed to recognize excellence and active involvement by local chapter members in North Dakota PBL. Each semester advisers are encouraged to nominate a local chapter member for this recognition via the online nomination form found at www.nd-fbla.org/pbl or <https://ndfblapbl.wufoo.com/forms/nd-pbl-member-of-the-semester/>. Fall semester nominations are due on November 1. Spring nominations are due on March 1. Nomination forms will be reviewed by the State Executive Committee, and one North Dakota PBL member will be recognized as the Member of the Semester. State officers are not eligible for this recognition.

RECOGNITION

All members who are selected as the Member of the Semester during the current membership year will be recognized at the State Leadership Conference.

PBL PERKS

Category: Recognition

Type: Chapter

Go for North Dakota Gold is a project designed to recognize active local PBL chapters and their advisers for going above and beyond. Chapters who complete one of the three levels of recognition (gold, silver, or bronze), and who submit an entry form with documentation, will be recognized.

OVERVIEW

Documentation must accompany entry form. Only entries received by the designated date will be considered for judging.

- **Platinum Level**—complete six (6) Level I activities and sixteen (16) Level II activities. Platinum level chapters will receive priority seating, a ribbon, 50 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.
- **Gold Level**—complete four (4) Level I activities and eight (8) Level II activities. Gold level chapters will receive priority seating, a ribbon, 30 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.
- **Silver Level**—complete three (3) Level I activities and six (6) Level II activities. Silver level chapters will receive, a ribbon, 20 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.
- **Bronze Level**—complete two (2) Level I activities and four (4) Level II activities. Bronze level chapters will receive, a ribbon, 10 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

All activities must be completed from the end of the previous State Leadership Conference until March 1 of the current year. **Documentation must accompany the entry form.** All items submitted become the property of the ND State Chapter of PBL and will not be returned.

Level I Activities

1. Have at least 80% of local membership register for the State Leadership Conference.
2. Hold a PBL recruitment booth during your college's involvement fair.
3. Submit a chapter spotlight report for a chapter activity for publication on North Dakota PBL social media.
4. At least 20% of members complete a level of the PBL Excellence Awards.
5. Secure a competitive event sponsor.
6. Have a candidate run for state or national office

Level II Activities

7. Pay state and national dues of \$20 by October 20.
8. Submit Local Chapter Annual Business Report for state competition.
9. Submit Community Service Project Report for state competition.
10. Hold a March of Dimes fundraiser.
11. Include a local businessperson in a chapter activity or go on a local business tour.
12. Include a professor/school official in a chapter activity (excludes adviser).
13. Have a state or national officer attend a chapter meeting in person or virtually. (State officers may not visit their own chapter)
14. Increase local chapter membership by 10%.
15. Submit a report of a chapter activity to local media and to the state office for publication.
16. Have at least one member attend the National Leadership Conference.
17. Have at least one member attend PBL Career Connections Conference.
18. Visit with a local FBLA chapter about the benefits of joining PBL.

19. Hold an event to promote FBLA-PBL Week.
20. Conduct a local officer installation ceremony.
21. Hold a chapter/member recognition event.
22. Nominate a chapter member for the Member of the Semester recognition.

PROCEDURE

Complete the entry form in this handbook. Documentation must accompany entry and needs to be numbered and typed. All entries must be received by the designated date. Completing extra Level II activities is recommended if an activity selected is not able to be verified.

JUDGING

Entries will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations.

NOTE: This is a North Dakota only PBL event. It is similar in nature to some of the national chapter and member recognition activities, including PBL Outstanding Chapter and PBL Chapter of the Year.

FORMS





ND PBL State Officer Application*

Please key this form.

**All information requested is purely voluntary on the part of the applicant and will not be used for determining applicant's qualifications for a North Dakota PBL State Chapter office.*

School attending in 2022-23				Office sought	
Class next year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student					
Name		Current mailing address			
City	State	Zip	Phone		
E-mail					
Summer mailing address				Phone	
Person to contact in an emergency			Relationship		
Address		City	State	Zip	Phone
PBL activities					
College Major	College Minor			Have you completed or are you enrolled in at least one business course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to attend all meetings of the State Executive Council: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you employed in a part-time job while attending college? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of hours you usually work per week		Name of employer	
If you are employed, will your employer allow you time off to attend state planning meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Candidate's signature			Adviser's signature		

Postmark or email this form by designated date to:

**Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov**



Who's Who in North Dakota PBL Award

Every PBL chapter should name at least one PBL member to receive the Who's Who award. Every chapter has a winner. State PBL officers are *not* to be local chapter winners. They receive the award automatically. This award should be given to the person most deserving for service to the local PBL chapter, not necessarily the president, but the member who is always present, always willing to help, etc.

