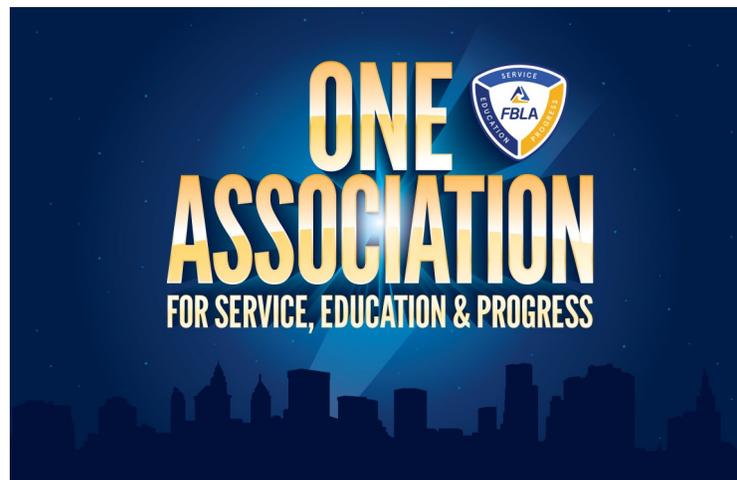


North Dakota



**FBLA**



**NORTH DAKOTA  
FBLA High School  
Grades 9-12  
Chapter Handbook**

This publication contains information and forms necessary to operate a North Dakota FBLA High School chapter for the 2022—2023 school year.

# North Dakota

## Future Business Leaders of America

*Future Business Leaders of America (FBLA) is the largest career student business organization in the world. Each year, FBLA helps over 200,000 members prepare for careers in business. FBLA 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 2022-23 edition of the North Dakota FBLA High School Chapter Handbook should replace any versions that were used in past years. This handbook will also be available on the North Dakota FBLA website at [www.nd-fbla.org](http://www.nd-fbla.org) and the North Dakota CTE website at [www.cte.nd.gov](http://www.cte.nd.gov).

Advisers are reminded that this document contains only North Dakota FBLA High School forms and competitive event regulations and procedures. Chapters should access the FBLA website at [www.fbla.org](http://www.fbla.org) for national information, including national programs and NLC competitive event guidelines.

There have been numerous changes and additions to this edition of the handbook, and we ask that you please contact the state FBLA office if there are errors or omissions. There have been a number of small changes made to many of the competitive event guidelines. 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 – Introduction to Marketing Concepts (an individual, objective test for grades 9-10)
- Event Modification – Introduction to Public Speaking and Public Speaking will now have a different topic posted each year from which the speech must be developed.
- Procedural Change – The cover and table of contents do not count toward the 15-page limit for reports.
- Procedural Change – The FBLA score sheets will be modified to include a "score range" for the descriptors of each expectation item.
- Procedural Change – Time penalties will be eliminated from all events, and timers will stop students from continuing once their allotted time has elapsed.
- Procedural Change – Permanently move to have all team event objective tests taken by each team member. The score of all team members will be averaged to determine the average team score. Any team member who does not sign in and take the test will be removed from the team and prevented from advancing to final round competition.
- Procedural Change – Members may compete in an event at NLC more than once if they **have not** previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.
- Event modification – FBLA Acalympics will be a preconference test at the home school prior to SLC with an unlimited number of teams per chapter.
- Recognition Event Modification—Changes have been made to the Go for North Dakota Gold project. Level II activities have been added or modified. Some activities have had wording changes.

Reminders:

- Event guidelines were modified 5 years ago at the state and national level to no longer use projectors in the preliminary round of presentation events – competitors will present directly from their laptops/devices. Projectors will only be provided for finals in events with viewing, and it is up to the competitors to decide if they wish to use them.

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## ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

### NATIONAL DUES:

FBLA High School	\$6.00
FBLA Middle School	\$6.00
FBLA Collegiate	\$10.00

### NORTH DAKOTA STATE DUES:

FBLA High School	\$4.00*
FBLA Middle School	\$4.00*
FBLA Collegiate	\$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 High School and \$10 state and national dues for FBLA Middle School 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.org](http://www.fbla.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, 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* and be eligible for fall membership awards, 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, Inc.  
P.O. Box 79063  
Baltimore, MD 21279-0063  
1-800-325-2946, option 1  
Payable to: FBLA, Inc.

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

FBLA  
Toll Free: 1-800-325-2946  
Fax: 866-758-0749  
Email: [membership@fbla.org](mailto:membership@fbla.org)  
Web Site: [www.fbla.org](http://www.fbla.org)

**State and national membership dues must be paid by February 1, 2023, 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 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](mailto:jdevaal@nd.gov)  
Website: [www.nd-fbla.org](http://www.nd-fbla.org)

News for the *ND FBLA website* should be submitted using the online ND FBLA Chapter Check-In Form (<https://ndfblapbl.wufoo.com/forms/mdh2u261mc6g5m/>).

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

# NORTH DAKOTA FUTURE BUSINESS LEADERS OF AMERICA (FBLA) HIGH SCHOOL 2022-2023 CALENDAR

September 20, 2022	Submit online registration for FBLA Fall Leadership Conference
October 9-10	FBLA Fall Leadership Conference—Bismarck
November 11-12	National Fall Leadership Conference – Denver, CO
November 18-19	National Fall Leadership Conference – Orlando, FL
November 15	American Enterprise Day
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
February 1, 2023	Last day to postmark FBLA and national dues <b>(Dues must be postmarked directly to national office in order to participate at State Leadership Conference.)</b> <u>Online submission deadline for:</u> Businessperson of the Year and Honorary Membership nominations Market Share Award Form Who's Who in FBLA form <u>Postmark deadline for:</u> State officer candidate applications National officer candidate applications—sent to state office
February 5-11	FBLA Week
February 6	<u>Online submission deadline for:</u> Conference and competitive event registration for FBLA State Leadership Conference Reports: American Enterprise Project; Business Plan; Community Service Project; Local Chapter Annual Business Report; and Partnership with Business Project Campaign Luncheon Reservation Form 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	<u>Online submission deadline for:</u> Business Ethics, Digital Video Production, Future Business Leader and Job Interview prejudged materials Reports: Business Financial Planning and Project Awareness Chapter Scrapbook – Digital
March 1	<u>Online submission deadline for:</u> Completed FBLA pre-conference production tests
March 1	Business Achievement Awards & LEAD verification for SLC recognition
March 2	Online submission deadline for Go for North Dakota Gold entries
April 2-4	FBLA State Leadership Conference—Bismarck
April 19	Deadline for FBLA chapters to <u>notify</u> ND FBLA of intent to compete at NLC
June 27-30	FBLA National Leadership Conference— Atlanta, GA

## 2022 - 2023 NORTH DAKOTA FBLA HIGH SCHOOL STATE OFFICER DIRECTORY

State Officer	Contact Information	Adviser to State Officer
<b>Kaidence Hase, President</b> Drake-Anamoose High School	<a href="mailto:kaidence.hase@k12.nd.us">kaidence.hase@k12.nd.us</a>	Joan Birdsell <a href="mailto:Joan.birdsell@k12.nd.us">Joan.birdsell@k12.nd.us</a>
<b>Hanson Du, Region I VP</b> Grand Forks Central High School	<a href="mailto:hansond343@gmail.com">hansond343@gmail.com</a>	Trevor Lennon <a href="mailto:tlennon050@mygfschools.org">tlennon050@mygfschools.org</a>
<b>Mya Woodbeck, Region II VP</b> Bowbells High School	<a href="mailto:mya.woodbeck@bowbellshigh.com">mya.woodbeck@bowbellshigh.com</a>	Jennifer Nelson <a href="mailto:Jennifer.nelson@k12.nd.us">Jennifer.nelson@k12.nd.us</a>
<b>Julianna Lengowski, Region III VP</b> St. Mary's Central High School	<a href="mailto:julianna.lengowski@locstudents.org">julianna.lengowski@locstudents.org</a>	Wyatt Nagel <a href="mailto:wnagel@lightofchristschools.org">wnagel@lightofchristschools.org</a>
<b>Kendall Kovar, Region IV VP</b> Carrington High School	<a href="mailto:kendall.kovar@k12.nd.us">kendall.kovar@k12.nd.us</a>	Josey Skytland <a href="mailto:josey.skytland@k12.nd.us">josey.skytland@k12.nd.us</a>
<b>Emma Taylor, Secretary</b> Tioga High School	<a href="mailto:etaylor@piratek12.org">etaylor@piratek12.org</a>	Mallory Klabo <a href="mailto:mallory.klabo@k12.nd.us">mallory.klabo@k12.nd.us</a>
<b>Macee Jones, Treasurer</b> Stanley High School	<a href="mailto:macee.jones@k12.nd.us">macee.jones@k12.nd.us</a>	Kendra Evensvold <a href="mailto:Kendra.evensvold@k12.nd.us">Kendra.evensvold@k12.nd.us</a>
<b>Raegan Salgado, Historian</b> Red River High School	<a href="mailto:raegansalgado@gmail.com">raegansalgado@gmail.com</a>	Michael Rood <a href="mailto:Mrood180@mygfschools.org">Mrood180@mygfschools.org</a>
<b>Ann Crosby, Social Media Coordinator</b> Bowbells High School	<a href="mailto:ann.crosby@bowbellshigh.com">ann.crosby@bowbellshigh.com</a>	Jennifer Nelson <a href="mailto:Jennifer.nelson@k12.nd.us">Jennifer.nelson@k12.nd.us</a>
<b>Tyler Meckle, Parliamentarian</b> Drake-Anamoose High School	<a href="mailto:tyler.w.meckle@k12.nd.us">tyler.w.meckle@k12.nd.us</a>	Joan Birdsell <a href="mailto:Joan.birdsell@k12.nd.us">Joan.birdsell@k12.nd.us</a>

### State Staff

<b>Jessica DeVaal, State Director</b> Dept. of Career & Technical Ed. Phone: 701-328-2286 <a href="mailto:jdevaal@nd.gov">jdevaal@nd.gov</a>	<b>Allison Grenz, Admin. Assistant</b> Dept. of Career & Technical Ed. Phone: 701-328-3174 <a href="mailto:algrenz@nd.gov">algrenz@nd.gov</a>
<b>Curt Schaff, State Adviser (Region I)</b> Phone: 701-317-3936 <a href="mailto:curtis.schaff@k12.nd.us">curtis.schaff@k12.nd.us</a>	<b>Wendy Grote, State Adviser (Region II)</b> Phone: 701-570-1145 <a href="mailto:wgrote@nccray.com">wgrote@nccray.com</a>
<b>Megan Wald, State Adviser (Region III)</b> Linton High School Phone: 701-254-4138 <a href="mailto:megan.wald@k12.nd.us">megan.wald@k12.nd.us</a>	<b>David Torgeson, State Adviser (Region IV)</b> May-Port CG High School Phone: 701-788-2281 <a href="mailto:david.a.torgeson@may-portcg.com">david.a.torgeson@may-portcg.com</a>

North Dakota FBLA Website: [www.nd-fbla.org](http://www.nd-fbla.org)

National FBLA Website: [www.fbla.org](http://www.fbla.org)

## 2022 – 2023 NORTH DAKOTA FBLA COLLEGE STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
<b>Anna Kazimierska</b> <b>State President</b> Dickinson State University	<a href="mailto:anna.kazimierska@ndus.edu">anna.kazimierska@ndus.edu</a>	Amy Kass <a href="mailto:amy.kass@dickinsonstate.edu">amy.kass@dickinsonstate.edu</a>
<b>Vice President of Membership</b>		
<b>Vice President of Finance</b>		
<b>Vice President of Communications</b>		
<b>Vice President of Operations</b>		
<b>Jan Repnow</b> <b>State Adviser</b> Minot State University	<a href="mailto:jan.l.repnow@minotstateu.edu">jan.l.repnow@minotstateu.edu</a> 701-858-3325	
<b>Jessica DeVaal,</b> <b>State Director</b> Dept. of Career and Tech. Ed.	<a href="mailto:jdevaal@nd.gov">jdevaal@nd.gov</a> Office: (701) 328-2286 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	
<b>Allison Grenz, Admin. Asst.</b> Dept. of Career and Tech. Ed.	<a href="mailto:algrenz@nd.gov">algrenz@nd.gov</a> Office: (701) 328-3174 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	

## 2022 – 2023 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

### *High School*

REGION I	CHAPTER NAME	2021 - 2022 MEMBERSHIP	ADVISER(S)
	Cavalier High School	5	Jason Muth
	Central Valley High School, Buxton	9	Amanda Barney
	Grand Forks Central High School	21	Trevor Lennon
	Griggs County Central High School, Cooperstown	14	Ryan Dockter
	Harvey High School	19	Chad Faul
	Hatton/Northwood High Schools	19	Kim Lorenz Jessica Berke
	Lake Area Career Tech Center, Devils Lake	6	Nicole Anderson
	Lakota High School	16	Joann Larson
	Langdon High School	0	Tanner Groth
	Larimore High School	23	Julie Pearce
	New Rockford/Sheyenne High School	2	Courtney Wiesz
	North Valley Career Tech Center, Grafton	11	Susan Shuley
	Red River High School, Grand Forks	9	Michael Rood
	Rugby High School	3	Paola Trottier Lori Wangler
	Thompson High School	24	Jason Brend
	Turtle Mountain Community High School	13	DJ McGillis
<b>REGION II</b>			
	Berthold Public School	12	Amanda Papp
	Bottineau High School	19	Kaitlin Walker
	Bowbells High School	14	Jennifer Nelson
	Burke Central High School	12	Julie Termine
	Des Lacs-Burlington High School	21	Tarra Hysjulien
	Divide County High School, Crosby	36	Suzanne Lamontagne
	Drake-Anamoose High School	11	Joan Birdsell
	Grenora Public School	8	Stephanie Paine Ashley Lampert
	Kenmare High School	16	Megan Kihle
	Killdeer High School	3	Brady Wilz
	Minot High School—Central Campus	23	Eric Pearson Lisa Wolf Terry Van Berkom
	Minot High School—Magic City Campus	2	Ben Berg Jason New
	Mohall Landsford Sherwood	20	Mickey Depute
	Nedrose Public School	15	Erika Landro
	Parshall High School	0	Heidi Johnson
	Powers Lake High School	37	Roberta Helseth
	Ray High School	17	Trey Overton
	Stanley High School	51	Kendra Evensvold
	Tioga High School	20	Mallory Klabo
	Velva High School	19	Annette Braaten Jennifer Kramer

## FBLA Chapters (continued)

### REGION III

Beach High School	16	Carol Bartz
Beulah High School	2	Jeremy Brandt
Dickinson High School	18	Kelly Olson
Glen Ullin Public School	11	Shelly Christensen
Grant County High School	10	Michael Mayer
Hazelton-Moffit-Braddock High School	1	Lana Held
Hazen High School	25	Alison Smith
Hettinger High School	0	Jeremy Fordahl
Linton High School	17	Megan Wald
Mandan High School	22	Karla Stelter
		Kelsey Brown
Mott/Regent High School	14	Sydnee Anderson
Scranton High School	32	Emily Erickson
South Heart High School	15	Kelsey Boedeker
St. Mary's High School, Bismarck	32	Eileen Larson
Strasburg High School	9	Penny Smith
Zeeland High School	6	Lorie Bender
		Jacob Cline

### REGION IV

Ashley High School	13	Dawn Goehring
Carrington High School	37	Josey Skytland
Edgeley High School	18	Sandra Dally
Enderlin High School	13	Beau Diegel
Fargo Davies High School	12	Jenna Johnson Uphoff
Fargo North High School	15	Kelli Sitzler-Erickson
Hillsboro High School	20	Ryan Nielsen
Lisbon High School	20	Brent Janes
May-Port CG High School	50	David Torgeson
		Cindy Strand
Midkota High School	17	Kristi Halvorson
Napoleon Public School	12	Bryan Schumacher
West Fargo High School	3	Richard Anderson
West Fargo Sheyenne High School	4	Annie Retka
Wishek High School	5	Katherine Klemetsrud

**2022 – 2023 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY**  
***Middle School***

	<b>CHAPTER NAME</b>	<b>2021 – 2022 MEMBERSHIP</b>	<b>ADVISER(S)</b>
<b>REGION I</b>	Cavalier Middle School	14	Jason Muth
	Hatton/Northwood Middle Schools	5	Kim Lorenz Jessica Berke
	Larimore Middle School	21	Julie Pearce
	New Rockford/Sheyenne Middle School	2	Courtney Wiesz
	Rugby Middle School	10	Paola Trottier Lori Wangler
<b>REGION II</b>	Berthold Public School – ML	3	Amanda Papp
	Bowbells Middle School	6	Jennifer Nelson
	Burke Central Middle School	9	Julie Termine
	Divide County Middle School	11	
	Drake-Anamoose Middle School	14	Joan Birdsell
	Grenora Middle School	6	Stephanie Paine Ashley Lampert
	Kenmare Middle School	6	Megan Kihle
	Stanley Middle School	4	Kendra Evensvold
	Tioga Middle School	3	Mallory Klabo
<b>REGION III</b>	Grant County Middle School	3	Michael Mayer
	Hazelton-Moffit-Braddock Public School – ML	5	Lana Held
	Mott/Regent Middle School	0	Sydnee Anderson
	Scranton Middle School	6	Emily Erickson
	South Heart Public School – ML	3	Kelsey Boedeker
	Strasburg Public School	New!	Penny Smith
<b>REGION IV</b>	Carrington Middle School	16	Josey Skytland
	May-Port CG Middle School	9	David Torgeson Cindy Strand
	Wishek Middle School	7	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 High School & Middle School Dress Code

FBLA 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 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 FUTURE BUSINESS LEADERS OF AMERICA 2022-2023 CALENDAR

September 20, 2022	Submit online registration for FBLA Fall Leadership Conference
October 9-10	FBLA Fall Leadership Conference—Bismarck
November 11-12	National Fall Leadership Conference – Denver, CO
November 18-19	National Fall Leadership Conference – Orlando, FL
November 15	American Enterprise Day
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
February 1, 2023	Last day to postmark FBLA state and national dues <b>(Dues must be postmarked directly to national office in order to participate at State Leadership Conference.)</b> <u>Online submission deadline for:</u> Businessperson of the Year and Honorary Membership nominations Market Share Award Form Who's Who in FBLA form <u>Postmark deadline for:</u> State officer candidate applications National officer candidate applications—sent to state office
February 5-11	FBLA Week
February 6	<u>Online submission deadline for:</u> Conference and competitive event registration for FBLA State Leadership Conference Reports: American Enterprise Project; Business Plan; Community Service Project; Local Chapter Annual Business Report; and Partnership with Business Project Campaign Luncheon Reservation Form 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	<u>Online submission deadline for:</u> Business Ethics, Digital Video Production, Future Business Leader and Job Interview prejudged materials Reports: Business Financial Planning and Project Awareness Chapter Scrapbook – Digital
March 1	<u>Online submission deadline for:</u> Completed FBLA pre-conference production tests
March 1	Business Achievement Awards & LEAD verification for SLC recognition
March 2	Online submission deadline for Go for North Dakota Gold entries
April 2-4	FBLA State Leadership Conference—Bismarck
April 19	Deadline for FBLA chapters to <u>notify</u> ND FBLA of intent to compete at NLC
June 27-30	FBLA National Leadership Conference— Atlanta, GA

**FBLA HIGH  
SCHOOL  
COMPETITIVE  
EVENT  
GUIDELINES**

## CHANGES FOR 2022-2023 MEMBERSHIP YEAR IN NORTH DAKOTA FBLA HIGH SCHOOL

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

### New Events

- Introduction to Marketing Concepts — objective test, individual event for grades 9-10

### Modified Events

- Introduction to Public Speaking —will now have a different topic posted each year from which the speech must be developed.
- Public Speaking —will now have a different topic posted each year from which the speech must be developed.
- FBLA Acalympics (ND only event) – will now be a preconference test at the home school with an unlimited number of teams.

### Updated Procedures

- The cover and table of contents do not count toward the 15-page limit for reports.
- The FBLA High School score sheets will be modified to include a “score range” for the descriptors of each expectation item.
- Time penalties will be eliminated from all events, and timers will stop students from continuing once their allotted time has elapsed.
- Permanently move to have all team event objective tests taken individually by each member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in and take the test will be removed from the team and prevented from advancing to final round competition.
- Members may compete in an event at NLC more than once if they **have not** previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.

### Reminders

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

## OVERVIEW OF FBLA HIGH SCHOOL 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.

CATEGORY	DESCRIPTION
<b>Objective Test</b>	A 60-minute test administered during the State Leadership Conference.
<b>Production Test</b>	Two parts: a production test and an objective test administered and proctored at a designated school-site prior to the SLC. Competitors must complete both parts for award eligibility.
<b>Case Study Event</b>	An objective test administered and proctored at a designated school-site prior to the SLC. For team events, competitors will test individually, and members' scores will be averaged to determine the team score. The top scoring individuals/teams will advance to the final round of competition. Some case study events do not have an objective test.
<b>Presentation</b>	The presentation of a project. Competitors may use equipment and/or visual aids as part of the presentation.

