



North Dakota
FBLA

Collegiate



CHAPTER HANDBOOK

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

North Dakota

FBLA Collegiate

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 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 2022-2023 edition of the North Dakota FBLA Collegiate Chapter Handbook should replace any versions that were used in past years.

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

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

Changes to this edition:

New Events

- Accounting Case Competition will be an extensive case study that will be posted in the competitive event guidelines for members to prepare throughout the year.
- Finance Case Competition will be an extensive case study that will be posted in the competitive event guidelines for members to prepare throughout the year.
- Hospitality Management Case Competition will be an extensive case study that will be posted in the competitive event guidelines for members to prepare throughout the year.

Modified Events

- State of Chapter Presentation (formerly Local Chapter Annual Business Report) will now be a presentation to judges of the chapter's annual business. The written report will be eliminated, and the event will consist solely of a presentation to judges.
- Foundations of Accounting (formerly Accounting Principles) will be an objective test for members who have had no more than two semesters of instruction in accounting at the collegiate level.
- Foundations of Finance (formerly Financial Concepts) will be an objective test for members who have had no more than two semesters of instruction in finance at the collegiate level.

Retired Events

- Accounting Analysis & Decision Making - this event is being replaced by the Accounting Case Competition.
- Accounting for Professionals - this event is being replaced by the Accounting Case Competition.
- Cost Accounting - this event is being replaced by the Accounting Case Competition.
- Financial Analysis & Decision Making - this event is being replaced by the Finance Case Competition.
- Financial Services - this event is being replaced by the Finance Case Competition.
- Forensic Accounting - this event is being replaced by the Accounting Case Competition.

- Hospitality Management - this event being replaced by the Hospitality Management Case Competition.
- Insurance Concepts - this event is not a major area of study in collegiate business programs.
- Justice Administration - this event is not a major area of study in collegiate business programs.
- Personal Finance - this event being replaced by the Accounting Case Competition.
- Statistical Analysis - this event being replaced by the Accounting Case Competition.

Reminders:

- Competitors need to read/use the state guidelines for SLC and read/use the national guidelines for NLC. The guidelines are different for some events!
- Over the past few years, a number of events were removed from the North Dakota FBLA Collegiate competitive event program to eliminate events that have had limited participation over the last several years and to promote more competition in the remaining events. Any events that were eliminated and are still part of the national competitive events program, and if members wish to participate in these events at the national level, a request can be made for a member to do so.
- ND FBLA Collegiate will use national competitive event rating sheets.
- Performance events and interviews are not open to conference attendees.
- Since the State Leadership Conference is often held in a conference center, there will be a limited number of computers available for online testing. Students are encouraged to bring their own laptops when possible, and they will be given the login information to take the online test.

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ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES:

FBLA 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 \$20 state and national dues for FBLA Collegiate are to be paid by credit card or mailed to the national office.**

FBLA Collegiate state dues of \$10 and national dues of \$10 (total of \$20 per member) should be sent directly to the national office using the online reporting process. Go to www.fbla.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*, 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
Web Site: www.fbla.org

State and national membership dues must be paid by February 13, 2023, to compete at the ND FBLA Collegiate SLC.

Schools wishing to form a FBLA Collegiate 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
Website: www.nd-fbla.org

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

NORTH DAKOTA FBLA COLLEGIATE 2022-23 CALENDAR

November 3 – 5	Career Connections – Omaha, Nebraska
November 15	American Enterprise Day
November 16 – 17	Career Connections – Orlando, Florida
January 24	Postmark deadline for ND FBLA Collegiate Bylaw amendment submissions
February 5 – 11	FBLA Week
February 13	Postmark deadline for: Collegiate pre-conference test requests State officer candidate applications National officer candidate applications— <u>sent to state office</u> Who's Who forms Adviser Length of Service forms Last day to postmark FBLA Collegiate state and national dues <i>Dues must be postmarked directly to national office in order to participate at State Leadership Conference.</i>
February 24	Postmark deadline to notify local chapters of proposed ND FBLA Collegiate Bylaw Amendments
March 1	Postmark/Upload deadline for: Competitive event registration using Blue Panda Conference registration fees— <u>sent directly to the fiscal agent</u> Outstanding Local Chapter Adviser nominations Alumni of the Year, Businessperson of the Year & Honorary Membership nominations Retention Award Forms Community Service Project, Small Business Management Plan Reports Desktop Publishing, Job Interview, FBEx, FBEd materials/forms
March 10	Hotel Reservations— <u>sent directly to the hotel</u>
March 10	Postmark deadline for: Completed pre-conference tests
March 26-27	FBLA Collegiate State Leadership Conference – Bismarck/Mandan
April 26	Deadline to <u>notify</u> state office of intent to compete at NLC
April 28	Notice of “open” competitive events at NLC sent to chapters
May 3	Deadline to notify state office of intent to compete in an “open” competitive event at NLC
June 8	NLC registration deadline for FBLA Collegiate voting delegates
June 22 – 25	FBLA Collegiate National Leadership Conference – Atlanta, GA

2022-2023 NORTH DAKOTA FBLA COLLEGIATE ADVISERS

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2022 – 2023 NORTH DAKOTA FBLA COLLEGIATE STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
Anna Kazimierska State President Dickinson State University	anna.kazimierska@ndus.edu	Amy Kass amy.kass@dickinsonstate.edu
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2022 - 2023 NORTH DAKOTA FBLA HIGH SCHOOL STATE OFFICER DIRECTORY

State Officer	Contact Information	Adviser to State Officer
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Kendall Kovar, Region IV VP Carrington High School	kendall.kovar@k12.nd.us	Josey Skytland josey.skytland@k12.nd.us
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Tyler Meckle, Parliamentarian Drake-Anamoose High School	tyler.w.meckle@k12.nd.us	Joan Birdsell Joan.birdsell@k12.nd.us

State Staff	
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Megan Wald, State Adviser (Region III) Linton High School Phone: 701-254-4138 megan.wald@k12.nd.us	David Torgeson, State Adviser (Region IV) May-Port CG High School Phone: 701-788-2281 david.a.torgeson@may-portcg.com

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

National FBLA Website: www.fbla.org

FBLA National Officers

FBLA High School National President:
Aarav Dagar

Treasurer:
Noah Killeen

Secretary:
Alexandria Torbert

Parliamentarian:
Lyria Zhu

North Central Region Vice President:
Natalie Coon

Southern Region Vice President:
Deborah Jacklin

Eastern Region Vice President:
Krisha Patel

Western Region Vice President:
Steven Segawa

Mountain Plains Region Vice President:
Sophia Weber



High School



Collegiate

FBLA Collegiate National Officers

FBLA Collegiate National President:
Madison Kraemer

Executive Vice President:
Madelaine Benowitz

Parliamentarian:
Toby Neal

Vice President of Financial Development:
James Hulce

Vice President of Communication:
Shanna Shakespear

Vice President of Membership:
Kimberly Speece

North Dakota FBLA Collegiate Dress Code

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

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

ACCEPTABLE

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

UNACCEPTABLE

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

Dress for Success



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

No dress code can cover all contingencies, so ND 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
FBLA

Collegiate

OFFICIAL INFORMATION

53rd Annual
North Dakota FBLA Collegiate
State Leadership Conference

March 26-27, 2023 | Baymont Inn Mandan, ND

All Forms in Forms Section

2023 ND FBLA COLLEGIATE STATE LEADERSHIP CONFERENCE

“One Association for Service, Education & Progress”

The highlight of the year in North Dakota FBLA Collegiate is the State Leadership Conference, which will be held in Mandan, on March 26-27, 2023. This exciting leadership conference provides members with many opportunities for leadership development, informative workshops, and an opportunity to participate in the competitive events program. Winners in the competitive events are eligible to compete at the National Leadership Conference in Atlanta, Georgia, on June 22 – 25, 2023.

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

COMPETITIVE EVENT INFORMATION:

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

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

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

The **Community Service Project** and **Small Business Management Plan** reports are to be uploaded in Blue Panda as a PDF file by the specified date.

The **Future Business Educator**, **Future Business Executive** and **Job Interview** application materials must be submitted as a PDF file in Blue Panda by the specified date.

SCHOOL-SITE TESTING:

Desktop Publishing, Future Business Executive, Global Analysis & Decision Making, Help Desk, Human Resource Management, Management Analysis and Decision Making, Marketing Analysis and Decision Making, and Parliamentary Procedure objective tests will be taken online, at the school site, prior to the conference. One hour, excluding explanation time, will be allowed for the objective tests. Instructions for administering the online testing will be sent to test administrators with the other pre-conference tests that are ordered.