Chapters may have one or more Who's Who recipient.

School Name	Adviser's Signature
-------------	---------------------

1	Name of Student Receiving Award (please print)
2	Name of Student Receiving Award (please print)

DO NOT LIST STATE OFFICERS

Postmark or email this form by designated date to:

***Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov***



ND PBL Adviser Length of Service Award Application

In order to continue the Chapter Adviser Years of Service Award at the state and national level, we need information from each adviser regarding total (broken or continuous) years of service as a PBL adviser. Advisers will be recognized at the State Leadership Conference for 5, 10, 15, 20, and 25 years of service.

If you are eligible for an award this year **and wish to receive the award**, you must complete this form and return it to the state PBL office by the date indicated.

If you are not eligible for an award this year, you don't need to complete this form.

Name	School
------	--------

I have a total of _____ years of service (including this year) as a PBL chapter adviser as follows:

From (month/year)	To (month/year)	School Name
From (month/year)	To (month/year)	School Name
From (month/year)	To (month/year)	School Name

Postmark or email this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
lkuntz@nd.gov



ND PBL Pre-Conference Tests Order Form

School:	Adviser:
Phone with best time to call:	Email:
Pre-conference test administrator: (May not be an adviser. You may have more than one test administrator, but all tests will be sent to only one person.)	Mailing address of test administrator:

*****All students must pay conference registration fee to participate in these events.*****
*****All tests must be returned to Bismarck regardless of whether or not they are used.*****
SPECIAL NOTE: All objective tests scheduled to be taken at the school-site prior to the State Leadership Conference will be taken online. Instructions for this process will be sent with the preconference tests.

Event	Names of Competitors (For team events, place names of all team members on same line.)
Accounting for Professionals (production test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Administrative Support Technology (production test) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Business Communication (writing exercise) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Desktop Publishing (objective test) <i>Up to 3 teams of 1 or 2 members each</i> <i>Team tests cooperatively</i>	1.
	2.
	3.
Financial Services (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1.
	2.
	3.
	4.

Continued on next page

Event	Names of Competitors (For team events, place names of all team members on same line.)
Future Business Executive (objective test) <i>Individual event</i> 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Global Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Help Desk (objective test) <i>Individual event</i> 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Hospitality Management (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Human Resource Management (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Management Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Marketing Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Parliamentary Procedure (objective test) <i>1 team consisting of 4 or 5 members</i> <i>Team tests individually</i>	1.
State Vice President of Operations Application Test	1. 2. 3.

Postmark or email this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov



ND PBL SLC Competitive Event Registration

Chapter Name	# of Members	Adviser's Name
School Phone	Adviser Email	
Adviser or person to contact if conference is postponed or changed because of inclement weather, or other reason.		Phone
E-mail Address		
Name of alternate person to contact		Phone
E-mail Address		

For each of the following competitive events, supply names of the participants. Under each event name is indicated (by chapter membership) the number of members from each chapter who may enter the event. **Participants must check posted schedules at conference registration to ensure that they are not scheduled for two events at the same time.**

Accounting for Professionals (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Accounting Principles (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Administrative Support Technology (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

<p>Business Communication (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Business Ethics (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Business Law (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:

<p>Business Presentation (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Client Service (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Community Service Project (One team composed of 1 to 3 members)</p>	
<p>Computer Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Cyber Security (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Desktop Publishing (3 teams of 1 or 2 members each)</p>	A:
	B:
	C:

<p>Emerging Business Issues (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Entrepreneurship Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Financial Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Financial Services (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Future Business Educator (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	

Future Business Executive (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Global Analysis and Decision Making (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:
Help Desk (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Hospitality Management (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:

Human Resource Management (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:
Impromptu Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Information Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Insurance Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Job Interview (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Justice Administration (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Local Chapter Annual Business Report	Entering Report: ____Yes ____No
Macroeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Management Analysis and Decision Making (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:
Management Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Marketing Analysis and Decision Making (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:

Marketing Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Microeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Networking Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Organizational Behavior and Leadership (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Parliamentary Procedure (One team composed of 4 or 5 members)	
Personal Finance (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Programming Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Project Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Public Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Retail Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Sales Presentation (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:

<p>Small Business Management Plan (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Social Media Marketing (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Sports Management and Marketing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Statistical Analysis (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	

