



**NORTH DAKOTA
FBLA-Middle Level
Grades 6-8
Chapter Handbook**

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

North Dakota

Future Business Leaders of America – Middle Level

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 FBLA-Middle Level Chapter Handbook should replace any versions or documents that were used in past years. This handbook will also be available on the North Dakota FBLA website at www.nd-fbla.org and the North Dakota CTE website at www.cte.nd.gov.

Advisers are reminded that this document contains only North Dakota FBLA-Middle Level forms and 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.

This is the fifth edition of the ND FBLA-ML handbook, and we ask that you please contact the ND FBLA-PBL office if there are errors or omissions. Please don't assume that nothing has changed from last year. Only major changes are listed below. Please read through the entire handbook as your chapter prepares for the State Leadership Conference and pay close attention to the checklist of deadline dates that appears in the "Official Information" section.

Changes to this edition:

- New event – Annual Chapter Activities Presentation, chapter presentation event
- New event – Career Research, individual presentation event
- New event – Exploring Economics, individual objective test event
- New event – Exploring Technology, individual objective test event
- New event – FBLA Concepts, individual objective test event
- New event – FBLA Mission & Pledge, individual presentation event
- New event – Interpersonal Communication, individual objective test event
- New event – Leadership, individual objective test event
- New event – Learning Strategies, individual objective test event
- New event – Running an Effective Meeting, individual objective test event
- Modified event – Business Math & Financial Literacy will now be named Financial Literacy and business math concepts will be eliminated from the event.
- Modified event – Introduction to Computer Science & Coding will now be named Exploring Computer Science and the coding concepts will be eliminated from the event.
- Modified event – Multimedia & Website Development will now be an individual or team demonstration event, with teams of two to three members. The event will be modified to become a demonstration event where the project will be demonstrated directly to the judges to show usability and functionality. The project will no longer be prejudged and the objective test will be eliminated.
- Name Change – Community Service Project will be renamed Community Service Presentation.
- Rating sheets may change as errors are found during the year. Rating sheets for SLC will be taken from www.fbla-pbl.org to reflect all updates.

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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 FBLA. Local dues may be assessed in addition to the state and national dues. Total of \$10 state and national dues for FBLA and \$10 state and national dues for FBLA Middle Level are to be paid by credit card or mailed to the national office.**

FBLA state dues of \$4 and national dues of \$6 (total of \$10 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 1, 2022, to compete at the ND FBLA SLC.

Schools wishing to form an FBLA 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

News for the *ND FBLA website* should be using the online ND FBLA Chapter Check-In Form.

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/ws6d2a1v5v1gy/>

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 FUTURE BUSINESS LEADERS OF AMERICA-MIDDLE LEVEL 2021-2022 CALENDAR

September 20, 2021	Submit online registration for FBLA Fall Leadership Conference
October 3-4	FBLA Fall Leadership Conference—Bismarck
November 15	American Enterprise Day
November 19-20	National Fall Leadership Conference – Milwaukee, WI
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
February 1, 2022	Last day to postmark FBLA-ML state and national dues (Dues must be postmarked directly to national office in order to participate at State Leadership Conference.)
	<u>Online submission deadline for:</u>
	Outstanding Middle Level Member form
February 7	<u>Online submission deadline for:</u>
	FBLA-ML conference and competitive event registration
	Chapter Hotel Form
	<u>Postmark deadline for:</u>
	FBLA conference registration fees—sent directly to fiscal agent
	Hotel Reservation Form—sent directly to hotel
February 13-19	FBLA-PBL Week
March 27-29	FBLA State Leadership Conference—Bismarck
April 13	Deadline for FBLA chapters to <u>notify</u> Travel World of intent to compete at NLC
June 29-July 2	FBLA National Leadership Conference— Chicago, IL

FBLA-PBL National Information **Headquarters Staff**

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
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

2021 - 2022 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

State Officer	Contact Information	Adviser to State Officer
Lauren Skadberg, President Carrington High School	lauren.skadberg@k12.nd.us	Josey Skytland josey.skytland@k12.nd.us
Madeline Stangl, Region I VP Grand Forks Central High School	madelinestangl@gmail.com	Trevor Lennon tlennon050@mygfschools.org Megan Sullivan msullivan060@mygfschools.org
Kaidence Hase, Region II VP Drake-Anamoose High School	kaidence.hase@k12.nd.us	Joan Birdsell Joan.birdsell@k12.nd.us
Bailee Pierce, Region III VP Scranton High School	bailee.pierce@k12.nd.us	Emily Erickson emily.l.erickson@k12.nd.us
Ilanora Peterson, Region IV VP May-Port CG High School	ilanora.peterson@may-portcg.com	David Torgeson David.a.torgeson@may-portcg.com Cindy Strand Cindy.strand@may-portcg.com
Mason Lemer, Secretary/Treasurer Drake-Anamoose High School	mason.lemer@k12.nd.us	Joan Birdsell Joan.birdsell@k12.nd.us
Mya Woodbeck, Historian Bowbells High School	mya.woodbeck@bowbellshigh.com	Jennifer Nelson Jennifer.nelson@k12.nd.us
Mia Gonzalez, Social Media Coordinator Mott-Regent High School	mia.gonzalez@k12.nd.us	Lacey Schatz lschatz@ljsinsurance.com
Laney Wahus, Parliamentarian Des Lacs-Burlington High School	laney.wahus@dlblakers.com	Tarra Hysjulien tarra.hysjulien@k12.nd.us

State Staff	
Jessica DeVaal, State Director Dept. of Career & Technical Ed. Phone: 701-328-2286 jdevaal@nd.gov	Linda Kuntz, Admin. Assistant Dept. of Career & Technical Ed. Phone: 701-328-3174 llkuntz@nd.gov
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

2021 – 2022 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
Tanner Thompson State President Minot State University	tanner.w.thompson@minotstateu.edu	Dr. Megan Fixen megan.fixen@minotstateu.edu Jan Repnow jan.l.repnnow@minotstateu.edu
Vice President of Membership		
Melanie MacPherson Vice President of Finance Minot State University	melanie.macpherson@ndus.edu	Dr. Megan Fixen megan.fixen@minotstateu.edu Jan Repnow jan.l.repnnow@minotstateu.edu
Julian Clemon Vice President of Communications Bismarck State College	julian.clemon@bismarckstate.edu	Dr. Vickie Volk vickie.volk@bismarckstate.edu
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	
Linda Kuntz, Admin. Asst. Dept. of Career and Tech. Ed.	llkuntz@nd.gov Office: (701) 328-3174 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	

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

2021 – 2022 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

	CHAPTER NAME	2020 - 2021 MEMBERSHIP	ADVISER(S)
REGION I	Cavalier High School	1	Doug Fisher Jason Muth
	Central Valley High School, Buxton	1	Amanda Barney
	Grand Forks Central High School	36	Trevor Lennon Megan Sullivan
	Griggs County Central High School, Cooperstown	6	Ryan Dockter
	Harvey High School	24	Chad Faul
	Hatton/Northwood High Schools	24	Kim Lorenz Jessica Berke
	Lake Area Career Tech Center, Devils Lake	4	Nicole Anderson
	Lakota High School	9	Joann Larson
	Langdon High School	23	Tanner Groth
	Larimore High School	34	Julie Pearce
	New Rockford/Sheyenne High School	1	Patricia Rinde
	North Valley Career Tech Center, Grafton	5	Susan Shuley
	Red River High School, Grand Forks	10	Theresa Ostgarden
	Rugby High School	8	Paola Trottier Lori Wangler
	Thompson High School	19	Jason Brend
	Turtle Mountain Community High School	15	DJ McGillis
REGION II	Berthold Public School	2	Amanda Papp
	Bottineau High School	25	Kaitlin Walker
	Bowbells High School	14	Jennifer Nelson
	Burke Central High School	10	Julie Termine
	Des Lacs-Burlington High School	10	Tarra Hysjulien
	Divide County High School, Crosby	52	Wendy Grote Suzanne Lamontagne Betty Sandberg Joan Birdsell
	Drake-Anamoose High School	15	
	Garrison High School	0	
	Grenora Public School	9	Stephanie Paine Ashley Lampert
	Kenmare High School	6	Emmy Handeland
	Killdeer High School	2	Brady Wilz
	Minot High School—Central Campus	15	Eric Pearson Lisa Wolf Terry Van Berkorn
	Minot High School—Magic City Campus	10	Ben Berg Jason New
	Mohall Landsford Sherwood	18	Mickey Depute
	New Town High School	New!	Heidi Johnson
	Nedrose Public School	10	Erika Landro
	Newburg United School	0	Jean Kohlman
	Powers Lake High School	41	Roberta Helseth
	Ray High School	32	Trey Overton
	South Prairie School	0	Keri Fonder
	Stanley High School	70	Kendra Evensvold
	Tioga High School	15	Mallory Klabo
	Velva High School	36	Annette Braaten Jennifer Kramer

FBLA Chapters (continued)

REGION III

Beach High School	9	Carol Bartz
Beulah High School	9	Jeremy Brandt
Dickinson High School	11	Kelly Olson
Glen Ullin Public School	New!	Shelly Christensen
Grant County High School	15	Michael Mayer
Hazelton-Moffit-Braddock High School	12	Lana Held
Hazen High School	26	Alison Smith
Hettinger High School	16	Reba Resner
Linton High School	13	Megan Wald
Mandan High School	29	Karla Stelter
		Kelsey Brown
Mott/Regent High School	19	Lacy Schatz
New Salem/Almont High School	0	Joyell Bachler
Scranton High School	23	Emily Erickson
South Heart High School	21	Kelsey Boedeker
St. Mary's High School, Bismarck	26	Eileen Larson
Strasburg High School	7	Penny Smith
Zeeland High School	7	Lorie Bender
		Jacob Cline

REGION IV

Ashley High School	10	Dawn Goehring
Carrington High School	45	Josey Skytland
Edgeley High School	18	Sandra Dally
Enderlin High School	13	Tom Farnham
Fargo Davies High School	14	Jenna Johnson Uphoff
Fargo North High School	15	Kelli Sitzler-Erickson
Hillsboro High School	10	Ryan Nielsen
Lidgerwood High School	0	Katie Kohoutek
		Erin Bohnenstingl
Lisbon High School	23	Brent Janes
May-Port CG High School	44	David Torgeson
		Cindy Strand
Midkota High School	20	Kristi Halvorson
Milnor High School	0	Jeanne Bitz
Napoleon Public School	New!	Bryan Schumacher
West Fargo High School	7	Richard Anderson
West Fargo Sheyenne High School	5	Annie Retka
Wishek High School	2	Katherine Klemetsrud

2021 – 2022 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

Middle Level

	CHAPTER NAME	2020 – 2021 MEMBERSHIP	ADVISER(S)
REGION I			
	Cavalier Middle School	1	Doug Fisher Jason Muth
	Hatton/Northwood Middle Schools	New!	Kim Lorenz Jessica Berke
	Larimore Middle School	New!	Julie Pearce
	New Rockford/Sheyenne Middle School	0	Patricia Rinde
	Rugby Middle School	0	Paola Trottier
	Valley Middle School, Grand Forks	0	Lori Wangler Aaron Cummings
REGION II			
	Berthold Public School – ML	0	Amanda Papp
	Bowbells Middle School	9	Jennifer Nelson
	Burke Central Middle School	6	Julie Termine
	Divide County Middle School	New!	Wendy Grote
	Drake-Anamoose Middle School	7	Joan Birdsell
	Grenora Middle School	New!	Stephanie Paine
	Kenmare Middle School	12	Ashley Lampert Emmy Handeland
	Newburg United Middle Level	0	Jean Kohlman
	Stanley Middle School	4	Kendra Evensvold
REGION III			
	Grant County Middle School	4	Michael Mayer
	Hazelton-Moffit-Braddock Public School – ML	5	Lana Held
	Mott/Regent Middle School	New!	Lacy Schatz
	Scranton Middle School	9	Emily Erickson
	South Heart Public School – ML	0	Kelsey Boedeker
	St. Mary's Academy, Bismarck	0	Eileen Larson
REGION IV			
	May-Port CG Middle School	New!	David Torgeson Cindy Strand
	Wishek Middle School	4	Kathy Klemetsrud

**NORTH DAKOTA DEPARTMENT OF
CAREER AND TECHNICAL EDUCATION**

**Student Youth Organization Activities Policy
for
Secondary Students**

**STATEWIDE CONFERENCES FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND ADVISERS
REQUIRING ABSENCE FROM SCHOOL.**

Up to three days total absence yearly from school may be allowed with no more than two consecutive days absence for any one State Board approved activity. Weekends must be used for travel and/or conference time where a two-consecutive-day activity is scheduled.

All other related student organization group activities will be totally subject to local discretion and approval.

**OUT-OF-STATE CONFERENCES FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND ADVISERS
REQUIRING ABSENCE FROM SCHOOL**

Total local discretion.

STATE AND NATIONAL CAREER AND TECHNICAL STUDENT ORGANIZATION OFFICERS

Secondary administrators should vigorously encourage their students to be candidates for state and national career and technical student organization offices.



North Dakota FBLA Dress Code

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

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

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

Dress for Success



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 or sweater with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots with dress socks
- Skirts/dresses at or below the knee

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings, skinny jeans, or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Jumpsuits
- Cargo pants
- 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



No dress code can cover all contingencies, so FBLA-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.