Desktop Publishing objective portion will be administered at the school. This is an individual or team event. The Desktop Publishing project must be submitted by the printed deadline. The topic for the Desktop Publishing project is printed in the ND FBLA Collegiate Handbook. **Administrative Support Technology** production test will be administered at the school. One hour will be allowed for the skills portion of the test. The writing exercise for **Business Communication** will be administered at the school prior to the conference. **The objective test portion of these events, with the exception of Desktop Publishing, will be taken at the State Leadership Conference.**

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

UPDATED PROCEDURES:

- The cover and table of contents do not count toward the 15-page limit for reports.
- FBLA Collegiate members will now be allowed to compete in any two individual/team events, plus compete in one chapter event (State of Chapter Presentation or Community Service Project) at NLC. This would allow an FBLA Collegiate member to potentially compete in a maximum of three events at NLC.
- 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.
- 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 team 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 the final round competition.

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 may start before the opening session of SLC or NLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Five points may be deducted for each instance of not following guidelines.
- No animals (except authorized service animals) will be allowed for use in any competitive events.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.
- Participants using laptops or other devices that do not have an HDMI port will need to provide their own adapters.
- All rating sheets may contain changes/modifications.

STATE OFFICER CANDIDATES:

Your chapter may have three state officer candidates. All necessary information and forms needed to apply can be found in the forms section.

NATIONAL OFFICER CANDIDATES:

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

MEMBERSHIP:

Be certain all members attending the ND FBLA Collegiate State Leadership Conference have joined both the ND state and national chapters. Dues--\$20 (\$10 state and \$10 national) must be paid to the national membership address by **February 13** in order for the member to attend. Membership will be checked with registration. Nametags will be checked at all events.

REFUNDS:

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

2022-2023 NORTH DAKOTA FBLA COLLEGIATE COMPETITIVE EVENTS

Recognition Awards

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

Chapter Events

Community Service Project#
 State of Chapter Presentation#

Individual or Team Events

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

Individual Events

Administrative Support Technology
 Business Communication
 Client Service#
 Computer Concepts
 Cyber Security
 Entrepreneurship Concepts
 Foundations of Accounting
 Foundations of Finance
 Future Business Educator#
 Future Business Executive#
 Help Desk#
 Impromptu Speaking
 Information Management
 Job Interview#
 Macroeconomics
 Management Concepts
 Marketing Concepts
 Microeconomics
 Networking Concepts
 Organizational Behavior & Leadership
 Programming Concepts
 Project Management
 Public Speaking
 Retail Management
 Sports Management & Marketing

*This is a North Dakota-only recognition.

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

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

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

2022 – 2023 North Dakota FBLA Collegiate Competitive Events

OBJECTIVE TEST EVENTS		
EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Computer Concepts
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Cyber Security
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Entrepreneurship Concepts
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Foundations of Accounting – Modified
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Foundations of Finance – Modified
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Information Management
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Macroeconomics
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Management Concepts
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Marketing Concepts
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Microeconomics
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Networking Concepts
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Organizational Behavior & leadership
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Programming Concepts
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Project Management
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Retail Management
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Sports Management & Marketing
PRODUCTION TEST EVENTS		
EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Administrative Support Technology
Individual	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Business Communication
Team	(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	Desktop Publishing (Team composed of 1 or 2 members each)

CASE STUDY EVENTS

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Accounting Case Competition – New! (Team composed of 1 to 3 members)
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Client Service
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Finance Case Competition – New! (Team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Global Analysis & Decision Making (Team composed of 1 to 3 members)
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Help Desk
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Hospitality Management Case Competition – New! (Team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Human Resource Management (Team composed of 1 to 3 members)
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Impromptu Speaking
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Management Analysis & Decision Making (Team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Marketing Analysis & Decision Making (Team composed of 1 to 3 members)
Individual	One team	Parliamentary Procedure (One team composed of 4 or 5 members)

PRESENTATION EVENTS

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Business Ethics (Team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Business Law (Team composed of 1 to 3 members)
Team	1 (1-29) 2;(30-49) 3;(50-74) 4;(75+) 5	Business Presentation (Team composed of 1 to 3 members)
Chapter	One entry	Community Service Project (One team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Emerging Business Issues (Team composed of 1 to 3 members)
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Future Business Educator
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Future Business Executive
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Job Interview
Individual	(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	Public Speaking

Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Sales Presentation (Team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Small Business Management Plan (Team composed of 1 to 3 members)
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Social Media Marketing (Team composed of 1 to 3 members)
Chapter	One entry	State of Chapter Presentation – Modified
Team	(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	Website Design (Team composed of 1 to 3 members)

ND FBLA COLLEGIATE CALENDAR FOR 2023 STATE LEADERSHIP CONFERENCE

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

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

- January 24** Postmark deadline for submitting North Dakota FBLA Collegiate Bylaw Amendments
- February 13** Postmark/online submission deadline for:
- ☐ State and national dues of \$20--**sent directly to the national office**
 - ☐ State officer candidate materials
 - ☐ National officer candidate materials--**sent to state office**
 - ☐ Pre-conference test requests
 - ☐ Who's Who forms are due in the state office. Every chapter has a winner. State FBLA Collegiate officers are **not** local chapter winners—they automatically receive awards.
 - ☐ Adviser Length of Service forms
- February 24** Postmark deadline to notify chapters of proposed ND FBLA Collegiate Bylaw amendments
- March 1** Postmark/Upload deadline for:
- ☐ Competitive event registration in Blue Panda
 - ☐ Registration fee for State Leadership Conference--**sent to the fiscal agent**
 - ☐ Businessperson of the Year, Honorary Membership, Outstanding Local Chapter Adviser, and Alumni of the Year Nominations
 - ☐ Retention Award Forms
 - ☐ Reports: Community Service Project and Small Business Management Plan
 - ☐ Desktop Publishing, Future Business Educator, Future Business Executive, and Job Interview materials/form
 - ☐ Bridging the Gap Form
 - ☐ Collegiate Perks Form
- March 10** Reservation deadline for:
- ☐ Hotel reservations--**sent directly to the hotel**
- Postmark deadline for:
- ☐ Completed pre-conference tests
- March 26-27** State Leadership Conference, Mandan
- April 26** Deadline to notify state office of intent to compete at NLC

2023 State Leadership Conference

Tentative Agenda

“One Association for Service, Education & Progress”

SUNDAY, MARCH 26 (Business Attire)

12:00 – 1:00	Registration Chapter Meetings (optional)
1:00 – 2:00	General Session I
2:30 – 5:00	Testing Center Open
3:00 – 5:00	Presentation Events
3:00 – 5:00	Workshops
5:00 – 6:30	Social Community Service Projects

Chapter Dinner/Activity – on your own

MONDAY, MARCH 27 (Business Attire)

8:15 – 9:00	Judges Meeting
9:00 – 12:00	Testing Center Open
9:00 – 12:00	Performance/Interview Events
10:00 – 11:00	Workshop
12:00 – 1:30	General Session II: Luncheon
2:00 – 3:00	Workshop
2:00 – 2:30	Business Meeting
3:00 – 4:00	Headshots
4:00	Awards Session



North Dakota

FBLA

Collegiate

**COMPETITIVE
EVENTS
GUIDELINES**

CHANGES FOR 2022-2023 MEMBERSHIP YEAR IN NORTH DAKOTA FBLA COLLEGIATE

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

New Events

- Add Accounting case competition. This will be an extensive case study that members have all year to prepare and then present at their state, and if they qualify, national competition.
- Add Finance case competition. This will be an extensive case study that members have all year to prepare and then present at their state, and if they qualify, national competition.
- Add Hospitality Management case competition. This will be an extensive case study that members have all year to prepare and then present at their state, and if they qualify, national competition.

Modified Events

- Local Chapter Annual Business Report will be renamed State of Chapter Presentation. Written report will be eliminated, and event will consist solely of a presentation to judges.
- Foundations of Accounting (formerly Accounting Principles) will be an objective test for members who have had no more than two semesters of instruction in accounting at the collegiate level.
- Foundations of Finance (formerly Financial Concepts) will be an objective test for members who have had no more than two semesters of instruction in finance at the collegiate level.

Retired Events

- Accounting Analysis & Decision Making
- Accounting for Professionals
- Cost Accounting
- Financial Analysis & Decision Making
- Financial Services
- Forensic Accounting
- Hospitality Management
- Insurance Concepts
- Justice Administration
- Personal Finance
- Statistical Analysis

Procedural Changes

- The cover and table of contents do not count toward the 15-page limit for reports.
- FBLA Collegiate members will now be allowed to compete in any two individual/team events, plus compete in one chapter event (State of Chapter Presentation or Community Service Project) at NLC. This would allow an FBLA Collegiate member to potentially compete in a maximum of three events at NLC.
- 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.
- 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 team 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 the final round competition.

