

2024-
2025

CHAPTER
HANDBOOK



NORTH DAKOTA
FBLA MIDDLE SCHOOL

GRADES
6-8

This publication contains information and forms necessary to operate a North Dakota FBLA Middle School chapters for 2024- 2025 school year.

North Dakota

Future Business Leaders of America – Middle School

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.
- 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.
- 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.
- every person should actively work toward improving social, political, community, and family life.
- every person has the right to earn a living at a useful occupation.
- every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- 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 support the mission of Future Business Leaders of America, abide by its Code of Ethics and Code of Conduct, and develop the qualities necessary to become a community-minded business leader.

FBLA Code of Ethics:

I commit to:

- collaborating with a commitment to inclusivity, diversity, equity, care, and respect for the dignity and worth of every individual.
- undertaking each task with a clear understanding of my responsibilities, aiming to execute all work to the highest standard.
- performing all my actions and duties ethically with the utmost honesty, accountability, and transparency.
- establishing and nurturing relationships based on trust.
- being receptive to constructive feedback and seeking opportunities for personal and professional growth.
- complying with both the specific guidelines and the overarching principles of my school's policies and FBLA's standards.
- promoting a culture of respect through my dress, behavior and communication, positively representing myself, school, and future profession.
- contributing to the betterment of my local and global community by engaging in projects and initiatives that bring the greatest good to the greatest number.

Preface

The 2024-2025 edition of the North Dakota FBLA Middle School Chapter Handbook should replace any versions or documents that were used in past years. This handbook will also be available on the North Dakota FBLA website at www.nd-fbla.org and the North Dakota CTE website at www.cte.nd.gov.

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

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

Changes to this edition:

- New Event: Exploring Business Issues
- New Event: Exploring Computer Applications
- Name Change: Leadership becomes Exploring Leadership
- Name Change: Running an Effective Meeting becomes Exploring Parliamentary Procedure.
- Name Change: Elevator Speech becomes Exploring Public Speaking.
- Name Change: Multimedia & Website Development becomes Exploring Website Design.
- Rating sheets may change as errors are found during the year. Rating sheets for SLC will be taken from www.fbla.org to reflect all updates.

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ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES:

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

NORTH DAKOTA STATE DUES:

FBLA High School	\$5.00*
FBLA Middle School	\$5.00*
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. A total of \$15 state and national dues for FBLA High School and \$15 state and national dues for FBLA Middle School are to be paid by credit card or mailed to the national office.**

FBLA state dues of \$5 and national dues of \$10 (total of \$15 per member) should be sent directly to the national office using the online reporting process. Go to www.fbلا.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 FBLA Network for alumni and professionals.

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

National Membership Dues
FBLA, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063
1-800-325-2946
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
12100 Sunset Hills Drive, Suite 200
Reston, VA 20190
Toll Free: 1-800-325-2946
Fax: 866-758-0749
Email: membership@fbلا.org
Web Site: www.fbلا.org

State and national membership dues must be paid by February 1, 2025, to compete at the ND FBLA SLC.

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

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

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

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

NORTH DAKOTA FUTURE BUSINESS LEADERS OF AMERICA MIDDLE SCHOOL 2024-2025 CALENDAR

September 23, 2024	Submit online registration for FBLA Fall Leadership Conference
October 6-7	FBLA Fall Leadership Conference—Bismarck
October 15	Dressed to Impress Scholarship deadline
November 8-9	National Fall Leadership Conference – Columbus, OH
November 15	American Enterprise Day
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
February 1, 2025	Last day to postmark FBLA state and national dues (Dues must be postmarked directly to national office in order to participate at State Leadership Conference.)
February 3-5	CTE in Memorial Hall – Bismarck
February 6	<u>Online submission deadline for:</u> Conference and competitive event registration for FBLA State Leadership Conference Chapter Hotel Form Outstanding Middle School Member form <u>Postmark deadline for:</u> FBLA conference registration fees—sent directly to fiscal agent Hotel Reservation Form—sent directly to hotel
February 9-15	FBLA Week
March 1	LEAD verification for SLC recognition
March 3	<u>Online submission deadline for:</u> Completed FBLA pre-conference production tests
March 3	Online submission deadline for Go for North Dakota Gold entries
March 30 – April 1	FBLA MS/HS State Leadership Conference—Bismarck
April 11	Deadline for FBLA chapters to <u>notify</u> ND FBLA & Travel World of intent to compete at NLC
April 15	NLC Scholarship deadline
June 29-July 2	FBLA MS/HS National Leadership Conference— Anaheim, California

2024 - 2025 NORTH DAKOTA FBLA HIGH SCHOOL STATE OFFICER DIRECTORY

State Officer	Contact Information	Adviser to State Officer
Clara Ankenbauer, President Bowbells High School	Clara.ankenbauer@bowbellshigh.com	Jennifer Nelson Jennifer.nelson@k12.nd.us
Alora Berke, Region I VP Northwood High School	alora.berke@northwoodk12.com	Brennen Beaudin Brennen.beaudin@northwoodk12.com Kim Lorenz Kim.lorenz@k12.nd.us
Gretchen Hickel, Region II VP Ray High School	gretchenhickel@rayschools.com	Tyler Deering Tyler.deering@rayschools.com Madison Deering madison.deering@rayschools.com
Trudy Frank, Region III VP Mandan High School	Trudy.frank@msd1.org	Karla Stelter Karla.stelter@msd1.org Kelsey Brown Kelsey.brown@msd1.org
Carter Ketterling, Region IV VP Wishek High School	Carter.ketterling@k12.nd.us	Ann Bettenhausen ann.bettenhausen@k12.nd.us
Codey Irwin, Secretary Minot North High School	irwincodey@gmail.com	Terry Van Berkom Terry.vanberkom@minot.k12.nd.us
Zack Volson, Treasurer Drake-Anamoose High School	Zack.volson@k12.nd.us	Joan Birdsell Joan.birdsell@k12.nd.us
Peyton Sauter, Historian Linton High School	Payton.sauter@linton.k12.nd.us	Megan Wald Megan.wald@k12.nd.us
Evelyn Isaak, Social Media Coordinator Drake-Anamoose High School	Evelyn.isaak@k12.nd.us	Joan Birdsell Joan.birdsell@k12.nd.us
Jade Uhlich, Parliamentarian Drake-Anamoose High School	Jade.uhlich@k12.nd.us	Joan Birdsell Joan.Birdsell@k12.nd.us

State Staff	
Jessica DeVaal, State Director Dept. of Career & Technical Ed. Phone: 701-328-2286 jdevaal@nd.gov	
Curt Schaff, State Adviser (Region I) Phone: 701-317-3936 curtis.schaff@k12.nd.us	Joan Birdsell, State Adviser (Region II) Drake-Anamoose High School Phone: (701) 465-3732 Joan.birdsell@k12.nd.us
Megan Wald, State Adviser (Region III) Linton High School Phone: 701-254-4717 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

2024 – 2025 NORTH DAKOTA FBLA COLLEGIATE STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
Chloe Gunderson State President Dickinson State University	Chloe.s.gunderson@ndus.edu	Amy Kass Amy.kass@dickinsonstate.edu
Gracie Nutt Vice President Williston State College	Gracie.nutt@ndus.edu	Leah Windnagel Leah.windnagel@willistonstate.edu Maren Furuseth Maren.furuseth@willistonstate.edu
Emma Taylor Vice President Minot State University	Emma.m.taylor@ndus.edu	Jan Repnow jan.l.repnow@minotstateu.edu
Alec Wolf Vice President Minot State University	Alec.wof@minotstateu.edu	Jan Repnow jan.l.repnow@minotstateu.edu
Jessica DeVaal State Director Dept. of Career and Tech. Ed.	jdevaal@nd.gov Office: (701) 328-2286 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	
Jan Repnow State Adviser Minot State University	jan.l.repnow@minotstateu.edu	

FBLA National Officers

FBLA High School National President:
Andrew Stone

Parliamentarian:
Irene Pan

Secretary:
Olivia Herrin

Treasurer:
Gabriel Hankins

Southern Region Vice President:
Emma Horne

Eastern Region Vice President:
Vedika Deshpande

Mountain Plains Region Vice President:
Mason Lytle

Western Region Vice President:
Lizbeth Ortiz

North Central Region Vice President:
Pragnya Vella



High School



Collegiate

FBLA Collegiate National Officers

FBLA Collegiate National President:
Bethany Duke

Executive Vice President:
Jennifer Perez Bacilio

Vice President of Operations:
Jonathan Nevenhoven

Vice President of Financial Development:
Elizabeth Lilly Rowe

Vice President of Membership:
Cassie Keller

Vice President of Communication:
Alexandria Torbert

2024 – 2025 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

High School

REGION I	CHAPTER NAME	2023 - 2024 MEMBERSHIP	ADVISER(S)
	Cavalier High School	12	Mia Kotze
	Central Valley High School, Buxton	16	Tanner Bickford
	Grand Forks Central High School	21	Trevor Lennon
	Griggs County Central High School, Cooperstown	11	Ryan Dockter
	Harvey High School	22	Chad Faul
	Hatton/Northwood High Schools	39	Kim Lorenz Brennen Beaudin
	Lake Area Career Tech Center, Devils Lake	12	Nicole Anderson
	Lakota High School	21	Cassandra Sundeen
	Larimore High School	27	Julie Pearce
	New Rockford/Sheyenne High School	0	Melody Volk
	North Valley Career Tech Center, Grafton	16	Susan Shuley
	Red River High School, Grand Forks	8	Michael Rood
	Thompson High School	37	Jason Brend
	Turtle Mountain Community High School	12	DJ McGillis
REGION II			
	Bishop Ryan	NEW!	Brian Rodgers
	Bottineau High School	33	Kaitlin Walker
	Bowbells High School	13	Jennifer Nelson
	Burke Central High School	21	Julie Termine
	Des Lacs-Burlington High School	21	Kyla Hacker
	Divide County High School, Crosby	26	Amy Shaw Nikita Swanson
	Drake-Anamoose High School	19	Joan Birdsell
	Grenora Public School	12	Stephanie Paine Ashley Lampert Heidi Whitney
	Kenmare High School	23	Megan Kihle
	Killdeer High School	3	Brady Wilz
	Minot High School	40	Lisa Wolf
	Minot North High School	11	Terry Van Berkom
	Mohall Landsford Sherwood	24	Mickey Depute Braeden Volk
	Nedrose Public School	22	Erika Landro
	Powers Lake High School	35	Robertta Helseth
	Ray High School	30	Tyler Deering Madison Deering
	Stanley High School	38	Kendra Evensvold Cindy Hernandez
	Surrey High School	NEW!	Serenity Richard Garret Klein
	Tioga High School	20	Mallory Klabo
	Velva High School	16	Annette Braaten Jennifer Kramer
	Westhope High School	9	Anthony Lee
	Williston High School	24	Kayla Otis

FBLA Chapters (continued)

REGION III

Beach High School	9	Carol Bartz Amanda Stoltz
Belfield High School	NEW!	Andrew Klein
Dickinson High School	21	Kelly Olson
Glen Ullin Public School	19	Shelly Christensen
Grant County High School	3	Michael Mayer
Hazelton-Moffit-Braddock High School	7	Lana Held
Hazen High School	31	Alison Smith
Hettinger High School	24	Jeremy Fordahl
Linton High School	22	Megan Wald
Mandan High School	33	Karla Stelter Kelsey Brown
Mott/Regent High School	19	Holly Ebner
New England High School	5	Joann Larson
Scranton High School	27	Laura Weber Jana Anderson
Shiloh Christian, Bismarck	28	Shayne Haustveit
South Heart High School	16	Kelsey Boedeker
St. Mary's High School, Bismarck	70	Wyatt Nagel
Strasburg High School	10	Joleen Silbernagel
Underwood High School	18	Whitney Jangula
Zeeland High School	2	Lorie Bender Jacob Cline

REGION IV

Ashley High School	5	Ali Herriman
Carrington High School	35	Josey Skytland
Edgeley High School	24	Sandra Dally
Enderlin High School	14	Beau Diegel
Fargo Davies High School	17	Jenna Johnson Uphoff
Fargo North High School	9	Ronda Kelly
Hillsboro High School	30	Ryan Nielsen
Kindred High School	63	
Lisbon High School	27	Jacob Revier
Maple Valley Public School	NEW!	Cassandra Preston
May-Port CG High School	51	David Torgeson Cindy Strand
Midkota High School	34	
Napoleon Public School	14	Bryan Schumacher
West Fargo High School	3	Richard Anderson
West Fargo Sheyenne High School	9	Annie Retka
Wishek High School	10	Ann Bettenhausen

2023 – 2024 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

Middle School

	CHAPTER NAME	2023 – 2024 MEMBERSHIP	ADVISER(S)
REGION I	Cavalier Middle School	6	Mia Kotze
	Hatton/Northwood Middle Schools	13	Kim Lorenz Brennen Beaudin
	Larimore Middle School	21	Julie Pearce
	New Rockford/Sheyenne Middle School	0	Melody Volk
REGION II	Bowbells Middle School	11	Jennifer Nelson
	Burke Central Middle School	10	Julie Termine
	Divide County Middle School	0	Amy Shaw Nikita Swanson
	Drake-Anamoose Middle School	17	Joan Birdsell
	Grenora Middle School	4	Stephanie Paine Ashley Lampert Heidi Whitney
	Kenmare Middle School	3	Megan Kihle
	Stanley Middle School	13	Kendra Evensvold Cindy Hernandez
	Tioga Middle School	4	Mallory Klabo
REGION III	Beach Middle School	4	Carol Bartz Amanda Stoltz
	Grant County Middle School	1	Michael Mayer
	Hazleton-Moffit-Braddock Public School – MS	5	Lana Held
	Linton Middle School	0	Megan Wald
	New England Middle School	5	Joann Larson
	Scranton Middle School	7	Jana Anderson Laura Weber
	South Heart Public School – MS	3	Kelsey Boedeker
	Zeeland	3	Jacob Cline
REGION IV	Ashley Middle School	5	Ali Harriman
	Carrington Middle School	16	Josey Skytland
	May-Port CG Middle School	17	David Torgeson Cindy Strand Miranda Petersen
	Wishek Middle School	9	Ann Bettenhausen

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

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

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

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

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

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

Total local discretion.