Website Design (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:

Postmark or email this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov

Conference Event Registration Continued on Next Page



North Dakota PBL State Leadership Conference Registration

Location of conference Bismarck, ND	Conference dates April 8-9, 2022
---	--

School	City
Adviser	

	State officers attending at no charge	\$ 0
	Members attending at \$75 per person	\$
	Advisers attending at \$75 per person	\$
	Guest banquet at \$30 per person (non-PBL member or non-adviser)	\$
	Guest brunch at \$30 per person (non-PBL member or non-adviser)	\$
	TOTAL	\$

Make check payable to North Dakota PBL

Postmark this form and your check by date indicated to:

FBLA-PBL Fiscal Agent
PO Box 6022
Bismarck, ND 58506-6022

In addition, please email this form to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
lkuntz@nd.gov



Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Statement of why the nominee should receive the award:	
Submitted by	Chapter

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov



Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Nominated for: <input type="checkbox"/> Honorary Membership <input type="checkbox"/> Businessperson of the Year	
Statement of why the nominee should receive the award:	
Submitted by	
Chapter	
<i>NOTE: You will be notified if candidate is selected. If you do not receive notification, the person was not selected as State Businessperson of the Year or Honorary Member. You may give this person an award from your chapter, if you wish.</i>	

Linda Kuntz
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Bismarck, ND 58505-0610
llkuntz@nd.gov



PBL Alumni of the Year Nomination

No pictures, be brief. State reasons on this form only.

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Years of Participation in FBLA-PBL:	
Statement of why the nominee should receive the award:	
Quote from nominee about PBL's impact on their life/career:	
Submitted by	Chapter
<i>NOTE: You will be notified if candidate is selected. If you do not receive notification, the person was not selected as PBL Alumni of the Year. You may give this person an award from your chapter, if you wish.</i>	

Postmark or email this form by designated date to:

**Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov**



Special Needs Assistance Request

The following members or advisers request special assistance or accommodations at the State Leadership Conference. Describe how you believe we could best assist member or adviser with special needs. This form should also be used for dietary requests.

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required.

Chapter

Adviser

Postmark or email this form by designated date to:

***Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov***



Largest Percentage of Retention in Local Chapter Membership (North Dakota Only Event)

School Name and City:

Please fill out the information below. Membership retention will be verified using National PBL membership records.

Number of Members Retained from 2020-2021 to 2021-2022:

Percentage of Retention:

(To calculate percentage of retention, divide number of members retained by the current number of members.)

List names of members retained from 2020-2021 to 2021-2022:

(Attach additional sheet if necessary)

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	16.
8.	17.
9.	18.

Signature of Chapter President:

Signature of Chapter Adviser:

Postmark or email this form by designated date to:

**Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov**



Event Entry/Statement of Assurance Form

This form must be completed and sent for the following events. Please check one:

<input type="checkbox"/>	Desktop Publishing
--------------------------	--------------------

Submit **color** printouts in a file folder for Desktop Publishing. Each page must be clearly labeled and include the name of the event, state, participants' name(s), and school.

Chapter Name		
Adviser Name		
Adviser Email Address		Phone Number
Team Member Names		

We, the undersigned, attest that the design and creation of this presentation is the original work of the team members. We agree that this presentation may be linked, promoted, and used in any way by North Dakota FBLA-PBL, Inc. for purposes of promoting the association.

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

Complete this Document Section for All Appropriate Events:

Software Used:
Source of Information:
Copyright Notations:
Instructions for Running Project:
Template(s) Used (source):

Postmark or email this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
lkuntz@nd.gov



North Dakota PBL Perks Entry Form (2021-2022)

Chapter:	
Chapter President's Signature:	
Adviser's Signature:	

PLEASE MAKE SURE SUPPORTING DOCUMENTS ARE ATTACHED TO THIS FORM

- Platinum Level – Complete six (6) Level I Activities and sixteen (16) Level II Activities.
- Gold Level - Complete four (4) Level I Activities and eight (8) Level II Activities.
- Silver Level - Complete three (3) Level I Activities and six (6) Level II Activities.
- Bronze Level - Complete two (2) Level I Activities and four (4) Level II Activities.