# GENERAL COMPETITIVE EVENT GUIDELINES – NORTH DAKOTA FBLA HIGH SCHOOL

The general event guidelines below are applicable to all FBLA High School 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 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 in order to participate in competitive events.
- **Deadlines:** The chapter adviser must register each state competitor on the official online entry forms by February 6, 2023.
- 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 competitor can only compete in two individual/team events (but no more than one performance event) and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members. The exception is Parliamentary Procedure, which must be a team of four or five members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.

## Repeat Competitors

***Members may compete in an event at SLC and NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.***

- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a NLC. Note, if the only modification is a name change, competitors may **not** compete in the renamed event if they have previously placed in the top ten at the NLC.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous NLC (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).
- **Pilot Event:** Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

## GENERAL COMPETITIVE EVENT GUIDELINES (continued)

### Breaking Ties

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

### State Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

### National Recognition

- In most events, the top four winners, or alternate, is eligible to compete at the National Leadership Conference.

### Americans With Disabilities Act (ADA)

- North Dakota FBLA 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 Format Guide
- [www.fbla.org](http://www.fbla.org)

### Rating Sheets

- Participants should use the National FBLA Rating Sheets, unless otherwise noted.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

# GENERAL PERFORMANCE EVENT GUIDELINES – NORTH DAKOTA FBLA HIGH SCHOOL

## 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 except for the chapter events—American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project.
- 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 and résumés will not be returned.
- No animals (except authorized service animals) will be allowed for use in any competitive events.

## Technology Guidelines

- Competitors present directly from a laptop/device in the preliminary round. Screens and projectors are not allowed for use during preliminary round competition, and competitors are not allowed to bring their own. Power will not be available.
- Competitors can present with and bring any of the following into the performance as long as it fits on the small table in front of the judges table or is held by the competitors:
  - Laptop
  - Tablet
  - Mobile phone
  - External monitor that is approximately the size of a laptop monitor
- The following will be provided for the final round of technology presentation events in rooms set for audience viewing screen, power, table, and projector. It is up to final round competitors to determine if they wish to use the provided technology.
- Participants using laptops or other devices that do not have an 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

- Preliminary performances are not open to conference attendees.
- Final performances may be open to conference attendees, space permitting (except for interview and prep/case events). Finalists may not view other competitors' performances in their event.
- 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.

# OBJECTIVE TEST EVENTS

## Overview

These events consist of a 60-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 will be administering online testing onsite 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.

## ACCOUNTING I

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- journalizing
- account classification
- terminology
- concepts and practices
- types of ownership
- posting
- income statements
- balance sheets
- worksheets
- bank reconciliations
- payroll
- depreciation
- manual and computerized systems
- 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 state office as paying dues by the established state membership deadline.
- *Participants must not have had more than two (2) semesters or one (1) semester equivalent to a full year in block scheduling in high school accounting instruction.*
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## FIRST YEAR ACCOUNTING STUDENTS ONLY

## **ACCOUNTING II**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- financial statements
- corporate accounting
- ratios and analysis
- accounts receivable and payable
- budgeting and cash flow
- cost accounting/manufacturing
- purchases and sales
- journalizing
- income tax
- payroll
- inventory
- plant assets and depreciation
- departmentalized accounting
- ethics
- partnerships

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## ADVERTISING

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- |  |  |
|--|--|
| <input type="checkbox"/> personal selling & sales promotion          | <input type="checkbox"/> channels of distribution                        |
| <input type="checkbox"/> traditional & alternative advertising media | <input type="checkbox"/> marketing research                              |
| <input type="checkbox"/> consumer behavior                           | <input type="checkbox"/> effective advertising & promotional messages    |
| <input type="checkbox"/> basic marketing functions                   | <input type="checkbox"/> budget  |
| <input type="checkbox"/> branding & positioning                      | <input type="checkbox"/> financing advertising campaigns                 |
| <input type="checkbox"/> economy                                     | <input type="checkbox"/> demographics                                    |
| <input type="checkbox"/> advertising plan                            | <input type="checkbox"/> history & influences                            |
| <input type="checkbox"/> legal & ethical issues                      | <input type="checkbox"/> advertising industry & careers                  |
| <input type="checkbox"/> diversity & multicultural market            | <input type="checkbox"/> supply chain management                         |
| <input type="checkbox"/> public relations                            | <input type="checkbox"/> distribution logistics                          |
| <input type="checkbox"/> creation of advertisement                   | <input type="checkbox"/> Internet  |
| <input type="checkbox"/> consumer-oriented advertising               | <input type="checkbox"/> self-regulation                                 |
| <input type="checkbox"/> financial planning                          | <input type="checkbox"/> careers   |
| <input type="checkbox"/> communication                               | <input type="checkbox"/> advertising workplace                           |
| <input type="checkbox"/> consumer purchase classifications           | <input type="checkbox"/> leadership, career development, & team building |
| <input type="checkbox"/> target market                               | <input type="checkbox"/> risk management                                 |
| <input type="checkbox"/> market segmentation                         |  |
| <input type="checkbox"/> product development                         |  |
| <input type="checkbox"/> product life cycle                          |  |
| <input type="checkbox"/> price planning                              |  |

### 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## **AGRIBUSINESS**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- economics
- finance and accounting
- health, safety, and environmental management
- management analysis and decision making
- marketing
- terminology and trends

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **BUSINESS CALCULATIONS**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- consumer credit
- mark-up and discounts
- data analysis and reporting
- payroll
- interest rates
- investments
- taxes
- bank records
- insurance
- ratios and proportions
- depreciation
- inventory

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **BUSINESS COMMUNICATION**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- nonverbal and verbal communication
- communication concepts
- report application
- grammar
- reading comprehension
- editing and proofreading
- word definition and usage
- capitalization and punctuation
- spelling
- digital communication

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **BUSINESS LAW**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- legal systems
- contracts and sales
- business organization
- property laws
- agency and employment laws
- negotiable instruments, insurance secured transactions, bankruptcy
- consumer protection and product/personal liability
- computer law
- domestic and private law

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **COMPUTER PROBLEM SOLVING**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- operating systems
- networks
- personal computer components
- security
- safety and environmental issues
- laptop and portable devices
- printers and scanners

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **CYBER SECURITY**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- defend and attack (virus, spam, spyware)
- network security
- disaster recovery
- e-mail security
- intrusion detection
- authentication
- public key
- physical security
- cryptography
- forensics security
- cyber security policy

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants must be members and on record in the FBLA state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **ECONOMICS**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- basic economic concepts and principles
- monetary and fiscal policy
- productivity
- macroeconomics
- market structures
- investments and interest rates
- government role
- types of businesses/economic institutions
- business cycles/circular flow
- supply and demand
- international trade/global economics

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **HEALTH CARE ADMINISTRATION**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- managing office procedures
- medical terminology
- legal and ethical issues
- communication skills
- managing financial functions
- health insurance
- records management
- infection control
- medical history
- technology

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **HUMAN RESOURCE MANAGEMENT**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- staff
- training and development
- employment compensation and benefits
- performance management
- government relations and issues
- human resource planning
- labor relations and collective bargaining

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## **INSURANCE AND RISK MANAGEMENT**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- risk management process
- property and liability insurance
- health, disability, and life insurance
- insurance knowledge
- decision making
- careers
- 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

## INTRODUCTION TO BUSINESS COMMUNICATION

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- grammar
- punctuation and capitalization
- oral communication concepts
- reading comprehension
- word definition and usage
- proofreading and editing
- spelling

### 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 state office as paying dues by the established state membership deadline.
- Only members enrolled in **grades 9 or 10** of the current school year are eligible.
- Members may not enter this event if they have entered the Business Communication event at a previous State Leadership Conference.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## INTRODUCTION TO BUSINESS CONCEPTS

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- money management, banking, and investments
- consumerism
- characteristics and organization of business
- economic systems
- rights and responsibilities of employees, managers, owners, and government
- career awareness
- global business
- ethics
- insurance

### 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 state office as paying dues by the established state membership deadline.
- Only members enrolled in **grades 9 or 10** of the current school year are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## INTRODUCTION TO BUSINESS PROCEDURES

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- human relations
- technology concepts
- business operations
- communication skills
- information processing
- decision making /management
- career development
- database/information management
- ethics and safety
- finance

### 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 state office as paying dues by the established state membership deadline.
- Only members in **grades 9 or 10** of the current school year are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## INTRODUCTION TO FBLA

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- FBLA organization
- Bylaws and handbook
- National Competitive Event Guidelines
- National Publications
- FBLA creed and national goals

### 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 state office as paying dues by the established state membership deadline.
- Only members enrolled in **grades 9 or 10** are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## INTRODUCTION TO FINANCIAL MATH

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- basic math concepts
- consumer credit
- data analysis
- probability
- fractions
- percentages
- discounts
- decimals

### 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 state office as paying dues by the established state membership deadline.
- Only members in **grades 9 or 10** of the current school year are eligible.
- Members may not enter this event if they competed in Business Calculations at a previous conference.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## INTRODUCTION TO INFORMATION TECHNOLOGY

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- computer hardware and software
- operating systems
- common program functions
- word processing
- spreadsheets
- presentation software
- networking concepts
- email and electronic communication

### 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 state office as paying dues by the established state membership deadline.
- Only members in **grades 9 or 10** of the current school year are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## **INTRODUCTION TO MARKETING CONCEPTS – NEW!**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- basic marketing functions
- selling and merchandising
- promotion and advertising media
- marketing, information, research, and planning
- channels of distribution
- e-commerce
- economics
- legal, ethical, and social aspects of marketing

### **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 state office as paying dues by the established state membership deadline.
- Only members in **grades 9 or 10** of the current school year are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
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- 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 ten.

### **NATIONAL COMPETITION**

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

## **GRADES 9-10 ONLY**

## INTRODUCTION TO PARLIAMENTARY PROCEDURE

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- parliamentary procedure principles
- FBLA Bylaws

### 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 state office as paying dues by the established state membership deadline.
- Only members enrolled in **grades 9 or 10** of the current school year are eligible.
- Members may **not** enter this event if they have entered the Parliamentary Procedure event at a previous State Leadership Conference.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- 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 be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## GRADES 9-10 ONLY

## **JOURNALISM**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- economics of journalism
- grammar & format
- law and ethics
- business of journalism
- history of journalism

### **ELIGIBILITY**

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- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

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### **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 ten.

### **NATIONAL COMPETITION**

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

## ORGANIZATIONAL LEADERSHIP

Category: Objective Test

Type: Individual

### OVERVIEW

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

### OBJECTIVE TEST COMPETENCIES

- |  |  |
|--|--|
| <input type="checkbox"/> leadership concepts                               | <input type="checkbox"/> personality profile of effective leaders                        |
| <input type="checkbox"/> leadership managerial roles                       | <input type="checkbox"/> leadership attitudes  |
| <input type="checkbox"/> behavior and motivation                           | <input type="checkbox"/> ethical leadership  |
| <input type="checkbox"/> networking  | <input type="checkbox"/> relationship between power, politics, networking, & negotiation |
| <input type="checkbox"/> communication skills                              | <input type="checkbox"/> coaching  |
| <input type="checkbox"/> leader and follower relations                     | <input type="checkbox"/> managing conflict   |
| <input type="checkbox"/> team leadership                                   | <input type="checkbox"/> team decision making  |
| <input type="checkbox"/> self-managed teams                                | <input type="checkbox"/> organizational politics   |
| <input type="checkbox"/> strategic leadership for managing crises & change | <input type="checkbox"/> team skills   |
| <input type="checkbox"/> levels of leadership                              | <input type="checkbox"/> charismatic and transformational leadership                     |
| <input type="checkbox"/> leadership theory                                 | <input type="checkbox"/> stewardship and servant leadership                              |
| <input type="checkbox"/> traits of effective leaders                       | <input type="checkbox"/> diverse settings  |

### 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

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- Electronic devices must be turned off and be out of sight.
- 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 ten.

### NATIONAL COMPETITION

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

## **PERSONAL FINANCE**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- credit and debt
- earning a living (income, taxes)
- managing budgets and finance
- saving and investing
- banking and insurance
- financial principles related to personal decision making
- buying goods and services

### **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 state office as paying dues by the established state membership deadline.
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### **PROCEDURES**

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- 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 ten.

### **NATIONAL COMPETITION**

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

## **POLITICAL SCIENCE**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- political science terms and concepts
- history and role of political science
- civil liberties and civil rights in political science
- forms of government and legislatures
- electoral systems and presidential elections
- the powers and elections of Congress
- federal judicial system
- federal bureaucracy
- mass media and politics
- public opinion and culture
- political science law
- public and social policy
- government fiscal policy
- government foreign and defense policies
- international relations concepts

### **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.
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- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

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### **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 ten.

### **NATIONAL COMPETITION**

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

## **SECURITIES AND INVESTMENTS**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- investment fundamentals
- personal investing
- retirement and estate planning
- financial services industry
- financial assets and markets
- financial services regulation
- stock market
- mutual funds

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

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- 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 ten.

### **NATIONAL COMPETITION**

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

## **SUPPLY CHAIN MANAGEMENT**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- channels of distribution
- essential supply chain management concepts
- supply chain topics
- characteristics for successful supply chain managers
- improving supply chain network performance
- production planning, control
- supply chain planning and design
- supply chain process
- product portfolio management
- coordination and decision making for the flow of products, services, and information
- supply chain management contemporary issues

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

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- 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 ten.

### **NATIONAL COMPETITION**

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

## **UX DESIGN**

Category: Objective Test

Type: Individual

### **OVERVIEW**

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

### **OBJECTIVE TEST COMPETENCIES**

- effective design principles
- ease of navigation and readability
- accommodations for special needs and related laws
- color scheme
- mobile and desktop responsive web design
- copyright, creative commons, and fair use
- role of UX design
- UX design process
- Careers in UX/UI design

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- 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 be out of sight.
- 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 ten.

### **NATIONAL COMPETITION**

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

# PRODUCTION TESTS

## Overview

These events consist of two parts: a production test and an objective test administered and proctored at a designated school-site prior to the SLC.

## SLC Registration

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

## Eligibility

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

Chapter Membership 1-29	3 entries
Chapter Membership 30-49	4 entries
Chapter Membership 50-74	5 entries
Chapter Membership 75+	6 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.

## Production Test Guidelines

- Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
- Administration procedures for the production test are determined by the state chair/adviser.
- Calculators cannot be used on the production test.
- The production score will constitute 85% of the final event score.
- The production test score will be used to break a tie.
- Tests must be submitted by the designated date.

## 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.

## Penalty Points Deducted by Judges

- Competitors may be disqualified if they violate competitive event guidelines.
- Five points may be deducted for each instance of not following guidelines.

## COMPUTER APPLICATIONS

Category: Production Test

Type: Individual

### OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award. A 60-minute objective test will be administered based on the objective test competencies. Two (2) hours will be given for the production test.

Both the skills portion and the objective portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the date indicated to be considered for competition. Students participating must register and pay registration fees for the State Leadership Conference.

### PRODUCTION TEST COMPETENCIES

- create, search, and query databases
- spreadsheet functions and formulas
- text slide graphics and presentations
- business graphics
- word processing

### OBJECTIVE TEST COMPETENCIES

- basic computer terminology and concepts
- presentation, publishing, and multimedia applications
- email, integrated and collaboration applications
- netiquette and legal issues
- spreadsheets and database applications
- security
- formatting, grammar, punctuation, spelling, and proofreading

### 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- Documents produced for this event must be prepared by the competitors, without help from the adviser or any other person.
- No calculators may be brought into the testing site; calculators will be provided for the objective test. Calculators cannot be used on the production test.
- Electronic devices must be turned off and be out of sight.

### JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- In case of a tie, the production test will be used to break the tie.

### STATE AWARDS

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

### NATIONAL COMPETITION

The top four award winners, or alternate, are eligible to compete at the FBLA 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.

## **DATABASE DESIGN & APPLICATION**

Category: Production Test

Type: Individual

### **OVERVIEW**

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award. A 60-minute objective test will be administered based on the competencies listed. One (1) hour will be given for the production test.

Both the skills portion and the objective portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the date indicated to be considered for competition. Students participating must register and pay registration fees for the State Leadership Conference.

### **PRODUCTION TEST COMPETENCIES**

- multiple table database design
- table creation, inserting data into tables
- table SQL statements
- creation of forms/reports

### **OBJECTIVE TEST COMPETENCIES**

- data definitions/terminologies
- query development
- table relationships
- form development
- reports and forms

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook.
- Participants must be members and on record in the FBLA state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.
- No calculators may be brought into the testing site; calculators will be provided for the objective test. Calculators cannot be used on the production test.
- Electronic devices must be turned off and be out of sight.

### **JUDGING**

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

## SPREADSHEET APPLICATIONS

Category: Production Test

Type: Individual

### OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all parts to be eligible to win an award. A 60-minute objective test will be administered based on the objective test competencies. One (1) hour will be given for the production test.

Both the skills portion and the objective portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the date indicated to be considered for competition. Students participating must register and pay registration fees for the State Leadership Conference.

### PRODUCTION TEST COMPETENCIES

- basic mathematical concepts
- data organization concepts
- creating formulas
- functions
- generate graphs for analysis purposes
- pivot tables
- create macros
- filter and extract data

### OBJECTIVE TEST COMPETENCIES

- formulas
- functions
- graphics, charts, reports
- purpose for spreadsheets
- pivot tables and advanced tools
- macros and templates
- filters and extraction of data
- format and print options

### 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
- No calculators may be brought into the testing site; calculators will be provided. Calculators cannot be used on the production test.
- Electronic devices must be turned off and out of sight.

### JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

### STATE AWARDS

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

### NATIONAL COMPETITION

The top four award winners, or alternate, are eligible to compete at the FBLA 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.

## WORD PROCESSING

Category: Production Test

Type: Individual

### OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all parts to be eligible to win an award. A 60-minute objective test will be administered based on the objective test competencies. One (1) hour will be given for the production test.

Both the skills portion and the objective portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the date indicated to be considered for competition. Students participating must register and pay registration fees for the State Leadership Conference.

### PRODUCTION TEST COMPETENCIES

- production of all types of business forms
- letters and mail merge
- memos
- tables
- reports (including statistical)
- materials from rough draft and unarranged copy
- e-mail messages

### OBJECTIVE TEST COMPETENCIES

- related application knowledge
- advanced applications
- document formatting rules and standards
- grammar, punctuation, spelling, and proofreading
- printing

### ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook.
- Participants must be members and on record in the FBLA state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
- No calculators may be brought into the testing site; calculators will be provided. Calculators cannot be used on the production test.
- Electronic devices must be turned off and out of sight.

### JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

### STATE AWARDS

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

### NATIONAL COMPETITION

The top four award winners, or alternate, are eligible to compete at the FBLA 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.

# CASE STUDY EVENTS

## Overview

These events consist of a case study. In many cases, these events consist of two parts: an objective test and an interactive case study. A 60-minute objective test will be administered at a designated school-site prior to the SLC. Team competitors will take the test individually and team scores will be averaged. Please check specific event guidelines to determine whether or not the event has an objective test.

## SLC Registration

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

## Finals

The top scoring individuals/teams advance to the final round.

## Eligibility

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

Chapter Membership 1-29	1 entry
Chapter Membership 30-49	2 entries
Chapter Membership 50-74	3 entries
Chapter Membership 75+	4 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—Final Round

- Two 4" x 6" note cards will be provided to each competitor and may be used during event preparation and the role play. Information may be written on both sides of the note cards. Note cards will be collected following the role play.
- No additional reference materials allowed.
- Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their cases during the role play.
- If participating as a team, all team members are expected to actively participate in the role play.
- All questions raised in the case must be addressed during the role play.
- Turn off all electronic devices.
- Objective test scores will be used to break a tie.
- Performances are not open to conference attendees.

## Objective Test Guidelines

- Team members will test individually, and team scores will be averaged.
- 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.

## 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.

## ENTREPRENEURSHIP

Category: Case Study Event

Type: Individual or Team

**Equipment Setup Time:** N/A

**Prep Time:** 20 minutes

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** N/A

### OVERVIEW

This event consists of two (2) parts: an objective test and an interactive role play. Participants are required to complete both parts to be eligible to win an award. A 60-minute objective test will be administered based on the competencies listed. Team members will test individually, and team scores will be averaged. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be completed by the established date to be considered for competition.

Based on the scores of the objective test, the top eight individuals/teams will be scheduled to role play the case at the SLC. The interactive case study will consist of a decision-making problem encountered by entrepreneurs in one or more of the following areas: business planning, human relations, financial management, or marketing.

### OBJECTIVE TEST COMPETENCIES

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

### ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

#### Objective Test

- Team members will test individually, and team scores will be averaged.
- 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.

#### Role Play

- 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.
- Twenty (20) minutes before the role play, each team will receive the case study.
- Two 4" x 6" note cards will be provided to each competitor and may be used during event preparation and role play. Information may be written on both sides of the note cards. Note cards will be collected

following the role play.