STATE AND NATIONAL CAREER AND TECHNICAL STUDENT ORGANIZATION OFFICERS

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

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

ACCEPTABLE ITEMS



BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS



The following items are prohibited in all conference areas, including competitive events.

- ⊘ Denim or flannel clothing
- ⊘ Shorts
- ⊘ Athletic clothing
- ⊘ Leggings or graphically designed hosiery/tights
- ⊘ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ⊘ Swimwear
- ⊘ Flip flops or casual sandals
- ⊘ Athletic shoes
- ⊘ Industrial work shoes
- ⊘ Hiking boots
- ⊘ Hats
- ⊘ Graphically printed clothing

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

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023



**FBLA MIDDLE SCHOOL
COMPETITIVE EVENTS
GUIDELINES**

CHANGES FOR 2024-2025 MEMBERSHIP YEAR

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

New Events

- Exploring Business Issues
- Exploring Computer Applications

Modified Events

- Name Change: Leadership becomes Exploring Leadership
- Name Change: Running an Effective Meeting becomes Exploring Parliamentary Procedure
- Name Change: Elevator Speech becomes Exploring Public Speaking
- Name Change: Multimedia & Website Development becomes Exploring Website Design

Retired Events

- None

Updated Procedures

- None

Reminders

- All members and advisers are responsible for reading and following competitive event guidelines.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- No animals (except authorized service animals) will be allowed for use in any competitive events.
- Participants should use the FBLA Format Guide (www.fbla.org)

GENERAL COMPETITIVE EVENT GUIDELINES – NORTH DAKOTA FBLA MIDDLE SCHOOL

The general event guidelines below are applicable to all North Dakota FBLA Middle School state competitive events. Please review and follow these guidelines when competing at the state level. When competing at the national level, check the national guidelines since they may differ.

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

Eligibility

- **Dues:** Competitors must have paid FBLA Middle School national and state dues by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **SLC Registration:** Participants must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- **Deadlines:** The chapter adviser must register each state competitor on the official online entry forms by February 6, 2025.
- Each Middle School competitor can compete in two 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 one, two, or three members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the events. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start before the opening session of SLC.
- Competitors may be disqualified if they violate competitive event guidelines.

Repeat Competitors

Members may compete in an event at SLC and NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

- **Modified Event:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. 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 National Leadership Conference (Annual Chapter Activities Presentation, Community Service Presentation).

On-Site Online Testing

North Dakota FBLA Middle School will be administering online testing onsite during the State Leadership Conference.

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

State Awards

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

National Recognition

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

Americans With Disabilities Act (ADA)

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

Recording of Presentations

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

Dress Code

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

Format Guide

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

Rating Sheets

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

Performance Guidelines

- An equal number from each section in the preliminary round will advance to the final round.
- Performance events can be run as a final presentation only depending on the number of registered competitors.
- 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.
- If competitors are late for a competitive event, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the events. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start before the opening session of SLC
- No animals (except authorized service animals) will be allowed for use in any competitive events.

Technology Guidelines

- Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen.) Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
- Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
- Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
- External speakers are not allowed. Only device audio can be used.
- Power will not be available.
- Internet access will not be provided, but guest access may be available at the venue. Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.

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

- Competitors may be disqualified if they violate Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the event.

2024-25 Competitive Events Guidelines

Annual Chapter Activities Presentation



Annual Chapter Activities Presentation provides members with the opportunity to present their chapter’s program of work for the year. This competitive event consists of a presentation component where the activities are presented to the judges.

Event Overview

Division: Middle School

Event Type: Team of 1, 2 or 3 members

Event Category: Chapter

Event Elements: Presentation

Presentation Time: 3-minute set-up time, 7-minute presentation time, 3-minute question & answer time

NACE Connections: Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Teamwork, Technology

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none"> • Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • Table

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit one entry.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Annual Chapter Activities Presentation



Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
 - Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.
- Final Presentation Information
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.

2024-25 Competitive Events Guidelines

Annual Chapter Activities Presentation



- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.

2024-25 Competitive Events Guidelines

Annual Chapter Activities Presentation



- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
 - Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.

2024-25 Competitive Events Guidelines

Annual Chapter Activities Presentation



- Final Presentation Information
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

Annual Chapter Activities Presentation



Annual Chapter Activities Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Summary of year's activities	<i>No evidence of activities</i>	<i>Activities explained briefly</i>	<i>Activities clearly outlined</i>	<i>Activities are chronological and clearly explained.</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Describe activities to benefit chapter and its members: e.g., recruitment, leadership, development, career exploration, chapter fundraising, chapter publicity	<i>No evidence of activities</i>	<i>There is at least one activity described in one of the components listed</i>	<i>There is at least one activity described in each component listed</i>	<i>Multiple activities are described in all components listed</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Describe activities to benefit other individuals and organizations: e.g., state and national projects, community service projects	<i>No evidence of activities</i>	<i>There is at least one activity described in one of the components listed</i>	<i>There is at least one activity described in each component listed</i>	<i>Multiple activities are described in all components listed</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Describe conferences attended and recognition received: e.g., participation in FBLA conferences, other chapter/individual recognition earned, competitive event winners and participation	<i>No evidence of conferences attended, and recognition received</i>	<i>There is at least one activity described in one component.</i>	<i>There is at least one activity described in each component listed in this section.</i>	<i>Multiple activities are described in all components listed.</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Presentation Delivery					
Statements are well-organized and clearly stated	<i>Competitor(s) did not appear prepared</i>	<i>Competitor(s) were prepared, but flow was not logical</i>	<i>Presentation flowed in logical sequence</i>	<i>Presentation flowed in a logical sequence; statements were well organized</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	<i>Competitor(s) did not demonstrate self-confidence</i>	<i>Competitor(s) demonstrated self-confidence and poise</i>	<i>Competitor(s) demonstrated self-confidence, poise, and good voice projection</i>	<i>Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	<i>Unable to answer questions</i>	<i>Does not completely answer questions</i>	<i>Completely answers questions</i>	<i>Interacted with the judges in the process of completely answering questions</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

2024-25 Competitive Events Guidelines

Business Etiquette



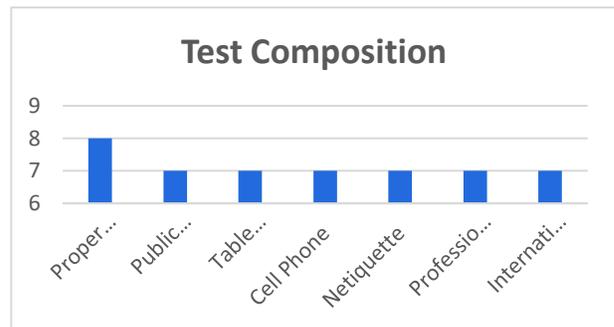
Business Etiquette provides members with the opportunity to demonstrate knowledge around competencies in business etiquette. This competitive event consists of an objective test. It aims to inspire members to learn about the expectations of social and business behavior, practices, and conduct.

Event Overview

- Division:** Middle School
- Event Type:** Individual
- Event Category:** Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
- Objective Test Time:** 30 minutes
- NACE Connections:** Career & Self-Development

Competencies

- Proper Introductions and Direct Eye Contact
- Public Speaking
- Table Manners and Dining Decorum
- Cell Phone Etiquette
- Netiquette
- Professionalism
- International Customs and Etiquette



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit unlimited entries per objective test event.

2024-25 Competitive Events Guidelines

Business Etiquette



- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Business Etiquette



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.
- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

2024-25 Competitive Events Guidelines

Business Etiquette



Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Proper Introductions and Direct Eye Contact
 1. Describe how a professional handshake is still the professional standard.
 2. Explain the importance of direct eye contact.
 3. Explain situations when handshakes are not appropriate (illness, pandemic)
 4. Define the importance of active listening when meeting another person.
 5. Show respect by learning and remembering names quickly.
 6. Explain the power of a first impression.
 7. Avoid making value judgements about people you meet.
 8. Respect people's personal space.
 9. Explain the importance of self-assessment to improve the first impressions you make.
 10. Explain why the initial introduction is not a time to pursue a sale.
 11. Explain the importance of choosing words wisely to make a positive first impression.
 12. Avoid discussing politics and religion.
 13. Explain the power of saying please and thank you.
 14. Acknowledge others and when in doubt, introduce people to others at the event.
 15. Explain how business card pushing can be a turn off to other people.
- B. Public Speaking
 1. Select a topic that is appropriate for the audience and the occasion.
 2. Explain the importance of an engaging introduction that orients the audience to the topic.
 3. Describe the value of clear main points for a speech.
 4. Locate compelling supporting materials to validate the speech.
 5. Explain why the conclusion/closure is so important in a speech.

2024-25 Competitive Events Guidelines

Business Etiquette



6. Define clear, vivid language and the importance of selecting the correct words for a speech.
 7. Demonstrate a careful choice of words to emphasize the main points of a speech.
 8. Use suitable vocal expression to engage the audience.
 9. Explain the importance of audience engagement for a speech.
 10. Demonstrate nonverbal behavior that supports the verbal message.
 11. Successfully adapt the presentation/speech to the audience.
 12. Describe visual aids that enhance a speech.
 13. Define how convincing persuasion is supported by credible evidence.
 14. Explain how the speaker's appearance and attitude impact the audience.
 15. Define the importance of an effective conclusion for a speech.
- C. Table Manners and Dining Decorum
1. Explain the importance of table manners and dining decorum.
 2. Explain the importance of arriving on time for a meal.
 3. Describe the importance of making reservations at a restaurant.
 4. Describe the proper business dining etiquette place settings.
 5. Explain the importance of the table place setting and the need to keep personal belongings off the dining table.
 6. Describe the order of utensils in the dining place setting and where to place utensils when they have been used.
 7. Explain rules for passing food and condiments around the dining table.
 8. Explain the difference between continental and American eating styles.
 9. Explain the appropriate procedure for ordering food at a luncheon or dinner where you are the guest.
 10. Describe food choices that are easier to consume professionally at a business luncheon or dinner.
 11. Explain appropriate cell phone etiquette for business lunch or dinner.
 12. Define proper posture and manners for a business lunch or dinner.
 13. Explain the proper use of utensils at the dining table.
 14. Explain proper eating habits (waiting for the host to start, pacing your meal to finish at the same time as everyone else).
 15. Explain the proper use of a napkin at the dining table.
 16. Explain the proper technique for cutting meat and salad.
 17. Describe distracting mannerisms at the dining table (crunching ice, using napkin to blow your nose, talking with your mouth full).
 18. Explain the proper way to eat soup.
 19. Calculate the appropriate tip for moderate and excellent service.
 20. Know in advance how the restaurant bill is being paid.
 21. Explain how to break and butter bread and rolls.
 22. Describe how to use technology in a professional manner.
- D. Cell Phone Etiquette
1. Explain the importance of giving full attention to the other person/group on the cell phone.
 2. Define workplace etiquette for using a cell phone.
 3. Define the importance of putting your cell phone away at work and not in your lap.
 4. Explain why the workplace is not the right place to make personal calls on the cell phone.
 5. Describe how your cell phone ringtone impacts your personal image.
 6. Make sure your backdrop is appropriate for Zoom, TEM, and other group meetings.

2024-25 Competitive Events Guidelines

Business Etiquette



7. Describe rules for speaking and listening on group telephone/computer calls.
 8. Describe appropriate and inappropriate information to share on a telephone call.
 9. Explain the importance of placing the cell phone on silence during business meetings.
 10. Describe how improper cell phone etiquette can have a negative impact on a person's professional career.
- E. Netiquette
1. Realize that individuals using the internet are humans who will react emotionally to messages sent.
 2. Know where you are in cyberspace and the consequences of being on inappropriate websites.
 3. Put your best foot forward online.
 4. Share expert knowledge online.
 5. Respect privacy of other people.
 6. Explain the importance of sharing accurate information.
 7. Describe how the abuse of power impacts online communication.
 8. Explain the importance of forgiving other people's mistakes when using the Internet.
 9. Describe how internet rants and flame wars result in unprofessionalism.
 10. Explain the importance of sending concise messages that respect the receiver's time and bandwidth.
 11. Give examples of how communication using the Internet can break down.
 12. Describe the need to proofread a message before sending it electronically.
 13. Make sure to not send a response for a message "To All."
 14. Understand that a message in all CAPS represents inappropriate yelling.
- F. Professionalism
1. Explain the value of respecting diverse opinions at the workplace.
 2. Describe respectful strategies for discussing delicate topics at the workplace.
 3. Describe appropriate business attire (colors, fabrics, correct fit, clean and pressed).
 4. Define important soft skills for business and social settings.
 5. Explain the importance of a positive attitude.
 6. Define effective work ethic.
 7. Define ethical behavior for the workplace.
 8. Describe the importance of time management and being punctual.
 9. Explain the importance of reliability and accountability.
 10. Describe important organizational skills.
 11. List characteristics that show dedication to your job. (Complete tasks, disciplined, honest, polite.)
 12. Describe discipline and its important role in the workplace.
 13. Define leadership in the workplace.
 14. Explain the importance of flexibility for success.
- G. International Customs and Etiquette
1. Explain the procedure for sharing business cards in an international business setting.
 2. Explain why it is important to research other cultures before conducting global business.
 3. Explain different cultural views regarding personal space, punctuality, eye contact, and gift giving.
 4. Explain how handshakes differ for different culture and global communications.
 5. Explain how English is the preferred language for all participants in international business.