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 can start before the opening session of SLC or NLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Five points may be deducted for each instance of not following guidelines.
- No animals (except authorized service animals) will be allowed for use in any competitive events.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.
- Participants using laptops or other devices that do not have an HDMI port will need to provide their own adapters.
- All rating sheets may contain changes/modifications

OVERVIEW OF FBLA COLLEGIATE COMPETITIVE EVENTS PROGRAM COMPONENTS

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

Test Components	Description
Objective Test	An objective test administered during the State Leadership Conference.
Production Test	Two parts: a production test administered and proctored at a designated school site prior to the SLC and an objective test administered onsite at SLC. Competitors must complete both parts for award eligibility.
Case Study Event	A presentation or role-play based on a case study. Check specific guidelines for details regarding each event in this category. Some of the case study events consist of a case study that is published at the start of the membership year and presented to judges. Other case study events may or may not start with an objective test with the top scoring individuals/teams advancing to the case study (final) round of competition. Those case study events that don't start with an objective test will have a preliminary and final round case study.
Presentation Event	The presentation of a project. Competitors may be allowed to use technology, equipment, and/or visual aids as part of the presentation. Check specific guidelines to see what is allowed.

GENERAL COMPETITIVE EVENT GUIDELINES – NORTH DAKOTA FBLA COLLEGIATE

The general event guidelines below are applicable to all FBLA Collegiate 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 Collegiate national and state dues by 11:59 p.m. Eastern Time on February 13 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 using Blue Panda by March 1, 2023.
- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Each competitor can only compete in three individual/team events and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members. The exception is Parliamentary Procedure, which must be a team of four or five members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events may start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.

Repeat Competitors

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 (Community Service Project, State of Chapter Presentation).
- **Pilot Event:** Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner.
- **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 three.

National Recognition

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

Americans With Disabilities Act (ADA)

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

Recording of Presentations

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

Dress Code

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

Graduate Students

- Graduate students may compete in all FBLA Collegiate events.

Format Guide

- Participants should use the FBLA Format Guide (www.fbla.org)

Rating Sheets

- Participants should use the National FBLA Collegiate Rating Sheets unless otherwise noted.
- Rating Sheets can be found on the FBLA website at www.fbla.org.

GENERAL PERFORMANCE EVENT GUIDELINES – NORTH DAKOTA FBLA COLLEGIATE

Performance Guidelines

- An equal number from each section in the preliminary round will advance to the final round.
- In the case of team events, all team members are expected to actively participate in the performance.
- Each competitor must compete in all parts of an event for award eligibility.
- Competitors cannot be replaced or substituted for prejudged events.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events may start before the opening session of SLC.
- All competitors must comply with the North Dakota FBLA Collegiate 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 and in the final round of most events. Screens and projectors are not allowed for use during these competitions, 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 (because audience viewing will be allowed) only for the final round of the new Accounting, Finance, and Hospitality Management Case Competition events
 - Screen
 - Power
 - Table
 - Projector
 - It is up to final round competitors in these events 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 and final performances/interviews are not open to conference attendees. The exception is that audience viewing will be allowed during the final round of:
 - Accounting Case Competition
 - Finance Case Competition
 - Hospitality Management Case Competition
 - Finalists in these viewable events are not allowed in the audience until after their presentation
- Recording of performances/demonstrations is prohibited.
- All electronic devices must be turned off.
- All attendees must follow the dress code and wear their name badge; however, the badge may be removed when presenting.
- All attendees are asked to remain quiet while in competitive event areas.

FORMAT GUIDE

Please see the FBLA Format Guide at:

www.fbla.org

OBJECTIVE TEST EVENTS

- COMPUTER CONCEPTS
- CYBER SECURITY
- ENTREPRENEURSHIP CONCEPTS
- FOUNDATIONS OF ACCOUNTING – MODIFIED
- FOUNDATIONS OF FINANCE – MODIFIED
- INFORMATION MANAGEMENT
- MACROECONOMICS
- MANAGEMENT CONCEPTS
- MARKETING CONCEPTS
- MICROECONOMICS
- NETWORKING CONCEPTS
- ORGANIZATIONAL BEHAVIOR & LEADERSHIP
- PROGRAMMING CONCEPTS
- PROJECT MANAGEMENT
- RETAIL MANAGEMENT
- SPORTS MANAGEMENT & MARKETING

OVERVIEW

These events consist of a 60-minute test administered during the State Leadership Conference

COMPUTER CONCEPTS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

CYBER SECURITY

Category: Objective Test Events

Type: Individual

OVERVIEW

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

COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

ENTREPRENEURSHIP CONCEPTS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

FOUNDATIONS OF ACCOUNTING – MODIFIED!

Category: Objective Test Events

Type: Individual

OVERVIEW

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

COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of accounting instruction at the collegiate level by May 1 of the current year.

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

FOUNDATIONS OF FINANCE – MODIFIED!

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).
- Only for members who have had no more than six credit hours on a semester schedule, or the equivalent of quarter hours, of finance instruction at the collegiate level by May 1 of the current year.

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

INFORMATION MANAGEMENT

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MACROECONOMICS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MANAGEMENT CONCEPTS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MARKETING CONCEPTS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MICROECONOMICS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

NETWORKING CONCEPTS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

ORGANIZATIONAL BEHAVIOR & LEADERSHIP

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

PROGRAMMING CONCEPTS

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

PROJECT MANAGEMENT

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

RETAIL MANAGEMENT

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

SPORTS MANAGEMENT AND MARKETING

Category: Objective Test Events

Type: Individual

OVERVIEW

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

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

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

PRODUCTION TEST EVENTS

- **ADMINISTRATIVE SUPPORT TECHNOLOGY**
 - **BUSINESS COMMUNICATION**
 - **DESKTOP PUBLISHING**
-

OVERVIEW

These events consist of two parts: a production test administered and proctored at a designated school site prior to the SLC, and a 60 - minute objective test administered onsite at the SLC, except for Desktop Publishing.

ADMINISTRATIVE SUPPORT TECHNOLOGY

Category: Production Test Events

Type: Individual

OVERVIEW

This event consists of two parts: a production test administered and proctored at a designated school site prior to the SLC, and a 60-minute objective test administered onsite at the SLC.

PRODUCTION COMPETENCIES

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

Production Test

- Documents produced for this event must be prepared by the 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 80 percent of the final event score.
- The production test score will be used to break a tie.

Objective Test

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

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

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

BUSINESS COMMUNICATION

Category: Production Test Events

Type: Individual

OVERVIEW

This event consists of two parts: a production test administered and proctored at a designated school site prior to the SLC, and a 60-minute objective test administered onsite at the SLC.

PRODUCTION TEST COMPETENCIES

Produce a written document based on a scenario in the writing exercise

OBJECTIVE TEST COMPETENCIES

- ☐ Mechanics of appropriate business English
- ☐ Format and appropriateness of business messages
- ☐ Format and style differences with international communications
- ☐ Listening, oral, and nonverbal concepts

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

Production Test

- Documents produced for this event must be prepared by the competitors without help from the adviser or any other person.
- 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 50 percent of the final score.
- The production test score will be used to break a tie.

Objective Test

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

JUDGING

- The objective test, constituting 50 percent of the final score, will be machine graded.
- The production test, constituting 50 percent of the final score, will be evaluated by a panel of judges. All decisions of the judges are final.
- In case of a tie, the production test will be used to break the tie

STATE AWARDS

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

NATIONAL COMPETITION

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

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

DESKTOP PUBLISHING

Category: Production Test Events

Type: Individual or Team

OVERVIEW

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

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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 topic to be addressed and developed for competition at the 2023 SLC and NLC will be:

Over the past two years, we have seen a change in the way we do business, attend classes, and join extracurricular organizations. Many colleges have increased their online class schedules. This may have forced many FBLA Collegiate chapters to reassess how they hold meetings and schedule events. How can FBLA Collegiate have an online presence at your college? How can you promote FBLA Collegiate to students only taking online classes at your college? How can you bring together the online and in-person students at your college? Create the following to address the above concerns and/or other solutions to this situation: Develop the name and logo for the business

- *An infographic that addresses the different modalities of how students can be involved in your FBLA Collegiate chapter in-person or online*
- *A brochure that promotes changes to your chapter format*
- *Using Canva, InDesign, Piktochart, Publisher, or another tool of your choice, create a presentation that promotes how students can be FBLA Collegiate members online and/or in-person*

PROCEDURES

Production Problem

- 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 80 percent of the final event score.
- The production test score will be used to break a tie.

OBJECTIVE TEST

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

JUDGING

- Objective tests will be machine graded. This test constitutes 20 percent of the final event score.
- Judging of the production project will be based on final copy. The score received on this portion of the event will constitute 80 percent of the final event score.
- The production problem will be used to break a tie.