COMPETITIVE EVENTS GUIDELINES

CHANGES FOR 2021-2022 MEMBERSHIP YEAR

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

New Events

- Annual Chapter Activities Presentation will be a chapter event, with a presentation team of one to three members from the chapter.
- Career Research will be an individual presentation event.
- Exploring Economics will be an individual objective test event.
- Exploring Technology will be an individual objective test event.
- FBLA Concepts will be an individual objective test event.
- FBLA Mission & Pledge will be an individual presentation even.
- Interpersonal Communication will be an individual objective test event.
- Leadership will be an individual objective test event.
- Learning Strategies will be an individual objective test event.
- Running an Effective Meeting will be an individual objective test event.

Modified Events

- Business Math & Financial Literacy will now be named Financial Literacy and business math concepts will be eliminated from the event.
- Introduction to Computer Science & Coding will now be named Exploring Computer Science and the coding concepts will be eliminated from the event.
- Multimedia & Website Development will now be an individual or team demonstration event, with teams of two to three members. The event will be modified to become a demonstration event where the project will be demonstrated directly to the judges to show usability and functionality. The project will no longer be prejudged and the objective test will be eliminated.
- Community Service Project will be renamed Community Service Presentation.

Retired Events

- No retired competitive events in 2021-2022.

Updated Procedures

- Each state will be allowed to submit two entries for each FBLA-Middle Level competitive event at NLC.
- 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.
- All rating sheets contain changes/modifications
- Participants should use the FBLA-PBL Format Guide (<https://www.fbla-pbl.org/media/2021/07/FBLA-PBL-Format-Guide.pdf>)

OVERVIEW OF FBLA-MIDDLE LEVEL 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 45-minute test administered during the State Leadership Conference.

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 technology, equipment, and/or visual aids but can bring prepared notes of any type to the presentation.
Speech	An elevator speech based on FBLA 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 demonstration.

GENERAL COMPETITIVE EVENT GUIDELINES – ND FBLA-MIDDLE LEVEL

The general event guidelines below are applicable to all North Dakota FBLA-Middle Level 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 FBLA-Middle Level national and state dues by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **SLC Registration:** Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- **Deadlines:** The chapter adviser must register each state competitor on the official online entry forms by February 7, 2022.
- For number of members who may enter each event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Each Middle Level competitor can compete in two events.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three 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 start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.

Repeat Competitors

Participants may compete in an event again at SLC if they have not competed in it at a previous National Leadership Conference (NLC). A competitor may compete in an FBLA-Middle Level event only one time at NLC unless the following circumstances apply:

- **Modified Event:** 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.
- **Pilot Event:** Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who 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.
- **Performances/Demonstrations:** 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

- The top two award 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 field 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.

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/FBLA-ML-Rating-Sheets-All.pdf>

GENERAL PERFORMANCE EVENT GUIDELINES - ND FBLA-MIDDLE LEVEL

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 start before the opening session of SLC.
- All competitors must comply with the North Dakota FBLA dress code.
- Prejudged materials 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 for applicable events. Screens and projectors are not allowed for use during competition, and competitors are not allowed to bring their own. Power will not be available.
- Participants using laptops or other devices that do not have a VGA port or HDMI port will need to provide their own adapters.
- 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.

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 each instance of not following guidelines.

Audience

- Performances are not open to audiences or conference attendees.
- Recording performances 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.

Rating Sheets

- Competitors should reference the national FBLA-Middle Level Rating Sheets prior to state and national competition.

OBJECTIVE TEST EVENTS

Overview

These events consist of a 45-minute test administered during the State Leadership Conference (SLC).

SLC Registration

Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

Eligibility

For number of members who may enter each event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Competitors must have paid FBLA national and state dues by February 1 of the current school year.

Objective Test Guidelines

- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

On-Site Online Testing

North Dakota FBLA-Middle Level will be going to on-site online testing during the State Leadership Conference.

- Competitors/Chapters will be responsible for bringing their own device (ex: laptop, Chromebook, tablet, iPad).
- Cell phones will not be allowed for testing.
- Devices must be charged prior to coming to the testing session.
- WiFi will be available for online testing competitors.
- Competitors will receive their login information at the testing session.

BUSINESS ETIQUETTE

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ proper introductions and direct eye contact
- ☐ public speaking
- ☐ table manners and dining decorum
- ☐ cell phone etiquette
- ☐ netiquette
- ☐ professionalism
- ☐ international customs and etiquette
- ☐ universal safety practices

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

CAREER EXPLORATION

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ career planning
- ☐ career goals
- ☐ career pathways
- ☐ job searches
- ☐ job applications
- ☐ cover letters
- ☐ interviews
- ☐ employability skills
- ☐ resumes
- ☐ aptitude
- ☐ career interests

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

DIGITAL CITIZENSHIP

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ personal security and online privacy
- ☐ rights and responsibilities
- ☐ digital footprint
- ☐ Internet searches
- ☐ copyrights
- ☐ cyber bullying

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

EXPLORING COMPUTER SCIENCE - MODIFIED!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ problem solving
- ☐ algorithms and programs
- ☐ logical reasoning
- ☐ basic coding
- ☐ manipulating and analyzing data using digital tools
- ☐ abstraction
- ☐ pattern recognition
- ☐ decomposition

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

EXPLORING ECONOMICIS - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ scarcity
- ☐ supply and demand
- ☐ economic systems
- ☐ gross domestic product
- ☐ international trade
- ☐ business cycles
- ☐ inflation
- ☐ opportunity costs
- ☐ goods and services
- ☐ needs vs. wants

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

EXPLORING TECHNOLOGY - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ computer literacy
- ☐ evolving technologies
- ☐ basic concepts in hardware, software, and connectivity
- ☐ impacts on society
- ☐ website design
- ☐ file management
- ☐ ergonomics
- ☐ popup blockers
- ☐ networks
- ☐ spam filters

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

FBLA CONCEPTS - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ history of FBLA
- ☐ programs
- ☐ pledge
- ☐ mission
- ☐ FBLA goals
- ☐ Middle level competitions
- ☐ FBLA structure
- ☐ dress code
- ☐ regions
- ☐ publications
- ☐ deadlines

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

FINANCIAL LITERACY- MODIFIED!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ discounts and percentages
- ☐ savings
- ☐ checking accounts
- ☐ decision making
- ☐ taxes
- ☐ investing
- ☐ insurance
- ☐ financial goals
- ☐ budgeting
- ☐ credit cards
- ☐ return on investment
- ☐ consumer awareness
- ☐ identity theft

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

INTERPERSONAL COMMUNICATION - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ verbal and non-verbal communication
- ☐ diverse cultures
- ☐ teamwork
- ☐ collaboration
- ☐ personal appearance
- ☐ decision making
- ☐ values
- ☐ positive attitude
- ☐ accountability
- ☐ time management
- ☐ ethics

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

LEADERSHIP - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ personal responsibility
- ☐ teamwork
- ☐ self-awareness
- ☐ communicating effectively
- ☐ motivating
- ☐ collaboration
- ☐ conflict resolution
- ☐ problem solving
- ☐ empathy
- ☐ flexibility
- ☐ creativity
- ☐ embracing risk
- ☐ innovation

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

LEARNING STRATEGIES - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ summarizing
- ☐ notetaking
- ☐ cooperative learning
- ☐ advanced organizers
- ☐ inquiry-based learning
- ☐ differentiation
- ☐ cogitative skills
- ☐ active learning
- ☐ vocabulary development
- ☐ critical thinking

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

RUNNING AN EFFECTIVE MEETING - NEW!

Category: Objective Test

Type: Individual

OVERVIEW

A 45-minute objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ☐ developing an agenda
- ☐ making motions
- ☐ amendments to motions
- ☐ basic Robert's Rules of Order
- ☐ committees
- ☐ bylaws
- ☐ voting
- ☐ organization skills
- ☐ working in teams
- ☐ virtual settings/meetings

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

PROCEDURES

- No materials may be brought to the testing site.
- Electronic devices must be turned off and out of sight.
- No calculators may be brought into the testing site; calculators will be provided.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

DEMONSTRATION EVENTS

Overview

These events consist of a demonstration of the project. Competitors are responsible for demonstrating the usability and functionality of the project to the judges.

SLC Registration

Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

Finals

An equal number from each group in the preliminary round will advance to the final round.

Eligibility

Each chapter may submit the following number of entries for these events:

Chapter Membership 1-29	2 entries
Chapter Membership 30-49	3 entries
Chapter Membership 50-74	4 entries
Chapter Membership 75+	5 entries

Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on February 1 of the current school year.

Project Guidelines

- 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 project.
- When applicable, the use of templates must be identified.

Demonstration Guidelines

- 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 or audience.
- Final demonstrations may be open to conference attendees, space permitting. Finalists may not view other competitors' demonstrations in their event.

Technology Guidelines

- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology guidelines.

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 each instance of not following guidelines.

MULTIMEDIA & WEBSITE DEVELOPMENT- MODIFIED!

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: N/A

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a demonstration of the project.

ELIGIBILITY

- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual.
- Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- 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.

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed and submitted for competition at the 2022 SLC and NLC is:

Design, build, and launch a website that introduces your new FBLA-Middle Level chapter to the other students in your school. The website must include, but is not limited to, the following:

- *An animated theme and logo that includes music*
- *A form for potential members to complete in order to join your chapter*
- *A video from your chapter president welcoming potential members to the website and inviting them to check out FBLA-Middle Level by attending one of your regularly scheduled meetings*

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the Format Guide.

PROCEDURES

Project Guidelines

- 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.
- Use of templates is permitted; however, the final production should demonstrate the competitors' creativity and original thought. If templates are used, they must be identified during the demonstration.
- The usability and functionality of the site must be demonstrated to the judges.
- Visual aids and samples 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, documents 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 project.

Demonstration Guidelines

- Demonstration of the project must be conducted by competitors who created/authored the event.
- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by the competitors. No additional assistance may be provided by other chapter members or advisers.
- Visual aids and samples specifically related to the demonstration may be used; however, no items may be left with the judges or audience.
- Internet access will not be provided.
- 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.
- Participants using laptops or other devices that do not have a VGA port or HDMI port will need to provide their own adapters.
- Five minutes (5) will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members are expected to actively participate in the performance.
- Performances are not open to conference attendees.

JUDGING

Demonstrations will be judged by a panel of judges. All judges' decisions are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

PRESENTATION EVENTS WITH EQUIPMENT

Overview

These events include a presentation. Review specific guidelines for each event as guidelines vary.

SLC Registration

Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

Finals

An equal number from each group in the preliminary round will advance to the final round.

Eligibility

Each chapter may submit the following number of entries for these events, except Annual Chapter Activities Presentation and Community Service Presentation – 1 entry per chapter.

Chapter Membership 1-29	2 entries
Chapter Membership 30-49	3 entries
Chapter Membership 50-74	4 entries
Chapter Membership 75+	5 entries

Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on February 1 of the current school year.

Project Guidelines

- 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 bringing a copy of their project to show to the judges.

Performance Guidelines

- 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, no items may be left with the judges or audience.
- The individual or team must perform all aspects of the presentation. Other chapter representatives may not provide assistance.

Technology Guidelines

- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology guidelines.

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 each instance of not following guidelines.

ANNUAL CHAPTER ACTIVITIES PRESENTATION - NEW!

Category: Presentation with Equipment

Type: Chapter

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

Prep Time: N/A

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 4 minutes

Penalty Over Time: N/A

Q&A: Yes (3 minutes)

OVERVIEW

Describe the chapter's activities that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.

ELIGIBILITY

All active local chapters may submit one entry.

PROCEDURES

Project Guidelines

- Presentation must describe the chapter's activities that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.
- Presentation team can be from one to three members of the chapter.
- Visual aids (electronic, printed, etc.) 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.

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Preparation for and presentation of the entry must be conducted by chapter members.
- Visual aids (electronic, printed, etc.) to the project may be used. However, no items may be left with the judges or audience.
- Internet access will not be provided.
- Projectors will not be provided and cannot be used. If choosing to use laptops/devices, competitors will present directly from their device.
- Presentation team can be from one (1) to three (3) members of the chapter.
- All team members are expected to actively participate in the performance.
- Five minutes (5) will be allowed to set up equipment or presentation items. The participant(s) must provide all equipment for the presentation.
- Teams will have five (5) minutes to describe the project and the results obtained.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the timekeeper will record the time used.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

A panel of judges will evaluate the presentations. All decisions of the judges are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

CAREER RESEARCH – NEW!

Category: Performance with Equipment

Type: Individual

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

Prep Time: N/A

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 4 minutes

Penalty Over Time: N/A

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a presentation.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants 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).

PROCEDURES

Project Guidelines

- Individuals are to identify a career of interest and conduct research for the presentation. The presentation must include the following, but is not limited to:
 - General description of the career.
 - What type of education is needed to enter into this career?
 - Is this career in high demand?
 - What part of the country would have the most demand for career?
 - What is the average starting pay for this career?
- Visual aids (electronic, printed, etc.) and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Preparation for and presentation of the entry must be conducted by chapter members.
- Visual aids (electronic, printed, etc.) to the project may be used. However, no items may be left with the judges or audience.
- The individual must perform all aspects of the presentation. Other chapter representatives may not provide assistance.
- Internet access will not be provided.
- Projectors will not be provided and cannot be used. If choosing to use laptops/devices, competitors will present directly from their device.
- Five minutes (5) will be allowed to set up equipment or presentation items. The participant(s) must provide all equipment for the presentation.
- Competitors will have five (5) minutes to present.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the timekeeper will record the time used.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Performances are not open to conference attendees.