2024-25 Competitive Events Guidelines

Business Etiquette



6. Define multinational and cross-cultural teams.
7. Describe how understanding the importance of subtle non-verbal communication between cultures can be equally crucial in international business.
8. Explain the importance of communication within a global business setting.
9. Describe how organizational structure is related to international business etiquette.
10. Describe strategies for forming agreements that represent financial benefit to all international partners of the agreement.

2024-25 Competitive Events Guidelines

Career Exploration



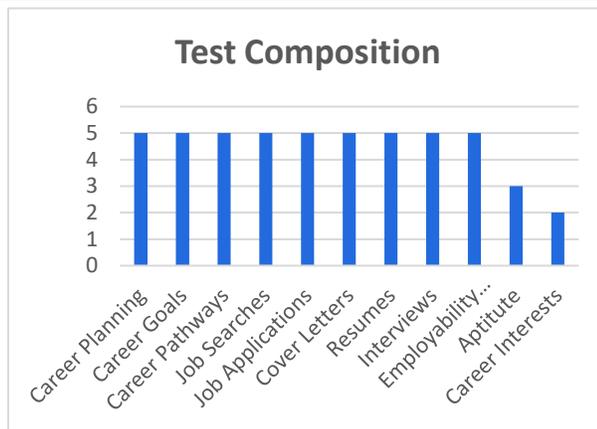
Career Exploration provides members with the opportunity to demonstrate knowledge around competencies in many career areas. This competitive event consists of an objective test. It aims to inspire members to learn about yourself, your options, and to create a plan to reach your career goals.

Event Overview

- Division:** Middle School
- Event Type:** Individual
- Event Category:** Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
- Objective Test Time:** 30 minutes
- NACE Connections:** Career & Self-Development

Competencies

- Career Planning
- Career Goals
- Career Pathways
- Job Searches
- Job Applications
- Cover Letters
- Resumes
- Interviews
- Employability Skills
- Aptitude
- Career Interests



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

Career Exploration



- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Career Exploration



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

2024-25 Competitive Events Guidelines

Career Exploration



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

A. Career Planning

1. Determine the expenses that you will incur each month when you are on your own.
2. Calculate how much to spend on your lifestyle.
3. Determine minimum salary needs.
4. Explore occupations that earn the salary needed.
5. Define career research.
6. Explain the career information included in the “Occupational Outlook Handbook.”
7. Determine personal strengths and weaknesses.
8. Describe job duties for different careers.
9. Describe the training and education required for different careers.
10. Describe the work environment associated with a selected career.
11. Explain the importance of job outlook when selecting a career.
12. Explain work, licenses, and certification requirements for a selected career.

B. Career Goals

1. Define a career goal.
2. Explain the importance of setting specific realistic career goals.
3. Match career goals to personal strengths.
4. Describe maps to reach career goals.
5. Explain the difference between short-term and long-term goals.

2024-25 Competitive Events Guidelines

Career Exploration



6. Explain how personal success is associated with choosing the correct career.
 7. Define measurable career goals.
 8. Explain the importance of writing goals down.
 9. Visualize success associated with career goals.
 10. Define professional networking.
 11. Explain why it is important to share personal goals with individuals in your professional network.
- C. Career Pathways
1. Define a career pathway.
 2. Explain the jobs needed to reach an ultimate career goal.
 3. Define vertical and lateral growth or advancement associated with career paths.
 4. Explain the frequency of changing jobs throughout a lifetime.
 5. Define career transfers.
 6. Define career promotions.
 7. Explain the path through an industry or an organization.
 8. Explain the relationship between individual and career development goals within a company.
 9. Explain how career values and personal benefits are influenced by career pathway choices.
 10. Give examples of career pathways.
 11. Define lifetime learning.
 12. Explain how many career paths involve increasing levels of responsibility.
 13. Describe how skill sets are associated with career pathways.
 14. Explain why personal flexibility is an important factor to reach career pathway goals.
- D. Job Searches
1. Prepare documents (resume, cover letter, references, online resume) for the job search.
 2. Polish online personal presentation.
 3. Explain the importance of your professional network.
 4. Set goals for job applications and interviews.
 5. Understand the importance of sending effective business e-mail messages.
 6. Explain the importance of fringe benefits associated with careers.
 7. Describe online job searches.
 8. Determine personal willingness to move to another location.
- E. Job Applications
1. Explain positive interview skills.
 2. Describe types of job applications.
 3. Explain the information required on a job application.
 4. Outline the major parts of a resume.
 5. Explain the reason and information for a cover letter.
 6. Explain the purpose of a job application and the need to fill it out completely and accurately.
 7. List the personal information you may be asked for when applying for a job.
 8. Explain the importance of truthful answers to questions asked in the interview.
 9. Explain the differences between online and in-person job applications.
 10. Explain why proofreading the application before submitting it is important.
- F. Cover Letters
1. Explain a cover letter.
 2. Explain the reason for sending a cover letter for a job application.

2024-25 Competitive Events Guidelines

Career Exploration



3. Explain why a cover letter must be customized for different job openings.
 4. Explain why research is important when writing a cover letter.
 5. Describe key action words in cover letters to get the interviewer's attention.
 6. Explain the format of a cover letter.
 7. Explain why it is essential to proofread the cover letter.
 8. Define the information that should be included in the cover letter.
- G. Resumes
1. Define a resume.
 2. List competencies (teamwork, responsibility, commercial awareness, decision making, leadership, communication, trustworthiness, problem solving, and ethical standards) to include in a resume.
 3. List the sections for effective resumes.
 4. Describe the standard format for a resume.
 5. Explain the importance of including work experience and internships in the resume.
 6. Define 'work gaps' in the resume and strategies to fill those gaps.
 7. List relevant keywords that should be included in an effective resume.
 8. Define an objective for a resume.
 9. Explain the importance of limiting a resume to one page.
 10. Explain the differences between a chronological, functional, and combination resume.
- H. Interviews
1. List the documents and information needed when going on an interview.
 2. Describe a professional dress code for a job interview.
 3. Explain the importance of a firm handshake.
 4. Explain cell phone protocol for an interview.
 5. Explain the importance of arriving on time for the interview.
 6. Explain waiting room procedures before going into the interview.
 7. Describe mannerisms that are negative during an interview.
 8. Explain the importance of being on time to an interview.
 9. Explain why the time of an interview makes a difference on results.
 10. Explain the importance of sending a thank you immediately following the interview.
 11. Explain the importance of greeting the receptionist or driver when going on an interview.
 12. Explain conservative business clothing colors for an interview.
- I. Employability Skills
1. Explain the importance of clear communication skills.
 2. Describe the importance of writing skills.
 3. Explain the importance of proper netiquette.
 4. Define soft skills needed for success.
 5. Explain professionalism in the workplace.
 6. Explain the importance of teamwork at the workplace.
 7. Explain the need for critical thinking.
 8. Explain the importance of computer skills.
 9. Describe the impact of motivation in the workplace.
 10. Explain the importance of flexibility to learn new skills.
 11. Describe the impact of enthusiasm in the workplace.
- J. Aptitude
1. Define aptitude.

2024-25 Competitive Events Guidelines

Career Exploration



2. Explain the relationship between aptitude and job description.
 3. Explain how an aptitude assessment can help individuals choose a career.
 4. Explain how aptitude tests are related to different job roles.
 5. Define types of aptitude tests: cognitive ability, numerical reasoning, diagrammatic, situational, judgement, verbal reasoning, and inductive reasoning.
 6. Explain how human resource departments use aptitude tests to hire employees.
- K. Career Interests
1. List informative resources to learn about different career interests.
 2. Explain the impact of job shadowing and internships to learn about careers.
 3. Explain the benefits of matching your interests to your career choice.
 4. Describe how choosing a career is related to exploring personal interests.
 5. Explain the difference between a job and a career.
 6. Explain how to research educational requirements for different careers.
 7. Describe the value of interviewing career professionals to learn more about your interests.

2024-25 Competitive Events Guidelines

Career Research



Career Research provides members with the opportunity to present their research on a career that appeals to them. This competitive event consists of a presentation component.

Event Overview

Division: Middle School

Event Type: Individual

Event Category: Presentation

Event Elements: Presentation

Presentation Time: 3-minute set-up time, 7-minute presentation time, 3-minute question & answer time

NACE Connections: Career & Self-Development, Communication, Critical Thinking, Professionalism, Technology

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members may compete in an event at SLC 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.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Career Research



Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
 - Research: Facts and data must be cited and secured from quality sources.
 - Competitors identify a career of interest and conduct research for the presentation. The presentation must include, but is not limited to, the following:
 - Career interest survey
 - General description of selected career
 - Education, certifications and training needed (*include plans for high school courses to take*)
 - Career outlook and advancement opportunities
 - Average starting salary and benefits
 - A description of a “typical” day in the life of a person in that career

2024-25 Competitive Events Guidelines

Career Research



- Final Presentation
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- 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.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

Career Research



- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.

2024-25 Competitive Events Guidelines

Career Research



- Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
- Research: Facts and data must be cited and secured from quality sources.
- Competitors identify a career of interest and conduct research for the presentation. The presentation must include, but is not limited to, the following:
 - Career interest survey
 - General description of selected career
 - Education, certifications and training needed (*include plans for high school courses to take*)
 - Career outlook and advancement opportunities
 - Average starting salary and benefits
 - A description of a “typical” day in the life of a person in that career
- Final Presentation
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

Career Research



Career Research Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Career Research: Career Interest Survey	<i>Career interest survey not included</i>	<i>Career interest survey taken identified, but no results shared</i>	<i>Career interest survey identified and explains career choice from results</i>	<i>Career interest survey identified, explains career choice from results, and correlates personal interest to this career</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Career Research: Career Description	<i>Career description not included</i>	<i>Career description included, but is vague</i>	<i>Career description is included</i>	<i>Detailed career description included</i>	
	0 points	1-2 points	3-4 points	5 points	
Career Research: Education & Training	<i>Education & training not included</i>	<i>Education for career included but not training</i>	<i>Education & training is included, with suggested high school courses included</i>	<i>Detailed information about education, training, and certifications needed, including high school and post high school</i>	
	0 points	1-2 points	3-4 points	5 points	
Career Research: Career Outlook	<i>Career outlook not included</i>	<i>Career outlook included, but source is not listed or explained</i>	<i>Career outlook cites source and explains</i>	<i>Career outlook is cited and explained from different sources</i>	
	0 points	1-2 points	3-4 points	5 points	
Career Research: Salary & Benefits	<i>Salary not included</i>	<i>Salary is included but not explained</i>	<i>Salary and benefits are included and explained</i>	<i>Salary and benefits are included and detailed</i>	
	0 points	1-2 points	3-4 points	5 points	
Career Research: Typical Day	<i>Typical day not included</i>	<i>Typical day included, but is vague</i>	<i>Typical day is included</i>	<i>Detailed typical day included</i>	
	0 points	1-2 points	3-4 points	5 points	
Career Research: Other Research	<i>No other research included</i>	<i>Research is included, but doesn't relate to information needed</i>	<i>Research is included, cited, and relates to career area</i>	<i>Additional career information included and detailed</i>	
	0 points	1-2 points	3-4 points	5 points	
Quality of presentation design is professional; design elements are appropriate —e.g., color choice, font style, font size	<i>Design lacks professionalism and appropriate design elements</i>	<i>Some elements of professionalism and appropriate design are present</i>	<i>Design quality is professional and appropriate design elements contribute to visual appeal</i>	<i>Design quality is exceptional, a polished appearance, and appropriate design elements enhance visual appeal</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Effectively uses a variety of formatting and visual effects in presentation	<i>Does not effectively use formatting and visual effects causing confusion or distraction</i>	<i>Some visual consistency and relevant effects are present</i>	<i>Visuals and formatting are consistently relevant and enhance the presentation</i>	<i>Visuals and formatting are exceptionally consistent, and significantly elevate the overall presentation</i>	
	0 points	1-6 points	7-8 points	9-10 points	

2024-25 Competitive Events Guidelines

Career Research



Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Substantiates and cites sources used while conducting research	<i>Sources are not cited</i>	<i>Sources/References are seldom cited to support statements</i>	<i>Professionally legitimate sources & resources that support statements are generally present</i>	<i>Compelling evidence from professionally legitimate sources & resources is given to support statements</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Statements are well-organized and clearly stated	<i>Competitor(s) did not appear prepared</i>	<i>Competitor(s) were prepared, but flow was not logical</i>	<i>Presentation flowed in logical sequence</i>	<i>Presentation flowed in a logical sequence; statements were well organized</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	<i>Competitor did not demonstrate self-confidence</i>	<i>Competitor demonstrated self-confidence and poise</i>	<i>Competitor demonstrated self-confidence, poise, and good voice projection</i>	<i>Competitor demonstrated self-confidence, poise, good voice projection, and assertiveness</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	<i>Unable to answer questions</i>	<i>Does not completely answer questions</i>	<i>Completely answers questions</i>	<i>Interacted with the judges in the process of completely answering questions</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:

Comments:

2024-25 Competitive Events Guidelines

Community Service Presentation



Community Service Presentation provides chapter members with the opportunity to showcase their community service projects within their school and/or community. The project must be in the interest of the community and designed for chapter participation. This competitive event consists of a presentation component.