STATE AWARDS

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

NATIONAL COMPETITION

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

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

CASE STUDY EVENTS

- ACCOUNTING CASE COMPETITION – *NEW!*
 - CLIENT SERVICE
 - FINANCE CASE COMPETITION – *NEW!*
 - GLOBAL ANALYSIS & DECISION MAKING
 - HELP DESK
 - HOSPITALITY MANAGEMENT CASE COMPETITION – *NEW!*
 - HUMAN RESOURCE MANAGEMENT
 - IMPROMPTU SPEAKING
 - MANAGEMENT ANALYSIS & DECISION MAKING
 - MARKETING ANALYSIS & DECISION MAKING
 - PARLIAMENTARY PROCEDURE
-

OVERVIEW

These events consist of a case study. In many cases, the events consist of two parts: an objective test and an interactive role-play, or a presentation. A 60-minute objective test will be administered at the home school. Team competitors will take the test individually and team scores will be averaged. Please check specific guidelines to determine the requirements for each event in this section.

ACCOUNTING CASE COMPETITION – *NEW*

Category: Case Study Events

Type: Individual or Team

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

Performance Time: 15 minutes

Warning Time: 14 minutes

Time Up: 15 minutes

Q&A: Yes (5 minutes)

OVERVIEW

A case study that will require an in-depth focus on one area of accounting practice (financial, managerial, cost, audit, tax, forensic, etc.).

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or four (4) members.
- Competitors 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).

REGULATIONS

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

PROCEDURES

- The case will be released prior to SLC, and participants will research the case and prepare their recommendations to be presented to a panel of judges at SLC. The full case study and rating sheet will be released in mid-January. Check the announcements section of the Collegiate Competitive Events page at that time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the 15-minute presentation clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation – 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 three.

NATIONAL COMPETITION

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

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

CLIENT SERVICE

Category: Case Study Events

Type: Individual

Equipment Setup Time: N/A

Prep Time: 10 minutes

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 5 minutes

Q&A: No

OVERVIEW

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

- This role-play event requires the competitor to provide customer service to a client (judges).
- Two 4" x 6" note cards will be provided for each competitor and may be used during the preparation and performance of the case.
- Information may be written on both sides of the note cards.
- Note cards will be collected following the presentation.
- No other reference materials, visual aids, or electronic devices may be brought in or used during the preparation of the performance.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

FINANCE CASE COMPETITION - *NEW*

Category: Case Study Events

Type: Individual or Team

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

Performance Time: 15 minutes

Warning Time: 14 minutes

Time Up: 15 minutes

Q&A: Yes (5 minutes)

OVERVIEW

A case study that will require in-depth focus on one area of financial practice (financial management, financial institutions, financial services, investments, etc.).

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or four (4) members.
- Competitors 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).

REGULATIONS

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

PROCEDURES

- The case will be released prior to SLC, and participants will research the case and prepare their recommendations to be presented to a panel of judges at SLC. The full case study and rating sheet will be released in mid-January. Check the announcements section of the Collegiate Competitive Events page at that time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the 15-minute presentation clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

GLOBAL ANALYSIS & DECISION MAKING

Category: Case Study Events

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 2 parts: an objective test and presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered onsite at the home school. Team members will take the test individually and team scores will be averaged.

Case overview: A case study situation encountered in conducting business globally/internationally.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

PROCEDURES

Objective Test

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

Performance Guidelines—Final Round

- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the time will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

HELP DESK

Category: Case Study Events

Type: Individual

Equipment Setup Time: N/A

Prep Time: 10 minutes

Performance Time: 5 minutes

Warning Time: 4 minutes

Time Up: 5 minutes

Q&A: N/A

OVERVIEW

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

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

Case overview: A case study situation encountered in conducting business globally/internationally.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

Objective Test

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

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 should introduce themselves, describe the situation, make their recommendations, and summarize their case.
- All questions raised in the case must be addressed during the role play.
- Turn off electronic devices.
- Objective test scores will be used to break a tie.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie the objective test score will be added to determine the final rank.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

HOSPITALITY MANAGEMENT CASE COMPETITION – *NEW*

Category: Case Study Events

Type: Individual or Team

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

Performance Time: 15 minutes

Warning Time: 14 minutes

Time Up: 15 minutes

Q&A: Yes (5 minutes)

OVERVIEW: A case study that will require in-depth focus on one area of hospitality management (financial management, operations, human resources, customer expectations, legal, environmental issues, etc.).

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or four (4) members.
- Competitors 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).

REGULATIONS

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

PROCEDURES

- The case will be released prior to SLC, and participants will research the case and prepare their recommendations to be presented to a panel of judges at SLC. The full case study and rating sheet will be released in mid-January. Check the announcements section of the Collegiate Competitive Events page at that time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the 15-minute presentation clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation – 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 three.

NATIONAL COMPETITION

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

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

HUMAN RESOURCE MANAGEMENT

Category: Case Study Events

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 2 parts: an objective test and presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered onsite at the home school. Team members will take the test individually and team scores will be averaged.

Case overview: A case study situation that may include training, staffing, benefits, labor relations, and government regulations.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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 State Leadership Conference (SLC).

REGULATIONS

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

PROCEDURES

Objective Test

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

Performance Guidelines—Final Round

- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the time will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. All decisions of the judges are final. In the case of a tie, the objective test score will be added to determine the final rank.
- The national rating sheet will be used for the presentation – 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 three.

NATIONAL COMPETITION

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

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

IMPROMPTU SPEAKING

Category: Case Study Events

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, activities, national programs, current events, or business-related topics. The goals include:

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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 State Leadership Conference (SLC).

REGULATIONS

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

PROCEDURES

- 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 cards.
- The cards will be collected following the presentation.
- No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.
- Competitors must prepare speeches. Advisers and others are not permitted to help.
- Handouts or other visual aids are not allowed.

JUDGING

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

MANAGEMENT ANALYSIS AND DECISION MAKING

Category: Case Study Events

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 parts: an objective test and a presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school based on the competencies listed. Team members will take the test individually and team scores will be averaged.

Case overview: A case study situation that may include organizational behavior and theory, management principles, operations management, business policies, etc.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

PROCEDURES

Objective Test

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

Presentation

- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the time will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

MARKETING ANALYSIS AND DECISION MAKING

Category: Case Study Events

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 parts: an objective test and a presentation. Competitors are required to complete both parts.

A 60-minute objective test will be administered at the home school. Team members will take the test individually and team scores will be averaged.

Case overview: A case study situation that may include consumer behavior, advertising, e-commerce, public relations, research, etc.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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 State Leadership Conference (SLC).

REGULATIONS

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

PROCEDURES

Objective Test

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

Performance Guidelines

- Finalists will receive the case study the evening prior to the final round of competition.
- Participants can research the case during the period from receiving the case until presentation time.
- Student members, not advisers, must conduct the research and prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, experts in the field, etc.).
- One member should introduce the team and provide a case summary. All team members must participate in the presentation.
- Teams will be permitted to bring prepared notes.
- Presentation materials (i.e., laptops/devices, posters, flip charts, etc.) are allowed. Teams must provide all materials to be utilized; however, no items may be left with the judges.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the time will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology Guidelines.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

PARLIAMENTARY PROCEDURE

Category: Case Study Events

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

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

The role-play scenario will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order Newly Revised, 12th edition*.

OBJECTIVE TEST COMPETENCIES

- ☐ parliamentary procedure principles
- ☐ FBLA Collegiate Bylaws

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be a team of four (4) or five (5) members.
- Competitors 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).

REGULATIONS

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

PROCEDURE

OBJECTIVE TEST

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

Performance Guidelines

- Parliamentary procedure reference materials may be used during the preparation period but not during the performance itself. The following items may be taken into the preparation room and

may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting.

- Performances must include a presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. The secretary will take notes during the performance, but notes will not be transcribed into minutes.
- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- No reference materials, visual aids or electronic devices may be brought to or used during the performance.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised, 12th edition*. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - www.fbla.org
- The objective test will be used to break a tie.

STATE AWARDS

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

NATIONAL COMPETITION

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

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

PRESENTATION EVENTS

- BUSINESS ETHICS
- BUSINESS LAW
- BUSINESS PRESENTATION
- COMMUNITY SERVICE PROJECT
- EMERGING BUSINESS ISSUES
- FUTURE BUSINESS EDUCATOR
- FUTURE BUSINESS EXECUTIVE
- JOB INTERVIEW
- PUBLIC SPEAKING
- SALES PRESENTATION
- SMALL BUSINESS MANAGEMENT PLAN
- SOCIAL MEDIA MARKETING
- STATE OF CHAPTER PRESENTATION – *MODIFIED*
- WEBSITE DESIGN

OVERVIEW

These events consist of a presentation or interview with judges during the State Leadership Conference. Check specific event guidelines for requirements.