JUDGING

A panel of judges will evaluate the presentations. All decisions of the judges are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

COMMUNITY SERVICE PRESENTATION – NAME CHANGE!

Category: Presentation with Equipment

Type: Chapter

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

Prep Time: N/A

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 4 minutes

Penalty Over Time: N/A

Q&A: Yes (3 minutes)

OVERVIEW

Describe one community service project that your chapter has planned and implemented during the year.

ELIGIBILITY

All active local chapters may submit one entry.

PROCEDURES

Project Guidelines

- Presentation must describe a chapter project that serves the community. The project must be in the interest of the community and designed for chapter participation
- Presentation team can be from one to three members of the chapter.
- Visual aids (electronic, printed, etc.) 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.

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Preparation for and presentation of the entry must be conducted by chapter members.
- Visual aids (electronic, printed, etc.) to the project may be used. However, no items may be left with the judges or audience.
- Internet access will not be provided.
- Projectors will not be provided and cannot be used. If choosing to use laptops/devices, competitors will present directly from their device.
- Presentation team can be from one (1) to three (3) members of the chapter.
- All team members are expected to actively participate in the performance.
- Five minutes (5) will be allowed to set up equipment or presentation items. The participant(s) must provide all equipment for the presentation.
- Teams will have five (5) minutes to describe the project and the results obtained.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the timekeeper will record the time used.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

JUDGING

A panel of judges will evaluate the presentations. All decisions of the judges are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

PRESENTATION EVENTS WITHOUT EQUIPMENT

Overview

These events include a presentation. Review specific guidelines for each event as guidelines vary.

SLC Registration

Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

Finals

An equal number from each group in the preliminary round will advance to the final round.

Eligibility

Each chapter may submit the following number of entries for these events

Chapter Membership 1-29	2 entries
Chapter Membership 30-49	3 entries
Chapter Membership 50-74	4 entries
Chapter Membership 75+	5 entries

Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on February 1 of the current school year.

Project Guidelines

- 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 bringing a copy of their project to show to the judges.

Performance Guidelines

- Presentation of the entry must be conducted by competitors who authored the event.

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 each instance of not following guidelines.

CRITICAL THINKING

Category: Performance without Equipment

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: 15 minutes

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 5 minutes

Penalty Over Time: N/A

Q&A: Yes (3 minutes)

OVERVIEW

Individuals/teams will receive a case study related to a challenge or opportunity within their chapter.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual or a team of two (2) to three (3) members.
- Participants 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.

PROCEDURES

Case Study Presentation

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Fifteen (15) minutes before the performance, each team will receive the case study related to a challenge or opportunity within their chapter.
- 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 other reference materials, visual aids, or electronic devices may be brought in or used during the preparation or the performance.
- Competitors should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- If participating as a team, all team members are expected to actively participate in the performance.
- Teams have five (5) minutes to present the solution to the case.
- All questions raised in the case must be addressed during the presentation.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- Judges may ask up to three questions following the presentation.
- Final performances are not open to conference attendees.

JUDGING

A panel of judges will evaluate the presentations. All decisions of the judges are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

FBLA MISSION & PLEDGE – NEW!

Category: Performance without Equipment

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: N/A

Q&A: Yes (3 minutes)

OVERVIEW

Individuals will recite the FBLA-PBL mission and pledge from memory and reflect on their meanings.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants 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).

PROCEDURES

Project Guidelines

- Individuals will recite the FBLA-PBL mission from memory and reflect on the meaning of the mission.
- Individuals will recite the FBLA-PBL pledge from memory and reflect on the meaning of the pledge.
- Competitors are allowed to bring prepared notes of any type to be used during the reflection portion of the mission and pledge.

Presentation Guidelines

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- No books, other bound materials, reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- Presentation of the entry must be conducted by competitors who authored the event.
- Individuals have five (5) minutes to present their recitations and reflections.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- Judges may ask up to two questions after each reflection is completed.
- Performances are not open to conference attendees.

JUDGING

A panel of judges will evaluate the presentations. All decisions of the judges are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

SPEECH EVENTS

Overview

These events consist of business speech.

SLC Registration

Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

Finals

An equal number from each group in the preliminary round will advance to the final round.

Eligibility

Each chapter may submit the following number of entries for these events

Chapter Membership 1-29	2 entries
Chapter Membership 30-49	3 entries
Chapter Membership 50-74	4 entries
Chapter Membership 75+	5 entries

Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on February 1 of the current school year.

Performance Guidelines

- Competitors must prepare speeches. Advisers and others are not permitted to help.

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 each instance of not following guidelines.

ELEVATOR SPEECH

Category: Speech

Type: Individual

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 30 seconds

Warning Time: 15 seconds

Time Up: 30 seconds

Penalty Over Time: No

Q&A: Yes (3 minutes)

OVERVIEW

This event consists of a thirty (30) second elevator speech, with a visual aid and a business card.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants 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).

2022 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be researched and presented during the 2022 SLC and NLC will be:

You and other members of your FBLA-Middle Level chapter are participating in a community service project to pick up trash in your local park. A woman at the park notices the FBLA t-shirt you are wearing and asks what FBLA is. In a 30-second elevator speech, share with this woman FBLA's mission and how you have benefitted from membership in FBLA.

PROCEDURES

- The speech must be developed based on the topic.
- Competitors must create and be prepared to leave 3 copies of a visual aid (brochure, flyer, etc.) about FBLA-Middle Level and a business card with the judges.
- Competitors must prepare speeches, visual aids, and business card. Advisers and others are not permitted to help.
- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Speech may be no longer than 30 seconds in length.
- Judges can ask up to 2 questions after speech is completed.
- A timekeeper will stand at fifteen (15) seconds and again at thirty (30) seconds. When the speaker is finished, the time used by the participant will be recorded.

JUDGING

A panel of judges will evaluate the presentations. All decisions of the judges are final.

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 RECOGNITION

The top two award winners, or alternate, are eligible to compete at the National Leadership Conference.

Note: North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

CHAPTER AND RECOGNITION ACTIVITIES

CORPORATE SPONSORSHIP

The corporate sponsorship program is designed to raise money to help send state competitive event winners to the National Leadership Conference. Next year's conference will be held in Chicago, IL.

TIPS FOR RECRUITING CORPORATE SPONSORS

Make a list of potential sponsors. In identifying sponsors, consider businesses that benefit from statewide exposure, such as car dealerships or statewide corporations. Many of your hometown businesses will also support you if asked. Corporate sponsors will receive the following recognition by sponsoring an event at the State Leadership Conference:

- recognition in our State Leadership Conference program
- recognition (via multimedia screen) at the SLC Awards of Excellence Program
- recognition on the ND FBLA website (www.nd-fbla.org) and social media accounts
- an invitation to attend the SLC Awards of Excellence Program and personally hand out the awards for the event sponsored

When contacting potential corporate sponsors:

- Make an appointment convenient to them.
- Make sure you know everything about the program before you go and talk to potential sponsors. Know the basics of FBLA, such as the mission statement (printed in your chapter handbook), so you can inform them of what our organization strives to achieve. Make the business aware of what their money does. The sponsorship pays for a portion of the registration fees of members who qualify to compete at NLC.
- Have a general idea of what you're going to say and how you are going to say it before you contact a potential sponsor.
- If possible, show an example of last year's SLC program with sponsors' names in it. Tell how their name appears on the multimedia screen at the SLC next to the event name. Get the company's business card, so their sponsorship information can be printed in the conference program.
- Dress appropriately.
- Have an introduction that is informative and is ten seconds or less. As an example: "Hi, I'm Robin Walters, the president of the Martian Protection Society, and I'd like to speak to you about the benefits of sending an outstanding high school student into outer space."
- Tell them what happens at the NLC. Share the excitement of a North Dakota team winning first in the nation in desktop publishing or digital video production. Also tell them about the great experience of participating in NLC.
- Remember to send a written thank you within 48 hours to thank the business for their sponsorship.
- From the moment you enter a business to contact a potential corporate sponsor, make sure you are as professional as you can be. One tip—if you have to wait for someone and you are sitting when they enter, be sure you stand to greet them and shake their hand.

When you get a corporate sponsorship:

- ☐ Complete all sections of the form
- ☐ Secure a check for the proper amount made out to North Dakota FBLA
- ☐ Send the information to the state FBLA office (address is in the chapter handbook)
- ☐ Send a thank you to the sponsor

Events that have been sponsored, and the businesses that sponsored them, will be listed on the website so that we do not get duplicate sponsors for an event. Check the website at www.nd-fbla.org to see which events have been sponsored before talking to a business.

A list of events that are available for sponsorship and a corporate sponsorship proposal can be found on the next three pages.

FORM IN FORMS SECTION

2021 - 2022 NORTH DAKOTA FBLA-MIDDLE LEVEL COMPETITIVE EVENTS

(for use with Corporate Sponsorship Program)

The purpose of the Corporate Sponsorship Program is to help send North Dakota FBLA members, who qualify for national competition, to the National Leadership Conference. We request a \$200 sponsorship for a business to be the sole sponsor of an individual event. With team or chapter events, in order to be the sole sponsor, the amount could range anywhere from \$200 to \$1,000 (depending on the size of the team). If a business should choose to partially sponsor an event, we would accept sponsors for that event until it is fully sponsored. We would like to suggest that \$100 be the minimum amount for a sponsorship.

CHAPTER AND TEAM EVENTS:

Annual Chapter Activities Presentation – 1-3 members per team

Community Service Presentation — 1-3 members per team

Critical Thinking – 1-3 members per team

Multimedia & Website Development – 1-3 members per team

INDIVIDUAL EVENTS:

Business Etiquette

Career Exploration

Career Research

Digital Citizenship

Exploring Computer Science

Exploring Economics

Exploring Technology

Elevator Speech

FBLA Concepts

FBLA Mission & Pledge

Financial Literacy

Interpersonal Communication

Leadership

Learning Strategies

Running an Effective Meeting



ND Future Business Leaders of America
Contact: Jessica DeVaal
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Phone: 328-2286
Email: jdevaal@nd.gov

Who Are We? – Future Business Leaders of America (FBLA) is a student business organization whose mission is to inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

What Are We Doing? – The North Dakota FBLA State Leadership Conference is a three-day conference bringing together over 1,300 of the brightest and most talented students from across North Dakota. During the conference, participants and advisers will hear dynamic speakers, participate in seminars and hands-on workshops, and compete in our competitive events program, with more than 50 different events ranging from accounting to public speaking and computer applications to website development (see attached list).

State officers work to develop and maintain relationships with local FBLA and FBLA-Middle Level chapters to continually develop leadership skills at various levels. We hope that these relationships will promote active participation in FBLA during their high school years.

State officers develop and train through planning retreats, and meetings throughout the year. Parliamentary procedure, teamwork, networking, and a combination of professional and personal development are the main focuses for FBLA state officers. State officers spend time traveling to local chapters to increase communication among chapters and creating networking opportunities for students.

When Is The Conference? – The conference is scheduled for March 27-29, 2022, in Bismarck.

What Will Members Get From Their Conference Experience? – The conference begins on Sunday evening with an opening session welcome from a FBLA national officer, a keynote speaker, and recognition of chapters and members for their leadership accomplishments during the year.

Monday's events include competitive events, workshops, and campaign speeches for a new state officer team. Throughout the day, conference attendees can compete in their chosen fields/events against students from all over North Dakota with the opportunity to qualify to move on to competition at the National Leadership Conference. In addition, workshops and other leadership activities will be conducted in a variety of business-related topics that will help students to network and to develop their leadership skills.

Tuesday ends the conference with the installation of new state officers for the upcoming year and, finally, the Awards of Excellence Program where student competitors and chapter award winners will be recognized.

Why Are We Doing This? – We are doing this to help students develop leadership skills and to help them plan for their futures. Our members will gain valuable experience and skills that will help them transition from high school to college and then to careers.

Additionally, we have developed the corporate sponsorship program to assist our North Dakota FBLA and FBLA-Middle Level members who excelled in competition at the state level to move on to competition at the national level. Your financial assistance will aid our members in competing at the FBLA National Leadership Conference.

How Can You Help? – We are inviting *you* to assist our efforts by sponsoring a competitive event at the State Leadership Conference. The possibilities for sponsorships include the events listed on the attached sheet.

What Are The Benefits to You? – You can help our group of upcoming and developing business professionals by sponsoring one or more competitive events. Sponsorship opportunities exist anywhere from the \$100 to \$1,000 level. For your sponsorship, you receive:

- (1) recognition in our conference program
- (2) recognition (via multimedia screen) at the Awards of Excellence Program
- (3) recognition on the ND FBLA website (www.nd-fbla.org) and social media
- (4) an invitation to attend the Awards of Excellence Program to personally hand out the awards for the event you've sponsored

This conference is being planned and coordinated by and for high school students. The North Dakota state officer team, their local chapter advisers, and the ND state director, Jessica DeVaal, are ensuring the standards and professionalism of the conference through continual planning and communication.

Thank you for your consideration of our proposal. We are excited and honored to have you join us for this spectacular event being planned for North Dakota FBLA and FBLA-Middle Level members.

MIDDLE LEVEL MEMBER OF THE MONTH

The Middle Level Member of the Month program is designed to recognize excellence and active involvement by local middle level chapter members in North Dakota FBLA. Each month advisers are encouraged to nominate a local middle level chapter member for this recognition via the online nomination form found at www.nd-fbla.org. Nomination forms will be reviewed by the State Executive Committee, and one North Dakota FBLA-ML member will be recognized as the Middle Level Member of the Month.