Level I Activities

1. Have at least 80% of local membership register for the State Leadership Conference.
2. Hold a PBL recruitment booth during your college's involvement fair. **Attach three (3) photos and a minimum 100-word summary. The recruitment booth must be held during the 2021-22 membership year.**
3. Submit a chapter spotlight report for a chapter activity for publication on North Dakota PBL social media. **Submit the report to the Vice President of Communications to be linked to the state site. Please include a summary of a minimum of 100 words and three (3) photos.**
4. At least 20% of members complete a level of the PBL Excellence Awards.
5. Secure a competitive event sponsor. **Attach the sponsorship form.**
6. Have a candidate run for state or national office

Level II Activities

7. Pay state and national dues of \$20 by October 20.
8. Submit Local Chapter Annual Business Report for state competition.
9. Submit Community Service Project Report for state competition.
10. Hold a March of Dimes fundraiser. **Attach three (3) photos and a summary of the event.**
11. Include a local businessperson in a chapter activity or go on a local business tour. **Attach a description of name, position and activity.**
12. Include a professor/school official in a chapter activity (excludes adviser). **Attach a description including their name, position, and activity.**
13. Have a state or national officer attend a chapter meeting in person or virtually. (State officers may not visit their own chapter) **Attach a description including their name, position and activity.**
14. Increase local chapter membership by 10%.
15. Submit a report of a chapter activity to local media and to the state office for publication. **Attach a copy of the article from the media and the original word document.**
16. Have at least one member attend the National Leadership Conference. **Attach a short description of the activity.**
17. Have at least one member attend the PBL Career Connections Conference. **Attach a summary and three (3) photos of the conference.**
18. Visit with a local FBLA chapter about the benefits of joining PBL. **Attach three (3) photos and a summary of the visit.**
19. Hold an event to promote FBLA-PBL Week. **Attach three (3) photos and a summary of the event.**
20. Conduct a local officer installation ceremony. **Attach a short description of activity.**
21. Hold a chapter/member recognition event. **Attach a short description of activity.**
22. Nominate a chapter member for the Member of the Semester recognition. **Attach a list of name(s) of members nominated.**

Postmark this form, along with supporting documents, by designated date to:

Linda Kuntz

Dept. of Career and Technical Education

600 East Boulevard Ave., Dept. 270

Bismarck, ND 58505-0610

lkuntz@nd.gov



Bridging the Gap Award

Chapter:	
Chapter President's Signature:	
Adviser's Signature:	

Names of FBLA Members who liked/followed ND PBL on Facebook or Instagram:

1. _____
2. _____
3. _____

Experience Summary:

--

Remember to include a picture from the visit with this form

Postmark this form, along with supporting documents, by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610



ND PBL State Leadership Conference Hotel Reservation

Conference Dates
April 8-9, 2022

Reservation Cut-Off Date
March 11, 2022

Hotel TBD – more details by
January!

Bismarck/Mandan, ND

PLEASE NOTE: This is the official conference hotel for this conference and reservations should be made here using the conference rate.

1. A block of rooms has been reserved at the conference hotel (**rooms will be released March 11**). Any changes must be made with the hotel.
2. Check-in time will be 3 p.m.
3. Check-out time will be 11 a.m.
4. Make sure to indicate how many nights you will be staying.
5. Room rates (excluding tax) for a standard room **per night** are at state rate (currently \$86.40 for a single)
6. Please bring tax exempt ID number, if it applies, to receive a tax-free room rate.

Name of School, City:		Number of rooms to reserve:	
Arrival Date:		Departure Date:	
Payment Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Direct Bill			

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room A	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room B	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

SEND CONFIRMATION TO:

Name		Phone	
Address		Email	
City	State	Zip	

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room C	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room D	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room E	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room F	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		



Meal Function Reservation Form

EMAIL TO:

Name Linda Kuntz	Phone 701-328-3174
Email llkuntz@nd.gov	Date Sent

Because some members attend only portions of the conference, and in order to eliminate the waste of unneeded food that is ordered, please complete the information requested below regarding how many people your chapter will have attending the meal functions at the ND PBL State Leadership Conference.

Number Attending	
	Number attending banquet on Friday, April 8
	Number attending brunch on Saturday, April 9

Please note any special dietary requirements using the Special Needs Assistance Request form.

FROM:

Adviser's Name
School, City

Postmark or email this form by designated date to:

**Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov**

APPENDIX

**PBL Constitution and Bylaws
NLC Information**

UNIFORM STATE CHAPTER CONSTITUTION

FUTURE BUSINESS LEADERS OF AMERICA—PHI BETA LAMBDA, INC.

Article I—Name

The name of this organization shall be the North Dakota State Chapter of the Future Business Leaders of America-Phi Beta Lambda, Incorporated, hereinafter referred to as "the Chapter."