BUSINESS ETHICS

Category: Presentation Events

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Q&A: Yes (3 minutes)

OVERVIEW

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2023 topic is:

What has the COVID pandemic taught corporate America about doing business during a global crisis? Between 2020–2022, the COVID-19 crisis forced a fundamental shift of work and life around the world – and impacted the U.S. greatly. Some reports indicate that the pandemic affected the lower socioeconomic sector the most and a lot of the blame has been placed on businesses. What are the ethical implications for businesses to support local communities in times of crisis? How did some companies flourish and some fail to meet these ethical challenges?

PROCEDURES

- Competitors must research the topic prior to the 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.).
- If competing as a team, all team members must participate in the presentation. Competitors are permitted to bring prepared notes, but books, other bound materials, props, and equipment are prohibited.

PERFORMANCE GUIDELINES

- Presentation of the entry must be conducted by competitors who authored the event.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation – 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 three.

NATIONAL COMPETITION

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

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

BUSINESS LAW

Category: Presentation Events

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Q&A: Yes (3 minutes)

OVERVIEW

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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 State Leadership Conference (SLC).

REGULATIONS

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

2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2023 topic is:

From Hollywood to the White House, the issue of wage gaps is a hot topic. The U.S. Women's Soccer team won a huge U.S. Supreme Court case trying to "right past wrongs" and close this gap. The idea of "equal pay for equal work" has been the law for decades but disparities persist, and a renewed focus on pay equity is creating new laws and regulations in states around the country. Research a recent case that shows how companies are meeting these challenges. What legal issues did they face and what was the outcome? Do you agree with the outcome? Why or why not?

PROCEDURES

- Competitors must research the topic prior to the conference and be prepared to present their findings and solutions.
- Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.).
- If competing as a team, all team members must participate in the presentation.
- Competitors are permitted to bring prepared notes, but books, other bound materials, visual aid/props, and equipment are prohibited.

Performance

- Presentation of the entry must be conducted by competitors who authored the event.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

BUSINESS PRESENTATION

Category: Presentation Events

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 given at the State Leadership Conference.

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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 State Leadership Conference (SLC).

REGULATIONS

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

2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The 2023 topic is:

After two years of working remotely, workers are questioning office life. What was once normal culture to work 8–5 in an office five days a week shifted to entirely remote for many businesses when the pandemic started. With the end of the pandemic, businesses are now faced with re-evaluating their office policies. Develop a presentation that discusses the benefits and drawbacks of working entirely in the office, having a hybrid model, and working entirely remote. Provide your recommendation on which policy you would implement.

PROCEDURES

- 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 used must be supported by proper documentation and approvals indicated.
- 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 assist.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology guidelines.

JUDGING

- The presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

COMMUNITY SERVICE PROJECT

Category: Presentation Events

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. The report is prejudged before the SLC. The presentation of the project is judged at SLC. Competitors are required to complete both parts for award eligibility.

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

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

ELIGIBILITY

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

REGULATIONS

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

PROCEDURES

Report Guidelines

- Competitors must prepare reports. Advisers and others are not permitted to help.
- A single PDF file of the report must be submitted to the ND FBLA Collegiate state office by the designated date.
- Front cover and table of contents are required and are not counted against page limit.
- Cover page for Community Service should include the name of school, state, name of the event, and year (20XX-XX).
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½" x 11" paper.
- Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the criterion, include a statement to that effect in your report.
- Points will be deducted if the written project doesn't 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.

- The report scores will be used to break a tie.
- Reports must be original, current, and not submitted for a previous NLC.
- Reports submitted for the competition become the property of ND FBLA. These reports may be used for publication and/or reproduced for sale by the state association.

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

JUDGING

- Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the reports and the presentations. The final rank is determined by totaling the written report scores and the presentation scores. Report scores will be used to break a tie. All decisions of the judges are final.
- The national rating sheets will be used for the report and the presentation - 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 three.

NATIONAL COMPETITION

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

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

EMERGING BUSINESS ISSUES

Category: Presentation Events

Type: Individual or Team

Equipment Setup Time: N/A

Prep Time: N/A

Performance Time: 7 minutes

Warning Time: 6 minutes

Time Up: 7 minutes

Q&A: Yes (3 minutes)

OVERVIEW

Participants will be expected to research the topic prior to the conference and be prepared to present both the affirmative and negative arguments.

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

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

Our next global crisis coming out of the pandemic is mental health. Researchers are seeing mental health statistics at record-low ratings. Are businesses doing enough to address mental health in the workforce? Discuss the affirmative and the negative using examples:

PROCEDURES

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

JUDGING

- Presentations will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

FUTURE BUSINESS EDUCATOR

Category: Presentation Events

Type: Individual

OVERVIEW

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

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

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

SPECIFIC GUIDELINES

- Required materials will be submitted as a PDF for prejudging by the designated date using an online submission form. Three copies of the required materials must be taken to the interview at SLC. Each copy should be bound with a cover page listing the competitor's name, school, state, unit title, and the name of the competitive event. Each item must be clearly labeled. No three-ring binders.
 - One-page cover letter.
 - Résumé (not to exceed two pages). Photographs are not allowed.
 - A recommendation letter from an educator attesting to potential teaching abilities must be included.
 - Unit plan should include objective, lesson content (time of each activity), instructional events, assessment, resources, and alignment to NBEA standards.
 - **2023 NLC TOPIC**
All business decisions create incentives but sometimes cause spillover effects or unintended consequences. As a high school business teacher, create a unit plan that addresses an unintended consequence within business decision-making as part of an introductory business management course. The unit plan should include pre-assessment, assessments, activities, and other ancillary materials that may be needed. Assessments must be original in nature, and not copied from published textbook materials.
- The competitors may use technology to present the lesson, but it must be provided by the competitor.
- Internet access will not be provided.
- Student members, not advisers, must prepare the cover letter, résumé, and unit plan.

- A deduction of five (5) points will be made from the score of competitors who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Each competitor will be scheduled for an interview/lesson presentation. Ten minutes will be allotted for the interview, five minutes will be allotted to prepare for the lesson, and fifteen minutes will be allotted for the lesson presentation
- Props or items needed to present the lesson may be brought into the room but may not be left with the judges.

JUDGING

- The materials, interview, and lesson presentation will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheets will be used for the interview and lesson presentation - 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 three.

NATIONAL COMPETITION

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

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

FUTURE BUSINESS EXECUTIVE

Category: Presentation Events

Type: Individual

OVERVIEW

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

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

Competitors must bring **three** hard copies of résumé and cover letter in a folder to each round of interviews onsite. Label folder with the event title, competitor's name, school, and state. Include the competitor's name on all pages submitted. Résumés should be brief, not exceeding two pages. Photographs are not allowed. Cover letters are not to exceed one page.

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

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURE

Objective Test

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

- Bring a writing instrument.

Cover Letter and Resume

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

Interview

- All competitors will be scheduled for an interview.
- Competitors will be scheduled for a fifteen (15) minute interview.
- Judges will receive a copy of each competitor's application materials from the competitor. No additional items can be brought into the interview or left with the judges.
- Preliminary and final interviews are not open to conference attendees.

JUDGING

- The materials and interview will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheets will be used for the interview materials and interview - 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 three.

NATIONAL COMPETITION

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

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

JOB INTERVIEW

Category: Presentation Events

Type: Individual

OVERVIEW

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

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

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors must be members and on record in the FBLA Collegiate state office as paying dues by the established state membership deadline.
- Competitors may compete in this event again if they have not competed in it at a previous National Leadership Conference.

REGULATIONS

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

PROCEDURE

Interview Materials

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

Interview

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

JUDGING

- The materials and interview will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheets will be used for the interview materials and interview - 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 three.

NATIONAL COMPETITION

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

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

PUBLIC SPEAKING

Category: Presentation Events

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 from one or more of the FBLA goals. The goals include:

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Competitors 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).

REGULATIONS

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

PROCEDURES

- Competitors must prepare speeches. Advisers and other are not permitted to help.
- Handouts or other visual aids are not allowed.
- The speech must be of a business nature and must be developed from one or more of the FBLA goals.
- 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.

JUDGING

- Speeches will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

SALES PRESENTATION

Category: Presentation Events

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 given at the State Leadership Conference.

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

PROCEDURES

- The individual/team may sell whichever product or service they choose.
- The individual/team shall provide the necessary materials and merchandise for the demonstration along with the product.
- The demonstration must be the result of the individual's/team's own efforts.
- Facts and working data may be secured from any source.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Visual aids and samples related to the presentation may be used in the presentation; however, no items may be left with the judges or audience.
- When delivering the demonstration, the individual/team may use notes, note cards, and props. All materials must be removed at the end of the performance. No items may be left with the judges.
- This is an interactive event and judges may ask questions throughout the presentation.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals indicated.
- Presentation of the entry must be conducted by the competitors who authored the event.
- The individual must perform all aspects of the presentation (e.g. speaking, setup, operation equipment). Other chapter representatives may not assist.
- See General Performance Event Guidelines for additional Technology guidelines.