- No additional reference materials are allowed.
- Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their case during the role play.
- If participating as a team, all team members are expected to actively participate in the role play.
- All questions raised in the case must be addressed during the role play.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the role play and refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Performances are not open to conference attendees.

### **JUDGING**

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **IMPROMPTU SPEAKING**

Category: Case Study Event

Type: Individual

**Equipment Setup Time:** N/A

**Prep Time:** 10 minutes

**Performance Time:** 4 minutes

**Warning Time:** 3 minutes

**Time Up:** 4 minutes

**Q&A:** No

### **OVERVIEW**

The speech must be of a business nature, and the topic may be related to FBLA Goals or business-related topics.

### **FBLA Goals:**

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

### **ELIGIBILITY**

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Participants must be members and on record in the FBLA state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

#### **❑ Preliminary Performance**

- 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.
- Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
- Two 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 card. Note cards will be collected following the presentation.
- No reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.
- The preliminary performance is not open to conference attendees.
- From each group one or more competitors will be selected to compete in a final round.

#### **❑ Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above.

## **JUDGING**

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## INTERNATIONAL BUSINESS

Category: Case Study Event

Type: Individual or Team

**Equipment Setup Time:** N/A

**Prep Time:** 20 minutes

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** N/A

### OVERVIEW

This event consists of two (2) parts: an objective test and an interactive role play. Participants are required to complete both parts to be eligible to win an award. A 60-minute objective test will be administered based on the competencies listed. Team members will test individually, and team scores will be averaged. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be completed by the established date to be considered for competition.

Based on the scores of the objective test, the top eight teams will be scheduled to role play the case study at the SLC. The interactive case study will consist of a problem encountered in the international/global arena.

### OBJECTIVE TEST COMPETENCIES

- basic international concepts
- ownership and management
- marketing
- finance
- communication (including culture and language)
- treaties and trade agreements
- legal issues
- human resource management
- ethics
- taxes and government regulations
- currency exchange
- international travel
- career development

### ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

#### Objective Test

- Team members will test individually, and team scores will be averaged.
- 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.

#### Role Play

- 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.

- Twenty (20) minutes before the role play, each team will receive the case study.
- Two 4" x 6" note cards will be provided to each competitor and may be used during event preparation and role play. Information may be written on both sides of the note cards. Note cards will be collected following the role play.
- No additional reference materials are allowed.
- Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their case during the role play.
- If participating as a team, all team members are expected to actively participate in the role play.
- All questions raised in the case must be addressed during the role play.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the role play and refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Performances are not open to conference attendees.

### **JUDGING**

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## MARKETING

Category: Case Study Event

Type: Individual or Team

**Equipment Setup Time:** N/A

**Prep Time:** 20 minutes

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** N/A

### OVERVIEW

This event consists of two (2) parts: an objective test and an interactive role play. Participants are required to complete both parts to be eligible to win an award. A 60-minute objective test will be administered based on the competencies listed. Team members will test individually, and team scores will be averaged. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be completed by the established date to be considered for competition.

Based on the scores of the objective test, the top eight teams will be scheduled to role-play the case study at the SLC. The interactive case study will consist of a marketing problem that is proposed, and a solution must be discussed.

### OBJECTIVE TEST COMPETENCIES

- basic marketing functions
- economics
- selling and merchandizing
- channels of distribution
- marketing information, research, and planning
- promotion and advertising media
- e-commerce
- legal, ethical, and social marketing aspects

### ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

#### Objective Test

- Team members will test individually, and team scores will be averaged.
- 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.

#### Role Play

- 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.
- Twenty (20) minutes before the role play, each team will receive the case study.
- Two 4" x 6" note cards will be provided to each competitor and may be used during event preparation and role play. Information may be written on both sides of the note cards. Note cards will be collected following the role play.
- No additional reference materials are allowed.

- Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their case during the role play.
- If participating as a team, all team members are expected to actively participate in the role play.
- All questions raised in the case must be addressed during the role play.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the role play and refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Performances are not open to conference attendees.

### **JUDGING**

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

# PARLIAMENTARY PROCEDURE

Category: Case Study Event

Type: Team

**Equipment Setup Time:** N/A

**Prep Time:** 20 minutes

**Performance Time:** 9-11 minutes

**Warning Time:** 8 minutes

**Time Up:** 11 minutes

**Q&A:** N/A

## OVERVIEW

This event consists of two (2) parts: an objective test and a meeting presentation. Participants are required to complete all parts to be eligible to win an award. The 60-minute objective test is administered in the home school prior to the State Leadership Conference. The test is to be completed before the established date to be considered for competition. Team members will test individually, and team scores will be averaged.

Based on the team score of the objective test, the top six teams will be scheduled to present the case study at the SLC. The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order Newly Revised, 12<sup>th</sup> Edition*.

## OBJECTIVE TEST COMPETENCIES

- parliamentary procedure principles
- FBLA Bylaws

## ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Each team must be composed of four (4) or five (5) persons (president, vice president, secretary, treasurer, and an additional member).
- The team members must be on record in the FBLA state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

## PROCEDURES

### Objective Test

- Team members will test individually, and team scores will be averaged.
- Questions for the parliamentary procedure principles section of the exam will be drawn from the National Association of Parliamentarian's official test bank.
- 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 be out of sight.
- Bring a writing instrument.

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

case must be included in the appropriate order of business, but other items should also be taken up during the meeting. The secretary will take notes during the performance, but the notes will not be transcribed into minutes.

- The problem may or may not include class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- Performances are not open to conference attendees.

### **JUDGING**

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised, 12th Edition*. All decisions of the judges are final.
- In the case of a tie, the objective test score will be added to determine the final rank.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **SPORTS AND ENTERTAINMENT MANAGEMENT**

Category: Case Study Event

Type: Individual or Team

**Equipment Setup Time:** N/A

**Prep Time:** 20 minutes

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** N/A

### **OVERVIEW**

This event consists of two (2) parts: an objective test and an interactive role play. Participants are required to complete both parts to be eligible to win an award. A 60-minute objective test will be administered based on the competencies listed. Team members will test individually, and team scores will be averaged. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be completed by the established date to be considered for competition.

Based on the scores of the objective test, the top eight teams will be scheduled to present the case study at the SLC. The interactive case study will consist of a problem outlining the understanding and awareness of sports and entertainment issues within today's society.

### **OBJECTIVE TEST COMPETENCIES**

- sports and entertainment marketing/strategic marketing
- facility and event management
- promotion, advertising, and sponsorship
- planning, distribution, marketing, pricing, and selling of events
- basic functions of management
- human resource management (labor relations)
- management strategies and strategic planning tools
- financing and economic input
- sports law
- marketing/management information technology and research
- leadership and managing groups and teams
- communication in sports and entertainment (media)
- ethics
- licensing
- sports governance
- careers

### **ELIGIBILITY**

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

#### **Objective Test**

- Team members will test individually, and team scores will be averaged.
- 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.

## **Role Play**

- 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.
- Twenty (20) minutes before the role play, each team will receive the case study.
- Two 4" x 6" note cards will be provided to each competitor and may be used during event preparation and role play. Information may be written on both sides of the note cards. Note cards will be collected following the role play.
- No additional reference materials are allowed.
- Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their case during the role play.
- If participating as a team, all team members are expected to actively participate in the role play.
- All questions raised in the case must be addressed during the role play.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the role play and refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Performances are not open to conference attendees.

## **JUDGING**

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **STATE AWARDS**

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

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

# PRESENTATION EVENTS

## Overview

These events consist of a presentation or interview with judges. The requirement for each event vary. Check specific event guidelines for requirements.

## SLC Registration

Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events. Competitors may only be a part of ONE chapter event presentation team per year.

## Finals

The top six scoring individuals/teams/chapters advance to the final round.

## Eligibility

Each chapter may submit the following number of entries for these events, except LCABR – 1 entry per chapter.

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

- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## Technology Guidelines

- Internet access will not be provided.
- 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.
- Competitors present directly from a laptop/device in the preliminary round. Screens and projectors are not allowed for use during preliminary round competition, and competitors are not allowed to bring their own. Power will not be available.
- Competitors can present with and bring any of the following into the performance as long as it fits on the small table in front of the judges table or is held by the competitors:
  - Laptop
  - Tablet
  - Mobile phone
  - External monitor that is approximately the size of a laptop monitor
- The following will be provided for the final round of technology presentation events in rooms set for audience viewing, screen, power, table, and projector. It is up to final round competitors to determine if they wish to use the provided technology.
- Participants using laptops or other devices that do not have an HDMI port will need to provide their own adapters.
- 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.

## **AMERICAN ENTERPRISE PROJECT**

Category: Presentation Event

Type: Chapter

**Number of Participants:** 1-3 (chapter)

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

**Prep Time:** N/A

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** Yes (3 minutes)

**# of pages:** 15

### **OVERVIEW**

This event consists of two parts: a prejudged report and a presentation. Participants are required to complete both parts to be eligible to win an award.

This event recognizes FBLA chapters that develop projects that promote an awareness of some facet of the American enterprise system within the school and/or community and be designed for chapter participation. Reports must describe chapter activities conducted between the previous State Leadership Conference and the current State Leadership Conference.

Based on the highest written report scores, a maximum of six projects will be selected to make presentations at the State Leadership Conference.

### **ELIGIBILITY**

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Members representing their chapters in the presentation portion of this event may compete in two (2) additional team/individual events.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

#### **Report Guidelines**

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

### **Performance Guidelines - Finals**

- 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.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- All team members are expected to actively participate in the performance.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- Internet access will not be provided.
- Participants using laptops or other devices that do not have a 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### **JUDGING**

- Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

## **BROADCAST JOURNALISM**

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### **OVERVIEW**

This event consists of a presentation. Each team will present a newscast to the judges.

### **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 or a team of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC**

The 2023 topic for SLC and NLC is:

*You or your team members work for a local news station. Write, develop, and deliver a live news report with at least one pre-recorded interview. Cover at least three of the following areas or stories:*

- *Business (global) - A story or current event impacting the global economy*
- *Entrepreneurship (local) - A story about a local business (real or fictional) in the area*
- *Event - A story about the FBLA State or National Leadership Conference*
- *Education - A report on financial literacy*
- *Finance - A report on the stock market, interest rates, or another current financial event*

### **PROCEDURES**

- Competitors must research and develop the topic prior to the conference and be prepared to present a 7-minute LIVE news broadcast to the judges.
- Competitors are permitted to bring prepared notes of any type for the presentation.
- Short video segments can be part of the LIVE news report while presenting to the judges.
- Visual aids (can be electronic, printed, etc.) are permitted during the presentation. However, no materials may be left with the judges.
- Comply with state and federal copyright laws – refer to the Format Guide for copyright guidelines.
- Competitors should introduce themselves and present the news broadcast to the judges.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are responsible for bringing a copy of their project to show to the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.

#### **Preliminary Performance**

- 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 judges, points may be deducted if participants are dressed inappropriately.
- 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.
- Five minutes (5) will be allowed to set up equipment or presentation items.

- Teams have seven (7) minutes to present the news broadcast.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The preliminary performance is not open to conference attendees.

❑ **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.
- The following will be provided for the final round of technology presentation events with viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have an HDMI port will need to provide their own adapters.

**JUDGING**

- The performance will be evaluated by a panel of judges. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

**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 five.

**NATIONAL COMPETITION**

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

**Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## BUSINESS ETHICS

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### OVERVIEW

The Daniels Fund, in conjunction with a grant provided to MBA Research, is the national sponsor of this event. The Daniels Fund Ethics Initiative provides principles-based ethics education to high school students and focuses on practical, real-world application of ethical principles as a basis for decision-making. For more information, visit: <https://www.danielsfund.org/ethics/overview>

This event consists of three parts: an objective test (50 points), a prejudged case study summary (50 points), and a presentation (100 points). Team members test individually, and team scores will be averaged. The adviser must upload a single PDF of the case study summary by the designated date.

### OBJECTIVE TEST COMPETENCIES

- Emotional intelligence
- Professional development
- Business law
- Communication skills
  - Sample test questions are provided in the year long *Ethical Leadership* course guide that can be obtained free of charge from MBA Research's online store at [www.mbaresearch.org](http://www.mbaresearch.org).

### 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 or a team of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2023 topic for SLC and NLC is:

*The topic/case study relates to the ethics of an art club supervisor possibly purchasing lower-quality supplies for this year's Craft Fair. The full topic/case study can be found at <https://www.fbla-pbl.org/media/2022/07/2022-23-Business-Ethics-Case-Study-High-School.pdf>*

### PROCEDURES

- All individuals/teams will be scheduled for a preliminary presentation.
- Competitors must complete all three parts of the event for award eligibility.
- Competitors must research the topic/case, prepare a one-page summary prior to the conference, and be prepared to present their findings and solutions at the SLC.
- Competitors must interview three local businesspeople as part of their research and explain how the interview findings factored into their recommendations. This information must be addressed in the one-page summary as well as in the presentation to the judges.
- Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.).

#### Guidelines for One-Page Case Study Summary

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- Use the Format Guide and follow the guidelines for Academic Reports when preparing the report.
- The identifying information on the first page of the report must include the names of all competitors on the first line, the name of the school and state on the second line, and the year (20XX-XX) on the third line.

- The title of the report should be “Business Ethics Case Study Summary”.
- Utilize the following side heading to summarize the case:
  - Why the Ethical Issue Happened
  - How the Ethical Issue Should be Resolved
  - What Could Have Prevented the Ethical Issue
- Works cited can be on a separate, second page.

### **Preliminary Performance**

- Competitors must prepare project. 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 the judges.
- 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.
- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- All team members must actively participate in the presentation.
- 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 judges, points may be deducted if participants are dressed inappropriately.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- Teams have seven (7) minutes to present the ethical dilemma.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The preliminary performance is not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.
- The following will be provided for the final round of technology presentation events with viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have a HDMI port will need to provide their own adapters.

### **JUDGING**

- The performance will be evaluated by a panel of judges. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

**Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## BUSINESS PLAN

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

**# of pages:** 15

### OVERVIEW

This event consists of two (2) parts: a prejudged report and a presentation. Participants are required to complete both parts to be eligible to win an award. A prejudged report should be developed based on a proposed business venture or current business operation.

Based on the highest written report scores, a maximum of six (6) projects will be selected to make presentations at the State Leadership Conference to explain the development of the business plan.

### ELIGIBILITY

- For the number of teams who may enter this event, 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 state office as paying dues by the established state membership deadline.
- Each project may be authored by an individual member or by a team of two (2) or three (3) members. The project must not have been submitted at a previous State Leadership Conference.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### REPORT CONTENT

An effective business plan should include the following information:

- Executive Summary: provides a brief synopsis of the key points and strengths included in the plan.
- Company Description: includes basic details of the business, including an overview, location, legal structure, and organization.
- Industry Analysis: provides an analysis of the larger industry in which the business will belong; analyzes key trends and players in the industry; demonstrates an understanding and awareness of external business decisions.
- Target Market: provides a brief overview of the nature and accessibility of the targeted audience.
- Competitive Analysis: includes an honest and complete analysis of the business' competition and demonstrates an understanding of the business' relative strengths and weaknesses.
- Marketing Plan and Sales Strategy: demonstrates how the business' product or service will be marketed and sold; includes both strategic and tactical elements of the marketing and sales approach.
- Operations: provides an overview of business operations on a day-to-day basis, including production processes, physical facility reviews, use of technology, and processes followed to ensure delivery of products or services.
- Management and Organization: describes the key participants in the new business venture and identifies human resources the business can draw upon as part of the management team, employee pool, consultants, directors, or advisers. It also portrays the role each will play in the business' development and discusses compensation and incentives.

- **Long-Term Development:** gives a clear vision of where the business will be in three (3), five (5), or more years. It offers an honest and complete evaluation of the business' potential for success and failure and identifies priorities for directing future business activities.
- **Financials:** indicate the accounting methodology to be used by the business. Discuss any assumptions made in projecting future financial results. Present projections honestly and conservatively.
- **Appendix:** includes copies of key supporting documents (e.g., certifications, licenses, tax requirements, codes, letters of intent or advance contract, endorsements, etc.).
- **Note:** Business must not have been in operation more than 12 months.

## **PROCEDURES**

### **Report Guidelines**

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

### **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.
- The individual or team must perform all aspects of the presentation. Other chapter representatives may not provide assistance.
- All team members are expected to actively participate in the performance.
- Prejudged materials, visual aids and samples specifically related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Internet access will not be provided.
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.

- 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 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## **JUDGING**

- Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.
  - Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## COMMUNITY SERVICE PROJECT

Category: Prejudged Report & Presentation

Type: Chapter

**Number of Participants:** 1-3 (chapter)

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

**Prep Time:** N/A

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** Yes (3 minutes)

**# of pages:** 15

### OVERVIEW

This event consists of two parts: a prejudged report and a presentation. Competitors must complete both parts to be eligible to win an award.

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation. The report and presentation should include a description of the project, chapter member involvement, degree of impact on the community, evidence of publicity received, and a project evaluation.

Based on the highest written report scores, a maximum of six (6) projects will be selected to make presentations at the State Leadership Conference.

### ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Members representing their chapters in the presentation portion of this event may compete in two (2) team/individual events.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

#### Report Guidelines

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

#### 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.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- All team members are expected to actively participate in the performance.
- Prejudged materials, visual aids and samples specifically related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Internet access will not be provided.
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- 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 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## **JUDGING**

- Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

## COMPUTER GAME & SIMULATION PROGRAMMING

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed and demonstrated at the 2023 SLC and NLC will be:

*In 2022, Wordle and similar word games were all the rage across the world. Develop a word game with rules and a theme of your choice.*

- *The game should be an executable game, either through the Internet or through a local installation (review guidelines about Internet access at the National Leadership Conference).*
- *The game should contain a scoreboard.*
- *The game should contain a leaderboard and celebratory messages.*
- *The game should have a minimum of three levels.*
- *The game should have an instructional display.*

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

### PROCEDURES

#### Project Guidelines

- Choose a programming language or game/animation engine to create a standalone executable program that will display creativity, programming skill, and convey the message of the topic.
- Data must be free of viruses/malware.
- Must be graphical in nature, not text based.
- Must have an initial title page with the game title, user interface control instructions, and active buttons for Play and Quit.
- Must have a quit command programmed to the escape key.
- The usability and functionality of the program must be demonstrated to the judges.
- Competitors must show the judges any of the following that are applicable: read me file, source code, documentation of templates/libraries used, documentation of copyrighted material used.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for ensuring the usability and functionality of their project when demonstrating it to the judges.
- Any photographs, texts, trademarks, or names used must be supported by proper documentation and approvals indicated on the site or project.
- When applicable, the use of templates must be identified.

#### 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 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members are expected to actively participate in the performance.
- The following will be provided for the final round of technology presentation events with viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

#### **JUDGING**

- Demonstrations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

#### **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 five.

#### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## DATA ANALYSIS

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be addressed and developed for competition at the 2023 SLC and NLC will be:

*WidgetCo is a new international business selling widgets to customers in China, France, Canada, and the United States. In determining the suitability to conduct business in these countries, WidgetCo executives need an effective data analysis of the datasets that are available. You are working on WidgetCo's data analysis team. Your team will provide recommendations to the WidgetCo executives about opportunities and challenges that they may encounter now or in the future. Using the datasets given, in addition to your own supplemental research, analyze the data and provide analyses and recommendations about the opportunities and challenges facing the business.*

*The following datasets are given for each country (China, France, Canada, and the United States)*

- *Population, total*
- *Poverty headcount ratio at \$1.90 a day (2011 PPP) (% of population)*
- *Life expectancy at birth, total (years)*
- *Population growth (annual %)*
- *Net migration*
- *Human Capital Index (HCI) (scale 0-1)*
- *GDP (current US\$)*
- *GDP per capita (current US\$)*
- *GDP growth (annual %)*
- *Unemployment, total (% of total labor force) (modeled ILO estimate)*
- *Inflation, consumer prices (annual %)*
- *Personal remittances, received (% of GDP)*

*Open-source datasets provided by the World Bank at [World Bank Group - International Development, Poverty, & Sustainability](#).*

### PROCEDURES

- Competitors must research the topic prior to conference and be prepared to present their findings and solutions.
- Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.)
- Competitors are permitted to bring prepared notes of any type for the presentation.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Competitors must prepare project. 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.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.

## **Performance Guidelines**

### **□ Preliminary Performance**

- 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.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Presentation of the entry must be conducted by competitors who authored the event.
- 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.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- Internet access will not be provided.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

### **□ Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The following will be provided for the final round of technology presentation events with audience viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have a HDMI port will need to provide their own adapters.
- The final guidelines are the same as the preliminary guidelines described above. The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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*

**Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## DIGITAL VIDEO PRODUCTION

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### OVERVIEW

This event consists of two (2) parts: a prejudged project and a presentation. Participants are required to complete both parts to be eligible to win an award.

Based on the highest prejudged project scores, a maximum of six (6) projects will be selected to make presentations at the State Leadership Conference.