Article II—Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of North Dakota. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of North Dakota. The Chapter shall provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

- a. Develop competent, aggressive business leadership
- b. Strengthen the confidence of students in themselves and their work
- c. Create more interest and understanding of American business enterprise
- d. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- e. Develop character, prepare for useful citizenship, and foster patriotism
- f. Encourage and practice efficient money management

- g. Encourage scholarship and promote school loyalty
- h. Assist students in the establishment of occupational goals
- i. Facilitate the transition from school to work.

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Incorporated.

Article III—Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of North Dakota. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

Article IV—Dues and

Finance

Section 1

The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Incorporated.

Section 2

No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services

actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of money or money's worth; by selling any substantial parts of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than the objects in this Constitution set forth, or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities to carry on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might effect its right or the right of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

Article V—Organization

Section 1

The Chapter is a subsidiary of the Future Business Leaders of America--Phi Beta Lambda, Inc. As an integral part of FBLA-PBL Inc., the chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

Section 2

The Chapter shall be governed by a Board of Directors, which shall serve as the policy making body for the Chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3

The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4

The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of North Dakota as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5

Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

Article VI—Emblems and

Insignia

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

Article VII—Amendment

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for the adoption by its state chapters and shall be unamendable

without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

Revised by National FBLA-PBL December 5, 1975.

Revised by North Dakota State Chapter of FBLA-PBL Inc. September 20, 1991.

Revised by North Dakota State Chapter of FBLA-PBL, Inc., April 4, 2004.

National Office Address:

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
703-860-3334 OR
1-800-325-2946
FAX: 703-758-0749

North Dakota Address:

North Dakota State Chapter
FBLA-PBL, Inc.
State Capitol, 15th Floor
600 East Boulevard Ave.
Dept. 270
Bismarck, ND 58505-0610
701-328-2286

FUTURE BUSINESS LEADERS OF AMERICA
PHI BETA LAMBDA, INC.
North Dakota Chapter

PHI BETA LAMBDA BYLAWS

Article I—Name

Section 1

The name of this chapter of FBLA-PBL, Inc. shall be the "North Dakota Chapter of Phi Beta Lambda" and may be referred to as "North Dakota PBL" or "PBL."

Article II—Purpose

Section 1

The purpose of PBL is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition, promotes a sense of civic personal responsibility.

Section 2

The specific goals of PBL are to:

- a. develop competent, aggressive business leadership,
- b. strengthen the confidence of students in themselves and their work,
- c. create more interest in and understanding of American business enterprise,
- d. encourage members in the development of individual projects which contribute to the improvement of home, business, and community,
- e. develop character, prepare for useful citizenship, and foster patriotism,
- f. encourage and practice efficient money management,
- g. encourage scholarship and promote school loyalty
- h. assist students in the establishment of occupational goals, and
- i. facilitate the transition from school to work.

Article III—Membership

Section 1

FBLA-PBL membership shall consist of members of nationally chartered local chapters. These members shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

FBLA Active Members—shall be secondary students (grades 7-12) who become members while enrolled in business and office education classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

PBL Active Members—shall be postsecondary and college students in the field of business, office, or business teacher education who accept the purpose of PBL and subscribe to its creed. Active members shall pay dues as established by local, state, and national PBL and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise participate in local, state, and national activities in accordance with established guidelines, rules and regulations.

Professional Members—shall be individuals interested in promoting the goals established by FBLA-PBL, Inc. Such members may include former members of FBLA-PBL, employers, educators, parents, business persons, community supporters, or any other persons contributing to the growth and development of the association and its members. Professional members shall pay dues as established by FBLA-PBL, Inc., and receive voting and other rights as determined by FBLA-PBL, Inc. Professional members are subject to all rules and regulations established by FBLA-PBL, Inc. and the North Dakota State Chapter of FBLA-PBL.

National Honorary Life Members--may be recommended by the membership and shall be accepted upon

approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Article IV—Dues and

Finance

Section 1

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State dues of members shall be forwarded directly to the office of the state chairman or other designated agent. National dues shall be forwarded directly to the national office by the local chapter.

Section 2

Annual North Dakota PBL dues shall be \$10 per active member.

Section 3

The affairs and property of FBLA-PBL, Inc. shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1080 (1967 ed.).

Section 4

The fiscal year of the Future Business Leaders of America-Phi Beta Lambda shall be July 1 through June 30.