JUDGING

- Presentations will be evaluated by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

SMALL BUSINESS MANAGEMENT PLAN

Category: Presentation Events

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

Reports contents should include:

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

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

PROCEDURES

REPORT

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

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

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

JUDGING

- Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the reports and the presentations. Final rank is determined by totaling the written report scores and the presentation scores.
- Report scores will be used to break a tie. All decisions of the judges are final.
- The national rating sheets will be used for the report and the presentation - 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 three.

NATIONAL COMPETITION

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

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

SOCIAL MEDIA MARKETING

Category: Presentation Events

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 given at the SLC.

ELIGIBILITY

- For the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

2023 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

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

The social media landscape is changing and expanding to include new platforms. A small business that currently only uses Facebook and Instagram asks your advice on which new platform(s) they should use to reach their audience and how to launch their brand into the conversation. Make a recommendation and a launch strategy complete with applicable content to meet the goal.

PROCEDURE

- Topic is addressed effectively and is appropriate for the audience.
- Campaign has a high level of engagement and interactivity: likes, shares, retweets, RSVPs, etc.
- Demonstrates knowledge of social media marketing beyond community management, including but not limited to developing unique content, effectively utilizing existing content, optimizing content for search, 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, and engagement and outreach strategies.
- Overall campaign—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing.
- Final product indicates a clear thought process, a well-formulated campaign, and execution of a firm idea.
- Effectively communicate required information and drive the campaign toward a clear call to action.
- Social media accounts cannot be created for exiting entities without written consent from the entity.
- Copyright laws followed.

- Competitors must prepare projects. Advisers and other are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for bringing a copy of their project to show the judges.
- Any photographs, text, trademarks, or names used must be supported by proper documentation and approvals.
- Presentation of the entry must be conducted by competitors who authored the event.
- Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- The individual or team members must perform all aspects of the presentations. Other chapter representatives may not assist.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology guidelines.

JUDGING

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- The national rating sheet will be used for the presentation - 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 three.

NATIONAL COMPETITION

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

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

STATE OF CHAPTER PRESENTATION – MODIFIED!

Category: Presentation Events

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)

OVERVIEW

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

ELIGIBILITY

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

PROCEDURES

- Presentation should include the chapter's annual program of work.
- Presentation describes activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Presentation of the entry must be conducted one to three chapter members. No other chapter members or advisers may assist.
- Visual aids related to the project may be used during the presentation; however, not items may be left with the judges.
- 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.
- See General Performance Event Guidelines for additional Technology guidelines.

JUDGING

- Presentations will be judged by a panel of judges. All judges' decisions are final.
- The national rating sheet will be used for the presentation – www.fbلا.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 three.

NATIONAL COMPETITION

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

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

WEBSITE DESIGN

Category: Presentation Events

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 the number of members who may enter each event, please see the FBLA Collegiate Competitive Events table located in the Official Information section of this handbook.
- Entries may be an individual member or a team of two (2) or three (3) members.
- Competitors must be members and on record in the FBLA 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).

REGULATIONS

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

2023 STATE AND NATIONAL TOPIC

The topic to be addressed by the website developed for competition at the 2023 State Leadership Conference and National Leadership Conference will be:

You have been asked by your local Chamber of Commerce to develop a website for them that will promote the food truck vendors in your city. The Chamber has designated a certain area of the city for all food truck vendors to park. The website should promote this area as "Food Truck Alley" for your city. The website should include the following elements:

- *A header that promotes 'Food Truck Alley'*
- *It should list all the different food truck vendors.*
- *It should list the menu for each food truck that will be located in Food Truck Alley.*
- *Navigation Menu.*
- *Form to submit online ordering.*
- *A calendar or schedule element or page.*

PROCEDURES

Specific 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 program must be demonstrated to the judges.
- Visual aids and samples specifically related to the demonstration may be used; however, no items may be left with the judges or audience
- Competitors must show the judges any of the following that are applicable; read me file, source code, documentation of templates/libraries used, and documentation of copyrighted material used.

Project

- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.

- Competitors are responsible for ensuring the usability and functionality of their project when demonstrating it to the judges.
- Any photographs, texts, trademarks, or names used must be supported by proper documentation and approvals indicated on the project.
- When applicable, the use of templates must be identified.

Demonstration

- Demonstration of the project must be conducted by competitors who created/authored the event.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology guidelines.

JUDGING

- Projects and presentations will be judged by a panel of judges. All decisions of the judges are final.
- The national rating sheet will be used for the demonstration - 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 three.

NATIONAL COMPETITION

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

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



North Dakota

FBLA

Collegiate

**RECOGNITION
EVENTS GUIDELINES**

ALUMNI OF THE YEAR

Category: Recognition

Type: Individual

OVERVIEW

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

ELIGIBILITY

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

CRITERIA FOR SELECTION

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

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

The biographical sketch of each nominee should particularly address the above areas. It should also include a direct quotation of the nominee referencing the impact FBLA Collegiate/PBL has had on their life.

JUDGING

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

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

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

BRIDGING THE GAP AWARD

Category: Recognition

Type: Chapter

OVERVIEW

The North Dakota FBLA Collegiate Bridging the Gap Award is designed to recognize local chapters who aid in narrowing the gap between FBLA High School or FBLA Middle School and FBLA Collegiate.

ELIGIBILITY

All local chapters are eligible.

PROCEDURES

At least two members from an ND FBLA Collegiate chapter must visit a local FBLA High School or FBLA Middle School chapter meeting. The visit shall take place following the previous State Leadership Conference and March 1 of the current year. At this meeting:

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

DOCUMENTATION

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

AWARD

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

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

BUSINESSPERSON OF THE YEAR

Category: Recognition

Type: Individual

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

OVERVIEW

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

ELIGIBILITY

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

PROCEDURES

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

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

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

JUDGING

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

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

HONORARY MEMBERSHIP IN NORTH DAKOTA FBLA COLLEGIATE

Category: Recognition

Type: Individual

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

OVERVIEW

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

ELIGIBILITY

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

REGULATIONS

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

PROCEDURES

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

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

JUDGING

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

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

LARGEST LOCAL CHAPTER MEMBERSHIP

Category: Recognition

Type: Chapter

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

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 Collegiate members on record in the FBLA state office on the cut-off date of the current school year.

STATE AWARDS

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

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

Category: Recognition

Type: Chapter

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

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

LARGEST PERCENTAGE OF RETENTION IN LOCAL CHAPTER MEMBERSHIP

(North Dakota Only Event)

Category: Recognition

Type: Chapter

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

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

STATE AWARDS

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

MEMBER OF THE SEMESTER

Category: Recognition

Type: Individual

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

RECOGNITION

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

COLLEGIATE PERKS

Category: Recognition

Type: Chapter

Collegiate Perks is a project designed to recognize active local FBLA Collegiate chapters and their advisers for going above and beyond. Chapters who complete one of the four levels of recognition (platinum, gold, silver, or bronze), and who submit an entry form with documentation, will be recognized.

OVERVIEW

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

- **Platinum Level**—complete six (6) Level I activities and fifteen (15) Level II activities. Platinum-level chapters will receive priority seating, a ribbon, 50 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.
- **Gold Level**—complete four (4) Level I activities and eight (8) Level II activities. Gold-level chapters will receive priority seating, a ribbon, 30 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.
- **Silver Level**—complete three (3) Level I activities and six (6) Level II activities. Silver-level chapters will receive, a ribbon, 20 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.
- **Bronze Level**—complete two (2) Level I activities and four (4) Level II activities. Bronze-level chapters will receive, a ribbon, 10 points towards the Dorothy L. Travis Award, and recognition at the State Leadership Conference.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

Level I Activities

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

Level II Activities

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

16. Have at least one member attend FBLA Collegiate Career Connections Conference.
17. Visit with a local FBLA chapter about the benefits of joining FBLA Collegiate.
18. Hold an event to promote FBLA Week.
19. Conduct a local officer installation ceremony.
20. Hold a chapter/member recognition event.
21. Nominate a chapter member for the Member of the Semester recognition.

PROCEDURE

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

JUDGING

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

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



North Dakota
FBLA

Collegiate

FORMS



ND FBLA Collegiate State Officer Application*

Please key this form.