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation at the 2023 SLC and NLC will be:

*Create a promotional video for an event in your community or school, with teenagers in your community as the target audience. All video content must be original.*

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

### PROCEDURES

#### Prejudged Project Guidelines

- The production must be original content; competitors may not use previously published video clips in the videos they submit for competition.
- The production may use any method to capture or create moving images.
- Video may be no longer than two (2) minutes.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Project URL must be submitted to the ND FBLA State Office by the designated date.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Project content is prejudged before the SLC. The presentation of the project is judged at the SLC.
- Competitors are responsible for ensuring their project can be shown to judges.
- Any photographs, texts, trademarks, or names used must be supported by proper documentation and approvals indicated on the site or project.
- When applicable, the use of templates must be identified.
- Projects submitted for competition become the property of North Dakota FBLA. These projects may be used for publication by the state association.

#### Performance Guidelines

- The presentation should include sources used to research the topic; development and design process; use of different video techniques; a list of equipment and software used; and copyright information for pictures, music, or other items.
- The video should be shown to the judges.
- Presentation of the entry must be conducted by competitors who 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 team members are expected to actively participate in the performance.
- 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 related to the project may be used; however, no items may be left with the judges or audience.
- Internet access will be provided.
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- 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 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## **JUDGING**

- Projects will be screened to determine if competitors have complied with event eligibility and guidelines. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the project scores and the presentation scores. All decisions of the judges are final. The project scores will be used to break a tie.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## ELECTRONIC CAREER PORTFOLIO

Category: Presentation Event

Type: Individual

**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

**Q&A:** Yes (3 minutes)

### 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

- This event is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.
- All information should reflect the student's accomplishments and experiences that have actually occurred.
- The portfolio must include: a résumé and a career summary. The career summary should include career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
- Sample materials also must be included in the portfolio. These samples must include, but are not limited to, the following three items:
  - Career-Related Education: Describe career-related education that enhances employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to job.
  - Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
  - Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio.
- 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 the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.

### 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.
- Presentation of the entry must be conducted by competitors who authored the event.
- All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by the competitor. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items.

- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual is responsible for the functionality of all technology devices.
- Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Competitors will have seven (7) minutes to describe the portfolio.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.
- The following will be provided for the final round of technology presentation events that allow viewing: screen, power, table, and projector. It is up to final round competitors to decide if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have an HDMI port will need to provide their own adapters.

### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

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

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

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## FUTURE BUSINESS LEADER

Category: Presentation Event (Interview)

Type: Individual

### OVERVIEW

This event consists of multiple components: material submission prior to the conference, an objective test, and interview. Participants are required to complete all parts to be eligible to win an award.

A one-page cover letter and resume must be submitted in a single PDF by the designated deadline prior to the State Leadership Conference.

A 60-minute objective test will be administered *in the home school* based on the listed competencies.

Each participant will be scheduled for a ten (10) minute preliminary interview.

### OBJECTIVE TEST COMPETENCIES

- FBLA organization, bylaws, and handbook
- national competitive event guidelines
- national publications
- creed and national goals
- business knowledge, i.e. accounting, banking, laws, etc.

### 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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### PROCEDURES

This event consists of three (3) parts: submission of a one-page cover letter and resume, completion of an objective test, and participation in an interview(s).

#### Cover Letter and Resume

- The one-page cover letter should state reasons for deserving the honor of this award. Address letter to: Mr. Alexander T. Graham, President and CEO, Future Business Leaders of America, 1912 Association Drive, Reston, VA 20191.
- A resume, not to exceed two (2) pages, that lists your FBLA activities and involvement. Photographs are not allowed.
- Include the competitor's name on all pages submitted.
- A deduction of five points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
- The cover letters and resumes must be prepared by student members, not advisers.

#### Objective Test

- A 60-minute objective test will be administered *in the home school* based on the previously listed competencies.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and be out of sight.

#### Preliminary Interview

- 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.
- Participants will be scheduled for a 10-minute preliminary interview.
- Competitors must bring one hard copy of resume and cover letter, to be left with the judges, in a folder to each round of interviews onsite.
- Label folders with the event title, competitor's name, state, and school. Include the competitor's

name on all pages submitted.

- No additional items can be brought into the interview or left with the judges.
- Preliminary ranking will be determined by the objective test score, prejudged materials score, and the interview score.
- From each group one or more competitors will be selected to compete in a final round.
- The preliminary round is not open to conference attendees.

#### ❑ **Final Interview**

- The final guidelines are the same as the preliminary guidelines described above except the interview time is 15 minutes and the objective test will only be used to break a tie.
- Competitors must bring one hard copy of resume and cover letter, to be left with the judges, in a folder to each round of interviews onsite. Label folders with the event title, competitor's name, state, and school.
- No additional items can be brought into the interview or left with the judges.
- The final round is not open to conference attendees.

#### **JUDGING**

- The objective tests will be machine graded.
- The interview and related materials portions of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- The final interview rating sheet scores will determine the winners. In the case of a tie after the second interview, the objective test scores will be used to determine the final rank.
- In the event that there is a final round only (no preliminary interviews), ND FBLA will use the preliminary interview rating sheet to include the objective test and the interview materials scores.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

#### **STATE AWARDS**

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

#### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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*

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## GRAPHIC DESIGN

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be addressed and developed for competition at the 2023 SLC and NLC will be:

*Your organization has been hired as a consultant to design a new brand identity for a new, fictional nonprofit organization. The fictional nonprofit is an organization that supports youth development with afterschool programs and summer camps. Give the non-profit a name. The brand should be modern, bright, and vibrant to attract youth. In accordance with your brand guidelines, design a t-shirt, a baseball cap, a toy, and two other promotional items of your choice.*

### PROCEDURES

- Emphasize graphic interpretation of the topic and design.
- Do not use any words, diagrams, clip art, and/or artwork that are not public domain.
- Graphics must be saved in JPEG, GIF, or EPS format. Graphics should be computer generated.
- Competitors must prepare project. 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.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.

### Performance Guidelines

#### Preliminary Performance

- 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.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Presentation of the entry must be conducted by competitors who authored the event.
- 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.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- Internet access will not be provided.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.

- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The following will be provided for the final round of technology presentation events with audience viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have an HDMI port will need to provide their own adapters.
- The final guidelines are the same as the preliminary guidelines described above. The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## INTRODUCTION TO BUSINESS PRESENTATION

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Only members in **grades 9 or 10** of the current school year are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and used for competition at the 2023 SLC and NLC will be:

*You are trying to raise money to attend a business leadership training program in New York City. This would be a week-long summer program that will cost \$2,000. You will prepare a presentation that can be used in front of potential sponsors from your community. Be sure to include why you should attend, and the benefit you will receive and bring back to your school.*

### PROCEDURES

- Use a presentation software program as an aid in delivering a business presentation
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

### Preliminary Performance

- 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.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Individuals or team members must perform all aspects of the presentation (e.g. speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation.

- Internet access will not be provided.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above.
- The following will be provided for the final round of technology presentation events with audience viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

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

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **GRADES 9-10 ONLY**

## INTRODUCTION TO PUBLIC SPEAKING – MODIFIED!

Category: Speech

Type: Individual

**Equipment Setup Time:** N/A

**Prep Time:** N/A

**Performance Time:** 4 minutes

**Warning Time:** 3 minutes

**Time Up:** 4 minutes

**Q&A:** No

### OVERVIEW

This event consists of speech of a business nature and must be developed for the posted topic.

### 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 state office as paying dues by the established state membership deadline.
- Only members enrolled in **grades 9 or 10** are eligible.
- Members may **not** enter this event if they have entered the Public Speaking event at a previous State Leadership Conference.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2023 topic for SLC and NLC is:

*Develop and deliver a speech based on the following topic: My biggest concern for the future is.....*

### PROCEDURE

#### Preliminary Performance

- 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.
- Competitors must prepare speeches. Advisers and others are not permitted to help.
- When delivering the speech, the competitor may use notes prepared before the event.
- No other reference materials such as visual aids or electronic devices may be brought to or used during the event. Handouts or other visual aids are not allowed.
- The speech should be 4 minutes in length.
- A timekeeper will stand at three (3) minutes and again at four (4) minutes.
- The preliminary performance is not open to conference attendees.
- From each group one or more participants will be selected to compete in a final round.

#### Final Performance

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### JUDGING

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

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

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **GRADES 9-10 ONLY**

## INTRODUCTION TO SOCIAL MEDIA STRATEGY

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Only members in **grades 9 or 10** of the current school year are eligible.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and used for competition at the 2023 SLC and NLC will be:

*Create a social media campaign to promote involvement in FBLA at your school. Address the following in your social media strategy:*

- *A schedule of social media posts*
  - *An example of social media posts*
  - *The promotional plan of the campaign*
  - *The plan to develop awareness of FBLA*
- Do not create live accounts.*

### PROCEDURES

- Develop a marketing strategy, utilizing social media, to effectively address a recruitment opportunity and a strategic approach to target audience.
- Demonstrate knowledge of social media marketing beyond community management, including but not limited to: developing unique content, effectively utilizing existing content, optimizing content for search, and distributing content across as many platforms as possible within a limited budget.
- Describe any applicable insight/research methodology as to why you have chosen specific platforms, messaging, content, engagement, and outreach strategies.
- Overall campaign—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing.
- Final product indicates a clear thought process, a well formulated campaign, and execution of a firm idea.
- Effectively communicate required information and drive the campaign toward a clear call-to-action.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Comply with state and federal copyright laws.
- Social media accounts cannot be created for exiting entities without written consent from the entity.

### Preliminary Performance

- 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.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

- Competitors must prepare projects. Advisers and others are not permitted to help.
- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.
- Individuals or team members must perform all aspects of the presentation (e.g. speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation.
- Internet access will not be provided.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above.
- The following will be provided for the final round of technology presentation events with audience viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

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

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **GRADES 9-10 ONLY**

## **JOB INTERVIEW**

Category: Presentation Event (Interview)

Type: Individual

### **OVERVIEW**

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

Each participant must apply for a business or business-related job at Merit Corporation (a fictitious company). The job must be one for which the competitor is now qualified or will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.

All participants will be scheduled for a ten-minute preliminary interview.

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

#### **☐ Cover Letter and Resume**

- Participants will apply for a business or business-related position at Merit Corporation (a fictitious company) in Washington, DC. Company benefits include paid holidays and vacation, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
- The following items must be submitted in one PDF file by the designated date prior to the State Leadership Conference:
  - A one-page cover letter from the participant addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
  - A brief resume not to exceed two (2) pages highlighting your work and volunteer experience. Photographs are not allowed.
- All documents must be labeled with the participant's name and school.
- A deduction of five (5) points will be made from the score of participants who submit materials, but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the cover letter and resume.

#### **☐ Preliminary Interview**

- 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.
- Participants will be scheduled for a ten-minute preliminary interview.
- Competitors must bring one hard copy of resume and cover letter in a folder, to be left with the judges, to each round of interviews. Label folders with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted.
- No additional items can be brought into the interview or left with the judges.
- From each group one or more participants will be selected to compete in a final interview.
- This event is not open to conference attendees.

#### **☐ Final Interview**

- The final guidelines are the same as the preliminary guidelines described above except the interview time is 15 minutes.
- Competitors must bring one hard copy of resume and cover letter, to be left with the judges, in a folder to each round of interviews. Label folders with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted.

- The final round of this event is not open to conference attendees.

### **JUDGING**

- The interview and related materials portions of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- In the event that there is a final round only (no preliminary interviews), ND FBLA will use the preliminary interview rating sheet to include the objective test and the interview materials scores.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

Category: Presentation Event

Type: Chapter

**Number of Participants:** 1-3 (chapter)

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

**Prep Time:** N/A

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** Yes (3 minutes)

**# of pages:** 15

## OVERVIEW

This event consists of two (2) parts: a prejudged report and a presentation. Competitors must complete both parts to be eligible to win an award.

The report should include the chapter's program of work. Report should describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.

Based on the highest written report scores, a maximum of six (6) projects will be selected to make presentations at the State Leadership Conference.

## ELIGIBILITY

- All active local chapters may submit one report of their activity.
- Members representing their chapters in the presentation portion of this event may compete in two (2) team/individual events.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

## PROCEDURES

### Report Guidelines

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- A single PDF file of the report must be submitted to the ND FBLA State Office by the designated date.
- Front cover and table of contents are not counted against page limit.
- Name of school, state, name of the event, and year (20xx-xx) on the cover.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8 1/2" x 11" paper.
- Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence in writing the report.
- If information is not available for a criterion, include a statement to that effect in the report.
- Points will be deducted if the written project does not adhere to the guidelines.
- Project content is prejudged before the SLC. The presentation of the project is judged at the SLC.
- Reports must be original, current, and not submitted for a previous SLC or NLC.
- Reports submitted for competition become the property of North Dakota FBLA. These reports may be used for publication by the state association.

### 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.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating

audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.

- All team members are expected to actively participate in the performance.
- Prejudged materials, visual aids and samples specifically related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Internet access will not be provided.
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- 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 an 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### **JUDGING**

- Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

## **PARTNERSHIP WITH BUSINESS PROJECT**

Category: Presentation Event

Type: Chapter

**Number of Participants:** 1-3 (chapter)

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

**Prep Time:** N/A

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** Yes (3 minutes)

**# of pages:** 15

### **OVERVIEW**

This event consists of two (2) parts: a prejudged report and a presentation. Competitors are required to complete both parts award eligibility.

The project should demonstrate the development and implementation of an innovative, creative, and effective partnership plan. Include:

- description of the partnership goals and planning activities
- roles of business leaders and chapter members in developing and implementing the partnership
- results, concepts learned, and impact of the project
- provide degree of involvement (hours spent, personal contact, executives and department heads contacted)
- examples of publicity and recognition received as a result of the partnership

Based on the highest written report scores, a maximum of six (6) chapters will be selected to make presentations at the State Leadership Conference.

### **ELIGIBILITY**

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Members representing their chapters in the presentation portion of this event may compete in two (2) team/individual events.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

#### **Report Guidelines**

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- A single PDF file of the report must be submitted to the ND FBLA State Office by the designated date.
- Front cover and table of contents are not counted against page limit.
- Name of school, state, name of the event, and year (20xx-xx) on the cover.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8 1/2" x 11" paper.
- Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence in writing the report.
- If information is not available for a criterion, include a statement to that effect in the report.
- Points will be deducted if the written project does not adhere to the guidelines.
- Project content is prejudged before the SLC. The presentation of the project is judged at the SLC.
- Reports must be original, current, and not submitted for a previous SLC or NLC.
- Reports submitted for competition become the property of North Dakota FBLA. These reports may be used for publication by the state association.

## 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.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- All team members are expected to actively participate in the performance.
- Prejudged materials, visual aids and samples specifically related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Internet access will not be provided.
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- 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 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.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## JUDGING

- Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## 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 five.

## NATIONAL COMPETITION

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

## **PUBLIC SERVICE ANNOUNCEMENT**

Category: Presentation Event

Type: Individual or Team

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

**Prep Time:** N/A

**Performance Time:** 75minutes

**Warning Time:** 4 minutes

**Time Up:** 5 minutes

**Q&A:** Yes (3 minutes)

### **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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC**

The topic to be developed in this presentation and submitted for competition at the 2023 SLC and NLC will be:

*After recovering from the global pandemic many social issues in our communities and country have been brought to light. Develop a Public Service Announcement about a social issue that affects teenagers. Your job is to bring awareness about that topic to your peers, school, and community.*

### **PROCEDURES**

- Research, form an objective, and create a 30-second video on the topic.
- The production must be original content; competitors may not use previously published video clips in the videos they submit for competition.
- The video production may use any method to capture or create moving images.
- The PSA video must be shown to the judges.
- The presentation should include the team's objective toward the topic; major findings from the topic research; the script writing process; use of different video techniques; a list of equipment and software used; and copyright issues with pictures, music, or other items.
- Competitors must bring their own script copy if they want to refer to it during the presentation.
- 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 the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.

### **Preliminary Performance**

- 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.
- Competitors must prepare projects. Advisers and other are not permitted to help.
- Presentation of the entry must be conducted by competitors who authored the event.
- Individuals or team members must perform all aspects of the presentation (e.g. speaking, setup, operating audiovisual equipment). Other chapter representatives may not provide assistance.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items.
- Internet access will not be provided.

- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- The team has five (5) minutes to deliver the presentation. All team members must actively participate in the presentation.
- Visual aids related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above.
- The following will be provided for the final round of technology presentation events that allow viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have an HDMI port will need to provide their own adapters.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.
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### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **STATE AWARDS**

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

### **NATIONAL COMPETITION**

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

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

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **PUBLIC SPEAKING**

Category: Presentation Event

Type: Individual

**Equipment Setup Time:** N/A

**Prep Time:** N/A

**Performance Time:** 5 minutes

**Warning Time:** 4 minutes

**Time Up:** 5 minutes

**Q&A:** No

### **OVERVIEW**

This event consists of a five (5) minute speech. The speech must be of a business nature and must be developed for the posted topic.

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC**

The 2023 topic for SLC and NLC is:

*Develop and deliver a speech based on the following topic: How should higher education transform to better serve the needs of students and the workforce?*

### **PROCEDURE**

#### **☐ Preliminary Performance**

- 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.
- Competitors must prepare speeches. Advisers and others are not permitted to help.
- When delivering the speech, the competitor may use notes prepared before the event.
- No other reference materials such as visual aids or electronic devices may be brought to or used during the event.
- Each speech should be five (5) minutes in length.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- The preliminary performance is not open to conference attendees.
- From each group one or more participants will be selected to compete in a final round.

#### **☐ Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### **JUDGING**

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

## **NATIONAL COMPETITION**

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

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **PUBLICATION DESIGN**

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### **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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC**

The topic to be developed in this presentation and submitted for competition at the 2023 SLC and NLC will be:

*You have been asked by your school activities director to create a publication highlighting the activities within your school. You will develop a five-page online magazine showcasing your school's activities, including:*

- *A print advertisement for a club or organization*
- *A story about a school activity or event*
- *Three other pages including information and designs of your choice.*

### **PROCEDURES**

- The event is designed to highlight print publications.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Competitors may bring copies of printed materials designed for presentation.
- The presentation should include the team's objective toward the topic; use of different design techniques; a list of software used; and copyright issues with images or other items.
- 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.
- Any photographs, text, trademarks, or names must be supported by proper documentation and approvals indicated.

### **Preliminary Performance**

- Five minutes (5) will be allowed to set up equipment or presentation items.
- Internet access will not be provided.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The following will be provided for the final round of technology presentation events that allow viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.

- Competitors utilizing Apple products or other devices that do not have an HDMI port will need to provide their own adapters.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

## **JUDGING**

- Participants will be judged by a panel of judges. All decisions of the judges are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

## **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 five.

## **NATIONAL COMPETITION**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## **SALES PRESENTATION**

Category: Presentation Event

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

**Q&A:** No

### **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 state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### **PROCEDURES**

- The individual or team may sell whichever product or service they choose.
- The individual or team shall provide the necessary materials and merchandise for the demonstration along with the product.
- Each individual's/team's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source.
- Student members, not advisers, must prepare the demonstration.
- Visual aids and samples related to the presentation may be used in the presentation; however, no items may be left with the judges or audience.
- When delivering the demonstration, the participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
- This is an interactive event and judges may ask questions throughout the presentation.
- Competitors must prepare project. 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.
- Any photographs, text, trademarks, or names must be supported by proper documentation and approvals indicated.

### **Preliminary Performance**

- 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.
- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- The individual or team must perform all aspects of the presentation (e.g. speaking, setup, operating equipment). Other members of the chapter may not provide assistance.
- Internet access will not be provided.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual is responsible for the functionality of all technology devices.
- The individual has seven (7) minutes to interact with a panel of judges and sell the product or concept. The judges will interact throughout the presentation.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Preliminary performances are not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.
- The following will be provided for the final round of technology presentation events that allow viewing: screen, power, table, and projector. It is up to final round competitors to decide if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have an HDMI port will need to provide their own adapters.

### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

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

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## SOCIAL MEDIA STRATEGIES

Category: Presentation Event

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

**Q&A:** Yes (3 minutes)

### 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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and used for competition at the 2023 SLC and NLC will be:

*Create a social media campaign to advocate for awareness about food insecurity in your community. This should bring awareness of the issue and provide solutions to help solve the problem. Address the following in your social media strategy:*

- *A schedule of social media posts*
  - *An example of social media posts*
  - *The promotional plan of the campaign*
  - *The plan to develop awareness of the issue.*
- Do not create live accounts.*

### PROCEDURES

- Develop a marketing strategy, utilizing social media, to effectively address a recruitment opportunity and a strategic approach to target audience.
- Demonstrate knowledge of social media marketing beyond community management, including but not limited to: developing unique content, effectively utilizing existing content, optimizing content for search, and distributing content across as many platforms as possible within a limited budget.
- Describe any applicable insight/research methodology as to why you have chosen specific platforms, messaging, content, engagement, and outreach strategies.
- Overall campaign—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing.
- Final product indicates a clear thought process, a well-formulated campaign, and execution of a firm idea.
- Effectively communicate required information and drive the campaign toward a clear call-to-action.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Comply with state and federal copyright laws.
- Social media accounts cannot be created for exiting entities without written consent from the entity.
- 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 the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.