Article V—Organization

Section 1

Phi Beta Lambda shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters which have received charters, Greek names, and numbers issued by FBLA-PBL, Inc. and which are in good standing, shall be referred to as chapters of "Phi Beta Lambda" or "PBL."

Section 2

A chapter of PBL shall be considered in good standing with the national and state organization when the following conditions are met:

- a. State and national membership dues have been paid.
- b. All reports have been submitted to the national office and state chairman as requested.
- c. The local chapter constitution and bylaws are not in conflict with the state and national constitutions and bylaws in any of the provisions.

Section 3

PBL members shall be considered in good standing when they:

- a. attend local chapter meetings with reasonable regularity,
- b. show an interest in, and take part in, the affairs of the chapter, and
- c. pay their local, state, and national dues.

Section 4

The State Executive Board shall serve as the policy-making body of North Dakota PBL.

Section 5

The State Executive Board shall consist of state officers and members of the state committee, (state chairman and state advisers). Each member of the State Executive Board will have one vote. The state president chairs the State Executive Board meetings.

Section 6

The state Chapter shall hold at least one annual state leadership conference to elect state officers and conduct business.

Section 7

The position of state chairman shall be filled by recommendation of the National Board of Directors of FBLA-PBL, Inc.

Section 8

Each group wishing to become a chapter of FBLA-PBL shall make a formal written application to the North Dakota state chairman who will submit the application to the national FBLA-PBL office for approval, and the national FBLA-PBL, Inc. office will issue the local chapter charter.

Section 9

Each local chapter shall have at least one adviser. A local chapter may have as many special--emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of PBL shall assume full responsibility for coordinating the program for these interest groups.

Section 10

The State Executive Board shall appoint up to three state advisers to serve unlimited, renewable one-year terms.

Article VI—Officers and Elections

Section 1

The state elected officers of the North Dakota State Chapter of Phi Beta Lambda shall be a president, vice president of membership, vice president of finance, and vice president of communication. The person applying for the position of vice president of operations and scoring the highest on the parliamentary procedure written competitive event test shall serve as the vice president of operations. All officers stated above will be elected, appointed, and installed at the State Leadership Conference and will serve as voting members of the State Executive Board.

Section 2

Qualifications for Elected State Officers

- a. Only active PBL members are eligible to hold office.
- b. Only those applicants who are present at the State Leadership Conference shall be eligible for nomination.
- c. To be considered for an elected office in the North Dakota State Chapter of Phi Beta Lambda, a candidate shall:
 - (1) have at least one full year remaining in their post-secondary or college program of study,
 - (2) be recommended by the local chapter and endorsed by their local chapter adviser, and
 - (3) file an official application for office by the established filing date.
- d. Candidates for vice president of communication must possess the ability to edit, publish, update, and maintain North Dakota PBL listserv, social media, and the official website.
- e. Candidates for vice president of operations must possess a basic understanding of parliamentary procedure according to the current edition of Roberts Rules of Order, Newly Revised. Candidates for vice president of operations must also express a willingness to expand their knowledge of parliamentary procedure.

Section 3

Nominations for Elected Officers

- a. Nominees who have filed an official application for a specific office and who are present at the general

session of the North Dakota PBL Leadership Conference when the election is held shall be eligible for election to office. Any change in the application for a specific office must be filed with the State chairman prior to the beginning of the First General Session at the State Leadership Conference.

- b. In the event there are no candidates for an office, applications for the vacant office will be accepted by the newly elected State Executive Board following the conference by an established date. The newly elected State Executive Board will appoint an officer from applications for the vacant office following the conference.

Section 4

Elections

- a. The president, the vice president of membership, the vice president of finance, and the vice president of communication shall be elected annually by the local voting delegates at a business meeting at the annual North Dakota State PBL Leadership Conference. These officers shall be elected by a majority of the local voting delegates present and registered at the conference. No proxy voting will be permitted.
- b. No more than two members may be candidates for elected office from the same local PBL chapter. The vice president of operations may be appointed from a local chapter with elected state officers.
- c. There may be no more than three state officers from the same local chapter at any one time, including the vice president of operations.

Section 5

Term of Office

- a. State officers shall be elected for one year, and their term of office shall begin at the close of the State Leadership Conference.
- b. Officers may succeed themselves in the same office for two consecutive years if elected for a second term.

Section 6

Vacancy in Office

- a. A vacancy in office, other than that of president, shall be filled or remain vacant, as determined by the State Executive Board.
- b. Should the office of president become vacant, the vice president of membership shall automatically become president.