Event Overview

Division: Middle School
Event Type: Team of 1, 2 or 3 members
Event Category: Chapter
Event Elements: Presentation
Presentation Time: 3-minute set-up time, 7-minute presentation time, 3-minute question & answer time
NACE Connections: Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Teamwork, Technology

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none"> • Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • Table

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit one entry.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Community Service Presentation



Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
 - Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.
- Final Presentation
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.

2024-25 Competitive Events Guidelines

Community Service Presentation



- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.

2024-25 Competitive Events Guidelines

Community Service Presentation



- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)

2024-25 Competitive Events Guidelines

Community Service Presentation



- Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.
- Final Presentation
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

Community Service Presentation



Community Service Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Describes project development and strategies used to implement project	<i>No evidence of project development or strategies presented</i>	<i>Project development is explained briefly; very limited strategies are utilized</i>	<i>Project development is clearly outlined. More than one strategy is outlined.</i>	<i>Project development is clearly outlined. Strategies are chronological and clearly explained.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Describes research into school or community needs	<i>No evidence of school and/or community research</i>	<i>Research was completed but not clearly outlined</i>	<i>Research clearly completed and clearly outlined</i>	<i>Research was planned, executed, and evaluated</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Appropriate level of chapter member involvement in project	<i>Chapter involvement is not explained</i>	<i>Participation was limited to 25% of chapter members</i>	<i>The project was clearly a chapter project and participated in by 50% of chapter members</i>	<i>Over 75% or more of chapter members participated and clear evidence is provided of the impact</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Degree of impact on the community and its citizens	<i>School and/or community impact is not addressed</i>	<i>Project was completed and served a purpose</i>	<i>Project created tangible results that benefitted the school and/or community</i>	<i>Project impacted the school and/or community to a level that something has dynamically changed, and the project should continue</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Evidence of publicity received	<i>No evidence of publicity received</i>	<i>Information about publicity was written in the report but no evidence of publicity is available</i>	<i>Project was recognized within the school and/or community</i>	<i>Project was recognized in more than one way by the school and/or community</i>	
	0 points	1-2 points	3-4 points	5 points	
Student evaluation of project effectiveness	<i>No evidence of project evaluation is provided</i>	<i>Project was evaluated</i>	<i>Project was evaluated and the evaluation was assessed</i>	<i>Project was evaluated and the team has created recommendations for change should the project be repeated</i>	
	0 points	1-2 points	3-4 points	5 points	
Presentation Delivery					
Statements are well-organized and clearly stated	<i>Competitor(s) did not appear prepared</i>	<i>Competitor(s) were prepared, but flow was not logical</i>	<i>Presentation flowed in logical sequence</i>	<i>Presentation flowed in a logical sequence; statements were well organized</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	<i>Competitor(s) did not demonstrate self-confidence</i>	<i>Competitor(s) demonstrated self-confidence and poise</i>	<i>Competitor(s) demonstrated self-confidence, poise, and good voice projection</i>	<i>Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	<i>Unable to answer questions</i>	<i>Does not completely answer questions</i>	<i>Completely answers questions</i>	<i>Interacted with the judges in the process of completely answering questions</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

2024-25 Competitive Events Guidelines

Critical Thinking



Critical Thinking provides members with the opportunity to think on their feet and present a solution to a problem presented. This competitive event consists of a role play scenario.

Event Overview

Division: Middle School

Event Type: Team of 1, 2, or 3 members

Event Category: Role Play Event

Event Elements: Presentation

Role Play Time: 15-minute preparation time, 7-minute presentation time

NACE Connections: Career & Self-Development, Communication, Leadership, Professionalism, Teamwork

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table• Two notecards and pencil for each competitor• Secret role play problem/scenario

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members may compete in an event at SLC 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.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Critical Thinking



Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Preliminary Interactive Role Play Presentation
 - **Preparation Time:** 15 minutes (one-minute warning)
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer:** None
 - The role play will be a problem or scenario. The role play will be given to the competitors at the beginning of their assigned preparation time.
 - Two notecards will be provided to each competitor and may be used during event preparation and role play presentation. Information may be written on both sides of the notecards. Notecards will be collected following the role play.
 - No additional reference materials or props or visuals are allowed.
 - Teamwork: If participating as a team, all team members are expected to actively participate in the role play.
 - Role plays are interactive presentations; the judges may ask questions throughout the presentation.
 - Role play presentations are not open to conference attendees.
 - Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.
- Final Interactive Role Play Presentation
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary role play presentation score will determine the finalists.
- The final role play presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.

2024-25 Competitive Events Guidelines

Critical Thinking



- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned prep/presentation time.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Events Guidelines.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table• Two notecards and pencil for each competitor• Secret role play problem/scenario

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- 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.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned preparation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Critical Thinking



Event Administration

- This event has two parts: preliminary presentation and final presentation
- Preliminary Interactive Role Play Presentation
 - **Preparation Time:** 15 minutes (one-minute warning)
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer:** None
 - The role play will be a problem or scenario. The role play will be given to the competitors at the beginning of their assigned preparation time.
 - Two notecards will be provided to each competitor and may be used during event preparation and role play presentation. Information may be written on both sides of the notecards. Notecards will be collected following the role play.
 - No additional reference materials or props or visuals are allowed.
 - Teamwork: If participating as a team, all team members are expected to actively participate in the role play.
 - Role plays are interactive presentations; the judges may ask questions throughout the presentation.
 - Role play presentations are not open to conference attendees.
 - Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.
- Final Interactive Role Play Presentation
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.

Scoring

- The preliminary role play presentation score will determine the finalists.
- The final role play presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

2024-25 Competitive Events Guidelines

Critical Thinking



Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned prep/presentation time.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

2024-25 Competitive Events Guidelines

Critical Thinking



Critical Thinking Role Play Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	<i>No description or role play synopsis provided; no problem(s) defined</i>	<i>Describes and provides role play synopsis OR defines the problem(s)</i>	<i>Describes and provides role play synopsis AND defines the problem(s)</i>	<i>Demonstrates expertise of role play synopsis AND definition of the problem(s)</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Alternatives are recognized with pros and cons stated and evaluated	<i>No alternatives identified</i>	<i>Alternative(s) given but pro(s) and/or con(s) are not analyzed</i>	<i>At least two alternatives given, and pro(s) and con(s) are analyzed</i>	<i>Multiple alternatives given and multiple pros and cons analyzed for each</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Logical solution is selected with positive and negative aspects of its implementation given	<i>No solution identified</i>	<i>Solution provided, but implementation plan not developed</i>	<i>Logical solution and implementation plan provided and developed</i>	<i>Feasible solution and implementation plan developed, and necessary resources identified</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Demonstrates knowledge and understanding of critical thinking concepts in relation to the topic	<i>No knowledge demonstrated</i>	<i>Little knowledge demonstrated</i>	<i>Knowledge and understanding of topic demonstrated</i>	<i>Expert knowledge and understanding of topic demonstrated</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Delivery					
Statements are well-organized and clearly stated	<i>Competitor(s) did not appear prepared</i>	<i>Competitor(s) were prepared, but flow was not logical</i>	<i>Presentation flowed in logical sequence</i>	<i>Presentation flowed in a logical sequence; statements were well organized</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Used appropriate eye contact, voice projection, gestures, and posture	<i>Competitor(s) did not demonstrate self-confidence</i>	<i>Competitor(s) demonstrated self-confidence and poise</i>	<i>Competitor(s) demonstrated self-confidence, poise, and good voice projection</i>	<i>Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Effectively answered questions	<i>Unable to answer questions</i>	<i>Does not completely answer questions</i>	<i>Completely answers questions</i>	<i>Interacted with the judges in the process of completely answering questions</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					

Name(s):	
School:	
Judge Signature:	Date:
Comments:	

2024-25 Competitive Events Guidelines

Digital Citizenship



Digital Citizenship provides members with the opportunity to demonstrate knowledge around competencies in digital environments. This competitive event consists of an objective test. It aims to inspire members to learn how to navigate the digital world in a safe and responsible way.

Event Overview

Division: Middle School

Event Type: Individual

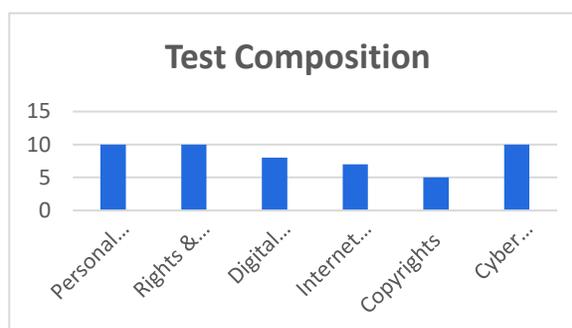
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

NACE Connections: Career & Self-Development

Competencies

- Personal Security and Online Privacy
- Rights and Responsibilities
- Digital Footprint
- Internet Searches
- Copyrights
- Cyber Bullying



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit unlimited entries per objective test event.

2024-25 Competitive Events Guidelines

Digital Citizenship



- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Digital Citizenship



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

2024-25 Competitive Events Guidelines

Digital Citizenship



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Personal Security and Online Privacy
 1. Explain the difference between privacy and security.
 2. Describe how personal privacy is compromised.
 3. Explain strategies to maintain personal security.
 4. Define a data breach.
 5. Define a cybercriminal.
 6. Define a security breach.
 7. Explain a virtual private network (VPN).
 8. Explain how a virtual private network is used to block internet browsers, cable companies, and internet service providers from tracking personal information.
 9. Explain how VPN protects access of personal data.
 10. Explain why it is important to limit information shared on social media.
 11. Explain why it is important to shred personal documents before discarding them.
 12. Explain why a social security number should be protected.
 13. Explain how information shared by an individual can be used against them.
 14. Describe strategies for safeguarding personal data and devices.
 15. Explain how information that a person shares online is no longer under the person's control.
 16. Explain reasons for blocking Internet sites and cellphone numbers.

2024-25 Competitive Events Guidelines

Digital Citizenship



17. Describe types of personal home security.
 18. Identify Internet scams.
- B. Rights and Responsibilities
1. Explain the right to acknowledge how the Internet works.
 2. Explain how information is accessed on the Internet.
 3. Explain the responsibility of separating fact from non-fact on the Internet.
 4. Explain the difference between what is content and what is advertising.
 5. Explain how all individuals who use the Internet have the right to be protected from cyber bullying and harassment.
 6. Explain how individuals who use the Internet have the right to protection from violence.
 7. Explain how Internet users have the right to not be diminished or bullied by others in cyberspace.
 8. Describe the right of individuals to participate in discussions and forums.
 9. Explain the personal right to engage and interact on social media and websites.
 10. Understand that individuals have the right to an opinion without fear of violence or harassment.
 11. Define the right for individuals to legally seek help if they feel threatened in cyber space.
 12. Explain how students have the right to go to schools, teachers, parents and authorities with concerns about online behavior
 13. Explain how individuals have the right to education and information about what is available online.
 14. Explain how individuals have the right to remain safe physically, mentally, and emotionally while interacting online
 15. Explain how individuals have the right to post things on sites without those items being manipulated or stolen by others who claim ownership.
 16. Understand the responsibility of not modifying the Internet work of others.
- C. Digital Footprint
1. Define digital footprint.
 2. Explain why a digital footprint is important.
 3. Explain how you make a digital footprint.
 4. Describe positive and negative digital footprints.
 5. Explain how every email, post, photo and click you make online leaves a trail.
 6. Explain how your information is gathered by advertisers, employers and companies from which you shop (Internet footprint).
 7. Define how digital economy can be summed up as the entire ecosystem built from our online connectivity.
 8. Explain how digital information is collected by using cookies.
 9. Explain the relationship between digital footprint and specialized advertising.
 10. Explain how a digital footprint can negatively affect job offers.
 11. Explain the importance of thinking before posting.
 12. Describe the use of Internet alerts to protect your personal digital footprint.
 13. Explain how the digital footprint can be used to make a positive first impression.
 14. Explain the importance of delivering a strong positive footprint.
- D. Internet Searches
1. Explain the use of key terms to conduct Internet searches.