### **Preliminary Performance**

- 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.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Individuals or team members must perform all aspects of the presentation (e.g. speaking, setup, operating audiovisual equipment). Other chapter representatives may not provide assistance.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation.
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. Competitors present directly from their laptops/devices in the preliminary round. The individual or team is responsible for the functionality of all technology devices.
- The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
- Visual aids related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.

### **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.
- The following will be provided for the final round of technology presentation events that allow viewing: screen, power, table, and projector. It is up to final round competitors to decide if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have a HDMI port will need to provide their own adapters.

### **JUDGING**

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

### **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 five.

### **NATIONAL COMPETITION**

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

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

## WEBSITE DESIGN

Category: Presentation Event

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

**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 member or by a team, of two (2) to three (3) members.
- Participants must be members of an active local chapter and be on record in the FBLA National Center as having paid dues by the designated date.
- Participants may compete in this event again if they **have not** placed in the top ten in the event at a previous National Leadership Conference (NLC).

### 2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The website developed for competition at the 2023 SLC and NLC will be based on the following:

*Develop a website for a local business. This business can be real or fictional, but must serve the members of your community. The website should include the following elements:*

- *Header with logo*
- *Favicon*
- *Call to action button*
- *Form to subscribe to receive announcements*
- *Navigation menu*
- *Footer to include credits to website creators and copyright information*

*The website does NOT need to be published; however, if you publish the website, you must obtain permissions in accordance with the competitive event guidelines and proper copyright law.*

**Copyright and Fair Use Information.** It is the policy of FBLA 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.
- The usability and functionality of the website must be demonstrated to the judges.
- Competitors must show the judges any of the following that are applicable: read me file, source code, documentation of templates/libraries used, documentation of copyrighted material used.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for ensuring the usability and functionality of their project when demonstrating it to the judges.
- Any photographs, texts, trademarks, or names used must be supported by proper documentation and approvals indicated on the site or project.
- When applicable, the use of templates must be identified.

#### 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 team members. 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.
- Five minutes (5) will be allowed to set up equipment or presentation items.
- Internet access will 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.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The following will be provided for the final round of technology presentation events with viewing: screen, power, table, and projector. It is up to the final round competitors if they wish to use the provided technology.
- Competitors utilizing Apple products or other devices that do not have a HDMI port will need to provide their own adapters.
- The final performance may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

#### **JUDGING**

- Demonstrations will be judged by a panel of judges. All judges' decisions are final.
- Rating sheet can be found on the FBLA website at [www.fbla.org](http://www.fbla.org)

#### **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 five.

#### **NATIONAL AWARDS**

The top four award winners, or alternate, are eligible to compete at the FBLA 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.*

#### **Members may enter only one of the following performance events:**

Broadcast Journalism, Business Ethics, Business Plan, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

# **NORTH DAKOTA FBLA ONLY EVENTS**

## **Overview**

These events are for North Dakota FBLA only and do **not** qualify for the National Leadership Conference. 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.

## **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.

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

## **BUSINESS FINANCIAL PLANNING (North Dakota Event)**

Sponsored by the North Dakota Bankers Association

Category: Prejudged Report

Type: Team

*Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan with a bank to operate a business, operate a farm or purchase a vehicle. The plan developed must be economically and financially progressive to show a return to the bank and a profit for the entrepreneur in a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, written and oral communication skills, and familiarity with North Dakota banking procedures.*

### **OVERVIEW**

This event consists of a pre-judged project.

### **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 a team of two (2) to three (3) members.
- Participants must be members and on record in the FBLA state office as paying dues by the established state membership deadline.
- Participants may compete in this event again.

### **PROCEDURES**

#### **Report Guidelines**

##### **Report—General**

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- All team members must participate.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- A single PDF file of the report must be submitted to the ND FBLA State Office.

##### **Report Cover**

- Report covers are not counted against the page limit and may contain other information.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx–xx)

##### **Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).

#### **Project Guidelines**

- Team members should start planning for this event early in the school year and should plan to work on this event during the entire year prior to the State Leadership Conference. This project is a Business Financial Planning case study.
- Team members must contact Dorothy Lick of the North Dakota Bankers Association (see address below) in order to be provided names and addresses of banks that are members of the North Dakota Bankers Association or the American Bankers Association.
- Once provided with the appropriate bank information, team members must write letters of invitation to this bank to make a presentation on credit and lending at an FBLA chapter meeting or business class. Resources and case studies will be provided to the bankers by the North Dakota Bankers Association.
- When this presentation has been completed, the local FBLA chapter will then determine if any group of students are interested in pursuing this actual event. If so, the banker will give the

students the choice of a case study representing a small farm operation, small commercial business, or a car purchase. Each case study will orientate them to the situation they will simulate when they set up an appointment for a loan request with their local banker.

- Team members (two or three) will study and analyze the case study chosen and prepare for an initial visit with the participating bank.
- The initial visit to the bank will allow the team an opportunity to talk to the banker about their business situation and the reason they need financing. The banker will go through the bank's standard practice of requesting a current financial statement, income and expenses projections, etc., and will provide the necessary forms to the FBLA team at that time.
- Upon receiving these forms, the FBLA team will meet and complete the financial information requested by the bank. All pertinent information and figures will be provided through the case study material.
- When the FBLA team has completed the required documents, the team will again contact the bank and set up a second appointment to discuss their completed financial forms.
- The loan documents will be typed up, discussed in detail with the members of the FBLA team, and then signed by all members of the team.
- The FBLA team members will collate and summarize all information, materials, and forms into the approved format:
  - The purpose of the project.
  - A complete chronological sequence of events and time spent at the bank.
  - A summary of the Business Financial Planning process including the original completed financial statement along with all loan related documents/correspondence.
  - A letter from the participating banker regarding this project.
  - Personal comments and feelings of all team members. Team members' comments need to be identified (the name of each individual should appear with their comments).
- For additional information and/or assistance contact:

Dorothy Lick  
Senior Vice President of Education  
North Dakota Bankers Association  
PO Box 1438  
Bismarck, ND 58502-1438  
Phone: 701-223-5303  
Fax: 701-258-0218  
Email: [dorothy@ndba.com](mailto:dorothy@ndba.com)

## **JUDGING**

The reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All judges' decisions are final.

## **STATE AWARDS**

A maximum of five awards will be presented at the North Dakota State Leadership Conference.

**NOTE: This is a North Dakota competitive event only. There is a similar competitive event on the national level with the same title, but the event is set up very differently.**

# BUSINESS FINANCIAL PLANNING

Sponsored by North Dakota Bankers Association

## Project Rating Sheet

### North Dakota FBLA only

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content and Recommendation</b>					
Purpose of project (statement of project goals)	0	1 – 3	4 – 7	8 – 10	
Complete chronological sequence of events and time spent at the bank	0	1 – 5	6 – 10	11 – 15	
Summary of the business financial planning process, including all related documents	0	1 – 15	16 – 30	31 – 45	
Personal comments from banker and all team members	0	1 – 3	4–7	8–10	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information	0	1 – 3	4 – 7	8 – 10	
Title page and table of contents; correct grammar, punctuation, and spelling; acceptable business style; and creativity	0	1 – 3	4 – 7	8 – 10	
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Judge's Comments:

# CHAPTER ACTIVITIES SCRAPBOOK—DIGITAL (*North Dakota Event*)

Category: Prejudged Project

Type: Chapter

## OVERVIEW

This event consists of a pre-judged project. This event is designed to encourage local FBLA chapters to maintain a digital record of the yearly program of activities. A digital record of the chapter's members and activities will aid in building local spirit and continuity of the FBLA chapter.

## ELIGIBILITY

All active local chapters may submit a digital scrapbook for judging.

## REGULATIONS

- Submit your entry for state competition by the deadline date. Use the rating sheet for judging criteria.
- Each digital scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to one hundred (100) slides. This includes the title and ending slide. The slide show must include a title slide, table of contents, section dividers, and ending slide. The table of contents slide must contain hyperlinks to the different section dividers. The title slide must include school name, town, state, and year covered. (Ex. Watertown High School, Watertown, ND 20xx-20xx). Clip art and animation may be used.
- The memory book should serve as a historical record of the members and the activities the chapter participated in during that particular year.
- The digital scrapbook should not contain music due to copyright laws.

## PROCEDURES

- Scrapbooks are to be submitted online by the date indicated in the SLC Information section of this handbook prior to the State Leadership Conference.
- Scrapbooks are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include scanned copies of program covers, evidence of participation in local, state, and national activities; and emphasis on participation by all members. Neatness, creativity, and originality are considered in the judging.

## JUDGING

Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. 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 ten.

**NOTE: This is a North Dakota competitive event only. This is not a competitive event on the national level.**

# CHAPTER ACTIVITIES SCRAPBOOK—DIGITAL

## Rating Sheet

### North Dakota FBLA only

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Appearance</b>					
Neatness	0	1 – 2	3 – 4	5	
Color scheme	0	1 – 2	3 – 4	5	
Theme	0	1 – 2	3 – 4	5	
Layout	0	1 – 2	3 – 4	5	
Conforms to regulations	0	1 – 2	3 – 4	5	
Appropriate elements	0	1 – 2	3 – 4	5	
Proper use of grammar, spelling, punctuation, etc.	0	1 – 2	3 – 4	5	
Effective use of text, graphics, and animation	0	1 – 2	3 – 4	5	
<b>Organization</b>					
Table of contents	0	1 – 2	3 – 4	5	
Logical arrangement and documentation	0	1 – 3	4 – 7	8 – 10	
School and local newspaper coverage	0	1 – 2	3 – 4	5	
Photographic coverage	0	1 – 3	4 – 7	8 – 10	
Effective transitions	0	1 – 2	3 – 4	5	
<b>Originality</b>					
Creativity	0	1 – 3	4 – 7	8 – 10	
Overall value as an historical record	0	1 – 5	6 – 10	11 – 15	
<b>Total Points</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

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

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

Judge's Comments: \_\_\_\_\_

## **FBLA ACALYMPICS (*North Dakota Event*)**

Category: Collaborative Objective Test

Type: Team

### **OVERVIEW**

The event will consist of an objective test with all team members working collaboratively to answer the questions. The test may include questions on accounting, business communications, business math, business law, business procedures, spelling, FBLA history and organization, computers, general business, keyboarding and business trivia.

### **ELIGIBILITY**

Each team must be composed of three (3) to five (5) members who are on record as having paid dues by the established state membership deadline.

### **REGULATIONS**

- Team members may have entered this event at a previous State Leadership Conference.

### **PROCEDURES**

- This event consists of questions based on the previously listed topics, with team members working collaboratively to answer the questions.
- A 45-minute objective test will be administered at the home school prior to the state conference.
- Ties will be broken according to which team finished first.

### **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 five (5).

***This is a North Dakota event only. There is no competition at the national level.***

## **PROJECT AWARENESS (North Dakota Event)**

Category: Prejudged Report

Type: Chapter

### **OVERVIEW**

This event recognizes FBLA chapters that develop projects and activities within the school or community that increase understanding and support of a service organization. The report submitted must describe a project that helps to educate the school or community by promoting awareness of a service organization or a local issue/need. FBLA chapters are urged to collaborate with other groups (school administration, Lions Clubs, Chamber of Commerce, local government offices, etc.) in planning and conducting activities and projects that help to educate the school or community. Activities could include efforts of the chapter to promote a service organization such as the March of Dimes, American Diabetes Association, American Heart Association, etc.

This project requires an awareness activity such as an informational assembly program in the school or community, broadcasting of a cable access or radio program, design and dissemination of brochures or other written materials, hosting a speaker, panel discussion, etc. The awareness activity may be augmented by a fundraising component; however, the awareness activity is required for a successful project.

### **ELIGIBILITY**

All local FBLA chapters are eligible.

### **PROCEDURES**

#### **Report Guidelines**

##### **☐ Report—General**

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Reports must be original, current, and not submitted for a previous SLC.
- A single PDF file of the report must be submitted, using the online submission form, to the ND FBLA State Office by the designated date.
- Points will be deducted if the written report doesn't adhere to the guidelines.
- Reports submitted for competition become the property of North Dakota FBLA. These reports may be used for publication by the state association.

##### **☐ Report Cover**

- Report covers and tables of contents are not counted against the page limit.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx)

##### **☐ Report Contents**

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and formatted to fit on 8 1/2" x 11" paper.
- Reports must not exceed 15 pages (divider pages and appendices are optional and must be included in the page count).

### **JUDGING**

A panel of judges will select the winners. 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 five.

**NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.**

# PROJECT AWARENESS

## Report Rating Sheet

### North Dakota FBLA only

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
Purpose of project—statement of project goals	0	1 – 7	8 – 14	15 – 20	
Scope and intensity of project—planning, development, and implementation	0	1 – 10	11 – 20	21 – 30	
Uniqueness of project	0	1 – 2	3 – 4	5	
Benefits to and impact on the school and/or community	0	1 – 7	8 – 14	15 – 20	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1 – 3	4 – 7	8 – 10	
Creativity of written report and design	0	1 – 2	3 – 4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 – 3	4 – 7	8 – 10	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points):					
<input type="checkbox"/> cover <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet <input type="checkbox"/> not submitted as a PDF					
<b>Total Points</b>	<b>/100 max.</b>				

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

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

Judge's Comments:

**RECOGNITION  
EVENTS  
GUIDELINES**

## **AMERICAN HEART ASSOCIATION FUNDRAISING**

Category: Recognition

Type: Chapter

*The American Heart Association is ND FBLA's state service partner for the 4<sup>th</sup> year.*

### **ELIGIBILITY**

All active local chapters are eligible.

### **PROCEDURES**

- If your chapter raises money for the American Heart Association from the end of the previous State Leadership Conference until March 1<sup>st</sup>, use official AHA/ND FBLA Fundraising Report (see forms section)
- Keep a copy of the AHA/ND FBLA Fundraising Report for your records, send a copy with the donation, and send a copy to the ND FBLA State Office (with a copy of the check or confirmation of an online payment).
- Winners in this event are determined by the state office based on American Heart Association records from the regional and national office, as well as AHA/ND FBLA fundraising reports.

### **STATE AWARDS**

An award is presented at the State Leadership Conference to the five local chapters that fundraised the most for the American Heart Association.

# **BUSINESSPERSON OF THE YEAR**

Category: Recognition

Type: Individual

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

## **OVERVIEW**

The online entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office by the deadline date.

The nominees must be members of the business community. Persons who are students or full-time employees of education institutions or departments of education are not eligible for this award; such nominees will be disqualified. Nominees must not have been named to this event at a previous State Leadership Conference.

## **ELIBIGILITY**

Each chapter may nominate one or two persons for North Dakota FBLA High School Businessperson of the Year.

## **PROCEDURES**

Criteria for selection of nominees at the local level should include, but do not have to be limited to:

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

The biographical sketch of each nominee should address the above areas. The form to complete the biographical sketch is found on the ND FBLA website.

## **JUDGING**

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

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

# GO FOR NORTH DAKOTA GOLD (*North Dakota Event*)

Category: Recognition

Type: Chapter

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

## OVERVIEW

Only entries received by the designated date will be considered for judging.

- **Gold Level**—complete six (6) Level I activities and ten (10) Level II activities. Gold level chapters will receive recognition and preferred seating during the Awards of Excellence Program at the State Leadership Conference.
- **Silver Level**—complete five (5) Level I activities and eight (8) Level II activities. Silver level chapters will receive recognition at the State Leadership Conference.
- **Bronze Level**—complete four (4) Level I activities and six (6) Level II activities. Bronze level chapters will receive recognition at the State Leadership Conference

## ELIGIBILITY

All active local chapters are eligible.

## PROCEDURES

All activities must be completed from the end of the previous State Leadership Conference until March 1 of the current year. **Documentation must accompany the entry form.** All items submitted become the property of the ND State Chapter of FBLA and will not be returned. Chapter activities may only be used once when selecting activities. *Activities can be done in person or virtually as guidelines apply to social distancing.*

### Level I Activities

1. Pay initial state and national dues of \$10 per member by October 20.
2. Submit Local Chapter Annual Business Report for state competition.
3. Submit online Chapter Check-In forms on three separate months for publication on the ND FBLA website.
4. Chapter attends the Fall Leadership Conference.
5. At least 20% of members complete one or more levels of the Business Achievement Awards Program. **Attach a list of students and which level was completed.**
6. Chapter completes ALL Champion Chapter programs (Summer Starter, Shaping Success, Service Season, and CTE Celebration). (NOTE: chapters cannot select activity #6 AND #34, it is one or the other)
7. Chapter member(s) participate in a job shadow experience. **Submit a short description.**

### Level II Activities

8. Submit an article to FBLA national publication. **Attach a copy of the article or submission form.**
9. Qualify for the North Dakota Membership Achievement Award.
10. Have a candidate run for state office.
11. Attend the National Leadership Conference.
12. Attend the National Fall Leadership Conference. **Attach a copy of registration.**
13. Include a businessperson in a chapter activity. **Submit a description of name, position, and activity.**
14. Attend a business tour. **Submit a description of business name and activity.**
15. Include a school official/administrator in a chapter activity. **Submit a description of name, position, and activity.**
16. Submit American Enterprise Project for state competition.

17. Submit Business Financial Planning Project for state competition.
18. Submit Business Plan for state competition.
19. Submit Chapter Activities Scrapbook-Digital for state competition.
20. Submit Community Service Project for state competition.
21. Submit Project Awareness for state competition.
22. Submit Partnership with Business Project for state competition.
23. Secure a corporate sponsorship. **Attach a copy of sponsorship form (Form found in Forms section)**
24. Chapter has members participate in Professional Dress Day on three separate months. **Submit three photos.**
25. Hold a March of Dimes fundraiser. **Attach a description of the activity and copy of check or credit card receipt to/from the March of Dimes.**
26. Hold an American Heart Association fundraiser. **Attach a description of the activity and copy of check or credit card receipt to/from the American Heart Association.**
27. Have a chapter social media account. **Submit screen shots of at least 5 posts with dates for the current membership year.**
28. Plan and carry out activities designed to celebrate FBLA Week. **Attach a list and description of activities.**
29. Using the [State Officer Request form](#), have a ND FBLA state officer visit your chapter in person or by video conference and provide information or assistance at a chapter meeting or event. (State officers may not visit their own chapter) **Attach a short description of visit and optional photo.**
30. Have a ND FBLA Collegiate state officer, former ND FBLA state officer, or Alumni member visit your chapter in person or by video conference and provide information or assistance at a chapter meeting or event. **Attach a short description of visit and optional photo.**
31. Conduct a local officer installation ceremony AND/OR hold a chapter/member recognition event. **Submit a short description of activity.**
32. Nominate a chapter member for the [Member of the Month](#) recognition on at least three separate months. **Submit the names of members nominated.**
33. Conduct a School Board presentation. **Submit a short description of activity.**
34. Chapter completes three out of four Champion Chapter programs (Summer Starter, Shaping Success, Service Season, and CTE Celebration). (NOTE: chapters cannot select activity #6 AND #34, it is one or the other)
35. Chapter member(s) participate in Stock Market Game (state or national competition).
36. Chapter member(s) participate in Virtual Business Challenge.
37. Chapter member(s) participate in LifeSmarts (state or national competition).

## PROCEDURE

Complete the online submission form (<https://ndfblapbl.wufoo.com/forms/go-for-north-dakota-gold/>). All files should be saved as PDF files before uploading or attaching. All entries must be received by the designated date. Completing extra Level II activities is recommended in the event that an activity selected is not able to be verified.

## JUDGING

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

## STATE AWARDS

All chapters achieving **gold**-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- Preferred seating at the Awards of Excellence Program.

All chapters achieving **silver**-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.

All chapters achieving **bronze**-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.

**NOTE: This is a North Dakota only FBLA event.** It is similar in nature to some of the national chapter and member recognition activities. Some projects used to qualify for Go for North Dakota Gold can also be used to qualify for national recognition.

## **HONORARY MEMBERSHIP IN NORTH DAKOTA FBLA**

### ***(North Dakota Event)***

Category: Recognition

Type: Individual

*This event recognizes outstanding individuals who have contributed to the success of Future Business Leaders of America on the local, state, or national levels.*

#### **ELIGIBILITY**

Each chapter may enter one or two persons as candidate(s) for an Honorary Membership in North Dakota FBLA High School.

#### **REGULATIONS**

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

#### **PROCEDURES**

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

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

The form to complete the biographical sketch is found on the ND FBLA website.

#### **JUDGING**

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

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

## **LARGEST LOCAL CHAPTER MEMBERSHIP**

Category: Recognition

Type: Chapter

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

### **ELIGIBILITY**

All active local chapters are eligible.