RECOGNITION

All members who are selected as the Middle Level Member of the Month during the current membership year will receive a certificate noting their achievement and a ribbon at the State Leadership Conference.

OUTSTANDING MIDDLE LEVEL MEMBER/YOUNG LEADER AWARD

OVERVIEW

The entry form must be completed by the chapter adviser and submitted to the state office. This online form is found on the ND FBLA website.

Nominees must be selected in accordance with the regulations of the state chapter and the national association.

ELIGIBILITY

- Each chapter may enter one (1) or more participants who are members of an active local chapter, on record as having paid dues for the current school year.

GUIDELINES

Criteria for selection of nominees by the local chapter should include:

- years of participation in FBLA-Middle Level activities
- extent of participation in conferences sponsored by the state chapter and national association
- offices, chairmanships, and committee memberships held
- contributions to local, state, and national projects
- participation in other activities
- recommendations supportive of the member's involvement in FBLA
- completion of levels in the LEAD Program.

STATE AWARDS

One (1) or more members from each chapter submitting an entry form will be recognized as recipients of the Outstanding Middle Level Member award at the SLC.

NATIONAL RECOGNITION

One winner will be submitted for recognition as the Young Leader Award winner on the national FBLA-PBL website. In order to be considered for this recognition, the nominee must have achieved at least the LEAD Silver level to be eligible for this award.

OFFICIAL INFORMATION

55th Annual FBLA State Leadership Conference

March 27-29, 2022

**Bismarck Event Center
Bismarck, ND**

All forms in Forms Section or available online.

2022 NORTH DAKOTA STATE LEADERSHIP CONFERENCE

The highlight of the year in North Dakota FBLA is the State Leadership Conference, which will be held in Bismarck on March 27 – 29, 2022. This exciting, fun-filled, three-day leadership conference provides students with many opportunities for leadership development and an opportunity to participate in various competitive events.

This section of the handbook contains all the information and forms necessary to register students for the State Leadership Conference. Please read this section very carefully. Please notify the state office immediately if you spot a problem or conflict. Others will have the same concern.

CONFERENCE REGISTRATION INFORMATION:

The State Leadership Conference registration and competitive event registration will be done online utilizing Blue Panda and the national FBLA-PBL database. Guidelines to complete the online registration process will be sent to advisers, via the ND FBLA listserv, in January.

COMPETITIVE EVENT INFORMATION:

Members are allowed to compete in two (2) events.

Participants failing to report on time for an event may be disqualified. Participants must adhere to the dress code established by the Board of Directors or they will receive a point deduction in their competitive events and will not be allowed on stage.

Calculators may be used in all objective tests as appropriate; non-graphing calculators will be provided at the SLC.

Remember that students registered as Middle Level members will be competing against other Middle Level members, not the high school members.

MEMBERSHIP:

Be certain all students attending the FBLA State Leadership Conference have joined both the state and national FBLA-Middle Level chapters. Dues--\$10 (\$4 state and \$6 national) must be paid to the national membership address by **February 1, 2022**, in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

FBLA CALENDAR FOR 2022 STATE LEADERSHIP CONFERENCE

“SUCCESS STARTS HERE”

State Office Address (Bismarck)	State and National Dues Address—(\$10)	SLC Registration Fee Address—(\$50 for members and advisers)
Jessica DeVaal, FBLA State Chair Dept. of Career & Tech. Education 600 East Boulevard, Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 jdevaal@nd.gov	www.fbla-pbl.org ONE CHECK is sent to the National Office.	FBLA Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390 CHECKS MADE OUT TO: ND FBLA

All due dates are postmark dates (unless otherwise indicated).

- Dec. 1, 2021** Postmark deadline for submitting North Dakota FBLA Bylaw Amendments (**sent to Bismarck**)
- Feb. 1, 2022** Postmark deadline for:
- ☐ State and national dues. ***Dues must be postmarked directly to national office in order to participate in State Leadership Conference.***
- Online submission deadline for:
- ☐ Outstanding Middle Level Member Form
- February 7** Online submission for:
- ☐ Conference and competitive event registration
 - ☐ Chapter Hotel form
- Postmark deadline for:
- ☐ Registration fee for State Leadership Conference (**sent to fiscal agent, check made out to ND FBLA**)
 - ☐ Hotel Reservation forms (**sent directly to hotel**)
- March 27-29** State Leadership Conference, Bismarck
Bring along Code of Conduct forms (must be turned in at registration) and Consent, Medical Release Forms (to be kept with adviser)
- April 13** Deadline to notify Travel World of Crosby of intent to attend the National Leadership Conference
- June 29-Jul 2** National Leadership Conference, Chicago, IL

REGISTRATION PROCEDURES

1. *All students attending must be in grades 7-8 and must have paid North Dakota FBLA-Middle Level dues of \$4 and national FBLA dues of \$6 by the established deadline.*
2. *Each member participating must be registered in his/her own name for the conference.*
3. *"Registration" means all forms completed and **monies paid**. If registration fees are not paid prior to the start of the conference, members will not be allowed to compete.*

Advance Registration Policies/Deadline

1. *Only students registered to compete by the established date may participate. Late registration for competition will not be accepted. Only cancellations will be accepted at the conference.*
2. *There will be no registration fee refunds. If there are extenuating circumstances, please contact the State FBLA office.*
3. *In case of inclement weather, the SLC may be postponed or modified as determined by the North Dakota FBLA Executive Committee. It is imperative that we have the home phone of two different people from each FBLA-Middle Level chapter to contact if this occurs. **Partial refunds only**, may possibly be given if the SLC is cancelled completely. The exact amount of the refund will be determined and refunded to each chapter within a month of the conference. Several large expenses such as multi-media, speakers, auditorium rental, etc., are non-refundable. In most instances, the SLC will be held for those who can attend.*

PROCEDURAL GUIDELINES FOR ADVISERS IN ADMINISTERING CONDUCT OF FBLA-MIDDLE LEVEL MEMBERS ATTENDING STATE LEADERSHIP CONFERENCES

Conduct of students attending FBLA state leadership conferences or workshops is primarily the responsibility of the **local** chapter adviser and the **local** school. Local chapters should bring sufficient chaperones. It is suggested that one chaperone supervise no more than ten students. Each chaperone should set up specific procedures and regulations for their own chapter members to follow so that members' whereabouts are always known.

It is suggested that each chapter arrange to hold meetings or caucuses at various times to decide what candidates they are going to vote for or where they are going to eat breakfast, lunch, etc. This will also give you an opportunity to physically see each student.

It is **required** that local chapter advisers **physically** check on **each** student before retiring. This is the only way to be certain of the physical condition of each student. Don't just phone the room and have one student tell you all students registered for this room are in the room and are in good condition. Students may possibly be under the influence of alcohol or drugs or have left the motel or are in some other person's room.

The official Code of Conduct form must be signed by each member and their parent/guardian in order to attend the state conference, even if the member is 18 years old. **One signed copy must be turned in at registration**, and the adviser should also keep a copy.

Students must adhere to the North Dakota Dress Code.

It is required that each member and their parent/guardian sign and return to the local chapter adviser a consent, medical release form. This must be done before any student is registered for the conference. This includes students attending from the city where the conference is held. **Do not send the medical form to the state office**, but bring it with you to the conference.

FORMS IN FORMS SECTION

Tentative Agenda

55TH ANNUAL

FBLA STATE LEADERSHIP CONFERENCE

"SUCCESS STARTS HERE"

Bismarck Event Center Bismarck, ND

SUNDAY, March 27, 2022

1:00-5:00 FBLA State Officers' Meeting and Rehearsal

4:00-6:30 Registration

5:00-6:00 State Parliamentarian Test

5:00-8:00 American Enterprise Project, Community Service Project, Local Chapter Annual Business Report and Partnership with Business Project Presentations (*additional events may need to be added as final schedule is developed*)

7:15-7:45 Go for ND Gold Parade of Chapters Rehearsal

8:00-10:00 Opening General Session

11:00 p.m. Curfew (all students in their rooms)

MONDAY, March 28, 2022

7:30-8:15 Officer Candidate Interviews

7:30-3:00 Written Test Sessions

7:45-8:15 Judges/Event Coordinators Breakfast Meeting

8:00-4:30 Workshops and Other Related Conference Activities

8:30-11:30 Preliminary & Final Rounds of Performance Events

11:00-12:30 CAMPAIGN LUNCHEON

(2022-2023 North Dakota FBLA State Officer Candidates will present their campaign speeches to advisers, guests, chapter voting delegates and chapter presidents.)

12:45 Posting of Preliminary Results for Final Competition

1:00-1:30 Judges and Event Coordinators Meeting

1:00-4:45 Visit Exhibitors

1:45-4:30 Final Round of Performance Events

2:30-3:00 Set Up Campaign Booths

3:00-4:45 Visit Campaign Booths

5:00-11:00 Chapter Dinner/Chapter Activities

11:30 p.m. Curfew (all students in their rooms)

TUESDAY, March 29, 2022

9:00-11:00 Awards of Excellence Program

11:30-12:30 Luncheon Meeting of Retiring and New FBLA State Officers and Their Advisers

North Dakota FBLA Awards Program

Mission Statement

The mission of the National Awards Program and the North Dakota Awards Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, this competitive events series has been developed for use in assessing students in the various knowledge, skills, and abilities that make up today's business education curriculum.

Program Design and Purposes

The competitive events series exemplifies the range of activities and focus of FBLA-PBL, Inc. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs.

FBLA-PBL is committed to facilitating the transition of its members from their educational development into their career path. The competitive events program plays a central role in delivering on this commitment. The program allows members to demonstrate and validate their mastery of essential business concepts, skills, and knowledge. In addition, members participating in this program will:

- demonstrate their career competencies, business knowledge, and job-related skills;
- expand their leadership skills;
- demonstrate their competitive spirit; and
- receive recognition for their achievements.

The FBLA-PBL competitive events program is designed to correlate with nationally recognized business curriculum standards. For instance, members participating in competitive events demonstrate their mastery of the Foundation Skills and Competencies outlined by the SCANS Workplace Skills Standards. These include Foundation Skills of basic skills, thinking skills, and personal qualities. They also include the competencies of resources, interpersonal skills, information skills, systems skills, and technology utilization skills.

Finally, the FBLA-PBL competitive events have been fully correlated against the Business Education Curriculum Standards published by the National Business Education Association. Each event's guideline pages indicate the specific NBEA standards(s) that the event addresses.

General Information

North Dakota FBLA Middle Level events are divided into three categories: individual, team, and chapter events. A member may compete in up to two (2) events.

Several points deserve specific mention when preparing for event participation.

- Many textbook sources are utilized in the preparation of test questions for the various competitive events. Participants are urged to prepare by reviewing as many texts as possible. Terminology may vary from one publisher to another, and test questions may be from several sources.
- Reference manuals, textbooks, and other source materials, except for those listed in the guidelines, may not be taken into events.
- **Participants must adhere to the dress code established by the Board of Directors, or they will be penalized in their events and will not be allowed on stage.**

Event guidelines refer to postmark or online upload dates. This is the official date stamp placed by the online form or the U.S. Post Office and not a postage meter date.

Members whose dues are not postmarked to the FBLA-PBL national office by the designated deadline are not eligible to participate in state competitive events. Membership in FBLA-ML is unified on local, state, and national levels and is not available separately.

2021 – 2022 North Dakota FBLA-Middle Level Competitive Events

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Chapter	1	Annual Chapter Activities Presentation
Chapter	1	Community Service Presentation
Team	2 (1-29) 3 (30-49) 4 (50-74) 5 (75+)	Critical Thinking
Team	2 (1-29) 3 (30-49) 4 (50-74) 5 (75+)	Multimedia & Website Development
Individual	Unlimited	Business Etiquette
Individual	Unlimited	Career Exploration
Individual	2 (1-29) 3 (30-49) 4 (50-74) 5 (75+)	Career Research
Individual	Unlimited	Digital Citizenship
Individual	2 (1-29) 3 (30-49) 4 (50-74) 5 (75+)	Elevator Speech
Individual	Unlimited	Exploring Computer Science
Individual	Unlimited	Exploring Economics
Individual	Unlimited	Exploring Technology
Individual	Unlimited	FBLA Concepts
Individual	2 (1-29) 3 (30-49) 4 (50-74) 5 (75+)	FBLA Mission & Pledge
Individual	Unlimited	Financial Literacy
Individual	Unlimited	Interpersonal Communication
Individual	Unlimited	Leadership
Individual	Unlimited	Learning Strategies
Individual	Unlimited	Running an Effective Meeting
Recognition Award		LEAD Program
Recognition Award		Largest Local Chapter Membership
Recognition Award		Middle Level Member of the Month
Recognition Award		Outstanding Middle Level Member
Recognition Award		Young Leader Award

List of Hotels and Rates 2022 State Leadership Conference Bismarck, North Dakota

Flat rates (excluding tax) **per room, per night** are as follows:

Hotel Name	Address	Phone	Rate	Continental Breakfast
Baymont Inn & Suites	2611 Old Red Trail Mandan, ND	701-934-9034	\$86.40	Yes
Candlewood Suites	4400 Skyline Crossing Bismarck, ND	701-751-8900	\$86.40	
Comfort Inn	929 Gateway Ave Bismarck	701-223-4009	\$86.40	Yes
Courtyard by Marriott	3319 N. 14 th Street Bismarck, ND	701-223-6667	\$86.40	
EverSpring Inn & Suites	200 Bismarck Expressway Bismarck, ND	701-222-2900	\$86.40	Yes
Expressway Suites	180 E. Bismarck Expressway Bismarck, ND	701-222-3311	\$99.95	Yes
Fairfield Inn & Suites North	1120 E. Century Ave Bismarck, ND	701-223-9077	\$86.40	Yes
Fairfield Inn & Suites South	135 Ivy Avenue Bismarck, ND	701-223-9293	\$86.40	Yes
Hampton Inn & Suites (Note: no bus parking)	2020 Schafer Street Bismarck, ND	701-751-8900	\$86.40	Yes
Home 2 Suites by Hilton	1129 W. Turnpike Bismarck, ND	701-751-3400	Single: \$129 Double: \$189	Yes
MainStay Suites	2507 N. 9 th Street Bismarck, ND	701-223-9119	\$86.40	Yes
Quality Inn	1030 E. Interstate Ave Bismarck, ND	701-223-1911	\$86.40	
Ramada Bismarck Hotel	1400 E. Interchange Bismarck, ND	701-258-7000	\$86.40	Yes
Residence Inn North	3421 N. 14 th Street Bismarck, ND	701-258-6088	Single: \$86.40 Double: \$99	Yes
Wingate by Wyndham	1421 Skyline Blvd. Bismarck, ND	701-751-2373	\$79.00	Yes

NOTE: All conference activities will take place at the Bismarck Event Center.