2024-25 Competitive Events Guidelines

Digital Citizenship



2. Explain the process for choosing the best search engine.
 3. Separate facts from opinion when conducting Internet searches.
 4. Understand political persuasion when conducting Internet searches.
 5. Explain the importance of research backing information from Internet searches.
 6. Explain rationale for selecting an Internet search engine.
 7. List search engines.
 8. Define parameters for selecting the best honest search engine.
 9. Explain how Internet searches can be traced.
 10. Explain how different search terms can result in very different websites.
 11. Explain the difference between fact and opinion website searches.
- E. Copyrights
1. Define copyright.
 2. Define the illegal activity associated with plagiarism.
 3. Explain the responsibility of knowing and obeying copyright laws.
 4. Understand the consequences associated with breaking copyright laws.
 5. Explain “fair use” of information
 6. Explain appropriate citation of work produced by others.
 7. Understand copyright laws.
 8. Explain how copyright laws also involve protection of images.
 9. Describe how the Internet has magnified copyright laws.
 10. Describe the rights of individuals who have copyright protection.
- F. Cyber Bullying
1. Define cyber bullying.
 2. Explain how social networking and interaction is ripe for cyber bullying.
 3. Explain why individuals who use the Internet should learn the Internet lingo (netiquette).
 4. Explain the reason why cyber bullies should be confronted and reported to end the offenses.
 5. Describe the negative impact of cyber bullying.
 6. Explain why cyber bullying occurs on the Internet.
 7. Describe the mental impact of cyber bullying.
 8. Explain how digital law protects users of the Internet.
 9. Explain how cyber bullying occurs through e-mail, social media, chatrooms, and text messages.
 10. Explain how digital forums, comments, photos, posts, and content shared by individuals can often be viewed by strangers as well as acquaintances.
 11. Explain how the content an individual shares online – both their personal content as well as any negative, mean, or hurtful content – creates a kind of permanent public record of their views, activities, and behavior.
 12. Explain how digital devices offer an ability to immediately and continuously communicate 24 hours a day, so it can be difficult for children experiencing cyberbullying to find relief.
 13. Explain how most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life
 14. Explain how cyber bullying is hard to notice because teachers and parents may not overhear or see cyberbullying taking place, which makes it harder to recognize.
 15. Explain the far-reaching negative effects from cyber bullying.

2024-25 Competitive Events Guidelines

Exploring Business Issues



Exploring Business Issues provides members with the opportunity to research a business topic and present their findings and solutions. This competitive event consists of a presentation component.

Event Overview

Division: Middle School

Event Type: Team of 1, 2 or 3 members

Event Category: Presentation

Event Elements: Presentation with a Topic

Presentation Time: 3-minute set-up time, 7-minute presentation time, 3-minute question & answer time

NACE Connections: Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Teamwork, Technology

2024-25 Topic

Artificial Intelligence (AI) is quickly changing jobs. Professionals are wondering how this new technology will affect their careers.

Include answers to the following questions during your presentation:

- Which industries are likely to see the biggest changes?
- What should business leaders be doing to welcome the benefits of AI tools for their workers?
- What actions can be taken to prevent the potential harms of AI in the workplace?

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members may compete in an event at SLC 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.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.

2024-25 Competitive Events Guidelines

Exploring Business Issues



- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
 - Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.

2024-25 Competitive Events Guidelines

Exploring Business Issues



- Research: Facts and data must be cited and secured from quality sources.
- Final Presentation Information
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">● Technology and presentation items● Conference-provided nametag● Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">● Table

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- 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.

2024-25 Competitive Events Guidelines

Exploring Business Issues



- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Not provided
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.

2024-25 Competitive Events Guidelines

Exploring Business Issues



- External speakers are not allowed. Only device audio can be used.
- Power is not available.
- Non-technology Items: Materials, notecards, 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.
- Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
- Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.
- Research: Facts and data must be cited and secured from quality sources.
- Final Presentation Information
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

Exploring Business Issues



Exploring Business Issues Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Demonstrates understanding of the topic	<i>No description or topic synopsis provided; no problems defined</i>	<i>Describes and provides topic synopsis OR defines the problem(s)</i>	<i>Describes and provides topic synopsis AND defines the problem(s)</i>	<i>Demonstrates expertise of topic synopsis AND definition of the problem(s)</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Alternative solutions are recognized with pros and cons stated and evaluated	<i>No alternatives identified</i>	<i>Alternative(s) given but pro(s) and/or con(s) are not analyzed</i>	<i>At least two alternatives given, and pro(s) and con(s) are analyzed</i>	<i>Multiple alternatives given and multiple pros and cons analyzed for each</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Provides an effective and logical recommendation(s)	<i>Fails to provide meaningful recommendations</i>	<i>Presents recommendations for behavior but lacks thorough exploration of advantages and disadvantages</i>	<i>Offers solid recommendations, but may not fully address all pros and cons</i>	<i>Provides well-reasoned and supported suggestions. Balances advantages and disadvantages effectively</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Substantiates and cites sources used while conducting research	<i>Sources are not cited</i>	<i>Sources/References are seldom cited to support statements</i>	<i>Professionally legitimate sources & resources that support statements are generally present</i>	<i>Compelling evidence from professionally legitimate sources & resources is given to support statements</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Uses technology effectively to illustrate the research on the topic	<i>No use of technology</i>	<i>Demonstrates limited use of technology</i>	<i>Demonstrates good use of technology</i>	<i>Demonstrates excellent use of technology with a consistent theme in graphics & proper formatting</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation Delivery					
Statements are well-organized and clearly stated	<i>Competitor(s) did not appear prepared</i>	<i>Competitor(s) were prepared, but flow was not logical</i>	<i>Presentation flowed in logical sequence</i>	<i>Presentation flowed in a logical sequence; statements were well organized</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	<i>Competitor(s) did not demonstrate self-confidence</i>	<i>Competitor(s) demonstrated self-confidence and poise</i>	<i>Competitor(s) demonstrated self-confidence, poise, and good voice projection</i>	<i>Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	<i>Unable to answer questions</i>	<i>Does not completely answer questions</i>	<i>Completely answers questions</i>	<i>Interacted with the judges in the process of completely answering questions</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

2024-25 Competitive Events Guidelines

Exploring Computer Applications



Exploring Computer Applications provides members with the opportunity to demonstrate knowledge around competencies in different applications in computing. This competitive event consists of an objective test and production test.

Event Overview

Division: Middle School

Event Type: Individual

Event Category: Production

Event Elements: Objective Test, 50-multiple choice questions (breakdown of question by competencies below) and Production Test

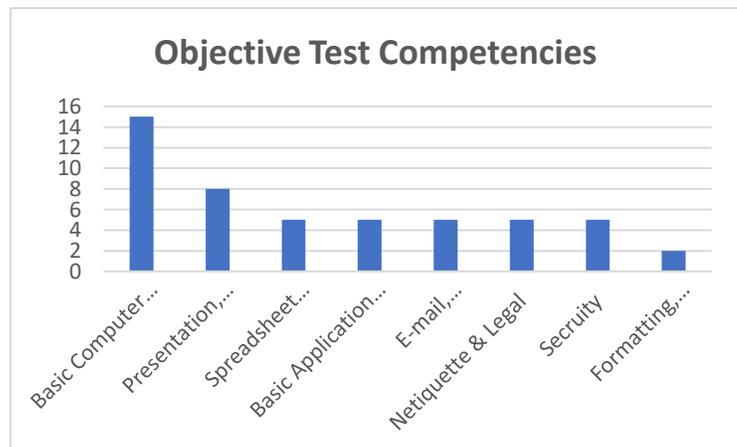
Objective Test Time: 30 minutes

Production Test Time: 2 hours

NACE Connections: Career & Self-Development

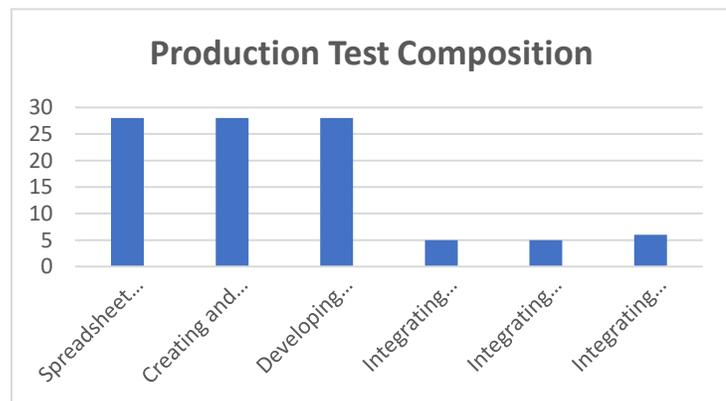
Objective Test Competencies

- Basic Computer Terminology and Concepts
- Presentation, Publishing, and Multimedia Applications
- Spreadsheet Applications
- Basic Application Knowledge and Word Processing
- E-mail, Integrated, and Collaboration Applications
- Netiquette and Legal Issues
- Security
- Formatting, Grammar, Punctuation, Spelling, and Proofreading



Production Test Competencies

- Spreadsheet Functions and Formulas
- Creating and Formatting with Word Processing
- Developing Slides & Presentations
- Integrating Spreadsheets and Word Processing
- Integrating Presentations and Spreadsheets
- Integrating Word Processing, Spreadsheets, and Presentations



2024-25 Competitive Events Guidelines

Exploring Computer Applications



State

Required Competition Items

	Items Competitor Must Provide	Items ND FBLA Provides
Objective Test	<ul style="list-style-type: none"> Sharpened pencil Fully powered device for online testing Conference-provided nametag Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> One piece of scratch paper per competitor Internet access Test login information (link & password)
Production Test	<ul style="list-style-type: none"> Fully powered device for production test Internet access for submission 	<ul style="list-style-type: none"> Production test tasks

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Each competitor must compete in all parts of an event for award eligibility.
- If competitors are late for their assigned production and/or objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: Objective Test and Production Test
- Objective Test
 - The objective test is administered online at the SLC.
 - No reference or study materials may be brought to the testing site.
 - No calculators may be brought into the testing site; online calculators will be provided through the testing software.

2024-25 Competitive Events Guidelines

Exploring Computer Applications



- Production Test
 - **Submission Deadline:** An accessible link to all the tasks must be uploaded in the state conference registration system by March 1, 2025.
 - The production test is administered and proctored by an adult at the designated school-site prior to the SLC. Administration procedures for the production test are determined by the state chair/adviser.
 - The production test is a set of tasks based on the competencies for the competitor to complete.
 - Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
 - Calculators cannot be used on the production test.
 - The Format Guide, found on the Competitive Events website (www.fbla.org) can be used for the production test.

Scoring

- Production Test is 85% of the total score.
- Objective Test is 15% of the total score.
- The Production Test score will be used to break a tie.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned testing time.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Events Guidelines.

2024-25 Competitive Events Guidelines

Exploring Computer Applications



National

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Objective Test	<ul style="list-style-type: none"> Sharpened pencil Fully powered device for online testing Conference-provided nametag Photo identification Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> One piece of scratch paper per competitor Internet access Test login information (link & password)
Production Test	<ul style="list-style-type: none"> Fully powered device for production test Conference-provided nametag Photo identification Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> Production test tasks Internet access for submission

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (physical or digital driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for their assigned production and/or objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

2024-25 Competitive Events Guidelines

Exploring Computer Applications



Recognition

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

Event Administration

- This event has two parts: Objective Test and Production Test
- Objective Test
 - The objective test is administered online at the NLC.
 - No reference or study materials may be brought to the testing site.
 - No calculators may be brought into the testing site; online calculators will be provided through the testing software.
 - Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.
- Production Test
 - The production test is administered online at the NLC.
 - The production test is a set of tasks based on the competencies for the competitor to complete.
 - Calculators cannot be used on the production test.
 - The Format Guide, found on the Competitive Events website (www.fbla.org) can be used for the production test.

Scoring

- The rating sheet will be released with the production test.
- Production Test is 85% of the total score. If there is more than one section of competitors, the production test scores will be normalized (using standard deviation) and the normalized score is 85% of the total score.
- Objective Test is 15% of the total score.
- The Production Test score will be used to break a tie.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned testing time.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

2024-25 Competitive Events Guidelines

Exploring Computer Applications



Study Guide: Competencies and Tasks

A. Basic Computer Terminology and Concepts

1. Use and understand basic computer terminology.
2. Explain the purpose, operation, and care of hardware components.
3. Install, configure, optimize, and upgrade operating software and application software on computers and other portable devices.
4. Identify tools, diagnostic procedures, and troubleshooting techniques for components and operating systems for personal computers, laptops, and portable devices.
5. Apply basic commands and navigate the operating system including such things as creating backups and determining memory and disk space.
6. Input data and commands using peripherals (keyboard, light pen, mouse, scanner, and voice recognition).
7. Manage file storage through the use of file management techniques such as copy, move, store, rename, retrieve, save, delete, compress, decompress, and create/manipulate folders and directories.
8. Use a browser to search and navigate hypertext documents and to download files.
9. Use Internet search engines and understand their advantages and disadvantages.
10. Evaluate the accuracy, relevance, and comprehensiveness of information retrieved from the Web.
11. Identify the different parts of a browser window (pull-down menus, toolbar, address box, status bar, scroll bar, close button, maximize and minimize buttons, and title bar).
12. Analyze emerging technologies used by business and industry.
13. Identify the fundamental principles and basic concepts of installing, configuring, optimizing, and upgrading printers and scanners.
14. Identify tools and diagnostic procedures to troubleshoot printers and scanners and perform basic printer functions (load paper, change cartridge, repair paper jam, etc.).
15. Identify and use appropriate resources to obtain assistance (Help menu, manuals, Web site).
16. Evaluate advantages and disadvantages of various processing, storage, retrieval, and transmission technologies.
17. Identify the fundamental principles and basic concepts of networks including installing, configuring, optimizing, and upgrading.
18. Identify network devices including network connectivity hardware and describe their functions.

B. Presentation, Publishing, and Multimedia Applications

1. Identify components of a presentation program (layout views, slide, toolbars, and dialog box).
2. Use presentation software to create a presentation with multiple types of slides incorporating effective use of text, graphics, fonts, builds, preset animation, and transitions.
3. Use presentation software to include diagrams, color and graphic modifications, animation schemes, custom backgrounds, action buttons, hyperlinks, sound, video, and speaker notes.
4. Deliver presentation with supporting materials.
5. Apply desktop publishing principles to create, design, edit, and produce documents using text and graphics.
6. Create visual communications involving text and graphic data (brochures, pamphlets, fliers, and newsletters).