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

School attending in 2023-24				Office sought <input type="checkbox"/> President <input type="checkbox"/> Vice President	
Class next year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student					
Name			Current mailing address		
City	State	Zip	Phone		
E-mail					
Summer mailing address					Phone
Person to contact in an emergency				Relationship	
Address		City	State	Zip	Phone
FBLA Collegiate activities					
College Major		College Minor			Have you completed or are you enrolled in at least one business course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to attend all meetings of the State Executive Council: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you employed in a part-time job while attending college? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of hours you usually work per week		Name of employer	
If you are employed, will your employer allow you time off to attend state planning meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Candidate's signature			Adviser's signature		

Postmark or email this form by the designated date to:

Jessica DeVaal
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
jdevaal@nd.gov



Who's Who Award

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

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

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

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

DO NOT LIST STATE OFFICERS

Postmark or email this the form by the designated date to:

***Allison Grenz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
algrenz@nd.gov***



ND FBLA Collegiate Adviser Length of Service Award Application

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

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

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

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

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

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

Postmark or email this form by the designated date to:

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Bismarck, ND 58505-0610
algrenz@nd.gov



ND FBLA Collegiate Pre-Conference Tests Order Form

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

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

Event	Names of Competitors (For team events, place names of all team members on same line.)
Administrative Support Technology (production test) <i>Individual event</i> 3;(1-24), 4;(25-49), 5;(50-74), 6;(75+)	1.
	2.
	3.
	4.
	5.
	6.
Business Communication (writing exercise) <i>Individual event</i> 3;(1-24), 4;(25-49), 5;(50-74), 6;(75+)	1.
	2.
	3.
	4.
	5.
	6.
Desktop Publishing (objective test) <i>Up to 3 teams of 1 to 3 members each</i> <i>Team members test individually</i> 3;(1-24), 4;(25-49), 5;(50-74), 6;(75+)	1.
	2.
	3.
Future Business Executive (objective test) <i>Individual event</i> 2;(1-24), 3;(25-49), 4;(50-74), 5;(75+)	1.
	2.
	3.
	4.
	5.
Global Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team members test individually</i> (1-24) 1;(25-49) 2;(50-74) 3;(75+) 4	1.
	2.
	3.
	4.
Help Desk (objective test) <i>Individual event</i> 2;(1-24), 3;(25-49), 4;(50-74), 5;(75+)	1.
	2.
	3.
	4.
	5.

Continued on next page

Event	Names of Competitors (For team events, place names of all team members on same line.)
Human Resource Management (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team members test individually</i> (1-24) 1;(25-49) 2;(50-74) 3;(75+) 4	1.
	2.
	3.
	4.
Management Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team members test individually</i> (1-24) 1;(25-49) 2;(50-74) 3;(75+) 4	1.
	2.
	3.
	4.
Marketing Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team members test individually</i> (1-24) 1;(25-49) 2;(50-74) 3;(75+) 4	1.
	2.
	3.
	4.
Parliamentary Procedure (objective test) <i>1 team consisting of 4 or 5 members</i> <i>Team members test individually</i>	1.

Postmark or email this form by designated date to:

Allison Grenz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
algrenz@nd.gov



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

Allison Grenz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
algrenz@nd.gov



Postmark or email this form by designated date to:
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FBLA Collegiate Alumni of the Year Nomination

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

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

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

School Name and City:

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

Number of Members Retained from 2021-2022 to 2022-2023:

Percentage of Retention:

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

List names of members retained from 2021-2022 to 2022-2023:
(Attach additional sheet if necessary)

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

Signature of Chapter President:

Signature of Chapter Adviser:

Postmark or email this form by designated date to:

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Bismarck, ND 58505-0610
algrenz@nd.gov**



Event Entry/Statement of Assurance Form

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

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

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

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

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

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

Complete this Document Section for All Appropriate Events:

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

Postmark or email this form by designated date to:

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Bismarck, ND 58505-0610
algrenz@nd.gov



North Dakota Collegiate Perks Entry Form (2022-2023)

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

PLEASE MAKE SURE SUPPORTING DOCUMENTS ARE ATTACHED TO THIS FORM

- Platinum Level – Complete six (6) Level I Activities and fifteen (15) Level II Activities.
- Gold Level - Complete four (4) Level I Activities and eight (8) Level II Activities.
- Silver Level - Complete three (3) Level I Activities and six (6) Level II Activities.
- Bronze Level - Complete two (2) Level I Activities and four (4) Level II Activities.

Level I Activities

1. Have at least 80% of the local membership register for the State Leadership Conference.
2. Hold an FBLA Collegiate recruitment booth during your college's involvement fair. **Attach three (3) photos and a minimum 100-word summary. The recruitment booth must be held during the 2022-23 membership year.**
3. Submit a chapter spotlight report for a chapter activity for publication on North Dakota FBLA Collegiate social media. **Submit the report to a State Officer to be linked to the state site. Please include a summary of a minimum of 100 words and three (3) photos.**
4. At least 20% of members complete a level of the FBLA Collegiate Excellence Awards.
5. Secure a competitive event sponsor. **Attach the sponsorship form.**
6. Have a candidate run for state or national office

Level II Activities

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

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

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Bismarck, ND 58505-0610
algrenz@nd.gov



Bridging the Gap Award

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

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

1. _____
2. _____
3. _____

Experience Summary:

Remember to include a picture from the visit with this form

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

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ND FBLA Collegiate State Leadership Conference Hotel Reservation

Conference Dates
March 26-27, 2023

Reservation Cut-Off Date
March 10, 2023

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

1. A block of rooms has been reserved at the conference hotel (rooms will be released on March 10). Reservation requests and rooming lists must be emailed to Chelsey at chelsey@ganglhospitality.com.
2. Schools requesting direct bills must contact Chelsey (chelsey@ganglhospitality.com) to setup in advance.
3. Any reservation changes after March 10 must be made with Chelsey.
4. Check-in time will be 3 pm.
5. Check-out time will be 11 am.
6. Be sure to indicate how many nights your chapter will be staying (1 or 2)
7. Room rates (excluding tax) for a standard room per night are at the prevailing state rate (currently \$88.20 for a single)
8. Please bring tax exempt ID number, if applicable, to receive a tax-free room rate. You can also provide this to Chelsey in advance.

Name of School, City:		Number of rooms to reserve:		
Arrival Date:		Departure Date:		
Payment Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Direct Bill				
NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room A	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		
NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room B	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

SEND CONFIRMATION TO:

Name		Phone
Address		Email:
City	State	Zip

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

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

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

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

APPENDIX

**PBL Constitution and Bylaws
NLC Information**

UNIFORM STATE CHAPTER CONSTITUTION

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

Article I—Name

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

Article II—Purpose

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

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

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

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

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

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

Article III—Membership

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

Article IV—Dues and Finance

Section 1

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

Section 2

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

actually rendered the Chapter in effecting its goals.

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

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

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

Article V—Organization

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Section 5

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

Article VI—Emblems and

Insignia

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

Article VII—Amendment

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

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

Revised by National FBLA-PBL
December 5, 1975.

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

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

National Office Address:

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

North Dakota Address:

North Dakota State Chapter
FBLA-PBL, Inc.
State Capitol, 15th Floor
600 East Boulevard Ave.
Dept. 270
Bismarck, ND 58505-0610
701-328-2286
FAX: 701-328-1255

FUTURE BUSINESS LEADERS OF AMERICA PHI BETA LAMBDA, INC.

North Dakota Chapter

PHI BETA LAMBDA BYLAWS

Article I—Name

Section 1

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

Article II—Purpose

Section 1

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

Section 2

The specific goals of PBL are to:

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

Article III—Membership

Section 1

FBLA-PBL membership shall consist of members of nationally chartered local chapters. These members

shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

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

Article IV—Dues and Finance

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Article V—Organization

Section 1

Phi Beta Lambda shall be an association of local chapters, each operating in accordance with the charter

granted by FBLA-PBL, Inc. Only chapters which have received charters, Greek names, and numbers issued by FBLA-PBL, Inc. and which are in good standing, shall be referred to as chapters of "Phi Beta Lambda" or "PBL."

Section 2

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

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

Section 3

PBL members shall be considered in good standing when they:

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

Section 4

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

Section 5

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

Section 6

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

Section 7

The position of state chairman shall be filled by recommendation of the

National Board of Directors of FBLA-PBL, Inc.

Section 8

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

Section 9

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

Section 10

The State Executive Board may appoint up to three state advisers to serve unlimited, renewable one-year terms. State advisers may consist of, but not be limited to, industry representatives, local chapter advisers, and other individuals with a passion for career & technical education, leadership development, and student organizations.

Article VI—Officers and Elections

Section 1

The state elected officers of the North Dakota State Chapter of Phi Beta Lambda shall be a president and four vice presidents. All officers stated above will be elected, appointed, and installed at the State Leadership Conference and will serve as voting members of the State Executive Board.