### **PROCEDURES**

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

### **STATE AWARDS**

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

# **LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP**

Category: Recognition

Type: Chapter

*Effective state and national programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. Recognition is given to those local chapters that have attained the highest percentage of increase in local FBLA High School membership.*

## **ELIGIBILITY**

All active local chapters are eligible.

## **PROCEDURES**

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

## **STATE AWARDS**

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

## **MARCH OF DIMES FUNDRAISING**

Category: Recognition

Type: Chapter

*The March of Dimes is FBLA's national service partner. For over 40 years, FBLA has consistently ranked as the top March of Dimes your fundraising partner, raising over \$15 million and counting.*

### **ELIGIBILITY**

All active local chapters are eligible.

### **PROCEDURES**

- If your chapter raises money for the March of Dimes from the end of the previous State Leadership Conference until March 1<sup>st</sup>, use official March of Dimes Fundraising Report (<https://www.fbla-pbl.org/partner/march-of-dimes/>)
- Keep a copy of the March of Dimes Fundraising Report for your records, send a copy with the donation, and send a copy to the ND FBLA State Office (with a copy of the check or confirmation of an online payment).
- Winners in this event are determined by the state office based on March of Dimes records from the regional and national office, as well as March of Dimes fundraising reports.

### **STATE AWARDS**

An award is presented at the State Leadership Conference to the five local chapters that fundraised the most for the March of Dimes.

## MARKET SHARE AWARD

Category: Recognition

Type: Chapter

*Effective state and national programs depend upon membership support and growth. A notable percentage of students involved in local chapters shows dedication to the organization. Recognition is given to those local chapters who have achieved a high percentage of their school's total population.*

### ELIGIBILITY

All active local chapters are eligible.

### PROCEDURES

- Official membership records are maintained in the state office, **but to enter this event the online entry form must be completed.** This form is found on the ND FBLA website. Only entries received by the designated date will be considered.
- The figures used in determining the winners will be the number of paid FBLA High School members on record in the FBLA state office by the designated date and the total number of students enrolled for the current school year in grades 9-12.

### STATE AWARDS

An award will be presented to the chapter that has the highest percentage of its school population in grades 9-12 as FBLA High School members.

**NOTE: This is a North Dakota only FBLA event.** It is similar in nature to the national Market Share award. Applications are due April 1<sup>st</sup> - <https://www.fbla-pbl.org/divisions/fbla/fbla-membership/>

## **MEMBERSHIP ACHIEVEMENT AWARD**

Category: Recognition

Type: Chapter

*Effective state and national programs depend upon membership support and growth. To maintain increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters who have maintained or increased their membership over the previous school year.*

### **ELIGIBILITY**

All active local chapters are eligible.

### **PROCEDURES**

- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- The figures used in determining the winners will be the number of paid FBLA High School members on record in the FBLA state office by the designated date and the ending national membership figures (June 30) of the preceding school year.

### **STATE AWARDS**

A certificate of recognition will be presented to chapters qualifying for this award.

## **WHO'S WHO IN FBLA**

Category: Recognition

Type: Individual

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

### **OVERVIEW**

The online entry form must be completed by the chapter adviser and submitted to the state office by the designated date. This 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.
- State officers automatically earn recognition in this event; therefore, chapters should not select state officers for this honor.

### **GUIDELINES**

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

- years of participation in FBLA activities
- extent of participation in conferences sponsored by the state chapter and national association
- offices, chairships, and committee memberships held
- contributions to local, state, and national projects
- participation in other activities
- recommendations supportive of the member's involvement in FBLA
- complete Levels 1 (Contributor) and Level 2 (Leader) of the Business Achievement Awards

### **STATE AWARDS**

One (1) or more members from each chapter submitting an entry form and all state officers will be recognized as recipients of the national Who's Who in FBLA award at the SLC.

### **NATIONAL COMPETITION**

One (1) member from North Dakota will be selected to receive national Who's Who recognition.

# **CHAPTER ACTIVITIES**

## CHAPTER CHECK-IN

*The Chapter Check-In is a way for chapters to report their chapter's news. The Chapter Check-In is easily completed through an online form.*

### COMPLETING THE CHAPTER CHECK-IN

Several things will happen when you complete the Chapter Check-In:

1. Chapter Check-Ins submitted each month will be collected for inclusion on the ND FBLA website.
2. By completing a Chapter Check-In form, on three separate months, prior to the State Leadership Conference, your chapter will have fulfilled one of the Level I requirements for the "Go for the Gold" event.
3. The Chapter Check-In is your chapter's way of letting other chapters know what's happening with FBLA at your school.

All you need to do is go to [www.nd-fbla.org](http://www.nd-fbla.org), and complete the online Chapter Check-In form. The form can also be found at <https://ndfblapbl.wufoo.com/forms/nd-fbla-chapter-checkin/>

You must submit at least one activity but may submit more if you had a busy month. Just remember that forms must be submitted on three separate months, by the deadline, in order to qualify for "Go for North Dakota Gold."

Please complete and submit the Chapter Check-In by the 5<sup>th</sup> of each month. We look forward to reading all about your local chapters!

## **CHAPTER OF THE MONTH**

*The Chapter of the Month program is designed to recognize excellence and active involvement in North Dakota FBLA High School projects and activities. Each month one North Dakota FBLA High School chapter will be recognized as the Chapter of the Month. Selection of Chapter of the Month will be based on activities submitted through the Chapter Check-In program.*

### **RECOGNITION**

All chapters who are selected as the Chapter of the Month during the current membership year will receive a certificate noting their achievement, ribbons at SLC, and will be recognized at the State Leadership Conference.

## 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 Atlanta, GA.*

**Chapters who secure corporate sponsorships can use them as a Level II activity for “Go for North Dakota Gold”.**

### 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](http://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](http://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

# 2022 – 2023 NORTH DAKOTA FBLA HIGH SCHOOL COMPETITIVE EVENTS

(for use with Corporate Sponsorship Program)

*The purpose of the Corporate Sponsorship Program is to help send North Dakota FBLA High School and FBLA Middle School 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:**

American Enterprise Project — 1 to 3 members per team  
Broadcast Journalism – 1 to 3 members per team  
Business Ethics - 1 to 3 members per team  
Business Plan — 1 to 3 members per team  
Community Service Project — 1 to 3 members per team  
Computer Game & Simulation Programming — 1 to 3 members per team  
Data Analysis —1 to 3 members per team  
Digital Video Production — 1 to 3 members per team  
Entrepreneurship — 1 to 3 members per team  
Graphic Design—1 to 3 members per team  
International Business—1 to 3 members per team  
Introduction to Business Presentation — 1 to 3 members per team  
Introduction to Social Media Strategy — 1 to 3 members per team  
Local Chapter Annual Business Report – 1 to 3 members per team  
Marketing—1 to 3 members per team  
Parliamentary Procedure — 4 to 5 members per team  
Partnership with Business Project — 1 to 3 members per team  
Public Service Announcement—1 to 3 members per team  
Publication Design — 1 to 3 members per team  
Sales Presentation — 1 to 3 members per team  
Social Media Strategies—1 to 3 members per team  
Sports and Entertainment Management—1 to 3 members per team  
Website Design — 1 to 3 members per team

## **INDIVIDUAL EVENTS:**

Accounting I	Introduction to Business Concepts
Accounting II	Introduction to Business Procedures
Advertising	Introduction to FBLA
Agribusiness	Introduction to Financial Math
Business Calculations	Introduction to Information Technology
Business Communication	Introduction to Marketing Concepts
Business Law	Introduction to Parliamentary Procedures
Computer Applications	Introduction to Public Speaking
Computer Problem Solving	Job Interview
Cyber Security	Journalism
Database Design and Application	Organizational Leadership
Economics	Personal Finance
Electronic Career Portfolio	Political Science
Future Business Leader	Public Speaking
Health Care Administration	Securities and Investments
Human Resource Management	Spreadsheet Applications
Impromptu Speaking	Supply Chain Management
Insurance and Risk Management	UX Design
Introduction to Business Communication	Word Processing



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](mailto: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 High School and FBLA Middle School 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 High School 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 April 2-4, 2023, in Bismarck.

**What Will Members Get From Their Conference Experience?** – The conference begins on Sunday evening with an opening session welcome from a FBLA High School 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 Middle School and High School 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](http://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 High School and Middle School members.

## **MEMBER OF THE MONTH**

*The Member of the Month program is designed to recognize excellence and active involvement by local chapter members in North Dakota FBLA High School. Each month advisers are encouraged to nominate a local chapter member for this recognition via the online nomination form found at [www.nd-fbla.org](http://www.nd-fbla.org) or <https://ndfblapbl.wufoo.com/forms/nd-fbla-monthly-awards/>. Nomination forms will be reviewed by the State Executive Committee, and one North Dakota FBLA High School member from each region will be recognized as the Member of the Month. State officers are not eligible for this recognition.*

### **RECOGNITION**

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

## **PROFESSIONAL DRESS DAY**

Learning to dress in a professional manner is an important element in conveying a professional impression in a business environment, and it is a required element at state FBLA events. Professional Dress Day is designed to give FBLA members an opportunity to wear professional attire and to determine if what they are wearing conveys a professional impression and meets the FBLA Dress Code.

Professional Dress Day is designed to teach members about professional business attire, as defined by the FBLA Dress Code. Chapters whose members who wear professional dress to school in three separate months prior to the submission deadline, can use this activity to qualify for Go for North Dakota Gold (or Silver or Bronze). For this activity, a group photo from each of the three days will be required as documentation.

# **OFFICIAL INFORMATION**

**56<sup>th</sup> Annual FBLA  
State Leadership Conference**

**April 2-4, 2023**

**Bismarck Event Center  
Bismarck, ND**

**All forms in Forms Section or available online.**

## 2023 NORTH DAKOTA STATE LEADERSHIP CONFERENCE

The highlight of the year in North Dakota FBLA High School is the State Leadership Conference, which will be held in Bismarck on April 2-4, 2023. 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. Winning qualifiers in the competitive events are eligible to compete at the National Leadership Conference in Atlanta, GA, June 27-30, 2023.

**This section of the handbook contains all the information 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.

### **ONLINE CONFERENCE REGISTRATION INFORMATION:**

The State Leadership Conference registration and competitive event registration will be done online utilizing Blue Panda and the national FBLA membership 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) individual or team events.** An exception will be made for members who are part of the presentation team in chapter events and participation in the following North Dakota only events: Business Financial Planning, FBLA Acalympics, and Project Awareness.

**Keep in mind, however, that members are absolutely not allowed to compete in more than one (1) of the following events: Broadcast Journalism, Business Plan, Business Ethics, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.**

Future Business Leader and Job Interview materials are to be uploaded prior to the conference in one PDF file per competitor by the designated date.

Digital Video Production URL is to be uploaded prior to the conference by the designated date. The top six prejudged submissions will compete in the performance portion at the State Leadership Conference.

**Individuals and/or teams are responsible for providing their own equipment for appropriate events at the State Leadership Conference.** Note: This was an event modification at the state and national level beginning 5 years ago. Event guidelines have been modified to no longer use projectors in preliminary round of presentation and demonstration events – competitors will present directly from their laptops/devices. Projectors will only be provided for finals in events with viewing, and it is up to the competitors to decide if they wish to use them. Students will have to do the setup and cannot get help, so you may choose to bring your own projector so that the student(s) is familiar with the equipment.

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. Participants who do not follow the dress code for general sessions will not be allowed on stage.

Calculators may be used in all objective test events as appropriate. A calculator is included in the online testing platform.

Remember that students entering Introduction to Business Concepts, Introduction to Business Communication, Introduction to Business Procedures, Introduction to Business Presentation, Introduction to FBLA, Introduction to Financial Math, Introduction to Information Technology, Introduction to Marketing Concepts, Introduction to Parliamentary Procedure, Introduction to Public Speaking, and Introduction to Social Media Strategy must be in grades 9-10 only.

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

- Accounting I and Accounting II
- Introduction to Financial Math and Business Calculations
- Introduction to Business Communication and Business Communication
- Introduction to Parliamentary Procedure and Parliamentary Procedure
- Introduction to Public Speaking and Public Speaking
- Introduction to Social Media Strategy and Social Media Strategies

### **SCHOOL-SITE TESTING:**

The objective test portion of the Computer Applications, Database Design and Application, Spreadsheet Applications, Word Processing, Business Ethics, Parliamentary Procedure, Entrepreneurship, International Business, Marketing, Sports and Entertainment Management, Future Business Leader and FBLA Acalympics events will be taken online. Instructions for administering these online tests will be sent to chapters prior to the conference. These tests are to be administered by someone at your school site other than the adviser. The designated school-site test administrator will be sent the testing information. Advisers may help with equipment set-up for the skills portion of any tests but may not be present in the testing room; and advisers are not to see any of the tests.

**Computer Applications** production test will be administered in the home school and two hours will be allowed for the production portion. **Database Design & Application, Spreadsheet Applications, and Word Processing** production test will be administered in the home school and one hour will be allowed for the production portion. All tests must be completed in one sitting. For example, a two-hour test cannot be started from 8 to 9 a.m. and then finished from 2 to 3 p.m. The production tests given in the home schools are to be uploaded to the designated place by the specified date. *This procedure is for North Dakota only.*

### **CAMPAIGN LUNCHEON:**

At the campaign luncheon, state officer candidates will give a speech of two minutes stating their platform and qualifications for office. At the end of the campaign luncheon, chapter advisers will pick up voting delegate ribbons and voting delegate cards. The voting delegates will be required to visit each candidates' booth and ask questions of the candidates. (Voting delegates only need to visit the booths of regional vice president candidates from their region.) After visiting the booth and asking questions, the candidates or their campaign manager will stamp the card. Voting delegates will have to turn in a completely stamped card in order to be allowed to vote.

The campaign luncheon is for chapter presidents, state officer candidates, campaign managers, advisers, chapter voting delegates, and up to two future or potential state officer candidates. Chaperones and guests may attend the luncheon for \$15 per person. Advisers should complete the online Campaign Luncheon Reservation Form by the designated date to ensure an accurate lunch count.

### **STATE OFFICER CANDIDATES:**

Your chapter may have **two** state officer candidates. However, you may have any number of students apply for the state parliamentarian position. Any student wishing to be considered for state parliamentarian must have at least one year remaining in high school, complete an application, and take the Introduction to Parliamentary Procedure written test. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest, who has completed an application form, and who has gone through the interview process will be appointed as state parliamentarian. All necessary

information and forms needed to apply can be found in the State Officer Candidate Guide, which is part of this publication.

**NATIONAL OFFICER CANDIDATES:**

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA High School State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the State Executive Board (which consists of the State Chair, State Advisers, and State President) or the State Chair to determine the national officer candidate from North Dakota.

Guidelines and forms can be found in the State and National Officer Candidate Guides, which are part of this publication.

**MEMBERSHIP:**

Be certain all students attending the FBLA State Leadership Conference have joined both the state and national FBLA chapters. Dues--\$10 (\$4 state and \$6 national) must be paid to the national membership address by **February 1, 2023**, in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

**ND FBLA HIGH SCHOOL CALENDAR FOR 2023 STATE LEADERSHIP CONFERENCE  
“ONE ASSOCIATION FOR SERVICE, EDUCATION & PROGRESS”**

<b>State Office Address (Bismarck)</b>	<b>State and National Dues Address — (\$10)</b>	<b>SLC Registration Fee Address — (\$65 for members and advisers)</b>
Jessica DeVaal, FBLA State Chair Dept. of Career & Tech. Education 600 East Boulevard, Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 <a href="mailto:jdevaal@nd.gov">jdevaal@nd.gov</a>	<a href="http://www.fbla.org">www.fbla.org</a>  <b>ONE CHECK</b> is sent to the National Office.	FBLA Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390  <b>CHECKS MADE OUT TO: ND FBLA</b>

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

- Dec. 1, 2022** Postmark deadline for submitting North Dakota FBLA Bylaw Amendments (**sent to Bismarck**)
- Feb. 1, 2023** Last day to postmark state and national dues. **Dues of \$10 must be postmarked directly to national office in order to participate in State Leadership Conference.**  
Online submission deadline for:  
 Businessperson of Year and Honorary Membership nominations  
 Who's Who in FBLA Form  
 Market Share Award form  
 Postmark deadline for:  
 State officer candidate applications (**sent to Bismarck**)  
 National officer candidate applications (**sent to Bismarck**)
- February 6** Online submission deadline for:  
 Conference and competitive event registration – including Code of Conduct forms for each student.  
 Reports: American Enterprise Project, Business Plan, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project written reports (**uploaded online by 5 pm CST**)  
 Campaign Luncheon Reservation Form  
 Chapter Hotel form  
 Postmark deadline for:  
 Registration fee for State Leadership Conference (**mailed to fiscal agent, check made out to ND FBLA**)  
 Hotel Reservation forms (**sent directly to hotel**)
- February 13** Online submission deadline for: (**uploaded online by 5 pm CST**)  
 Business Ethics case summary  
 Future Business Leader and Job Interview materials  
 Digital Video Production URL  
 Reports: Business Financial Planning and Project Awareness written reports  
 Chapter Scrapbook-Digital
- March 1** Online submission deadline for:  
 Completed pre-conference tests (**uploaded online by 5 pm CST**)
- March 2** Online submission deadline for:  
 Go for North Dakota Gold (**online form submitted by 5 pm CST**)
- April 2-4** State Leadership Conference, Bismarck  
*Bring along Code of Conduct forms and Consent, Medical Release Forms (to be kept with adviser)*
- April 19** Deadline to notify ND FBLA of intent to compete at National Leadership Conference
- June 27-30** National Leadership Conference, Atlanta, GA

## **REGISTRATION PROCEDURES**

1. *All students attending must be in grades 7-12 and must have paid North Dakota FBLA 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 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 ADMINISTRATING CONDUCT OF FBLA 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 adviser/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 uploaded with conference 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**  
**56<sup>TH</sup> ANNUAL**  
**FBLA STATE LEADERSHIP CONFERENCE**

**“ONE ASSOCIATION FOR  
SERVICE, EDUCATION & PROGRESS”**

Bismarck Event Center  
Bismarck, ND

**SUNDAY, April 2, 2023**

- 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, April 3, 2023**

- 7:30-3:00 Objective 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**  
*(2023-2024 North Dakota FBLA High School 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
- TBD 2023-2024 State Officer Election
- 5:00-11:00 Chapter Dinner/Chapter Activities
- 11:00 p.m. Curfew (all students in their rooms)

**TUESDAY, April 4, 2023**

- 9:00-11:00 Awards of Excellence Program
- 11:30-12:30 Luncheon Meeting of Retiring and New FBLA High School 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, Inc. These events are based on projects developed from the goals of FBLA and the curricula of business education programs.

FBLA 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 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 competitive events have been fully correlated against the Business Education Curriculum Standards published by the National Business Education Association.

## **General Information**

North Dakota FBLA High School events are divided into three categories: individual, team, and chapter events.

- A member may participate in one chapter event presentation.
- A member may compete in one or two events, which can be either team or individual.
- A member may enter only one individual/team interview or performance event. This includes the following events: Broadcast Journalism, Business Plan, Business Ethics, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, Electronic Career Portfolio, Entrepreneurship, Future Business Leader, Graphic Design, Impromptu Speaking, International Business, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Marketing, Parliamentary Procedure, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Sports and Entertainment Management, and Website Design.

- A member taking the Introduction to Parliamentary Procedure test only for consideration as state parliamentarian is not classified as an official participant entering an event and may compete in other 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 national office by the designated deadline are not eligible to participate in state competitive events. Membership in FBLA is unified on local, state, and national levels and is not available separately.