2024-25 Competitive Events Guidelines

Exploring Computer Applications



7. Utilize graphic manipulation techniques (wrap text, Word Art) to insert visual aids into document.
 8. Create visual communications involving artwork (freehand drawing applications, clip art, digitized images).
 9. Save cropped or modified images in different file formats.
 10. Demonstrate input of data and graphics from various sources (Web, scanner, digital camera).
 11. Design, create, edit, and format web pages incorporating various types of media (text, image, video, and audio).
 12. Apply multimedia software to create multimedia projects.
- C. Spreadsheet and Database Applications
1. Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, relative, absolute, and legend).
 2. Create, edit, save, and print worksheets using spreadsheet commands, functions, and formulas.
 3. Design and enhance worksheets by inserting, deleting, moving, and copying columns and rows.
 4. Use electronic spreadsheet to create, save, print, modify, and obtain graphs and appropriate charts with titles and legends.
 5. Rename, rearrange, and manipulate multiple worksheets in a workbook.
 6. Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground and background colors, and centering text across columns.
 7. Define database terminology (query, DBMS, field, record, file, and data type).
 8. Plan and create a database.
 9. Enter data and edit fields and records for a particular situation.
 10. Query, sort, prioritize, merge, and retrieve data from databases.
 11. Use a database management program to create, format, maintain, and print reports and tables from a simple relational database.
- D. Basic Application Knowledge and Word Processing
1. Use help features and reference materials to learn software and solve problems.
 2. Create, save, and retrieve word processing files.
 3. Use word processing software to create, format, and edit business documents such as letters, memoranda, reports, tables, and resumes in mailable form.
 4. Demonstrate the use of character formatting features (bold, underline, italics, font styles and sizes, superscript, and subscript).
 5. Demonstrate the use of paragraph formatting features (tabs, indentations, line spacing, and enumerated items).
 6. Demonstrate the use of page formatting features (margins, justification, vertical placement, orientation, page breaks, headers, and footers).
 7. Demonstrate document editing skills using spell/grammar check, thesaurus, search/replace, and other document properties.
 8. Create documents using mail merge features.
 9. Create and use macros and templates.
- E. E-mail, Integrated, and Collaboration Applications
1. Produce documents integrating word processing, spreadsheet, and related charts, database files, reports, and presentation files.

2024-25 Competitive Events Guidelines

Exploring Computer Applications



2. Use an electronic mail program to send and receive electronic mail including an attachment.
3. Manage personal schedule and contact information to include distribution lists.
4. Research privacy issues related to e-mail accounts and dangers of receiving e-mails from unknown sources.
5. Identify inappropriate actions related to forwarding and mass e-mailings.
6. Demonstrate skills using word processing, spreadsheet, database, and presentation software to complete workgroup collaboration to include inserting and reviewing comments.
7. Use collaborative/groupware applications to manage shared schedule, contact information, shared files, online information, instant messaging, or virtual meetings.

F. Netiquette and Legal

1. Explain concepts related to copyright rules and regulations and public domain (images, music, video, and software).
2. Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.
3. Discriminate between ethical and unethical uses of computers and information.
4. Identify potential abuse and explain the consequences of illegal and unethical use of information technologies (piracy, illegal downloading, licensing infringement, and inappropriate use of software, hardware, and mobile devices).
5. Apply netiquette skills to create, send, receive, and reply to electronic communications, including e-mail and telephone.

G. Security

1. Identify security issues related to computer hardware, software, and data use.
2. Explain concepts of security, integrity, courtesy, and confidentiality related to information and communication systems.
3. Adhere to privacy, safety and security policies and legislation (acceptable use policy, Web page policies, computer crime, fraud, and abuse).
4. Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses.
5. Diagnose and troubleshoot hardware, software, and data security issues.
6. Perform preventative maintenance techniques for computer security.

H. Formatting, Grammar, Punctuation, Spelling, and Proofreading

1. Apply basic formatting procedures and manipulate data in letters, reports, simple tables, spreadsheets, graphics, graphs and charts, and databases.
2. Use correct grammar, spelling, and punctuation when producing documents.
3. Utilize appropriate functions and references for spelling, grammar, and proofreading.
4. Use appropriate capitalization, punctuation, number expression rule, and editing/proofreading skills to produce mailable documents.

2024-25 Competitive Events Guidelines

Exploring Computer Applications



Exploring Computer Applications Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Spreadsheets: <i>Data entered correctly</i> <i>Data formatted properly</i>	0 points	1-8 points	9-12 points	13-15 points	
Spreadsheets: <i>Advanced features created correctly</i>	0 points	1-3 points	4-6 points	7-8 points	
Spreadsheets: <i>Proper formulas and functions with correct output</i>	0 points	1-2 points	3-4 points	5 points	
Word Processing: <i>Correct formatting</i>	0 points	1-8 points	9-12 points	13-15 points	
Word Processing: <i>Advanced features created correctly</i>	0 points	1-3 points	4-6 points	7-8 points	
Word Processing: <i>Copy entered correctly</i>	0 points	1-2 points	3-4 points	5 points	
Presentation: <i>Slides formatted properly</i>	0 points	1-8 points	9-12 points	13-15 points	
Presentation: <i>Advanced features created correctly</i>	0 points	1-3 points	4-6 points	7-8 points	
Presentation: <i>Slides created correctly</i>	0 points	1-2 points	3-4 points	5 points	
Integration: <i>Spreadsheets & Word Processing</i>	0 points	1-2 points	3-4 points	5 points	
Integration: <i>Presentations & Spreadsheets</i>	0 points	1-2 points	3-4 points	5 points	
Integration: <i>Word Processing, Spreadsheets, & Presentations</i>	0 points	1-2 points	3-4 points	5-6 points	

Total (100 points)

Name(s):	
School:	
Judge Signature:	Date:

Comments:

2024-25 Competitive Events Guidelines

Exploring Computer Science

Exploring Computer Science provides competitors with the opportunity to demonstrate knowledge around introductory competencies in computer science. This competitive event consists of an objective test. It aims to inspire members to learn about computers and computational systems.

Event Overview

Division: Middle School

Event Type: Individual

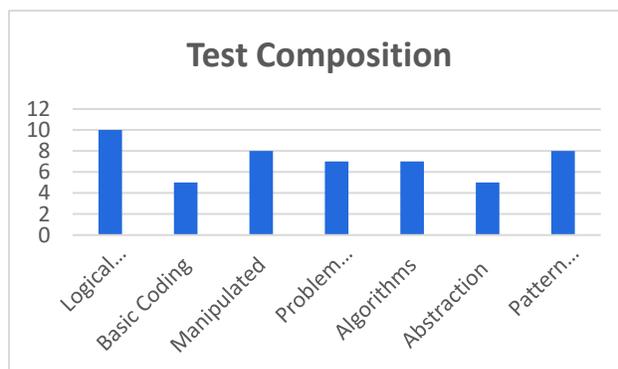
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

NACE Connections: Career & Self-Development

Competencies

- Logical Reasoning
- Basic Coding
- Manipulating and Analyzing Data with Digital Tools
- Problem Solving
- Algorithms and Programs
- Abstraction and Decomposition
- Pattern Recognition



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit unlimited entries per objective test event.

2024-25 Competitive Events Guidelines

Exploring Computer Science



- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Exploring Computer Science



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
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- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
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2024-25 Competitive Events Guidelines

Exploring Computer Science



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

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Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Logical Reasoning
 1. Be able to follow a set of statements to a logical conclusion using deductive reasoning.
 2. Be able to follow a set of statements to a logical conclusion using inductive reasoning.
 3. Recognize what types of data a website should ask of its users and what it shouldn't for the sake of user privacy.
- B. Basic Coding
 1. Understand and use loops.
 2. Understand and use conditionals.
 3. Understand and use functions.
 4. Understand proper variable and function naming.
 5. Recognize strings, Booleans, and arrays/list.
 6. Recognize programming/markup languages used in web design.
- C. Manipulating and Analyzing Data with Digital Tools
 1. Basic binary/hexadecimal conversion.
 2. Understand and implement an arithmetic mean.
 3. Understand and implement an arithmetic median.
 4. Understand and implement an arithmetic mode.
 5. Understand and implement an arithmetic range.

2024-25 Competitive Events Guidelines

Exploring Computer Science



6. Understand the purpose of a standard deviation.
- D. Problem Solving
1. Understand how computers make decisions.
 2. Explain how computers take input and give output.
- E. Algorithms and Programming
1. Explain how a computer might search through data.
 2. Be able to recognize a computer program.
 3. Recognize the best algorithm for a simple problem (i.e. single loop vs nested loop).
 4. Understand when a nested loop is needed.
 5. Associate loops with underlying conditionals.
 6. Understand how data is stored in a computer and accessed by programs.
 7. Use flowcharts and/or pseudocode to address complex problems as algorithms.
 8. Create clearly named variables that represent different data types and perform operations on their values.
 9. Design and iteratively develop programs that combine control structures, including nested loops and compound conditionals.
 10. Decompose problems and subproblems into parts to facilitate the design, implementation, and review of programs.
 11. Create procedures with parameters to organize code and make it easier to reuse.
 12. Seek and incorporate feedback from team members and users to refine a solution that meets user needs.
 13. Incorporate existing code, media, and libraries into original programs, and give attribution.
 14. Systematically test and refine programs using a range of test cases.
 15. Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts.
 16. Document programs in order to make them easier to follow, test, and debug.
- F. Abstraction and Decomposition
1. Understand the importance of abstraction and decomposition and be able to define both.
 2. Recognize if a process is too specific or broad and can therefore be split or combined.
 3. Be able to perform decomposition on real world problems into a series of steps and processes.
 4. Be able to abstract an idea.
- G. Pattern Recognition
1. Be able to deduce the missing element in a patterned series.
 2. Recognize patterns in computer code.
 3. Be able to correctly sequence a set of objects.
 4. Be able to recognize and continue patterns.
- H. Computing Systems
1. Recommend improvements to the design of computing devices, based on an analysis of how users interact with the devices.
 2. Design projects that combine hardware and software components to collect and exchange data.
 3. Systemically identify and fix problems with computing devices and their components.
- I. Networks and the Internet
1. Model the role of protocols in transmitting data across networks and the Internet.
 2. Explain how physical and digital security measures protect electronic information.

2024-25 Competitive Events Guidelines

Exploring Computer Science



3. Apply multiple methods of encryption to model the secure transmission of information.
- J. Data and Analysis
1. Represent data using multiple encoding schemes.
 2. Collect data using computational tools and transform the data to make it more useful and reliable.
 3. Refine computational models based on the data they have generated.
- K. Impacts of Computing
1. Compare tradeoffs associated with computing technologies that affect people’s everyday activities and career options.
 2. Discuss issues of bias and accessibility in the design of existing technologies.
 3. Collaborate with many contributors through strategies such as crowdsourcing or surveys when creating a computational artifact.
 4. Describe tradeoffs between allowing information to be public and keeping information private and secure.

Computer Science Teachers Association (2017). *CSTA K–12 Computer Science Standards, Revised 2017*. Retrieved from <https://csteachers.org/k12standards/>.

2024-25 Competitive Events Guidelines

Exploring Economics



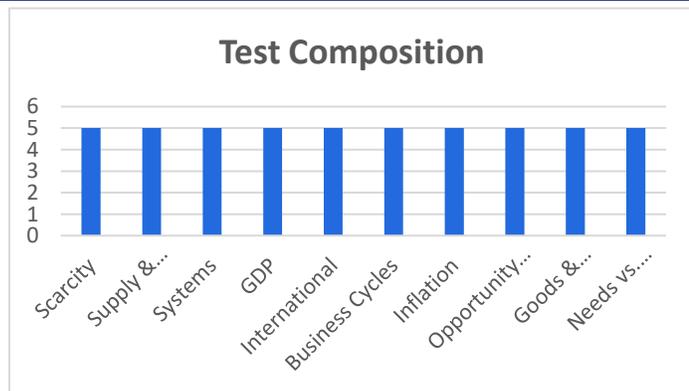
Exploring Economics provides members with the opportunity to demonstrate knowledge around introductory competencies in economics. This competitive event consists of an objective test. It aims to inspire members to learn about the various areas of economics.

Event Overview

- Division:** Middle School
- Event Type:** Individual
- Event Category:** Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
- Objective Test Time:** 30 minutes
- NACE Connections:** Career & Self-Development

Competencies

- Scarcity
- Supply and Demand
- Economic Systems
- Gross Domestic Product
- International Trade
- Business Cycles
- Inflation
- Opportunity Costs
- Goods and Services
- Needs vs. Wants



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit unlimited entries per objective test event.

2024-25 Competitive Events Guidelines

Exploring Economics



- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
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Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
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Tie Breaker

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Americans with Disabilities Act (ADA)

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Penalty Points

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- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

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2024-25 Competitive Events Guidelines

Exploring Economics



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
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Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

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2024-25 Competitive Events Guidelines

Exploring Economics



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Penalty Points

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Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

A. Scarcity

1. Define economic scarcity.
2. Explain how scarcity impacts production, consumption, and exchange.
3. Explain why scarcity requires individuals, governments, and societies to make choices.
4. Explain how scarcity leads to economic policy and allocation.
5. Explain how scarcity requires choices.
6. Evaluates the trade-offs for scarcity.
7. Explain how economic decisions involving scarcity need to consider opportunity cost.