If a chapter finds themselves in need of additional rooms, please contact the state office, and we will work with the convention and visitors bureau to assist you.

Hotel rules and curfew times take precedence over times published in the FBLA program.

FORMS



**NORTH DAKOTA FBLA
PARENT OR GUARDIAN PERMISSION FORM, MEDICAL AND MEDIA RELEASE**

NORTH DAKOTA FBLA MEDICAL RELEASE

Name of FBLA Member	
Address	City/State/Zip
Chapter	Date of Birth
Name of Insurance Company	Policy Number
Known drug allergies	Cell Phone Number
History of: (check if applicable) <input type="checkbox"/> Heart Condition <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain)	
In the event we are unable to reach you, please list name and telephone number of either nearest relative and/or family physician.	

MEMBER OBLIGATION

I have read the Code of Conduct/Dress Code for North Dakota FBLA. While attending any FBLA Function, I will make sure that my attitude, conduct and appearance will be such as to reflect credit to my chapter, school, community and our State Association. I will follow policies of the conference, school, and the North Dakota High School Activities Association.

Cell Phone: _____

Signature of Business Student / FBLA Member

Home Phone: _____

PARENT or GUARDIAN OBLIGATION

I, the parent/guardian of the above-named student have read the Code of Conduct/Dress Code and agree to the policy of the organization. I permit the adult advisers/chaperones to routinely check member's room to insure that students adhere to policies established by FBLA and the local school district. In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above-named person as deemed necessary in medical judgment and in accordance with the above confidential information. I agree to indemnify and hold harmless, FBLA, the Career and Technical Student Organizations and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.

Cell/Home

Phone: _____

Signature of Parent/Guardian

Work Phone: _____

MEDIA PERMISSION

We authorize Career and Technical Student Organizations and FBLA to distribute for publication the above member's name and/or picture and any results (examples would include: printed publications, web pages, radio, etc. of leadership activities or competition, etc.).

Signature of Participant

Signature of Parent/Guardian

**This form is for your use. Bring it with you to the conference.
DO NOT SEND IT TO THE STATE OFFICE.**



Corporate Sponsorship Form

Name of Company Representative:	Name of Business:	
Address:	City, State:	ZIP:
Phone:	Fax:	
E-mail Address:		
Name of Competitive Event Sponsored:	Amount:	
1 st Choice:	\$	
2 nd Choice:	Make check payable to North Dakota FBLA	

Will a representative of this business be present at the State Leadership Conference to present the award?

☐ Yes ☐ No

If yes, please list name: _____

Each business will be identified as an event sponsor in the program booklet and acknowledged during the general awards session.

Signatures:

Representative of Business:	Date:
North Dakota FBLA Representative:	Date:

Postmark, along with check, 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



Hotel Reservation FBLA State Leadership Conference

Hotel	Conference Dates March 27-29, 2022	Mail No Later Than February 7, 2022
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1. See list of hotels and rates for hotel information – it is your responsibility to make a reservation for your chapter. **Send this form directly to the hotel of your choice. No reservation will be made for the conference without this form. Any changes must be made with the hotel.**
2. Arrangements must be made in advance for Direct Billing or payment for the hotel rooms must be paid by the adviser upon checkout with *one check for the entire amount payable to the hotel.*
3. Advisers must be responsible for all students and are expected to be in the hotel overnight.
4. Type entire form.

Name of School	Adviser Responsible
Total number of rooms to reserve	Dates rooms should be reserved <input type="checkbox"/> March 27-28, 2022 <input type="checkbox"/> March 27, 2022 only

	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		Fax
City	State	Zip

Continued
on next
page

DUPLICATE THIS FORM IF ADDITIONAL SPACE IS NEEDED.

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		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room G	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		



North Dakota FBLA Code of Conduct

Student Name (print/type)

School (print/type)

☐ State Leadership Conference ☐ National Leadership Conference

Advisers: Have each delegate sign a copy. Signed copies must be turned in at SLC registration and prior to NLC.

FBLA-PBL Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts **at all times**. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. **Do not throw anything** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: _____

Parent Signature

Date

ND FBLA Dress Code

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

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

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

Professional attire acceptable for official ND FBLA activities include:

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 or sweater with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots with dress socks
- Skirts/dresses at or below the knee

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings, skinny jeans, or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Jumpsuits
- Cargo pants
- 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

No dress code can cover all contingencies, so FBLA-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.

APPENDIX A

**State Chapter Constitution/Bylaws
State FBLA History**

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, herein after 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 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 and personal responsibility.

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

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest and understanding of American business enterprise
- Encourage members in the development of individual projects which 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.

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

Adopted April 12, 1984, by North
Dakota State Chapter of FBLA-PBL, Inc.

National Office Address:

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
703-860-3334 OR
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FUTURE BUSINESS LEADERS OF AMERICA

North Dakota Chapter

BYLAWS

Article I – Membership

Section 1

FBLA 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:

Active Members--shall be secondary students (grades 7-12) who become members while enrolled in business or business related 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.

Professional Members shall be persons associated with or participating in the professional development of FBLA. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Members may be elected to a local or state chapter. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to the local or state chapter. Honorary life members shall not vote or hold office and shall not be required to pay dues.

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 II – 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 and national dues shall be forwarded directly to the national office by the local chapter, and the national office will reimburse the state chapter for state dues.

Section 2

Annual North Dakota State Chapter dues shall be \$4.

Section 3

The affairs and property of FBLA 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 29-1018 (1967 ed.).

Section 4

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

Article III - Organization

Section 1

The state Chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by national FBLA-PBL, Inc.

Section 2

A chapter of FBLA 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, and

- 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

Active 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 dues

Section 4

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

Section 5

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

Section 6

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

Section 7

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

Section 8

Each local chapter shall have at least one adviser who shall be appointed by the local school district. 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 FBLA shall assume full responsibility for coordinating the program for these interest groups.

Section 9

The State Executive Board shall be represented by four state advisers—one from each region. State advisers shall be

appointed by the State Executive Board to serve an unspecified term of office.

Article IV – Officers and Elections

Section 1

The state elected officers of FBLA shall be a president, four regional vice-presidents, secretary, treasurer, historian, and social media coordinator. The parliamentarian shall be appointed by the state chairman and shall serve as a voting member of the State Executive Board.

Section 2

The person scoring highest on the parliamentary procedure written test shall be appointed parliamentarian by the state chairman and shall be installed at the State Leadership Conference. This individual shall have at least one year remaining before being graduated from a secondary institution.

Section 3

Qualifications for Elected State Officers

- a. Only active members are eligible to hold state office.
- b. Only those applicants who are present at the State Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- c. To be considered for an elected office in FBLA, a candidate shall:
 1. have at least one full year remaining in their secondary program,
 2. be recommended by the chapter and endorsed by their local chapter adviser, parents, and school official, and
 3. file an official application before the deadline established by the FBLA state office.
 4. maintain a grade point average of a "C" grade in all grading periods using a grading scale of 'A, B, C, D, F'. Any officer not maintaining this academic requirement in all separate formal recorded grading periods (i.e. report cards issued to parents after a nine-week or six-week grading period) is removed from office permanently and the office is declared vacant.
 5. be eligible at all times to participate in activities approved by the North Dakota High School Activities Association. Any officer suspended from

participation in high school activities in accordance with the rules of the North Dakota High School Activities Association for any period of time, is immediately removed from office permanently and the office is declared vacant.

6. all requirements and regulations governing North Dakota FBLA State Officers are applicable to FBLA members who are candidates, or who have been elected or appointed as a national FBLA officer, representing the North Dakota State Chapter of FBLA-PBL.

Section 4

Nominations for Elected Officers

- a. Nominees that have filed nomination papers in accordance to the established deadline(s) (Section 4, B.) will be presented at a general session of the leadership conference.
- b. The deadlines for application are as follows:

Eight weeks prior to the State Leadership Conference – Deadline for filing for all offices. Application forms must be received in state office by this date.

Seven weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Six weeks prior to the State Leadership Conference – Second deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Five weeks before the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Four weeks prior to the State Leadership Conference – Final deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Three weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.
- c. In the event there are no candidates for an office, nominations will be

accepted by the State Executive Board.

- d. Only candidates approved by the office screening committee shall be nominated.

Section 5

Elections

- a. The president, four regional vice-presidents, secretary, treasurer, historian, and social media coordinator shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
- b. These officers shall be elected by a majority of the local voting delegates.
- c. Two state officers may be elected from the same local chapter. The parliamentarian may be appointed from a local chapter with two elected state officers.

Section 6

Term of Office

- a. State officers shall be elected for one year, or until their successors are elected or appointed, 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.

Section 7

Vacancy in Office

- a. A vacancy in any 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, one of the regional vice presidents, determined by a yearly rotating basis, shall become president. If the vice president, who has assumed the office of president is unable or unwilling to assume or continue in the office of president, the next vice president in the rotation shall assume the duties of president. If the vice presidents cannot assume the duties, then the secretary, treasurer, historian, social media coordinator, or parliamentarian, shall assume the office of president in the order listed.

Article V – Duties of FBLA State Officers

Section 1

The president shall:

- a. serve as chairman of the State Executive Board, meetings of FBLA,
- c. appoint appropriate committees and committee chairman,

- d. serve as an ex-officio member of all committees, and
- e. perform other duties for the promotion and development of local, state, and national FBLA, and
- f. maintain a close and continuing relationship with the state chairman of FBLA.

Section 2

The four regional vice presidents shall:

- a. on a yearly rotational basis, by region, fill in for the president, if needed.
- b. serve as a communications liaison by gathering news and information from the chapters by region and submitting it to the webmaster.
- c. **Region I**

All schools located east of Highway 3 and north of Highway 200.

Region II

All schools located west of Highway 3 and north of Highway 200.

Region III

All schools located west of Highway 3 and south of Highway 200.

Region IV

All schools located east of Highway 3 and south of Highway 200.

Section 3

The secretary shall:

- a. keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Board,
- b. supply at least one copy of the minutes and substantiating reports to the president and state chairman promptly, and
- c. assist in the promotion and development of FBLA.

Section 4

The treasurer shall:

- a. promote the professional division and recruit professional division members
- b. present financial reports to members at State Executive Board meetings and the State Leadership Conference, and
- c. assist in the promotion and development of FBLA.

Section 5

The historian shall

- a. photograph, compile, and maintain a historical record (flashback presentation) of the Fall Leadership

Conference

- b. assist in the promotion and development of FBLA.

Section 6

The social media coordinator shall:

- a. be responsible for posting appropriate content on applicable social media platforms,
- b. submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters, and
- c. assist in the promotion and development of FBLA.

Section 7

The parliamentarian shall:

- a. advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order Newly Revised*, and
- b. assist in the promotion and development of FBLA.

Section 8

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 not inconsistent with these Bylaws or other rules adopted by FBLA.

Article VI – State Leadership Conference and Meetings

Section 1

A state leadership conference shall be held each year.

Section 2

Each local chapter in good standing shall be entitled to send two to four local voting delegates from its active membership to the State Leadership Conference in accordance with the following:

- a. under 50 members – two voting delegates
- b. 50-100 members – three voting delegates
- c. over 100 members – four voting delegates

Section 3

All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Executive Board for the State Leadership Conference.

Section 4

Local voting delegates shall be entitled to vote on all matters which come

before the State Leadership Conference. There will be no proxy voting.

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 VII – State Executive Board

Section 1

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

Section 2

The State Executive Board shall:

- a. adopt policies of operation for FBLA 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 voting delegates 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, e-mail, or teleconference at the discretion of the president and approval of the state chairman and state advisers. All mail, e-mail, or teleconference business, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

Article VIII – Committees

Section 1

Advisory and other committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the State Executive Board.

Section 2

The president of FBLA 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 in office, and assist in their activities.

Section 3

Committee business may be conducted by mail, e-mail, or teleconferences at the discretion of the state chairman. For adoption, action by mail, e-mail, or teleconferences shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular committee meeting.

Article IX – 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.

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. Only members in good standing may use official emblems and insignia.

Section 3

The official colors of FBLA shall be blue and gold.

Article X – Parliamentary

Authority

Section 1

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the FBLA 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 the FBLA may adopt.