Article VII—Duties of PBL

State Officers

Section 1

The president shall:

- a. serve as chairman of the State Executive Board,
- b. preside over the Executive Board meetings and business meetings of PBL,
- c. appoint appropriate committees and committee chairmen,
- d. serve as an ex-officio member of all committees,
- e. perform other duties for the promotion and development of local, state, and national FBLA-PBL, Inc., and
- f. maintain a close and continuing relationship with the state chairman and state advisers of FBLA-PBL.

Section 2

The vice president of membership shall:

- a. assume the duties and responsibilities of the presidency, should that office become vacant due to resignation or otherwise,
- b. serve as the primary liaison for local North Dakota PBL chapters for the North Dakota PBL state officer team and State Executive Board,
- c. serve as the primary representative of the North Dakota PBL state officer team for new and re-activating chapters,
- d. serve as chairman of appointed committees, and
- e. assist in the promotion and development of FBLA-PBL.

Section 3

The vice president of finance shall:

- a. present financial reports to members at State Executive Board meetings and the State Leadership Conference,
- b. serve as the primary liaison between potential and current corporate partners and North Dakota PBL,
- c. be responsible for developing and/or updating a corporate partner program for the current membership year,
- d. serve as chairman of appointed committees, and
- e. assist in the promotion and development of FBLA-PBL.

Section 4

The vice president of communications shall:

- a. keep an accurate record of all business of the State Leadership Conference and the State Executive Board,

- b. supply at least one copy of the minutes and substantiating report to the State Executive Board promptly,
- c. publish and update the official North Dakota PBL website and social media pages,
- d. submit appropriate items to the publisher of national FBLA-PBL publications,
- e. serve as chairman of appointed committees, and
- f. assist in the promotion and development of FBLA-PBL.

Section 5

The vice president of operations shall:

- a. advise the president on the orderly conduct of business in accordance with PBL Bylaws and the current edition of Roberts Rules of Order, Newly Revised,
- b. serve as chairman of appointed committees, and
- c. assist in the promotion and development of FBLA-PBL.

Section 6

These officers shall serve on the State Executive Board, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are consistent with these Bylaws or other rules adopted by FBLA-PBL.

Section 7

Any intellectual property or digital works, including but not limited to logos, themes, slogans, phrases, guides, and other works created by a member or officer of North Dakota Phi Beta Lambda for or on behalf of North Dakota Phi Beta Lambda shall be the property of North Dakota Phi Beta Lambda and the member or officer is deemed to have waived all rights in favor of North Dakota Phi Beta Lambda.

Section 8

Any state officer failing to perform assigned duties as stated in Article VII, may be dismissed from office by a two-thirds vote of the State Executive Board. The office shall be filled following the guidelines in Article VI, Section 6, of the North Dakota Phi Beta Lambda Bylaws.

Article VIII—State Leadership Conference and Meetings

Section 1

A North Dakota State Leadership Conference shall be held each year.

Section 2

Each local chapter in good standing shall be entitled to send two to six local

voting delegates from its active membership to the State Leadership Conference in accordance with the following:

- a. 1-19 members—two voting delegates
- b. 20-39 members—three voting delegates
- c. 40-59 members—four voting delegates
- d. 60-89 members—five voting delegates
- e. 90 and above—six voting delegates

Section 3

All voting delegates and competitive event participants of local chapters shall be officially registered by their respective advisers and their names submitted by a deadline set by the State Executive Board for the State Leadership Conference. Changes may be made in the names of voting delegates or participants of competitive events at registration prior to the beginning of the State Leadership Conference First General Session.

Section 4

Only those voting delegates recognized as registered and present during the initial role call at the First General Session of the State Leadership Conference will be allowed to vote. No proxy voting will be permitted.

Section 5

The quorum for all business meetings at the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

Section 6

Leadership development conferences and meetings may be held as determined by the State Executive Board.

Article IX—State Executive Board

Section 1

The state officers of North Dakota PBL shall, with the state chairman and state advisers, constitute the State Executive Board.

Section 2

The State Executive Board shall:

- a. adopt policies of operation for PBL as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president,
- c. review all proposed amendments to the Bylaws,
- d. present to the PBL active members at the State Leadership Conference

those proposed amendments which have been approved by the State Executive Board, and

- e. perform such other duties as are prescribed by these Bylaws.