## 2022 – 2023 North Dakota FBLA High School Competitive Events

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	American Enterprise Project <i>(up to 3 members per presentation team)</i>
Chapter	1	Chapter Activities Scrapbook-Digital <i>(North Dakota only event)</i>
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Community Service Project <i>(up to 3 members per presentation team)</i>
Chapter	1	Local Chapter Annual Business Report <i>(up to 3 members per presentation team)</i>
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Partnership with Business Project <i>(up to 3 members per presentation team)</i>
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Project Awareness <i>(North Dakota only event)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Broadcast Journalism*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Ethics*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Financial Planning <i>(2 to 3 members per team)</i> <i>(North Dakota only event)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Plan*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Computer Game & Simulation Programming*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Data Analysis*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Digital Video Production*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Entrepreneurship*** <i>(1 to 3 members per team)</i>
Team	Unlimited	FBLA Acalympics <i>(3 to 5 members per team)</i> <i>(North Dakota only event)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Graphic Design*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	International Business*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Introduction to Business Presentation*** <i>(1 to 3 members per team)</i> <i>(Grades 9-10 only)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Introduction to Social Media Strategy*** <i>(1 to 3 members per team)</i> <i>(Grades 9-10 only)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Marketing*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Parliamentary Procedure*** <i>(4 to 5 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Service Announcement*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Publication Design*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Sales Presentation*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Social Media Strategies*** <i>(1 to 3 members per team)</i>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Sports and Entertainment Management*** <i>(1 to 3 members per team)</i>

<b>EVENT TYPE</b>	<b>ENTRANTS ALLOWED</b>	<b>EVENT TITLE</b>
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Website Design*** <i>(1 to 3 members per team)</i>
Individual	Unlimited	Accounting I <i>(First-year Accounting students only)</i>
Individual	Unlimited	Accounting II
Individual	Unlimited	Advertising
Individual	Unlimited	Agribusiness
Individual	Unlimited	Business Calculations
Individual	Unlimited	Business Communication
Individual	Unlimited	Business Law
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Computer Applications
Individual	Unlimited	Computer Problem Solving
Individual	Unlimited	Cyber Security
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Database Design & Application
Individual	Unlimited	Economics
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Electronic Career Portfolio***
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Future Business Leader***
Individual	Unlimited	Health Care Administration
Individual	Unlimited	Human Resource Management
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Impromptu Speaking***
Individual	Unlimited	Insurance and Risk Management
Individual	Unlimited	Introduction to Business Concepts <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to Business Communication <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to Business Procedures <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to FBLA <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to Financial Math <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to Information Technology <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to Marketing Concepts <i>(Grades 9-10 only)</i>
Individual	Unlimited	Introduction to Parliamentary Procedure <i>(Grades 9-10 only)</i>
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Introduction to Public Speaking*** <i>(Grades 9-10 only)</i>
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Job Interview***
Individual	Unlimited	Journalism
Individual	Unlimited	Organizational Leadership
Individual	Unlimited	Personal Finance
Individual	Unlimited	Political Science
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Speaking***
Individual	Unlimited	Securities and Investments
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Spreadsheet Applications
Individual	Unlimited	Supply Chain Management
Individual	Unlimited	UX Design
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Word Processing

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Recognition Award		Adviser Length of Service Award
Recognition Award		American Heart Association fundraising
Recognition Award		Business Achievement Awards
Recognition Award		Businessperson of the Year
Recognition Award		Chapter of the Month
Recognition Award		Dorothy L. Travis Outstanding Chapter Award
Recognition Award		Go for North Dakota Gold
Recognition Award		Honorary Membership in North Dakota FBLA
Recognition Award		Largest Local Chapter Membership
Recognition Award		Largest Percentage of Increase in Local Chapter Membership
Recognition Award		LifeSmarts
Recognition Award		Local Chapter Who's Who
Recognition Award		March of Dimes fundraising
Recognition Award		Market Share Award
Recognition Award		Member of the Month
Recognition Award		Membership Achievement Award
Recognition Award		North Dakota Who's Who
Recognition Award		Outstanding Local Chapter Adviser
Recognition Award		State Officer Who's Who
Recognition Award		Stock Market Game
Recognition Award		Virtual Business Challenge

**\*\*\*Students may enter only one of the events marked with asterisks.**

## List of Hotels and Rates 2023 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	701-663-7401	Single: \$88.20 Double: \$96	Yes
Bismarck Hotel & Conference Center	800 S. 3 <sup>rd</sup> Street Bismarck, ND	701-258-7700	Single: \$88.20 Double: \$100	
Candlewood Suites	4400 Skyline Crossing Bismarck, ND	701-751-8900	\$94.00	
Comfort Inn	929 Gateway Ave Bismarck, ND	701-223-4009	\$79.00	Yes
EverSpring Inn & Suites	200 Bismarck Expressway Bismarck, ND	701-222-2900	\$85.00	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	Prevailing State Rate	Yes
Fairfield Inn & Suites South	135 Ivy Avenue Bismarck, ND	701-223-9293	Prevailing State Rate	Yes
Holiday Inn	3903 State Street Bismarck, ND	701-751-8240	\$114	
Home 2 Suites by Hilton	1129 W. Turnpike Bismarck, ND	701-751-3400	Single: \$129 Double: \$149	Yes
My Place Hotel	2640 Centennial Road Bismarck, ND	701-751-5080	\$85.00	
Quality Inn	1030 E. Interstate Ave Bismarck, ND	701-223-1911	\$74.00	
Radisson Hotel	605 E Broadway Ave Bismarck, ND	701-712-6475	Single: \$88.20 Double: \$95.10	
Ramada Bismarck Hotel	1400 E. Interchange Bismarck, ND	701-258-7000	Single: \$88.20 Double: \$96.00	Yes
Residence Inn North	3421 N. 14 <sup>th</sup> Street Bismarck, ND	701-258-6088	Single: \$88.20 Double: \$99	Yes
Wingate by Wyndham	1421 Skyline Blvd. Bismarck, ND	701-751-2373	\$88.20	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, social media, 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 <sup>st</sup> Choice:		\$	
2 <sup>nd</sup> 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 February 1<sup>st</sup> to:**

**Jessica DeVaal**  
**Dept. of Career and Technical Education**  
**600 East Boulevard Ave., Dept. 270**  
**Bismarck, ND 58505-0610**  
[jdevaal@nd.gov](mailto:jdevaal@nd.gov)



# Hotel Reservation FBLA State Leadership Conference

Hotel	Conference Dates <b>April 2-4, 2023</b>	Submit No Later Than <b>February 6, 2023</b>
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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"/> April 2-3, 2023 <input type="checkbox"/> April 3, 2023 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)

- Fall Leadership Conference       State Leadership Conference       National Leadership Conference

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

### ND FBLA Code of Conduct

FBLA members have an excellent reputation. Your conduct at every FBLA 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.
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 ND FBLA 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 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 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.**



American  
Heart  
Association.

# **ND FBLA has Heart**

## **Can I raise donations online?**

YES! You may register online at [www.heart.org/americanheartchallenge](http://www.heart.org/americanheartchallenge)  
Find Your School and Sign Up! You can then begin fundraising online.

## **What do I do with the cash and checks from our fundraising event?**

1. Please convert cash to a cashier's check at your local bank.
2. Fill out the information at the bottom of this form, cut on the dotted line, and mail it along with your checks to:

**Jordan Goedtel**  
**2750 Blue Water Rd, Suite 250**  
**Eagan, MN 55121**

### **North Dakota FBLA - American Heart Association Fundraiser**

Your School Name: \_\_\_\_\_ FBLA Region: \_\_\_\_\_

City: \_\_\_\_\_ Adviser Name: \_\_\_\_\_

Adviser Phone: \_\_\_\_\_ Adviser Email: \_\_\_\_\_

Type of Event you executed: \_\_\_\_\_

**STATE  
OFFICER  
CANDIDATE  
GUIDE**

Dear Prospective High School State Officer Candidate:

Congratulations! You have taken the first step toward running for a state office.

This guide provides you with essential information and steps that you need to know to become a state officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other state officer candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. You will have to persuade the voting delegates at the State Leadership Conference (SLC) that you are the one for the job!

Preparing, campaigning, speaking—all come together to form a learning experience you will use for the rest of your life. The experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a state officer candidate alone. You need the support and encouragement of many people.

- Your parents and school administrator need to be informed and support your effort. They also need to approve and sign your application form.
- Your local adviser will need to approve and sign your application for state office and serve as your coach and guide through the entire process. Your adviser is also the link to the FBLA state director.
- Your chapter officers and members need to support your candidacy and rally behind your campaign.

Please read this guide carefully to make sure you meet the qualifications and adhere to the deadlines.

By the way . . . it is fun! Good luck!

Jessica DeVaal  
North Dakota FBLA State Chair

## COMMENTS FROM FORMER STATE OFFICERS

"We are just ordinary members who have the determination and desire to strive for the best we can be. You should never feel that you have to be extra-special to fill the shoes of a state officer; you just must be willing to put much effort and enthusiasm into the job."

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"I never really thought becoming a state officer could be reality for me. It was hard for me to put myself in that role, because I would go to our State Leadership Conference and see people standing on the stage, and I was in awe! I didn't think it could happen! But I asked them what was involved, and that's what really got me going. I thought, 'Yes, I think I can do that!'"

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Initially, the idea of being a state officer intimidated me, and I didn't always see myself as a leader. But once I was in the role, the experience of being a state officer provided me the opportunity to develop and better understand my leadership abilities, to collaborate with a driven team of other students, and to help grow ND FBLA for the next group of members. It's an opportunity I'll always be thankful for!

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"We have the determination and drive to reach out and really try for what we think is the highest point. I think that's also what makes a chapter successful—those who are willing to go out and work for it and make it a success. We're not that much different from other members."

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"Becoming a state officer was a way of developing professionalism in myself and incorporating all that I had learned, both in the classroom and in membership in FBLA."

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"Without FBLA I would not have been able to experience so many wonderful and unforgettable events. I know that as I become a leader in society, I'll always remember what FBLA has done to prepare me. I just wish that every high school student could experience all the great things that I have."

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"Though I didn't up in a business career, I owe a deal of my organizational capacity and social dexterity to my time in FBLA. The ideas you explore (professional interactions, time management, and financial finesse, and ethics, among other skills) will give you a winning hand in modern life. All you need to bring is an entrepreneurial spirit, and the social circle that fosters that spirit is what you will find in FBLA. It is my hope that you will find the things that I did in FBLA: the responsibilities of a true leader, and the friends to help you navigate them."

## THE DECISION TO RUN FOR STATE OFFICE

FBLA chapters are urged to recruit applicants for state office. Applicants should be selected from among the leaders in the local FBLA High School chapter. Chapters may have two candidates for state office, and they may have one or more applicants for state parliamentarian.

Service as an FBLA High School state officer is one of the ultimate achievements a member can attain. The planning, organization, and execution of a state officer campaign is a valuable leadership experience. The decision to run for office should be taken very seriously.

This guide provides information about state officer candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this **entire** document before finalizing your decision to run for office to ensure that all eligibility requirements have been met and that the commitments required of state officers can be met.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether have the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a state officer.

Before you begin to fill out the state officer application, the following should be carefully reviewed and considered:

- Review the entire guide to become thoroughly familiar with state officer responsibilities and election requirements.
- FBLA High School members elected to state office for one Career and Technical Student Organization (DECA, FFA, FCCLA, HOSA, SkillsUSA, or TSA) may not serve in the capacity of a state officer for North Dakota FBLA. In other words, if you are elected to state office in FBLA, you may not hold state office in another Career and Technical Student Organization during the same year.
- Meet with your local adviser, parents, school administrators, employers, and other significant parties to discuss running for state office and to gain their support.
- Obtain the support of your local chapter adviser as this is of the utmost importance. You and your adviser are a team as you carry out your state officer duties and responsibilities.
- Study FBLA's mission, history, bylaws, publications, programs, and activities. Local advisers should have copies of these materials.

After careful review and consideration of these points, the applicant should begin to complete the officer application and plan the campaign.

## QUALIFICATIONS AND PROCEDURES FOR HIGH SCHOOL STATE OFFICE

1. All candidates must:
  - Have an adviser at their school who will support the member's candidacy.
  - Be a paid member in good standing in an FBLA High School chapter at the school in which are enrolled.
  - Have taken or be currently enrolled in a business or business-related class.
  - Have held or now hold a local leadership position in FBLA or another organization.
  - Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, HOSA, SkillsUSA, or TSA) while serving as an FBLA High School state officer.
  - Possess keyboarding skills.
  - Have at least one year remaining in high school.
  - Be present at the Fall Leadership Conference and the State Leadership Conference during their term.
  - Agree to attend all meetings and conferences as outlined on the "Suggested Timeline," which is contained in this guide.
  - Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
  - Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.
2. Each of the four regional vice presidents shall be from the same region they are to represent.
3. Candidates for president, regional vice president, secretary, treasurer, social media coordinator, historian, and parliamentarian shall submit the following items to the state director postmarked by February 1, 2023.
  - An application for state office.
  - A resume not to exceed two pages.
  - A website permission form.
  - A **digital** head and shoulders photo for publicity, which should be e-mailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov).
  - A brief article for the North Dakota FBLA website which outlines your qualifications for office. (This is to be emailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov)).
  - A statement of priorities and objectives to be accomplished during the term of office.
  - A letter of recommendation from the school superintendent, principal, CTE director or head of the business department.
4. All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director two weeks before the State Leadership Conference.
5. All candidates except parliamentarian shall be elected by a majority vote of the voting delegates of each chapter using a ranked ballot at the State Leadership Conference. The parliamentarian must take the Introduction to Parliamentary Procedure test, and the candidate with the highest score will be appointed state parliamentarian.
6. All candidates will be interviewed prior to the state conference. The interview screening committee will be composed of current state officers and state advisers. Candidates, except parliamentarian, must bring samples of their campaign materials. Interviews will take place over Zoom or Microsoft Teams.
7. Candidates, except parliamentarian, will bring a copy of their campaign financial disclosure statement to conference headquarters by 8:30 am on Monday of the State Leadership Conference.
8. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state office.

## DUTIES AND RESPONSIBILITIES OF ALL STATE OFFICERS

1. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but for North Dakota FBLA.
2. All state officers are **required** to attend all State Officer meetings (including monthly Zoom meetings), State Officer Training, the Fall Leadership Conference, and the State Leadership Conference. State officers are encouraged to attend the National Fall Leadership Conference and the National Leadership Conference.
3. All officers shall:
  - Prepare and present workshops for the Fall Leadership Conference (FLC) and/or the State Leadership Conference (SLC).
  - Meet timelines for submitting FLC and/or SLC scripts, working closely with your adviser.
  - Understand that the workshop timelines must be met in order to present the workshop.
  - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
  - Portray the proper image when representing the organization by wearing your state officer uniform.
  - Use correct grammar, display proper manners and etiquette, maintain a positive attitude, and demonstrate effective public relations skills in working with individual members and chapters.
  - Be a good listener.
  - Prepare appropriate speeches when asked to visit schools, conferences, and business and civic groups.
  - Contribute ideas for the Program of Work at State Officer Training.
4. Officers must keep up to date on correspondence and send a copy of all official emails, memos, and letters to the state director and state president promptly. All correspondence and reports must be co-signed by the officer's local chapter adviser and e-mails must be copied to local advisers.
5. Each officer is responsible for a monthly officer report based on the Program of Work, which will be developed at State Officer Training.
6. All officers will be supplied with state officer FBLA binders during their term of office. The binders, which contain a calendar, FBLA bylaws, correspondence, reports, minutes, etc., will be kept up to date by the officers.
7. Support the FBLA Dress Code for professional dress and always dress in the proper FBLA "uniform" when applicable. (Refer to the ND FBLA Handbook for dress code.)
8. Each elected officer will fill out a blanket permission form, which will be in effect for the entire term of office and kept by the state director.
9. A candidate for any office must agree that in case they enroll later in a school in which there is not an active chapter, they will resign the office.
10. All officers shall install incoming officers at the State Leadership Conference.
11. Additional responsibilities:
  - Communicate with FBLA members through the North Dakota FBLA website and social networking sites by submitting articles and videos as assigned.
  - Support your region and its activities.
  - Support and promote the activities in the Program of Work.
  - Have a good working knowledge of parliamentary procedure.
  - Work closely with local adviser and state director. Keep them informed at all times.

- Communicate with other state officers. Give fellow officers full support. Remember, the officer team is only as strong as its weakest member.
- Work with the local chapter. Let the members benefit from having a state officer. Remember, all officers need the support of their chapters to be truly successful.
- Recognize the outstanding work of others.
- Recruit new members and chapters.
- Have a positive attitude as you are always in the public eye.
- Obtain corporate sponsorships, as assigned in Program of Work.
- Actively work toward and progress in achieving recognition in the Business Achievement Awards program.
- Assist in the promotion and development of FBLA.

## ***DUTIES OF THE STATE PRESIDENT***

In addition to the duties listed for all state officers, the state president shall:

1. Preside over and conduct all State Officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the North Dakota FBLA bylaws. Preside over the Fall Leadership Conference and the State Leadership Conference.
2. After discussing agenda items with the state director, send the agenda and notice of all meetings to all state officers, their advisers, the state advisers, and the state director at least ten working days prior to each meeting.
3. Serve as a voting delegate at the National Leadership Conference.
4. Appoint committees and committee chairpersons and serve as an ex-officio member of all committees.
5. Lead the state officer team in planning the program of work and presenting at conferences.
6. Give the state report at the National Leadership Conference.
7. Accept any state awards at the National Leadership Conference.
8. Serve as a model representative for FBLA public relations and assist in the promotion and development of FBLA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.
9. Work closely with the state director.

## ***DUTIES OF THE REGIONAL VICE PRESIDENTS***

In addition to the duties listed for all state officers, the regional vice presidents shall:

1. Assist the president as needed and be prepared to act in the president's place, if necessary.
2. Solicit news from the local chapters in their regions using the Chapter Check-In online form and submit for publication on the ND FBLA website.
3. Serve as a voting delegate, on a rotational basis, at the National Leadership Conference.
4. Work closely with the state director.

## ***DUTIES OF THE STATE SECRETARY***

In addition to the duties listed for all state officers, the state secretary shall:

1. Keep an accurate record of all state officer meetings.
2. Publish and email minutes of the state officer meetings within ten working days after the meeting to all state officers, their advisers, the state advisers, and the state director.
3. Work closely with the state director.

## ***DUTIES OF THE STATE TREASURER***

In addition to the duties listed for all state officers, the state treasurer shall:

1. Present the financial report at each State Officer meeting.
2. Lead the recruitment efforts for securing corporate sponsors and assist the state office in keeping accurate record of corporate sponsors.
3. Work closely with the state director.

## ***DUTIES OF THE STATE HISTORIAN***

In addition to the duties listed for all state officers, the state historian shall:

1. Prepare and present the conference flashback at the Fall Leadership Conference.
2. Work with the social media coordinator in disseminating information on all ND FBLA social networking sites.
3. Work closely with the state director.

## ***DUTIES OF THE STATE SOCIAL MEDIA COORDINATOR***

In addition to the duties listed for all state officers, the state social media coordinator shall:

1. Maintain the ND FBLA social media accounts and develop content with assistance from the state officer team.
2. Submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters.
3. Work closely with the state director.

## ***DUTIES OF THE STATE PARLIAMENTARIAN***

In addition to the duties listed for all state officers, the state parliamentarian shall:

1. Advise the state president on parliamentary procedure during State Officer meetings and at conferences.
2. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.
4. Have a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the North Dakota bylaws, the national bylaws at every meeting.
5. Make sure the bylaws are kept up to date and are followed accurately at all times.
6. Work closely with the state director.

## **STATE OFFICER ADVISER RESPONSIBILITIES**

1. Advisers are asked to attend state officer training and other state officer meetings with their officer. Advisers are also required to chaperone their officers at the National Leadership Conference.
2. The adviser shall oversee the duties of their state officer and shall keep in contact with the state director on matters concerning the state chapter.

## **GENERAL ADVISER OVERVIEW**

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until their term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer's term of office.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows their support to the officer and organization.

The adviser and officer need to work together closely on the workshops for the Fall Leadership Conference and/or State Leadership Conference. Timelines will be set at State Officer Training and the adviser needs to guide the student through this assignment. The adviser should review workshop content and materials, and make sure that the officer practices the workshop prior to presenting the workshop. Any changes and/or suggestions made at rehearsals need to be followed up by the adviser.

The local adviser should work closely with the state director to keep him/her informed of the officer's progress with projects and any challenges that may arise.

The local adviser should proofread all correspondence before mailing as well as sign their name. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

## **STATE OFFICER TRAINING**

The date and site for the 2023 State Officer Training is set for June 12-15, 2023, in Bismarck. While at training, all lodging and meal costs for the students will be covered by North Dakota FBLA.

Training will take place over four days between the end of the school year and the start of the National Leadership Conference. Among the many tasks and activities to be completed during officer training, the most important will be to develop a program of work to guide the team throughout the year. Time will also be spent on the development of the Fall and State Leadership Conferences.

## **FINANCIAL NOTES**

Funds are available to cover lodging for each state officer to attend all trainings. Most food expenses will also be paid by ND FBLA, but there may be instances at conferences, when the officer and adviser are expected to pay for food depending on time and situations. Travel to and from conferences is the chapter's responsibility unless they are required to arrive ahead of the chapter. Adviser expenses should be entered into BRP for CTE travel reimbursement for CTE approved Business Education programs.

Name badges will be provided for newly elected officers. Replacement badges will be at the expense of the state officer.

Hotel rooms will be provided at the Fall and State Leadership Conferences (officer team will room together).

Each officer will be provided with an officer uniform (business suit) that must be worn at all official FBLA functions.

Each officer will be provided with an FBLA polo shirt that must be worn when traveling for FBLA and at "casual" FBLA conference functions.