Article XI – Amendment of the Bylaws

Section 1

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters by February 1.

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. The State Executive Board shall present approved amendments, with recommendations, to the 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 all business meetings is required for adoption of amendments.

Revised: April 3, 2020

North Dakota FBLA History

1967-68

John Sand, Mayville State College, Jack Sullivan, Grafton, and Dorothy Travis, Grand Forks, initiated a meeting of seventeen North Dakota business educators in Bismarck on November 17, 1967, to plan the organization of the state chapter of the Future Business Leaders of America. Robert Stickler, Illinois state chairman, representing the FBLA national office, served as a consultant. Dorothy Travis was appointed state chairman by Hollis Guy, national executive director.

A planning meeting for the first State Leadership Conference (SLC) was held in Grand Forks in March 1968. The first SLC was held at the Clarence Parker Hotel, Minot, on April 5-6, 1968. Chapters represented: Garrison, Grafton, Grand Forks Central, Jamestown, Minot, Mohall, and West Fargo. Eighty-nine registered. Competitive events included public speaking, parliamentary procedure, Mr. and Miss FBLA, largest chapter membership, spelling relay, and best chapter exhibit. Mark Gums, Jamestown, was elected first state president. Bill Drengler, FBLA national president from Wisconsin, attended.

The North Dakota state chapter was officially installed at the National Leadership Conference (NLC) held in Washington, D.C., in August 1968. North Dakota was represented at the NLC by three students and two advisers.

1968-69

First Fall Leadership Workshop (FLW) Jamestown, October 1968. Annual state dues were set at 50 cents. First officers planning session in Carrington, January 1969. SLC Tumble Weed Inn, Jamestown, April 1969. Added competitive events: beginning and advanced typewriting, beginning and advanced shorthand, most original project, and local annual chapter activities report. Rocky Finck, Hettinger, was elected state president and was candidate for national vice-president for Mountain-Plains (M-P) Region at the NLC held in Dallas, Texas. The first Phi Beta Lambda chapter in North Dakota was organized at Dickinson State College.

John Sand, Mayville State College; Harriet Shurr, Jamestown High School; and Curtis Tonneson, Minot High School; were appointed state FBLA advisers by Dr. O. J. Byrnside, Jr., national executive director.

1969-70

FLW and SLC Holiday Inn, Bismarck. SLC host chapter Hettinger. Marsha Warren, West Fargo, elected state president. Steve Taylor, FBLA national president from Washington, attended.

1970-71 Dr. Wilmer Maedke, UND, became state chairman. FLW and SLC Minot. Added contest: filing. As a service project, Jamestown published the first FBLA state newsletters. Rich Rauschenberger, Velva, was elected state president. NLC Miami Beach.

1971-72

FLW and SLC Bismarck. For the first time the SLC was held on Monday/Tuesday, rather than Friday/Saturday. Added competitive events: clerical procedures, bookkeeping, and accounting. A \$100 Money Management Award was established by the North Dakota Association of Life Underwriters. Edward Burakowski, national director of Administrative Affairs for FBLA attended.

Lynn Johnson, Scranton, elected state president and candidate for national vice-president for M-P Region at NLC in Houston, Texas. By winning first place in clerical procedures, Cheryl Schafer, Lisbon, became North Dakota's first national first-place winner. Scranton won eighth place for Most Original Project. The NLC was attended by 34 North Dakota members.

1972-73

Dr. Maedke moved to California, and Miss Travis, FBLA state executive secretary, became acting state chairman. FLW Jamestown. SLC Bismarck, with Scranton as host chapter. The Money Management Award of \$100 was divided into three awards: first place \$50, second place \$35, and third place \$15. Lynn Shattuck, Velva, was elected state president and was also elected national vice-president for the M-P Region at the NLC in Washington, D.C.

1973-74

FLW Jamestown. Edward Burakowski of the national office attended. As national vice-president, Lynn Shattuck was chairman of the M-P Regional Leadership Conference in Denver in November 1973. SLC Bismarck, hosted jointly by Bismarck, Lisbon and Velva chapters. Competitive events added: FBLA Creed and machine transcription. Ross Teigen, Scranton was elected state president. NLC San Francisco.

1974-75

Mr. Jerald Lydeen, state supervisor of office education, became FBLA-PBL state chairman. First summer conference for officers of all vocational youth organizations was held in Bismarck in July 1974. SLC Lynette Larson, Edgeley, was elected state president.

1975-76

FLW Jamestown, and SLC UND, Grand Forks. Co-hosts: Grand Forks Central and Red River High Schools. Cindy Revo, FBLA national president from Nebraska, attended. David Michaelson, Velva, was elected state president.

1976-77

FLW and SLC Bismarck. Competitive events and other conference activities were held at Holiday Inn, Bismarck High School, Mandan Senior High School, and Mandan Community Center. Mark Provence, FBLA national treasurer, presented a Project Awareness workshop. Over 500 attended the largest number yet. Julie Eberle, Enderlin, was elected state president.

1977-78

FLW Jamestown; SLC Bismarck. SLC hosted jointly by Bismarck High School, Bismarck Century High School, and Mandan High School. Mr. John Gringer, Mayville, was selected as North Dakota's first Businessperson of the Year. Bruce Ludwig, Drake, was elected state president.

1978-79

FLW Bismarck. Special guest was Edward Miller, national executive director. SLC Bismarck; hosted jointly by Bismarck High School, Bismarck Century High School, and Velva High School. Congressman Mark Andrews and Governor Arthur Link were guests. Mark Lagodinski, Edgeley, was elected state president.

1979-80

FLW Mandan Community Center; SLC Bismarck. Stuart Fulton, FBLA national president from Colorado, attended both. SLC host chapters were Velva, Lisbon, and Mayville-Portland. Ross Teigen, Scranton, was selected Businessperson of the Year. Mr. Teigen became a member of FBLA in 1973, and later served as state president for both FBLA and PBL. Janel Muckenhirn, Enderlin, was elected state president. NLC Washington, D.C.

1980-81

FLW Mandan Community Center. Edward Burakowski of the national office attended. SLC Bismarck. John Anderson, FBLA national parliamentarian from Wisconsin, assisted with the competitive events. Workshops were added to the program. Mark Dosmann, Langdon, was the first recipient of the "Investment in the Future" scholarship (\$150) made possible by Mr. Leo Reis, president of Peoples and Enderlin State Bank. The Years of Service Award for local chapter advisers was instituted. Sandy Horner, Devils Lake, was elected state president.

1981-82

FLW Mandan Community Center; SLC Bismarck. Lyn Scott, national vice-president of the M-P Region, attended the SLC. John Bachmeier, Mayville-Portland, was elected state president.

1982-83

No Fall Leadership Conference (FLC) because M-P Regional Leadership Conference was held in Bismarck. The Killdeer chapter organized the "Roll Out the Barrel" project, in which a barrel was pushed approximately 350 miles from the Montana border to the Minnesota border. FBLA and PBL state chapters participated jointly. Chapters throughout the state were urged to raise money through pledges. The money earned was divided among the March of Dimes, the FBLA-PBL National Building Center Fund, and the FBLA and PBL state chapters. SLC Bismarck, was attended by Patty Hendrickson, FBLA national president. Ken Kostelnak, Killdeer, was elected state president. NLC San Francisco.

1983-84

FLC Mandan Community Center: SLC Bismarck. Angela Butler, national vice-president for M-P Region, attended. Leann Erickson, Beulah, was elected state president. NLC Atlanta, Georgia.

1984-85

FLC Sheraton Riverside Inn, Minot; SLC Bismarck. Nicole Stone, national vice-president for M-P Region, attended. Shelly Becker, Cavalier was elected state president. NLC Houston, Texas

1985-86

FLC Jamestown; SLC Bismarck. Leann Tatro, national vice-president for M-P Region, attended. Monte Zingleman, PBL national secretary, University of North Dakota, and Henry Rosales, PBL national vice-president of M-P Region, from Colorado, also attended. A chapter event entitled Handicapped Awareness Project was added to the North Dakota competition. Kip Jaeger, Beulah, was elected state president. NLC Washington, D.C.

1986-87

FLC none; SLC Bismarck; Randy Neugebauer, national vice-president for M-P Region, attended. Joe Lukach, Stanley, was appointed state adviser along with Marilyn Nelson, Enderlin. The fun event, Acalympics, was added. Heidi Nelson, Enderlin, was elected state president. NLC Anaheim, CA.

1987-88

FLC none. RLC Colorado Springs, CO. SLC Fargo. Stephanie Brodine, national secretary, and Christopher Heider, Florida, alumni national president, attended. An individual event entitled Principles and Practices was added to the North Dakota competition. Kent Jeger, Beulah, was elected state president. NLC Orlando, FL. Tara Erickson, Hatton, was elected M-P Region vice-president.

1988-89

FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Tara Erickson, Hatton, Mountain-Plains vice-president, represented national office. James Ramey, Linton, was elected state president. NLC Orlando, Florida; Mitch Dvorak, Killdeer, elected national secretary for 1989-90.

1989-90

FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Mitch Dvorak, Killdeer, ND, national secretary, and J. J. Ament, national president, Illiff, Colorado, represented national FBLA. Jenny Berthold, Hatton, was elected state president. NLC Washington, D.C.

1990-91

FLC Holiday Inn, Bismarck; SLC Holiday Inn, Fargo. Bridget M. Osowski, FBLA National Parliamentarian from Thorpe, Wisconsin, attended. Eric Grant Chester gave the keynote address, "The X-Factor." Joe Lagodinski, Edgeley, was elected 1991-92 state president. NLC Anaheim, CA.

1991-92

State membership 1,420, 49 chapters. FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck, Richard W. James, M-P Region vice-president, Kingman, Kansas, represented the national office. Bill Sanders, Kalamazoo, Michigan, gave the keynote address, "Show the World Your Greatness." Shelly Salwei, Wishek, was elected 1992-93 state president. The following competitive events were added on the state level: Introduction to Parliamentary Procedure, Proofreading Skills and Knowledges, and Spelling and Correct word Usage. New Recognition Awards: Go for North Dakota Gold, Membership Achievement Award. Curt Schaff, Hatton, was appointed state adviser. The banquet was dispensed with this year. NLC Chicago, IL

1992-93

At the SLC in 1992 the decision was made to divide North Dakota into four regions. Four regional FLCs were held Watford City, Jamestown, Dickinson, and Grand Forks. SLC Radisson Inn, Bismarck. Jeffrey Whitworth, FBLA national parliamentarian, Ada, OK, attended. Opening keynote address J. J. Ament, Boulder, Colorado, "Endeavors of Excellence." Closing keynote address John Crudele, Minneapolis, MN, "Choose Life, Choose Love, Choose You." Chad Sundberg, Harvey, was elected state president.

Dorothy L. Travis (1904-1992), one of the founders of North Dakota FBLA-PBL, (the national FBLA-PBL Parliamentary Procedure competitive event was named in her honor) passed away in her sleep at her home in Grand Forks on December 3, 1992.

1993-94

State membership is at an all-time high of 1,666. One statewide FLC was held in Bismarck at the Ramada Hotel on September 27, 1993. SLC Radisson Inn, Bismarck. Eric Chester, Colorado, gave the keynote address, "Lookin' for A Hero, The Journey Begins Within." Rachel Fehringer, Mt. Plains vice-president, Colorado, represented National FBLA. David Glennon, Hatton, was elected 1994-95 state president. Conference attendance was 1,202.

The 1993-94 SLC was held in Loving Memory of Krista Dawn Erickson, Hillsboro FBLA chapter officer, (1977-1993) and Amie Ann Hildebrant, Beach FBLA chapter officer (1976-1994).

Nancy Wolff, Hettinger, was elected national FBLA Mountain-Plains vice president. NLC Anaheim, CA.

1994-95

State membership peaked at 1,915; 52 chapters. Enderlin had 101 members, largest local chapter ever. This year national opened membership to middle schools. Hughes Junior High School in Bismarck is the first middle school in North Dakota to become a chapter. Other new chapters: Fargo Shanley, Des Lacs, Center (reactivated).

The SFLC was held on September 25 at the Ramada Hotel in Bismarck. The SLC was held at the Holiday Inn, Radisson Hotel, and the Civic Memorial Auditorium in Fargo on March 26-28, 1995. Patty Hendrickson from LaCrosse, Wisconsin gave the keynote address "Get A Clue: Leadership Is In You!" Nancy Wolff, Mountain-Plains Region Vice President from Hettinger, North Dakota represented the national office. May-Port CG HS received the Dorothy L. Travis Award. Marc Skjervem, Lakota, was elected 1995-96 president.

1995-96

State membership peaked at 2,117; 56 chapters. New chapters activated this year are: Dakota High School, Hunter; St. Mary's High School, Bismarck; Central Valley High School, Buxton; Dakota Prairie High School, Petersburg; and Williston High School.

The SFLC was held October 1-2, at the Ramada Hotel in Bismarck. The SLC was held at the Radisson Inn and Civic Center in Bismarck, scheduled for March 24-26. Due to a severe storm the conference did not start till after lunch on the 25th. Approximately 43 chapters attended. Craig Zablocki, Denver, CO, gave the keynote address, "Dream Big, Take Yourself Lightly." Representing the national office were Kenneth Corn, national president, Howe, OK; and Louise LeGrand, national secretary, Wessington, SD. Carrie Selle, DCHS, Crosby, was elected 1996-97 president. The Handicapped Awareness Project was expanded, therefore, the new name is Project Equality. The number of members from each chapter who could participate in an event was increased in several events. May-Port CG received the Dorothy L. Travis Award. NLC in Washington, DC.