B. Supply and Demand

1. Explain the law of supply.
2. Explain the law of demand.
3. Define economic equilibrium.
4. Demonstrate an understanding of the supply and demand curves that show increases and decreases in quantity supplied and quantity demanded.
5. Describe how consumer, government, environment, and technology factors impact consumer demand.
6. Explain the relationship between prices and consumer purchases.
7. Define economic elasticity.

2024-25 Competitive Events Guidelines

Exploring Economics



8. Explain how government enforced price ceilings and floors cause product shortages or surpluses.
- C. Economic Systems
1. Define the basic elements of capitalism.
 2. Explain how, in a free enterprise system, individuals attempt to maximize their profits based on their role in the economy.
 3. Define the characteristics of a market system (e.g., profit, competitive markets, and private ownership of property).
 4. Compare and contrast economic systems (e.g., traditional, market, command).
 5. Analyze how economic systems, resources, and culture affect each other.
 6. Explain how decisions are made in a command economy.
 7. Explain how decisions are made in a traditional economy.
 8. Explain the difference between capitalism, socialism, and communism.
 9. Define a mixed economy.
- D. Gross Domestic Product
1. Define Gross Domestic Product (GDP).
 2. Explain three ways to calculate GDP.
 3. Explain why GDP is an important economic measurement.
 4. Describe how the health of a country is impacted by GDP.
 5. Explain the relationship between economic growth and GDP.
 6. Explain how GDP is related to the health of a country's economy.
 7. Explain the difference between nominal and real GDP.
 8. Describe the impact that GDP has on the stock market.
- E. International Trade
1. Analyze the impact of world trade and relate it to the U.S. free enterprise system.
 2. Explain the basic characteristics of international trade, including absolute and comparative advantage, barriers to trade, exchange rates, and balance of trade.
 3. Analyze why trade barriers and why exchange rates affect the flow of goods and services among nations.
 4. Explain how currency exchange rates affect international trade.
 5. Discuss the advantages, disadvantages, and distribution effects of trade restrictions (e.g., tariffs, quotas, and embargoes).
 6. Analyze the impact of international issues and concerns on personal, national, and international economics.
 7. Explain how specialization promotes international trade and how international trade increases total world output and interdependence among nations.
 8. Explain the role of credit in a market economy.
 9. Compare the advantages and disadvantages of using various forms of credit and the determinants of credit history.
- F. Business Cycles
1. Define circular flow, interdependence, product market, and factors of production.
 2. List and define the six business cycles (expansion, peak, recession, depression, trough, recovery).
 3. Describe the role of businesses and individuals in the circular flow.
 4. Explain how change in one component of the circular flow of economic activity affects other components.

2024-25 Competitive Events Guidelines

Exploring Economics



5. Describe the role of government in the circular flow (e.g., taxation, services, and national debt).
- G. Inflation
1. Define inflation.
 2. Define demand-pull inflation.
 3. Define cost-push inflation.
 4. Explain built-in inflation.
 5. Describe the role of the Consumer Price Index when measuring the rate of inflation.
 6. Define Consumer Price Index (CPI) and Wholesale Price Index (WPI).
 7. Explain how inflation can be viewed positively or negatively.
 8. Explain how inflation has a favorable impact on tangible assets like property or stock commodities.
 9. List the causes and effects of inflation.
 10. Define Product Price Index.
 11. Explain the pros and cons of inflation.
 12. Explain how monetary policy is used to control inflation.
 13. Explain the effects of inflation.
 14. Define hyperinflation.
 15. Explain hedging against inflation.
- H. Opportunity Costs
1. Explain how economic decision making is impacted by opportunity cost and scarcity.
 2. Define opportunity cost.
 3. Define a pure service.
 4. Define a convenience good.
 5. Define a shopping good.
 6. Define a specialty consumer good.
 7. List examples of fast-moving consumer goods.
- I. Goods and Services
1. Define consumer goods.
 2. Define a durable good.
 3. Define a nondurable good.
 4. Explain how the Federal Reserve System uses its control over the reserve ratio, open market operations, and the discount rate to control the money supply and the implementation of tight and easy money policy.
 5. Determine how inflation, unemployment, and gross domestic product statistics are used in policy decisions.
 6. Describe how fiscal, monetary, and regulatory policies affect overall levels of employment, output, and consumption.
- J. Needs vs. Wants
1. Explain the difference between a need and a want.
 2. Explain the importance of needs and wants for a budget.
 3. Explain the difference between fixed and flexible expenses.
 4. List examples of needs and wants.
 5. Explain the 50/30/20 budgeting rule.
 6. Explain strategies to reduce amounts spent on wants.
 7. Explain why needs are fixed and wants are discretionary.

2024-25 Competitive Events Guidelines

Exploring Leadership



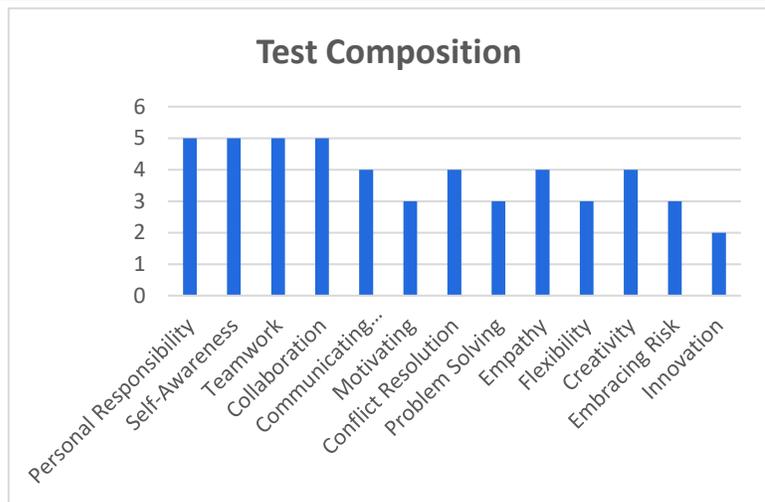
Exploring Leadership provides members with the opportunity to demonstrate knowledge around competencies in leadership. This competitive event consists of an objective test. It aims to inspire members to learn how a set of behaviors is used to help people align and execute their collective direction.

Event Overview

- Division:** Middle School
- Event Type:** Individual
- Event Category:** Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
- Objective Test Time:** 30 minutes
- NACE Connections:** Career & Self-Development

Competencies

- Personal Responsibility
- Self-Awareness
- Teamwork
- Collaboration
- Communicating Effectively
- Motivating
- Conflict Resolution
- Problem Solving
- Empathy
- Flexibility
- Creativity
- Embracing Risk
- Innovation



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.

2024-25 Competitive Events Guidelines

Exploring Leadership



- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
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Recognition

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Event Administration

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Americans with Disabilities Act (ADA)

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Penalty Points

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2024-25 Competitive Events Guidelines

Exploring Leadership



Electronic Devices

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National

Required Competition Items

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Important FBLA Documents

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Eligibility

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2024-25 Competitive Events Guidelines

Exploring Leadership



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- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Personal Responsibility
 1. Define personal responsibility and its relationship to leadership.
 2. List characteristics of leaders.
 3. Explain how leaders achieve desired results.
 4. Explain how leaders build stronger relationships with work team members.
 5. Describe how leaders create environments that cultivate high performing teams.
 6. Understand the relationship between individual responsibility, the choices made, and actions taken.
 7. Understand that past programming of the subconscious mind (habits and conditioning) impact current behavior.
 8. Identify change for current behaviors to improve performance.
 9. Explain how individuals use planning strategies to determine action to take.

2024-25 Competitive Events Guidelines

Exploring Leadership



10. Explain the importance of keeping commitments and the achievement of worthwhile results.
 11. Define accountability for taking action to achieve priority goals.
- B. Self-Awareness
1. Explain the relationship between leadership and self-awareness.
 2. Define self-awareness.
 3. Explain why an individual must have self-awareness as a leader.
 4. Explain the relationship between perception of others and self-awareness.
 5. Explain how self-awareness involves seeing oneself clearly and objectively through reflection and introspection.
- C. Teamwork
1. Explain the use of teams in organizations.
 2. Explain the difference between a group and a team.
 3. Explain advantages and disadvantages of teamwork.
 4. Describe characteristics of effective teams and the role of leadership.
 5. Differentiate characteristics of different teams (functional, cross-functional, and self-managed).
 6. Describe the difference between leader-centered and group-centered decision making.
 7. Explain the difference between individual and team decision making.
- D. Collaboration
1. Define collaborative communication.
 2. List skills that contribute to successful collaboration.
 3. Explain how successful collaboration depends on the ability to get along with people, being able to listen, and being open-minded.
 4. Describe the roles of compromise, ability to see the big picture, and problem-solving abilities, which have a direct relationship to collaboration.
 5. Explain the role of conflict negotiation for groups.
 6. List essential skills for successful collaborators and project managers.
 7. Define brainstorming.
 8. Describe the need for commitment and enthusiasm for effective collaboration.
- E. Communicating Effectively
1. Explain how successful leadership is based upon solid communication.
 2. Define the elements of the communication process (sender, receiver, message, and feedback).
 3. Explain common approaches to getting feedback on messages.
 4. Explain the power of nonverbal communication.
 5. Explain the role of conflict negotiation for groups.
 6. Explain the importance of listening skills.
- F. Motivating
1. Compare motivational leadership styles.
 2. Explain the difference between job-centered and employee-centered behavior.
 3. Explain the motivation process for leadership.
 4. Compare and contrast motivation theories.
 5. Define Maslow's Hierarchy of Needs Theory.
 6. Explain the need for individuals to balance professional and personal needs.

2024-25 Competitive Events Guidelines

Exploring Leadership



7. Define the Equity Theory, Expectancy Theory, Reinforcement Theory, and Goal Setting Theory for motivation.
- G. Conflict Resolution
1. Define conflict in the workplace.
 2. Explain the importance of collaboration for team accomplishment.
 3. Describe positive and negative conflict in the workplace.
 4. Describe conflict management styles.
 5. Define conflict resolution and mediation.
 6. List causes of conflict in the workplace.
 7. Explain inter-group conflict.
 8. Explain why managers must make decisions to ignore or do something about possible conflict in the workplace.
 9. Explain the relationship between panic and conflict.
 10. Explain why leaders entitle every person to have a “bad day”.
- H. Problem Solving
1. Identify the six stages of problem solving (problem definition, evaluation of the problem, generating alternatives, selecting a solution, implementation, and evaluation of the results).
 2. List steps for problem solving (define, measure, analyze, improve, and control).
 3. Explain why problem solving is important.
 4. List examples of problem solving in the workplace.
 5. Describe underlying causes of problems in the workplace.
 6. Explain why it is important to collect data for problem solving.
 7. List underlying causes of problems in the workplace
 8. Explain how standards or expectations not met create problems at the workplace.
- I. Empathy
1. Define empathy.
 2. Explain how empathy improves communication.
 3. Explain the relationship between empathy and stronger working relationships.
 4. Explain how empathy promotes creative thinking.
 5. Describe the relationship between empathy and active listening.
 6. Describe the relationship between empathy and personalized communication.
 7. Describe why empathy is needed to consider others’ perspectives.
- J. Flexibility
1. Explain what flexibility in the workplace means.
 2. Explain why employees need workplace flexibility for success.
 3. Describe the relationship between workplace flexibility and productivity.
 4. Describe how workplace flexibility strengthens working relationships.
 5. Describe the relationship between flexibility and improved communication in the workplace.
 6. Explain why active listening is needed in the workplace.
 7. Explain the relationship between flexibility and personalized communication in the workplace.
 8. Define the relationship between flexibility in the workplace and consideration of others’ perspectives.
 9. Explain the need for flexibility due to unforeseen circumstances (pandemic, weather disaster, etc.)
- K. Creativity

2024-25 Competitive Events Guidelines

Exploring Leadership



1. Explain why creativity in the workplace is important.
 2. Outline strategies to increase creativity at the workplace.
 3. Explain the relationship between creativity and critical thinking.
 4. Explain how creativity is enhanced when collaborative thinking is encouraged.
 5. Explain the need for employees to be involved in activities that clearly meet company mission and vision.
 6. List steps to increase creativity in the workplace (hire the right people, implement flexible work hours, provide space for critical thinking, act on good ideas, and reward creativity).
 7. Describe rewards for creativity in the workplace.
- L. Embracing Risk
1. Define risk assessment.
 2. Match team members who want to succeed and meet challenges.
 3. Identify open opportunities to embrace risk.
 4. Understand that embracing risk can result in failure
 5. Explain how embracing risk is a key to business success.
 6. Describe how entrepreneurs are willing to take risks.
 7. Explain how the culture of failure can be good for future success.
 8. Explain how successful individuals seek and prepare for change.
- M. Innovation
1. Explain how to increase innovation in the workplace through leadership.
 2. Define brainstorming and its relationship to innovation.
 3. Describe rewards for innovation in the workplace
 4. List the benefits of innovation in the workplace
 5. Explain the need to tolerate mistakes when encouraging innovation.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



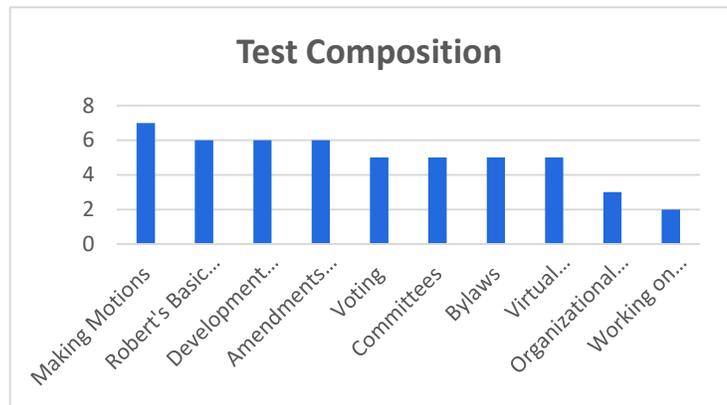
Exploring Parliamentary Procedure provides members with the opportunity to demonstrate knowledge around competencies in meeting procedures. This competitive event consists of an objective test. It aims to inspire members to learn about the structure, the order, and the ground rules of how to conduct a meeting.