Section 3

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

Section 4

Business of the State Executive Board may be conducted by mail, teleconference or other appropriate means at the discretion of the president and approval of the state chairman and the state advisers. All business completed in a non-traditional format, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

Article X—Committees

Section 1

Advisory and other committees to assist in the growth and development of PBL may be appointed as deemed necessary by the State Executive Board.

Section 2

The president of PBL shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the president's term of office, and assist in their activities.

Section 3

Committee business may be conducted by mail, teleconference, or other appropriate means at the discretion of the president and approval of the state chairman and the state advisers. For adoption, action take by the committee in a non-traditional meeting shall require a plurality vote of the members eligible to vote and shall be reported to the committee members no later than the next regular committee meeting.

Article XI—Emblems and Colors

Section 1

The official emblem and insignia item designs are described and protected from infringement by registration, in the U. S. Patent Office, under the Trademark Act of 1946. The manufacturing, reproduction, wearing, or displaying of the emblem shall be governed by the

National Board of Directors of FBLA-PBL, Inc.

Section 2

Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA-PBL. Only members in good standing may use official emblems and insignia.

Section 3

The official colors of North Dakota FBLA-PBL shall be blue and gold.

Article XII—Parliamentary

Authority

Section 1

The rules contained in *Robert's Rules of order Newly Revised—current edition* shall govern the North Dakota State Chapter of FBLA-PBL in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order which the North Dakota FBLA-PBL may adopt.

Section 2

The use of the word chairman to identify one who chairs a committee or meeting is seen by a growing number of educators and students as perpetuating linguistic sexism. Many advisers and members of FBLA-PBL wish to free their language from this unconscious semantic bias. However, because *Robert's Rules of Order Newly Revised—current edition* takes the position that the word "CHAIRMAN suffices for both sexes," it will be used in the Constitution and Bylaws and in other FBLA-PBL state and national publications.

Article XIII—Amendment of the Bylaws

Section 1

Proposed amendments to these Bylaws shall be submitted in writing not later than sixty days prior to the North Dakota PBL State Leadership Conference to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters within thirty days of the State Leadership Conference.

Section 2

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates at the State Leadership Conference. The State

Executive Board shall present approved amendments, with recommendations, to voting delegates at the State Leadership Conference.

Section 3

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at the business meeting is required for adoption of amendment.

Revised March 24, 2018

PBL NATIONAL LEADERSHIP CONFERENCE PARTICIPANT'S INFORMATION

The PBL National Leadership Conference (NLC) will be held in Chicago, IL, June 24-27, 2022. The NLC offers motivational and informational sessions for both members and advisers. Delegates will be involved in workshops to help develop leadership skills and make important career decisions. Qualified competitive event winners can compete in the PBL National Awards Program.

If you are an eligible competitive event winner, you must complete the Competitive Event Information form and mail or email it to Linda Kuntz at the PBL state office no later than April 20. If you fail to do so, you will **forfeit your right** to compete at the NLC.

On April 22, a notice will be emailed to all chapters of the competitive events that have not been entered. Any PBL member may enter any "open" competitive event at the NLC upon notification of the North Dakota PBL state office.

No competitive events at the NLC can be entered after May 2! On May 4, the North Dakota National Leadership Conference Competitive event registration will be submitted to the national office and no additions will be made!

The North Dakota FBLA-PBL office will register members for competitive events only. This will not register members for the conference itself, nor does it take care of your hotel reservations.

The national PBL office will publish NLC conference information on their website at www.fbla-pbl.org. Registration will be done online using the chapter membership login. Contact the national office for information at 800-325-2946 or by e-mail: conference@fbla.org.



ND PBL NLC Competitive Event Information

People who wish to compete in PBL competitive events representing North Dakota should submit the following information by April 20, 2022.

School Name	Event(s) Entering
Participant's Name	Mailing Address on June 1
Day Phone	
Evening Phone	E-mail Address

Person to be contacted in case of emergency while attending NLC:

Name	Mailing Address
Phone	

NOTE: Completion of this form does not register you for the conference or hotel. It only makes it possible to enter a competitive event!

If you are not competing, but are attending the 2022 National Leadership Conference, it would be appreciated if you would complete and return this form to the state office so we can share this information with all attending from North Dakota.

If you send in this form indicating your intent to register for and compete at the conference, but change your mind, please notify the state office as soon as possible. This information is needed in order to complete event confirmation prior to arrival at the NLC.

Postmark or Email this form by designated date to:

***Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
llkuntz@nd.gov***

***North Dakota State Board for
Career and Technical Education***

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