1996-97

State membership peaked at 2100 with 58 chapters. FLW—Held in Bismarck at the Radisson Inn and Sertoma Park. Candace Kane from the Kathryn Center, Valley City, did the workshop on Monday.

SLC was to have been held in Minot. A blizzard came through North Dakota starting late Friday. The conference was cancelled. The written tests were mailed and administered to the local schools. Interview events were judged on resumé and written test; speaking events, Parliamentary Procedure and Entrepreneurship events were put on video for judging. State officer candidates mailed their materials to each chapter and the voting was conducted by mail. The old officers and new officers met in Minot for an installation ceremony. Shayla Swedlund from Velva was elected state president. May-Port CG HS received Dorothy L. Travis Award. NLC Anaheim, CA.

1997-98

State membership 1,923 with 56 active chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot March 29-31, 1998. The weather was beautiful. The keynote address, "The Best Way to Predict the Future is to Create It", was delivered by Scott Friedman from Denver, CO. Scott also gave a workshop entitled "A Funny Thing Happened on the Way to Happiness." National Mountain-Plains Region Vice-President, Jill M. Kirk from Holton, Kansas presented a workshop titled "FBLA Soup for the Soul."

May-Port CG HS received Dorothy L. Travis Award. Rachel Langer from Enderlin was elected 1998-99 state president. NLC in Orlando, Florida.

1998-99

State membership was 2,191 with 60 chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot April 11-13 in conjunction with the Governor's Youth Leadership Summit. Sunday evening Governor Edward D. Schafer gave the address, "Why North Dakota Cares About You." The special Guest was Admiral Bill Owens. The keynote address was given by Astronaut Rick Hieb.

Divide County HS, Crosby, received the Dorothy L. Travis Award. Jenny Boland from Northern Cass High School, Hunter, was elected president. NLC in Chicago, IL

1999-2000

State membership was 2,138 with 60 active chapters. Hettinger had the largest chapter in ND FBLA history with 114 members in a school with 166 students. A state FLC was not held. Hettinger High School sponsored an FLC for Region III which was held in Dickinson and was a great success. SLC held in Fargo. Terry Fleck from Bismarck, ND gave the keynote address, "The Attitude Virus." J.R. Parsons, Mountain Plains Region vice-president attended. Hettinger High School received the Dorothy L. Travis Award. Kay Johnson from Hettinger was elected 2000-2001 state president. NLC Long Beach, CA

2000-2001

Jerry Lydeen, state chairman since 1974, retired on October 12, 2000. Kelly Scholl was appointed as the new state chairperson on January 2, 2001.

State membership reached an all-time high of 2,237 with 59 active chapters. FLC was held at the Radisson Inn in Bismarck, and the SLC was held at the Ramada Plaza Suites and the Holiday Inn in Fargo. Region III once again held a regional meeting in Dickinson. Byron Garrett of Life Works, Intl., in Phoenix, AZ, gave the keynote address at SLC, "Lead Now or Step Aside." William Heermann, Mountain Plains Region Vice President attended SLC and gave a workshop entitled "The Essentials of Teamwork." Hettinger High School had the largest chapter and received the Dorothy L. Travis Award. Amber Rose Bjerke of Central Valley High School in Buxton was elected state president. NLC was held in Orlando, FL.

2001-2002

State membership was 1,929 with 56 active chapters. FLC was held at the Holiday Inn in Bismarck, and James Vossler of the Harold Shafer Leadership Center at the University of Mary, delivered a ½ day presentation entitled "Starting Your Leadership Engine." SLC was held at the Municipal Auditorium in Minot. Keith Hawkins from Roseville, CA gave the keynote address, "The Power of One." Jessica Vincik, Mountain Plains Region Vice-President from Aurora, Nebraska, presented the workshop, "The Person You Didn't Think You Could Be." Hettinger had the largest chapter and Cavalier received the Dorothy L. Travis Award. David Meier of Hettinger High School was elected state president. NLC was held in Nashville, TN.

2002-2003

State membership was 1,887 with 57 active chapters. FLC was held at the Holiday Inn in Bismarck. SLC was held at the Municipal Auditorium in Minot. Rolfe Carawan gave the keynote address, "The Character Revolution." Allison Floeter, PBL Mountain Plains Region Vice President from the University of North Dakota represented the national chapter. Cavalier had the largest chapter, and Divide County received the Dorothy L. Travis Award. Mason Bjerke of Central Valley High School was elected state president. NLC was held in Dallas, TX.

2003-2004

State membership was 1,729 with 53 active chapters. FLC was held at the Radisson Inn in Bismarck. SLC was held at the Ramada Plaza Suites and Holiday Inn in Fargo. Ryan Underwood of TRI Leadership Resources gave the keynote address and presented two workshops. Arvind Cadambi, FBLA National Treasurer from California represented the national chapter and presented a workshop entitled "Blazing the Way." Velva had the largest chapter, and Divide County received the Dorothy L. Travis Award. Jordan Regan of Fargo South High School was elected state president. NLC was held in Denver, CO.

2004-2005

State membership was 1,713 with 53 active chapters. FLC was held at the Best Western Ramkota in Bismarck. SLC was held at the Best Western Ramkota and Bismarck Civic Center in Bismarck. James Malinchak of Henderson, NV, was the keynote speaker. Evan Lemoine, FBLA National Treasurer from Woonsocket, RI, attended the conference and presented a workshop. Velva High School had the largest chapter with 87 members, and Divide County High School received the Dorothy L. Travis Award. Max Kringen of Enderlin High School was elected state president. NLC was held in Orlando, FL.

2005-2006

State membership increased for the first time since 2001, with 1,839 members and 54 active chapters. Parshall and Fairmount High Schools chartered their chapters. FLC was held at the Best Western Ramkota in Bismarck. LoAnn Wegh of LoAnn's Marketing in Dickinson was the keynote speaker. SLC was held at the Alerus Center in Grand Forks. Chuck Peterson of Florida was the keynote speaker. Velva High School had the largest chapter with 81 members, and Divide County High School received the Dorothy L. Travis Award. Amanda Martin of Drake High School was elected state president. Tom Farnham of Enderlin was appointed state adviser representing Region IV. NLC was held in Nashville, TN.

2006-2007

State membership was 1,651 members and 51 active chapters. Milnor and Rugby High Schools chartered their chapters. FLC was held at the Best Western Ramkota in Bismarck. Entrepreneur, Scott Molander, of InDesign was the keynote speaker. SLC was held at the Municipal Auditorium in Minot. Patty Hendrickson of Wisconsin was the keynote speaker. Velva High School had the largest chapter with 83 members, and Divide County High School received the Dorothy L. Travis Award. Anna Moss of Kenmare High School was elected state president. NLC was held in Chicago, IL.

2007-2008

State membership was 1,617 members and 53 active chapters. Berthold and Bishop Ryan High schools chartered/reactivated their chapters. FLC was held at the Best Western Ramkota in Bismarck. Terry Fleck, the "Attitude Doctor" was the keynote speaker. SLC was held in Bismarck at the Civic Center and Ramkota Hotel. C.L. Lindsay, the keynote speaker, spoke on the responsibility of using the internet and the dangers associated with social networking sites. National treasurer, Michael Miller of Missouri, presented a workshop on the Business Achievement Awards. Velva High School had the largest chapter with 80 members, and Divide County High School received the Dorothy L. Travis Award. Brett Anderson of Divide County High School was elected state president. NLC was held in Atlanta, GA.

2008-2009

State membership was 1,613 members with 53 active chapters. Max High School chartered their chapter. FLC was held at the Best Western Ramkota in Bismarck. Nicole Morrison-Mathern of the University of Mary was the keynote speaker. SLC was held in Minot at the Municipal Auditorium. Amy Gallimore of TRI Leadership was the keynote speaker. National Mountain Plains Vice President, Justin Schultis of Nebraska attended the conference and presented a workshop. Stanley High School had the largest chapter with 82 members, and Divide County High School received the Dorothy L. Travis Award. John Mitzel of Fargo South High School was elected state president. NLC was held in Anaheim, CA.

2009-2010

State membership was 1,659 members with 55 active chapters. Ray High School and Sawyer High School chartered their chapters. Bismarck High School and Grand Forks Red River High School reactivated their chapters. FLC was held at the Best Western Ramkota in Bismarck. FOCUS Training presented the conference program. SLC was held in Fargo at the Ramada Plaza Suites and Holiday Inn. Governor John Hoeven spoke at the opening session. Kelly Barnes of Your Next Speaker was the keynote speaker. National Mountain Plains Vice President, Brennan Foo of Texas, attended the conference and presented a workshop. Stanley High School had the largest chapter with 106 members, and Divide County High School received the Dorothy L. Travis Award. Ryan Blumhagen of Drake/Anamoose High School was elected state president. NLC was held in Nashville, TN, and had to be moved from the Gaylord Opry Resort to various downtown locations due to the historic flooding in Nashville during the spring of 2010.

2010-2011

State membership was 1,612 members with 55 active chapters. Wing High School chartered their chapter. Grant County High School reactivated their chapter. FLC was held at the Best Western Doublewood in Bismarck. TRI Leadership presented the conference program. SLC was held in Grand Forks at the Alerus Center. Rhett Laubauch of Your Next Speaker was the keynote speaker. National Mountain Plains Vice President, Kandace Irvine of Kansas, attended the conference and presented a workshop. Stanley High School had the largest chapter with 124 members. Divide County High School received the Dorothy L. Travis Award. Paige Gravning of Hettinger High School was elected state president. NLC was held in Orlando, FL.

2011-2012

State membership was 1,590 members with 57 active chapters. Hankinson High School chartered their chapter. Center/Stanton High School reactivated their chapter. FLC was held at the Best Western Ramkota in Bismarck. FOCUS Training presented the leadership program. SLC was held in Bismarck at the Best Western Ramkota and the Civic Center. Bob Upgren of Cross-Training, Inc. was the keynote speaker. National Secretary, McKenna Murray of Nevada, attended the conference and presented a workshop. Stanley High School had the largest chapter with 87 members. Divide County High School received the Dorothy L. Travis Award. Jonathan Olson of Ray High School was elected state president. NLC was held in San Antonio, TX.

2012-2013

State membership was 1,540 with 55 active chapters. Des Lacs-Burlington and Turtle Mountain reactivated their chapters. The first FBLA Middle Level chapters were chartered at Cavalier, Drake-Anamoose, and New Rockford-Sheyenne. FLC was held at the Best Western Doublewood in Bismarck. FOCUS Training presented the leadership program. SLC was held in Minot at the North Dakota State Fairgrounds. Brandon Lee White was the keynote speaker. National Parliamentarian Brendan Hopkins of Pennsylvania attended the conference. MayPort CG had the largest chapter with 87 members. Divide County High School received the Dorothy L. Travis Award. Kyle McFadden of Cavalier High School was elected state president. NLC was held in Anaheim, CA. North Dakota was recognized for its 2nd place finish in the Business Achievement Awards Fight to the Finish.

2013-2014

State membership was 1,480 with 58 active chapters. New chapters were chartered at Fargo Davies and Midkota High Schools. Chapters were reactivated at Bismarck, St. Mary's Central, Bottineau, and Richardton-Taylor High Schools. A new FBLA Middle Level chapter was chartered at Rugby. FLC was held at the Best Western Ramkota in Bismarck. TRI Leadership presented the leadership program. SLC was held in Grand Forks at the Alerus Center amidst a huge blizzard. Amy Gallimore was the keynote speaker. National Mountain Plains Vice President Holland Gray attended the conference. MayPort CG had the largest chapter with 82 members. Divide County High School received the Dorothy L. Travis Award. Kaleb Dschaak of Dickinson High School was elected state president. NLC was held in Nashville, TN. North Dakota was recognized for its 2nd place finish in the Business Achievement Awards Fight to the Finish.

2014-2015

State membership was 1,478 with 60 active chapters. New chapters were chartered at Grenora and Powers Lake. Chapters were reactivated at Mott-Regent, Grand Forks Red River, and Berthold. New FBLA Middle Level chapters were chartered at Bismarck Light of Christ Academy, Kenmare, and Scranton. FLC was held at the Best Western Ramkota in Bismarck. Patty Hendrickson stepped in to present the leadership program when Rhett Laubauch had to cancel due to illness. SLC was held in Fargo at the Ramada and Holiday Inn. Kat Perkins, former FBLA state officer and Voice contestant was the keynote speaker. National PBL Treasurer Karthik Krishnan attended the conference. Dickinson had the largest chapter with 72 members. Divide County High School received the Dorothy L. Travis Award. Keaton Erickson of Carrington High School was elected state president. NLC was held in Chicago, IL, and Keaton Erickson was elected national Mountain Plains Region Vice President. North Dakota was recognized for its 2nd place finish in the Business Achievement Awards Fight to the Finish.

2015-2016

Kelly Scholl, state chairman since 2001, moved to Reston, VA to become the Education Director at FBLA-PBL. Jessica DeVaal was appointed as the new state chairperson on June 8, 2016.

State membership was 1,612 with 66 active chapters. New chapters were chartered at Mohall Landsford Sherwood, Dickinson Catholic Schools, and Burke Central. Chapters were reactivated at Killdeer and Strasburg. New FBLA Middle Level chapters were chartered at Dickinson Trinity Junior High, Grant County, Rugby and Stanley. FLC was held at the Best Western Ramkota in Bismarck. Hayley Henderson and Patrick Grady from TRI Leadership presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Brooks Harper was the keynote speaker. National Mountain Plains Vice President Keaton Erickson attended the conference. Divide County had the largest chapter with 65 members. Divide County High School received the Dorothy L. Travis Award. Hudson Pierce of Scranton High School was elected state president. NLC was held in Atlanta, GA. North Dakota was recognized for its 2nd place finish in the Business Achievement Awards Fight to the Finish.