Section 2

Qualifications for Elected State Officers

- a. Only active PBL members are eligible to hold office.
- b. Only those applicants who are present at the State Leadership Conference shall be eligible for nomination.
- c. To be considered for an elected office in the North Dakota State Chapter of Phi Beta Lambda, a candidate shall:
 - (1) have at least one full year remaining in their post-secondary or college program of study,
 - (2) be recommended by the local chapter and endorsed by their local chapter adviser, and

- (3) file an official application for office by the established filing date.

Section 3

Nominations for Elected Officers

- a. Nominees who have filed an official application for a specific office and who are present at the general session of the North Dakota PBL Leadership Conference when the election is held shall be eligible for election to office. Any change in the application for a specific office must be filed with the State chairman prior to the beginning of the First General Session at the State Leadership Conference.
- b. In the event there are no candidates for an office, applications for the vacant office will be accepted by the newly elected State Executive Board following the conference by an established date. The newly elected State Executive Board will appoint an officer from applications for the vacant office following the conference.

Section 4

Elections

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

Section 5

Term of Office

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

Section 6

Vacancy in Office

- a. A vacancy in office, other than that of president, shall be filled or remain vacant, as determined by the State Executive Board.
- b. The State Executive Board shall delegate one of the vice presidents to

assume the role of president if that office shall become vacant. This delegate would be selected by a majority vote of the State Executive Board.

- c. Should the office of president become vacant, the chosen vice president shall assume the office of president.

Article VII—Duties of PBL State Officers

Section 1

The president shall:

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

Section 2

The vice presidents shall:

- (1) Each taking on assigned responsibility below, but not limited to:
 - a. assist the president and state chair in any activity,
 - b. serve as a liaison for local North Dakota PBL chapters for the North Dakota PBL state officer team and State Executive Board,
 - c. serve as a representative of the North Dakota PBL state officer team for new and re-activating chapters,
 - d. serve as chairman of appointed committees, and
 - e. assist in the promotion and development of FBLA-PBL.
 - f. present financial reports to members at State Executive Board meetings and the State Leadership Conference,
 - g. serve as a primary liaison between potential and current corporate partners and North Dakota PBL,
 - h. be responsible for developing and/or updating a corporate partner program for the current membership year,
 - i. keep an accurate record of all business of the State Leadership

- Conference and the State Executive Board,
- j. supply at least one copy of the minutes and substantiating report to the State Executive Board promptly,
- k. publish and update the official North Dakota PBL website and social media pages,
- l. submit appropriate items to the publisher of national FBLA-PBL publications,
- m. advise the president on the orderly conduct of business in accordance with PBL Bylaws and the current edition of Roberts Rules of Order, Newly Revised,
- n. complete an annual review of the organization's bylaws.

Section 3

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

Section 4

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

Section 5

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

Article VIII—State Leadership Conference and Meetings

Section 1

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

Section 2

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

- a. 1-19 members—two voting delegates

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

Section 3

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

Section 4

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

Section 5

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

Section 6

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

Article IX—State Executive Board

Section 1

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

Section 2

The State Executive Board shall:

- a. adopt policies of operation for PBL as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president,
- c. review all proposed amendments to the Bylaws,
- d. present to the PBL active members at the State Leadership Conference those proposed amendments which have been approved by the State Executive Board, and
- e. perform such other duties as are prescribed by these Bylaws.

Section 3

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

Section 4

Business of the State Executive Board may be conducted by mail, teleconference or other appropriate means at the discretion of the president and approval of the state chairman and the state advisers. All business completed in a non-traditional format, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

Article X—Committees

Section 1

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

Section 2

The president of PBL shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the president's term of office, and assist in their activities.

Section 3

Committee business may be conducted by mail, teleconference, or other appropriate means at the discretion of the president and approval of the state chairman and the state advisers. For adoption, action taken by the committee in a non-traditional meeting shall require a plurality vote of the members eligible to vote and shall be reported to the committee members no later than the next regular committee meeting.

Article XI—Emblems and Colors

Section 1

The official emblem and insignia item designs are described and protected from infringement by registration, in the U. S. Patent Office, under the Trademark Act of 1946. The manufacturing, reproduction, wearing, or displaying of the emblem shall be governed by the National Board of Directors of FBLA-PBL, Inc.

Section 2

Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they

shall be those of FBLA-PBL. Only members in good standing may use official emblems and insignia.

Section 3

The official colors of North Dakota FBLA-PBL shall be blue and gold.

Article XII—Parliamentary

Authority

Section 1

The rules contained in *Robert's Rules of order Newly Revised—current edition* shall govern the North Dakota State Chapter of FBLA-PBL in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order which the North Dakota FBLA-PBL may adopt.

Section 2

The use of the word chairman to identify one who chairs a committee or meeting is seen by a growing number of educators and students as perpetuating linguistic sexism. Many advisers and members of FBLA-PBL wish to free their language from this unconscious semantic bias. However, because *Robert's Rules of Order Newly Revised—current edition* takes the position that the word "CHAIRMAN suffices for both sexes," it will be used in the Constitution and Bylaws and in other FBLA-PBL state and national publications.

Article XIII—Amendment of the Bylaws

Section 1

Proposed amendments to these Bylaws shall be submitted in writing not later than sixty days prior to the North Dakota PBL State Leadership Conference to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters within thirty days of the State Leadership Conference.

Section 2

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates at the State Leadership Conference. The State Executive Board shall present approved amendments, with recommendations, to voting delegates at the State Leadership Conference.

Section 3

A two-thirds vote of the voting delegates registered at the State

Leadership Conference and in attendance at the business meeting is required for adoption of amendment.

Revised March 24, 2018

Revised April 9, 2022

FBLA COLLEGIATE NATIONAL LEADERSHIP CONFERENCE PARTICIPANT'S INFORMATION

The FBLA Collegiate National Leadership Conference (NLC) will be held in Atlanta, GA, June 22-25, 2023. The NLC offers motivational and informational sessions for both members and advisers. Delegates will be involved in workshops to help develop leadership skills and make important career decisions. Qualified competitive event winners can compete in the FBLA Collegiate National Awards Program.

If you are an eligible competitive event winner, you must complete the Competitive Event Information form and email it to Allison Grenz at the FBLA Collegiate State Office no later than April 26. If you fail to do so, you will **forfeit your right** to compete at the NLC.

On April 26, a notice will be emailed to all chapters of the competitive events that have not been entered. Any FBLA Collegiate member may enter any "open" competitive event at the NLC upon notification of the North Dakota FBLA Collegiate State Office.

No competitive events at the NLC can be entered after May 3! On May 5, the North Dakota National Leadership Conference Competitive event registration will be submitted to the national office and no additions will be made!

The North Dakota FBLA Collegiate State Office will register members for competitive events only. This will not register members for the conference itself, nor does it take care of your hotel reservations.

The National FBLA Collegiate office will publish NLC conference information on its website at www.fbla.org. Registration will be done online using the chapter membership login. Contact the national office for information at 800-325-2946 or by e-mail: conference@fbla.org.



ND FBLA Collegiate NLC Competitive Event Information

People who wish to compete in FBLA Collegiate competitive events representing North Dakota should submit the following information by April 26, 2023.

School Name	Event(s) Entering
Participant's Name	Mailing Address on June 1
Day Phone	
Evening Phone	E-mail Address

Person to be contacted in case of emergency while attending NLC:

Name	Mailing Address
Phone	

NOTE: Completion of this form does not register you for the conference or hotel. It only makes it possible to enter a competitive event!

If you are not competing, but are attending the 2023 National Leadership Conference, it would be appreciated if you would complete and return this form to the state office so we can share this information with all attending from North Dakota.

If you send in this form indicating your intent to register for and compete at the conference, but change your mind, please notify the state office as soon as possible. This information is needed in order to complete event confirmation prior to arrival at the NLC.

Email this form by the designated date to:

**Allison Grenz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
algrenz@nd.gov**

***North Dakota State Board for
Career and Technical Education***

*State Capitol, 15th Floor -- 600 E Boulevard Ave, Dept. 270
Bismarck ND 58505-0610
701-328-3180*

EMAIL: *cte@nd.gov*

WEBSITE: *www.cte.nd.gov*

Ms. Sonia Meehl - Oakes, Chair

Mr. Josh Johnson - Valley City, Vice-Chair

Ms. Kirsten Baesler – Bismarck

Mr. Pat Bertagnolli – Bismarck

Ms. Lyndsi Engstrom – Westhope

Dr. Mark Hagerott – Bismarck

Mr. Burdell Johnson – Tuttle

Mr. Mike McHugh – Mandan

Mr. Eric Nelson - Williston

North Dakota FBLA Collegiate is sponsored as part of the

Department of Career and Technical Education

Wayde Sick, State Director, and Executive Officer
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