Officers and/or their chapters will need to pay for the following:

- Dress shoes to be worn with their officer uniform
- Khaki pants and appropriate shoes to be worn with their FBLA polo shirt
- National Fall Leadership Conference and/or National Leadership Conference expenses

## ***ELECTION PROCEDURES FOR PRESIDENT, REGIONAL VICE PRESIDENT, SECRETARY, TREASURER, HISTORIAN, AND SOCIAL MEDIA COORDINATOR***

1. All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director two weeks before the State Leadership Conference.
2. All candidates must attend a candidate interview prior to the State Leadership Conference.
3. Examples of all campaign materials must be approved at the above-mentioned interview. At that time candidates will be apprised of campaign rules and procedures and be allowed to ask appropriate questions.
4. There is a spending limit of \$300 per candidate. All candidates, except parliamentarian, will submit a copy of their financial disclosure statement at conference headquarters by 8:30 am on the Monday of the State Leadership Conference.
5. Candidates may use posters, brochures, candy, or other means to advertise their candidacy. Following the nomination of the candidates, the campaign materials may be posted only in designated areas. Any food must be commercially packaged and sample size. Due to venue guidelines, no beverages (including bottled water) may be distributed at the booth. Venue guidelines also state that gum and stickers may not be distributed. Campaign materials must meet the guidelines of the venue.
6. It is suggested that each candidate bring approximately 150 printed items to be given away at campaign booths. However, candidates may want to have a larger quantity of candy to be given away.
7. Any give-aways must be something that can be given to anyone who visits the campaign booth. Specific items may be given just to voting delegates, but it must be something that each voting delegate would receive. Raffle/drawing items or giveaways that would go to just one person are not allowed.
8. At the statewide candidates' nomination session, the candidate will give a speech of two minutes stating their platform and qualifications for office. There will be no speeches given by campaign managers. No skits, music, dances, props, etc. will be allowed as part of the two-minute speech.
9. At the end of the statewide candidates' nomination session, chapter advisers will pick up voting delegate ribbons and voting delegate cards. The voting delegates will be required to visit each candidates' booth and ask questions of the candidates. (Voting delegates only need to visit the booths of regional vice president candidates from their region.) After visiting the booth and asking questions, the candidates or their campaign manager will stamp the card. Voting delegates will have to turn in a completely stamped card in order to be allowed to vote.
10. Each candidate will be provided a campaign booth (size 10' x 10' with a 8' x 30" table and 2 chairs). Candidates and only two helpers will be allowed to set up campaign booths ½ hour prior to the start of campaigning. Helpers must be chapter members, not advisers. Due to venue guidelines, signs can't be pinned to the curtains of your booth – if you plan to hang a sign, please have grommets or holes that can be used to hang the sign. Shower hooks work great to hang things from the pipes.
11. **Campaigning is restricted to the designated area and designated time. No campaigning in hotels where chapters may be staying.**
12. Candidates or the campaign manager will be required to stamp the card of voting delegates after they have had the opportunity to ask questions of the candidates. **Voting delegates will not be allowed**

**to vote if they have not had their card stamped by all candidates, so it is important that this task be completed.**

13. Business attire is required in campaign booths. No costumes or clothing items, such as t-shirts, with campaign slogans will be allowed.
14. No equipment requiring electricity may be used at a campaign booth or as part of the campaign since we cannot guarantee that each candidate will have access to an electrical outlet.
15. No campaign materials are to be in the halls, on doors, or other public areas of the conference facility. No handouts or favors at the general sessions. Materials can only be given out at campaign booths.
16. No campaigning may be done using the hotel's phone system or via social networking.
17. If an office is not filled at the SLC, applications will be accepted from qualified applicants following the SLC and the vacancy will be filled by appointment.
18. The election of officers will be by electronic ranked ballot of voting delegates. Each chapter is entitled to send 2 to 4 voting delegates to the State Leadership Conference according to the number of active members (under 50 members—two voting delegates; 50-100 members—three voting delegates; over 100 members—four voting delegates). These delegates will vote on the candidates following instructions from the members of their chapter in attendance.
19. State officer candidates may run for a national FBLA office at the same time as running for a state office.

## CAMPAIGN TIPS

One of the highlights of FBLA conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks that need to be done is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Some campaigning suggestions include:

1. Have a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.
2. Integrate the campaign theme throughout the campaign speech.
3. Be sure **not** to include equipment requiring electricity.
4. Develop some way to state the candidate's qualities, ideas, and goals, such as a fact sheet or brochure.
5. Have giveaways (candy, pens, etc.). **Any food items must be commercially prepared and wrapped. Due to venue guidelines, giveaways cannot be gum or stickers.** Any giveaways must be something that can be given to anyone who visits the campaign booth. Specific items may be given just to voting delegates, but it must be something that each voting delegate would receive. Raffle items or giveaways that would go to just one or two persons are not allowed.
6. There is a spending limit of \$300 per candidate.
7. It is suggested that each candidate bring approximately 150 printed items to be given away at campaign booths. However, candidates may want to have a larger quantity of candy to be given away.
8. Make posters or other means of catching attention.
9. Have the candidate visible and prepared to talk to people and answer questions.
10. Develop a campaign budget and stick to it.
11. Practice your campaign speech in front of others and have them ask practice questions to help you prepare for the "real thing."

**Candidates and/or their chapter are responsible for cleaning up campaign materials.**

## TENTATIVE MEETING/CONFERENCE DATES

Dec. – Jan.

- Get approval of local chapter adviser
- Complete State Officer Candidate Application
- Prepare resume
- Complete website permission form
- Have head and shoulders photo taken
- Write a brief article outlining your qualifications for office
- Write a statement of priorities and objectives
- Secure a letter of recommendation from the school superintendent, principal, or CTE director or head of the business department
- Choose campaign manager(s)
- Establish platform

Feb 1 **Postmark date** for completed application packet to state director

Feb. – Mar. Plan campaign

March 20 All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director

Mid-March Candidate interviews and screening of campaign materials (over Zoom or Teams)

April 2 – 4 State Leadership Conference

April 3

- Candidate financial disclosure statements submitted at conference headquarters by 8:30 am
- Parliamentarian Exam
- Candidate nomination session—give speeches
- Candidate campaign booths-- Candidates or campaign manager will be required to stamp the card of voting delegates after they have had the opportunity to ask questions of the candidates. Voting delegates will not be allowed to vote if they have not had their card stamped by all candidates, so it is important that his task be completed.
- Election for president, regional vice presidents, secretary, treasurer, historian, and social media coordinator

April 4

- Installation at Awards Session
- Meeting with outgoing officers and state chairperson

June 12 – 15 State Officer Training, Bismarck

June 27 – 30 National Leadership Conference, Atlanta, GA

July – March Monthly State Officer Meetings on Zoom

September State Officer Meeting (in person)

October Fall Leadership Conference, Bismarck

March State Leadership Conference, Bismarck

## **NORTH DAKOTA FBLA STATE OFFICERS CODE OF CONDUCT**

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by the code.

State officers who violate or ignore any of the following subject themselves to:

- A. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local adviser/state director.
- B. Have any honors or offices cancelled and withdrawn.

### **CODE OF CONDUCT**

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
3. State officers shall abide by the North Dakota FBLA Dress Code.
4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions which in any way could raise questions as to moral character or conduct.
6. State officers shall treat all members equally.
7. State officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations and/or buildings will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to their local adviser and the state director.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.
10. State officers must adhere to set curfews at all meetings and conferences. Any curfew violation may result in removal from office.

## **NATIONAL OFFICER CANDIDACY**

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the ND FBLA Executive Board or the ND FBLA State Director to determine the national officer candidate from North Dakota.



**North Dakota State Officer and State Parliamentarian Application**  
 North Dakota State Board for Career and Technical Education

**DEADLINE:**

Postmark (not postage meter stamp) no later than February 1, 2023

**MAIL COMPLETED MATERIALS TO:**

Jessica DeVaal  
 FBLA State Director  
 Career and Technical Education  
 600 East Boulevard Ave., Dept. 270  
 Bismarck, ND 58505-0610

Each local officer applicant and local chapter adviser must complete this form and mail it with all attachments to the state director.

**Application attachments:**

1. A resume, no more than two pages, which includes your qualifications for office.
2. Website Permission Form
3. Head and shoulders picture. (digital, emailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov))
4. Brief article outlining your qualifications for office for publication on the North Dakota FBLA website. (emailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov))
5. A statement of priorities and objectives to be accomplished during the term of service.
6. A letter of recommendation from your local chapter adviser or an administrator at your school.

**APPLICATION MUST BE TYPED**

Office Sought	Should I be elected/appointed as a state officer, I am interested in running for a national office <input type="checkbox"/> Yes <input type="checkbox"/> No	Region <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV
Name	Birth Date	Age
Home Address	City/State/Zip	Home Phone
Mailing Address (if different from home address)		
Email Address	Grade Next Year <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
School Name	Mailing Address	
City/State/Zip	School Phone	School Fax
Adviser Name	Adviser's Email Address	Best time to call
FBLA or Other Offices Held	No. of Years as an FBLA Member	

**Business Subjects Completed, or Enrolled in This Year:**

Subject	Year	Subject	Year	Subject	Year

Parent's/Guardian's Name	Mailing address
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**NORTH DAKOTA STATE OFFICER AND STATE PARLIAMENTARIAN APPLICATION**

**CERTIFICATION FOR STATE OFFICER APPLICANT**

The responsibility for sponsoring a North Dakota state officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for state office. Materials must then be submitted to the state director postmarked by designated date. Faxes will not be accepted.

The local chapter adviser and applicant must be familiar with the general regulations that govern the nomination and election of state officers as presented in the bylaws and the State Officer Candidate Guidelines. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are not allowed to transport themselves to any meetings/conferences.

**CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.**

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian to \_\_\_\_\_, I agree to support their candidacy and, if elected, their term as a North Dakota FBLA state officer.

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION BY LOCAL CHAPTER ADVISER**

The credentials for \_\_\_\_\_ are attached. The applicant meets the qualifications for the office indicated. If elected, they will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_

Adviser's Cell Phone #: \_\_\_\_\_ Adviser's Email: \_\_\_\_\_

**CERTIFICATION BY SCHOOL ADMINISTRATOR**

The school supports this candidacy and will ensure the candidate's attendance at all North Dakota chapter activities.

School Administrator's Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## North Dakota FBLA High School State Officer Candidate Website Permission

*The North Dakota FBLA website is one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.*

The North Dakota Future Business Leaders of America is authorized to publish the following on their website (check all to which you agree):

- Name
- Email Address
- Photo

Print Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_  
(if above individual is less than 18 years of age)

Date: \_\_\_\_\_

**Include with FBLA High School State Officer Candidate Materials**



**NATIONAL  
OFFICER  
CANDIDATE  
GUIDE**

## NATIONAL OFFICER CANDIDACY

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA High School State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the ND FBLA Executive Board or the ND FBLA State Director to determine the national officer candidate from North Dakota.

### QUALIFICATIONS AND PROCEDURES FOR NATIONAL OFFICE

1. All candidates must:
  - Have an adviser at their school who will support the member's candidacy.
  - Be a paid member in good standing in an FBLA High School chapter at the school in which they are enrolled.
  - Have taken or be currently enrolled in a business or business-related class.
  - Have held or now hold a state officer position in ND FBLA.
  - Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, HOSA, SkillsUSA, or TSA) while serving as an FBLA national officer.
  - Possess keyboarding skills.
  - Have at least one year remaining in high school.
  - Be present at the Fall Leadership Conference and the State Leadership Conference during their term.
  - Agree to attend all meetings and conferences as outlined on the "Suggested Timeline," which is contained in this guide.
  - Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
  - Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.
  - All requirements and regulations governing North Dakota FBLA state officers are also applicable to national officer candidates or members who have been elected or appointed to national office. (Please review those requirements and regulations in the State Officer Candidate Guide.)
2. The candidate must obtain a copy of the FBLA High School National Officer Candidate Guide.
3. Application: If the candidate is applying as a ND FBLA state officer candidate, answer the question regarding running for national office on the ND FBLA State Officer application and complete that application packet. If you are a previous state officer and not running again, file a North Dakota Application for National Officer Candidacy and a FBLA National Officer Application by their prescribed deadlines and fulfill both sets of qualifications. Candidates for national office shall submit the following items to the state director postmarked by February 1, 2023.
  - A ND application for national officer candidacy.
  - A resume not to exceed two pages.
  - A website permission form.
  - A **digital** head and shoulders photo for publicity, which should be e-mailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov).
  - A statement of priorities and objectives to be accomplished during the term of office.
  - A letter of recommendation from the local chapter adviser or an administrator at the school.

4. The candidate will be interviewed following the State Leadership Conference by the State Executive Board along with their adviser. The candidate will then be either approved or not approved as a North Dakota national officer candidate.
5. If approved, the candidate must declare which national office they will pursue and have this decision approved by their local chapter adviser and the state director.
6. If approved, the candidate can then submit the FBLA National Application. It is your responsibility to collect all of the necessary items and submit the application by the published deadline.
7. If elected to serve as a national officer, they will serve as an ex-officio, non-voting member of the state officer team for the following school year.
8. If elected to serve as a national officer, they are required to attend National Officer Training in July.
9. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state or national office.

## TENTATIVE MEETING/CONFERENCE DATES

Dec. – Jan.

- ❑ Get approval of local chapter adviser
- ❑ Complete ND FBLA High School State Officer Application or ND Application for National Officer Candidacy
- ❑ Prepare resume
- ❑ Complete website permission form
- ❑ Have head and shoulders photo taken
- ❑ Write a statement of priorities and objectives
- ❑ Secure a letter of recommendation from the school superintendent, principal, or CTE director or head of the business department

Feb 1

**Postmark date** for completed application packet to state director

April 2 – 4

State Leadership Conference – State Officer elections

April

Candidate interview (including your adviser) with the State Executive Board or State Director

### If approved as a candidate:

April-May

Submit FBLA National Officer Application (online)

May-June

Plan campaign

June 27 – 30, 2023

National Leadership Conference, Atlanta, GA

### If elected:

July

National Officer Training

July – March

Monthly State Officer Meetings (Zoom)

September

State Officer Meeting (in person)

October

Fall Leadership Conference, Bismarck

November

National Fall Leadership Conferences take place

March 24 – 26, 2024

State Leadership Conference, Bismarck

June 29 – July 2, 2024

National Leadership Conference, Orlando, FL



**North Dakota Application for National Officer Candidacy**  
 North Dakota State Board for Career and Technical Education

**DEADLINE:**

Postmark (not postage meter stamp) no later than February 1, 2023

**MAIL COMPLETED MATERIALS TO:**

Jessica DeVaal  
 FBLA State Director  
 Career and Technical Education  
 600 East Boulevard Ave., Dept. 270  
 Bismarck, ND 58505-0610

Each applicant and local chapter adviser must complete this form and mail it with all attachments to the state director.

**This application is for current or past ND FBLA High School state officers who are not running again.**

**Application attachments:**

1. A resume, no more than two pages, which includes your qualifications for office.
2. Website Permission Form
3. Head and shoulders picture. (digital, emailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov))
4. A statement of priorities and objectives to be accomplished during the term of service.
5. A letter of recommendation from your local chapter adviser or an administrator at your school.

**APPLICATION MUST BE TYPED**

Office Sought					
Name				Birth Date	Age
Home Address		City/State/Zip		Home Phone	
Mailing Address (if different from home address)					
Email Address			Grade Next Year <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
School Name			Mailing Address		
City/State/Zip		School Phone		School Fax	
Adviser Name		Adviser's Email Address		Best time to call	
FBLA or Other Offices Held				No. of Years as an FBLA Member	

**Business Subjects Completed, or Enrolled in This Year:**

Subject	Year	Subject	Year	Subject	Year

Parent's/Guardian's Name	Mailing address
--------------------------	-----------------

**NORTH DAKOTA APPLICATION FOR NATIONAL OFFICER CANDIDACY**

Page 2

**CERTIFICATION FOR NATIONAL OFFICER APPLICANT**

The responsibility for sponsoring a North Dakota national officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for national office. Materials must then be submitted to the state director and the national FBLA office postmarked by designated date. Faxes will not be accepted.

The local chapter adviser and applicant must be familiar with the general regulations that govern the nomination and election of national officers as presented in the bylaws, the ND National Officer Candidate Guidelines, and FBLA, Inc. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are not allowed to transport themselves to any meetings/conferences.

**CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.**

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian to \_\_\_\_\_, I agree to support their candidacy and, if elected, their term as a North Dakota FBLA national officer.

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION BY LOCAL CHAPTER ADVISER**

The credentials for \_\_\_\_\_ are attached. The applicant meets the qualifications for the office indicated. If elected, they will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_

Adviser's Cell Phone #: \_\_\_\_\_ Adviser's Email: \_\_\_\_\_

**CERTIFICATION BY SCHOOL ADMINISTRATOR**

The school supports this candidacy and will ensure the candidate's attendance at all assigned FBLA, Inc. and North Dakota chapter activities.

School Administrator's Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## North Dakota FBLA National Officer Candidate Website Permission

*The North Dakota FBLA website is one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.*

The North Dakota Future Business Leaders of America is authorized to publish the following on their website (check all to which you agree):

- Name
- Email Address
- Photo

Print Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_  
(if above individual is less than 18 years of age)

Date: \_\_\_\_\_

**Include with FBLA Officer Candidate Materials**

## **APPENDIX A**

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

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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:

FBLA Active Members--shall be secondary students (grades 9-12) 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.

FBLA-Middle Level Active Members--shall be middle school students (grades 6-8 or 7-8) 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 and otherwise represent their local or state chapters as approved by their respective local or state advisers.

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.

#### 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, 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, 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 President & CEO and approval of the National Board of Directors of FBLA, 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.

## Section 2

The person scoring highest on the parliamentary procedure test shall be appointed parliamentarian 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/high school 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.

## 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 ranked ballot vote by the local voting delegates. A majority vote shall be required for elections.

- 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 Leadership Team, 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 for the website.

**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 Leadership Team,
- 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. lead the recruitment efforts for securing corporate sponsors and assist the state chairman in keeping an accurate record of corporate sponsors,
- b. present financial reports to members at State Leadership Team 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 Leadership Team, 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 secondary/high school 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, 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.

*Amended: April 3, 2020*

*Amended: March 29, 2022*

## 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 placed \$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 Fehring, 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 Uppgren 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. May-Port 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 2<sup>nd</sup> 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. May-Port 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 50<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 16<sup>th</sup> 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 2<sup>nd</sup> 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.

**2021-2022**

State membership was 1019 with 63 active chapters. Middle Level membership was 160 with 20 active chapters. New chapters were chartered at Napoleon and Glen Ullin. FLC was held at the Ramkota in Bismarck. Kelly Barnes presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Amberley Snyder was the keynote speaker. National Mountain Plains Vice President Ilanora Peterson attended the conference. Stanley had the largest chapter with 51 members. Larimore had the largest Middle Level chapter with 20 members. Divide County High School received the Dorothy L. Travis Award. Kaidence Hase of Drake-Anamoose High School was elected state president. NLC was held in Chicago, IL.

## **APPENDIX B**

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### **National Leadership Conference Information**

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## Join the North Dakota FBLA Travel Group

### FBLA National Leadership Conference Atlanta, GA

Join the North Dakota FBLA Travel Group and attend the FBLA National Leadership Conference in Atlanta, GA, and participate in other fun-filled activities of the area on June 25 – July 1, 2023. (Official NLC dates are June 27-June 30)

**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](mailto: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 National FBLA. Contact the national FBLA office at 800-325-2946 and/or go to the national FBLA Website: <http://www.fbla.org>.

***Every FBLA 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 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 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.org](http://www.fbla.org) or [www.fbla-nlc.org](http://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 2023 NLC conference registration fee has not been determined, but the early bird registration fee was \$195 in 2022. **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 Atlanta. 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 Atlanta area.

The National FBLA 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 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 Atlanta.

## **COMPETITIVE EVENT REGISTRATION**

Check the national competitive event guidelines to see if you placed high enough (Middle School: 1<sup>st</sup> and 2<sup>nd</sup> and High School: 1<sup>st</sup> through 4<sup>th</sup>) to compete at NLC. If so, you must complete the ND FBLA Competitors online form to submit your intentions (YES or NO) no **later than April 19, 2023**. 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 for your YES or NO answers no later than April 19, 2023.**

We will be using Blue Panda to collect traveler information for 2023, but please see the following pages for examples of information collected.

## **DEADLINES FOR TRAVEL WORLD OF CROSBY**

- Deposit Deadline: April 19, 2023 (Non-refundable \$250 per person)
- Final Payment: May 19, 2023

**DEPOSIT: \$250- Due April 19, 2023. FINAL PAYMENT: Due May 19, 2023**

**Travel World of Crosby SAMPLE Information Sheet**

FBLA National Leadership Conference, Atlanta, GA June 25-July 1, 2023 (Travel Dates)

We will be using the Blue Panda online system for travel information. This sheet is for you to easily collect information from attendees for ease of input into Blue Panda.

*Please mail 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 by April 19, 2023. Email [travel@travelworldofcrosby.com](mailto:travel@travelworldofcrosby.com) with any questions!*

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.	
Airport Departure City:		

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 with FLC and SLC registration, and prior to NLC.**

### ND FBLA Code of Conduct

FBLA members have an excellent reputation. Your conduct at every FBLA 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.
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 ND FBLA 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, social media, radio, etc. of leadership activities or competition, etc.).

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent/Guardian

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

*State Capitol, 15<sup>th</sup> Floor -- 600 E Boulevard Ave, Dept. 270  
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600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610