2016-2017

State membership was 1596 with 64 active chapters. New chapters were chartered at Bismarck Legacy, Nedrose, South Prairie, and Newburg. A new FBLA Middle Level chapter was chartered at Berthold. FLC was held at the Best Western Ramkota in Bismarck. Amy Gallimore from Four16 Training Solutions presented the leadership program. The 50th annual North Dakota SLC was held in Bismarck at the Bismarck Event Center. Rhett Laubach was the keynote speaker. President & CEO Jean Buckley and Education Director Kelly Scholl attended the conference. A parade of past state officers and retired advisers was part of the Opening Session, and a reception followed for past and current state officers, retired advisers, and special guests. Divide County had the largest chapter with 78 members. Divide County High School received the Dorothy L. Travis Award. Travis Dean of Stanley High School was elected state president. NLC was held in Anaheim, CA. North Dakota was recognized for its 1st place finish in the Business Achievement Awards Fight to the Finish.

2017-2018

State membership was 1487 with 63 active chapters. New chapters were chartered at Hazelton-Moffit-Braddock and Tioga. FLC was held at the Ramkota in Bismarck. Devin Henderson presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Holly Hoffman was the keynote speaker. National Mountain Plains Vice President RyanJames Solis attended the conference. Divide County had the largest chapter with 76 members. Divide County High School received the Dorothy L. Travis Award. Savanna Friedt of Carrington High School was elected state president. NLC was held in Baltimore, Maryland. North Dakota was recognized for its 1st place finish in the Business Achievement Awards Fight to the Finish.

2018-2019

State membership was 1525 with 64 active chapters. New chapters were chartered at Bowbells, South Heart, and Thompson. FLC was held at the Ramkota in Bismarck. Patty Hendrickson presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Jeff Becker was the keynote speaker. National Mountain Plains Vice President Madelyn Remington attended the conference. May-Port CG had the largest chapter with 78 members. Divide County High School received the Dorothy L. Travis Award. Sydnee Anderson of Mott-Regent High School was elected state president. NLC was held in San Antonio, Texas. North Dakota was recognized for its 1st place finish in the Business Achievement Awards Fight to the Finish.

2019-2020

State membership was 1495 with 69 active chapters. Middle Level membership was 99 with 15 active chapters. New chapters were chartered at Lidgerwood and West Fargo Sheyenne. Chapter was reactivated at Griggs County Central. FLC was held at the Ramkota in Bismarck. Kyle Willkom presented the leadership program. Due to COVID-19, the SLC was held virtually and students competed over a 3-week period. A virtual award session was held on April 16th on Facebook Live. May-Port CG had the largest chapter with 70 members. Divide County High School received the Dorothy L. Travis Award. Brooklyn Benno of Des Lacs-Burlington High School was elected state president. NLC was scheduled to be held in Salt Lake City, Utah, but due to COVID-19, the in-person event was cancelled and an online National Leadership Experience was held. North Dakota was recognized for its 2nd place finish in the Business Achievement Awards Fight to the Finish.

2020-2021

State membership was 1081 with 63 active chapters. Middle Level membership was 61 with 10 active chapters. Learn to Lead, a virtual leadership journey with Virginia FBLA-PBL was held in place of FLC. Programming included sessions by state officers, an opening session with SongDivision, and a closing session with Tigirlily. Due to COVID-19, the SLC was held virtually and students competed virtually in March. A virtual conference was held on March 29-April 1 with Anne Bonney as the keynote speaker. Stanley had the largest chapter with 70 members. Divide County High School received the Dorothy L. Travis Award. Lauren Skadberg of Carrington High School was elected state president. NLC was scheduled to be held in Anaheim, CA, but due to COVID-19, the in-person event was cancelled and an online National Leadership Conference was held, and Ilanora Peterson was elected national Mountain Plains Region Vice President.

APPENDIX B

National Leadership Conference Information

Join the North Dakota FBLA Travel Group

FBLA National Leadership Conference Chicago, IL

Join the North Dakota FBLA Travel Group and attend the FBLA National Leadership Conference in Chicago, IL, and participate in other fun-filled activities of the area on June 27 – July 3, 2022. (Official NLC dates are June 29-July 2)

Travel World of Crosby has been designated as the exclusive North Dakota FBLA travel agency. You cannot participate in the North Dakota FBLA room block or participate in activities and services provided in the travel package unless **Travel World of Crosby** makes your airline reservations. By using **Travel World of Crosby** to book your plane reservation, you will receive the lowest airfare available. Family members and friends are invited to become part of this group. Reservations, all monies to be paid, and questions about the travel package should be directed to **Travel World of Crosby**. Phone toll free at 1-800-965-6232 or e-mail at travel@travelworldofcrosby.com.

Travel World of Crosby will coordinate for the North Dakota FBLA state office all travel arrangements and assist with the assembling of a winning North Dakota FBLA competitive events team. **Travel World of Crosby** will assist you in finding roommates with other North Dakota FBLA members attending to cut expenses and get the lowest room rates. Room rates, registration fees, ground transportation, and other activity fees have not yet been determined, so it is very important to watch for announcements and up-to-date information from **Travel World of Crosby**, the North Dakota FBLA state office, and the national FBLA-PBL conference department. Contact the national FBLA office at 800-325-2946 and/or go to the national FBLA-PBL Website: <http://www.fbla-pbl.org>.

Every FBLA-Middle Level member must have an adult chaperone from their local chapter in order to participate in the travel group. This could be your local FBLA chapter adviser, school official, parent, or another responsible adult. No chaperone may supervise more than ten FBLA/FBLA-Middle Level members. Liability release forms and parental permission forms will be required for all members attending.

If a local chapter adviser is unable to attend NLC and chaperone the members from their chapter, ND FBLA's policy is that another adult (someone from the school or a parent) from the community accompany the members attending. If for some reason this is impossible, then you must contact Jessica DeVaal at the ND FBLA state office, and she will initiate a search for another adviser who might be able to chaperone your student(s). **PLEASE DO NOT** contact another adviser yourself. If there is an adviser you want contacted on your behalf, that will be taken into consideration. Once we find another adviser to chaperone, please be aware that this is a lot of extra work and responsibility for the adviser, so we require that the chapter compensate that adviser \$200 per student. Travel World will add this \$200 fee onto your final travel bill as arrangements are completed.

The only role the North Dakota FBLA state office will assume is to register FBLA-Middle Level members for the competitive events and confirm your participation in these competitive events at the NLC. **Neither the state office nor Travel World of Crosby will register you for the conference.**

Conference information will be available at www.fbla-pbl.org or www.fbla-nlc.org starting in approximately April. The conference page will contain up-to-date conference information, schedule of activities, registration forms, etc. *It is very important that all participants register for the NLC by the designated deadline, or you cannot vote!* The 2022 NLC conference registration fee has not been determined, but the early bird registration fee was \$120 in 2019. **Travel package costs determined by Travel World of Crosby do not include the FBLA conference registration fee.**

Travel World of Crosby will arrange air transportation. They will also arrange for ground transportation and arrange other fun-filled activities to nearby attractions. Contact **Travel World of Crosby** if you have suggestions to nearby attractions in Salt Lake City. Ground transportation will be provided to/from the airport/hotel as well as check-in/check-out of the hotel. All travel group participants will participate in tours and activities in the Anaheim area.

The National FBLA-PBL Dress Code is strictly enforced for all attending the NLC. Advisers, members, and guests attending general sessions, competitive events, regional meetings, workshops, and other activities, unless otherwise stated in the conference program, must conform to the National FBLA-PBL Dress Code. Conference name tags and wristbands are part of the dress code and must be worn at all times.

More details will be available at the North Dakota SLC. Be sure to visit with representatives from **Travel World of Crosby** at their booth at the FBLA State Leadership Conference. They will be happy to answer any questions you may have about the ND FBLA Travel Group and the FBLA National Leadership Conference in Chicago.

COMPETITIVE EVENT REGISTRATION

Check the national competitive event guidelines to see if you placed high enough (Middle Level is 1st and 2nd) to compete at NLC. If so, you must complete the ND FBLA Competitors online form to submit your intentions (YES or NO) to **Travel World of Crosby no later than April 13, 2022**. If the qualifying winners are not going to compete at the NLC, we will contact the fifth-place winner as an alternate until we have a complete team of competitors from North Dakota in all events. **Please submit the online form (<https://ndfblapbl.wufoo.com/forms/travel-world-of-crosby-nd-fbla-competitors/>) for your YES or NO answers no later than April 13, 2022 to Travel World of Crosby.**

We will be using Blue Panda to collect traveler information for 2022, but please see the following pages for examples of information collected.

Travel World of Crosby Information Sheet (Sample!)

DEPOSIT: \$250 – Due April 17, 2019. FINAL PAYMENT: Due May 17, 2019

Travel World of Crosby “Information Sheet”

FBLA National Leadership Conference, June 27-July 3, 2019 (Travel Dates)

Please mail, email or fax a copy of this form and your non-refundable \$250 check deposit for each person who is traveling, to Travel World of Crosby, 2061 Experiment Station Road, Suite 301-512, Watkinsville, GA 30677, email to: travel@travelworldofcrosby.com or fax to: 800-965-6232 by April 17, 2019.

Legal Name (as it appears on your photo ID)		Birth Date
Full Mailing Address (with city, state, zip)		
Email address		Home phone Cell phone
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	I am a <input type="checkbox"/> Student <input type="checkbox"/> Chaperone <input type="checkbox"/> Adviser <input type="checkbox"/> Other	<input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Freshman
High School		School Phone School Email
Adviser/Chaperone Name		Adviser/Chaperone Phone #
T-Shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/> XXX-Large		
Type Room <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad	Roommates from your own school: 1. 2. 3.	
Sun Country Charter Departure City: <input type="checkbox"/> BIS (10am departure) <input type="checkbox"/> FAR (11am departure)		

Participants agree that: Personal safety and liability for accidents is a personal liability for each individual participating. Travel World of Crosby is not responsible for the health and safety or loss of personal property of any person participating in this travel group. All individuals must carry their own personal health insurance. Every person is fully aware of the dangers and perils of the trip. No person, during day or night, should leave the hotel alone without adviser approval. No minor student is to leave the hotel without an adult chaperone without adviser approval. If the parent is a minor, a parental guardian must sign this form. As parental guardians, we permit our minor child to participate in this travel group with the understanding that he/she is personally responsible for personal safety and liability.

Signature of Student's Parent/Guardian, Adviser or Chaperone: _____



North Dakota FBLA Code of Conduct

Student Name (print/type)

School (print/type)

☐ Fall Leadership Conference

☐ State Leadership Conference

☐ National Leadership Conference

Advisers: Have each delegate sign a copy. Signed copies must be turned in at FLC and SLC registration, and prior to NLC.

FBLA-PBL Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts **at all times**. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. **Do not throw anything** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: _____

Parent Signature _____ Date _____

ND FBLA Dress Code

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

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

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

Professional attire acceptable for official ND FBLA activities include:

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 or sweater with dress pants and:
 - Blouse
 - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots with dress socks
- Skirts/dresses at or below the knee

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings, skinny jeans, or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Jumpsuits
- Cargo pants
- 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

No dress code can cover all contingencies, so FBLA-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.

**NORTH DAKOTA FBLA
PARENT OR GUARDIAN PERMISSION FORM
MEDICAL AND MEDIA RELEASE**



NORTH DAKOTA FBLA MEDICAL RELEASE

Name of FBLA Member	
Address	City/State/Zip
Chapter	Date of Birth
Name of Insurance Company	Policy Number
Known drug allergies	Cell Phone Number
History of: (check if applicable) <input type="checkbox"/> Heart Condition <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain)	
In the event we are unable to reach you, please list name and telephone number of either nearest relative and/or family physician.	

MEMBER OBLIGATION

I have read the Code of Conduct/Dress Code for North Dakota FBLA. While attending any FBLA Function, I will make sure that my attitude, conduct and appearance will be such as to reflect credit to my chapter, school, community and our State Association. I will follow policies of the conference, school, and the North Dakota High School Activities Association.

Cell Phone: _____

Home Phone: _____

Signature of Business Student / FBLA Member

PARENT or GUARDIAN OBLIGATION

I, the parent/guardian of the above-named student have read the Code of Conduct/Dress Code and agree to the policy of the organization. I permit the adult advisers/chaperones to routinely check member's room to insure that students adhere to policies established by FBLA and the local school district. In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above-named person as deemed necessary in medical judgment and in accordance with the above confidential information. I agree to indemnify and hold harmless, FBLA, the Career and Technical Student Organizations and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.

Cell/Home
Phone: _____

Work Phone: _____

Signature of Parent/Guardian

MEDIA PERMISSION

We authorize Career and Technical Student Organizations and FBLA to distribute for publication the above member's name and/or picture and any results (examples would include: printed publications, web pages, radio, social media, etc. of leadership activities or competition, etc.).

Signature of Participant

Signature of Parent/Guardian

**NORTH DAKOTA STATE BOARD FOR
CAREER AND TECHNICAL EDUCATION**

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North Dakota FBLA-PBL is sponsored as part of the
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