Event Overview

Division: Middle School
Event Type: Individual
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
Objective Test Time: 30 minutes
NACE Connections: Career & Self-Development

Competencies

- Making Motions
- Robert’s Basic Rules of Order
- Development of an Agenda
- Amendments to Motions
- Voting
- Committees
- Bylaws
- Virtual Setting/Meetings
- Organizational Skills
- Working on Teams



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Making Motions
 1. Explain the proper way to make a motion (I move to . . .).
 2. Explain the five different types of motions (main, subsidiary, privileged, incidental, and motions that bring a question again).
 3. Explain how most meetings follow some form of Robert's Rules of Order.
 4. Describe the purpose of basic parliamentary procedures (keeping a meeting organized, civil, and efficient).
 5. Describe proper protocol for making a motion at a meeting (raise your hand and stand for the chair to recognize you).
 6. Explain how discussion follows a motion.
 7. Explain when and how a vote is taken on a motion.
- B. Robert's Basic Rules of Order
 1. Define what Robert's Rules of Order is.
 2. Explain how Robert's Rules of Order allows a deliberative assembly to make its decisions efficiently.
 3. Explain the steps for an efficient meeting as outlined in Robert's Rules of Order.
 4. Describe the relationship between parliamentary procedure and Robert's Rules of Order.
 5. Describe how Robert's Rules of Order provide justice and courtesy for all.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



6. List major concepts (maintenance of order, consideration of one item at a time, member input, courtesy for all, majority rule, recognition by the chair, free discussion, and debate) provided by Robert's Rules of Order.
 7. Define parliamentary procedure.
 8. Define a main motion.
 9. Define a quorum for a meeting.
 10. Understand the "Majority Rules" concept.
 11. Explain how "recognition by the chair" allows a meeting participant to speak at a meeting.
 12. Describe the role of the meeting chair.
 13. Explain how a main motion is a basic right.
 14. Explain how silence by a meeting participant equals consent.
- C. Development of an Agenda
1. Explain the importance of having an agenda in advance of the meeting.
 2. Explain why it is important for team members to receive the agenda before the meeting.
 3. Explain how an agenda sent in advance of a meeting encourages members to provide feedback.
 4. List reasons why input before a meeting is important (member buy in, better meeting attendance, and diversified points of view regarding meeting agenda items).
 5. Describe how an agenda is needed to run an efficient, effective meeting.
 6. Explain how a meeting agenda keeps members on task.
 7. Describe how a particular group activity every time at a meeting helps team members to bond while reinforcing group culture.
 8. Explain how meetings guided by an agenda make it less likely for unexpected objection or distraction from meeting participants.
 9. Explain why it is important to get input from meeting participants when developing the agenda.
 10. Sort out the most important items for a meeting agenda.
 11. Create an agenda with a purpose.
 12. Explain how an agenda verifies whether the meeting is needed.
 13. Describe how the meeting agenda outlines the procedure for a meeting.
- D. Amendments to Motions
1. Describe the process for making an amendment to a motion.
 2. Explain how an amendment must be relevant.
 3. Describe how an amendment that rejects an original motion is not proper and not in order.
 4. Understand that an amendment must be seconded before discussion on the amendment can occur.
 5. Explain how an amendment requires a majority vote for adoption before discussing and voting on the amended motion.
- E. Voting
1. Define the procedure to vote at a meeting.
 2. Describe different types of voting (poll, voice, acclamation, ballot, show of hands, and division).
 3. Explain how votes are counted at a meeting.
 4. Explain how voting is used to determine group consensus and confirm decisions.
 5. Describe formal binding votes and votes to determine preferences and priorities of the group.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



6. Define a straw poll.
 7. Explain the proper procedure for voting on motions, amendments, and amended motions.
- F. Committees
1. Explain the rationale for committees at meetings.
 2. Describe the protocol the meeting chair follows to hear committee reports at a meeting.
 3. Give examples of special committees for organizations.
 4. Describe the process for appointing committees.
 5. List examples of organization committees (membership, finance, convention, and fund raising).
- G. Bylaws
1. Define bylaws.
 2. Explain how bylaws can be helpful to almost any type of organization, regardless of size or purpose.
 3. Explain how bylaws and meeting procedures can help keep things running smoothly, provide the answers to tough questions (like what to do about a difficult officer), save enormous amounts of time and deliberation.
 4. Explain how bylaws help an organization define its mission or structure.
 5. Explain when bylaws should be written (clarify officer elections, apply for nonprofit status, and meeting changes).
 6. Decide by whom and how the bylaws will be written and approved.
 7. Explain the rationale for organization bylaws (save time trying to work out organizational complications, help define the organization’s mission or goals, and keep things running smoothly).
 8. Explain the parts of bylaws (name and purpose of organization, membership, officers, decision making, and types of meetings—general, special, annual, and board of directors).
- H. Virtual Setting/Meetings
1. Define virtual meetings.
 2. Explain the growth of virtual meetings due to a pandemic or economic constraints.
 3. Describe the flexibility offered by meeting virtually.
 4. List the advantages and disadvantages of virtual meetings.
 5. Describe the flexibility that virtual meetings offer.
 6. Explain how to engage participants in a virtual meeting.
 7. Explain ground rules to follow during virtual meetings.
 8. Describe possible distractions for virtual meetings.
 9. Describe strategies to increase participant engagement in virtual meetings.
 10. Explain the importance of virtual meeting roles.
 11. Define the importance of distributing the agenda and meeting materials before the virtual meeting.
 12. Describe common methods for organizing and joining a virtual meeting.
- I. Organizational Skills
1. Define organizational skills.
 2. Understand and demonstrate meeting management.
 3. Describe the importance of group involvement for successful meetings and organizations.
 4. Outline the importance of logistics for effective meetings.
 5. Describe the importance of meeting minutes.
 6. Explain how active listening is an essential organizational skill.

2024-25 Competitive Events Guidelines

Exploring Parliamentary Procedure



- J. Working on Teams
 - 1. Explain the importance of teamwork.
 - 2. Explain why it is important to invite only the essential employees to a meeting.
 - 3. Explain the need for a goal-oriented mindset for successful teams.
 - 4. Explain how team members have a commitment to their roles.
 - 5. Describe how successful team members are open to learning.
 - 6. Describe adjusting roles and responsibilities due to the needs of a task or project.
 - 7. Explain how effective teams have diverse perspectives and experiences for creativity and innovation.

2024-25 Competitive Events Guidelines

Exploring Public Speaking



Exploring Public Speaking provides members with the opportunity to develop and present a speech on a topic. This competitive event consists of a presentation component.

Event Overview

Division: Middle School

Event Type: Individual

Event Category: Presentation

Event Elements: Speech with a Topic

Presentation Time: 3-minute presentation time

NACE Connections: Career & Self-Development, Communication, Critical Thinking, Professionalism

2024-25 Topic

Choose skills that are developed when participating in community service or volunteer experiences and explain why these skills matter.

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• None

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members may compete in an event at SLC 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 event is not eligible for those that placed in the top ten at previous NLCs in Elevator Speech.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, and prepare their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Exploring Public Speaking



Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Presentation Information: The Speech
 - **Presentation Time:** 3 minutes (one-minute warning)
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors are randomly assigned to sections.
 - The speech must be developed around the topic.
 - When delivering the speech, competitors may use notes prepared before the event.
 - No other reference materials such as visual aids, props, handouts or electronic devices may be brought to or used during the event.
- Final Presentation: The Speech
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation/speech time.

2024-25 Competitive Events Guidelines

Exploring Public Speaking

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• None

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- 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 event is not eligible for those that placed in the top ten at previous NLCs in Elevator Speech.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, and prepare their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- Presentation Information: The Speech
 - **Presentation Time:** 3 minutes (one-minute warning)
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors are randomly assigned to sections.

2024-25 Competitive Events Guidelines

Exploring Public Speaking



- The speech must be developed around the topic.
- When delivering the speech, competitors may use notes prepared before the event.
- No other reference materials such as visual aids, props, handouts or electronic devices may be brought to or used during the event.
- Final Presentation: The Speech
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation/speech time.

2024-25 Competitive Events Guidelines

Exploring Public Speaking



Exploring Public Speaking Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Topic Incorporates provided topic	<i>Provided topic is not mentioned in speech</i>	<i>Topic is not clearly incorporated into speech</i>	<i>Topic was clearly incorporated into speech</i>	<i>Topic was clearly incorporated and expanded thoroughly throughout the speech</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Introduction Introduce the topic immediately	<i>Topic was not introduced</i>	<i>Introduction was not clearly presented</i>	<i>Introduction was clearly presented, and topic was defined immediately</i>	<i>Introduction was clearly presented, and topic was defined immediately with an effective transition into the speech body</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Supporting Information (Body) Include accurate and appropriate supporting information	<i>Speech did not have a topic</i>	<i>Multiple topics presented without clear connections</i>	<i>Central topics were identified, connected, and supported throughout the speech</i>	<i>Smooth transitions were effectively utilized to support the central topic</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Conclusion Provide effective conclusion connected to the topic & theme	<i>Speech did not have a conclusion</i>	<i>Conclusion was not clearly presented</i>	<i>Effective conclusion was presented</i>	<i>Conclusion provides connection to entire presentation</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Speech Delivery Deliver speech with varied facial expressions, eye contact, good posture, voice projection, self-confidence, and poise	<i>Does not have varied facial expressions and/or poor posture</i>	<i>Minimal varied facial expressions and/or poor posture</i>	<i>Appropriate varied facial expressions and posture</i>	<i>Appropriate varied facial expressions and posture that keeps audience fully engaged</i>	
	0 points	1-6 points	7-8 points	9-10 points	
	<i>Does not make eye contact</i>	<i>Minimal eye contact</i>	<i>Appropriate eye contact</i>	<i>Appropriate eye contact and didn't use notecards</i>	
	0 points	1-6 points	7-8 points	9-10 points	
	<i>Does not have voice projection</i>	<i>Minimal voice projection</i>	<i>Appropriate voice projection</i>	<i>Appropriate voice projection and diction</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<i>Competitor did not demonstrate self-confidence</i>	<i>Competitor demonstrated self-confidence and poise</i>	<i>Competitor demonstrated elevated self-confidence, and poise</i>	<i>Competitor demonstrated elevated self-confidence, poise, and assertiveness</i>		
0 points	1-6 points	7-8 points	9-10 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

2024-25 Competitive Events Guidelines

Exploring Technology



Exploring Technology provides members with the opportunity to demonstrate knowledge around introductory competencies in technology. This competitive event consists of an objective test. It aims to inspire members to learn about the various areas of technology.

Event Overview

Division: Middle School

Event Type: Individual

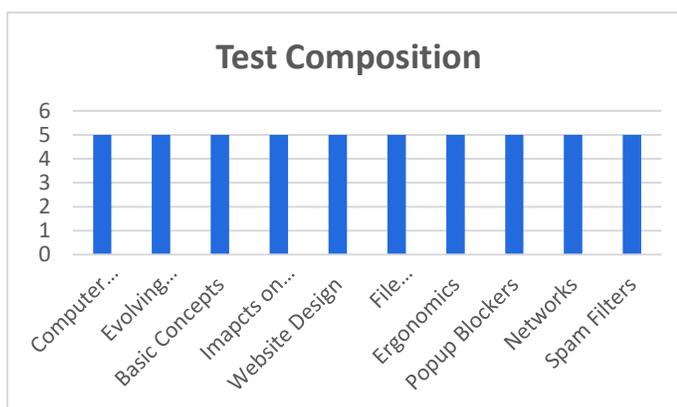
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

NACE Connections: Career & Self-Development

Competencies

- Computer Literacy
- Evolving Technologies
- Basic Concepts in Hardware, Software, and Connectivity
- Impacts on Society
- Website Design
- File Management
- Ergonomics
- Popup Blockers
- Networks
- Spam Filters



State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

Exploring Technology



- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Exploring Technology



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
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2024-25 Competitive Events Guidelines

Exploring Technology



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

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- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies

- A. Computer Literacy
- B. Evolving Technologies
- C. Basic Concepts in Hardware, Software, and Connectivity
- D. Impacts on Society
- E. Website Design
- F. File Management
- G. Ergonomics
- H. Popup Blockers
- I. Networks
- J. Spam Filters

2024-25 Competitive Events Guidelines

Exploring Website Design



Exploring Website Design provides members with the opportunity to create a website over a topic. This competitive event consists of a presentation component.

Event Overview

Division: Middle School

Event Type: Team of 1, 2 or 3 members

Event Category: Presentation

Event Elements: Presentation with a Topic

Presentation Time: 3-minute set-up time, 7-minute presentation time, 3-minute question & answer time

NACE Connections: Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Teamwork, Technology

2024-25 Topic

Develop a website to showcase various clubs and organizations at your school, including their activities, achievements, and membership information. The website should include the following:

- Home page & navigation menu
- Club/Organization Directory: A page listing all school clubs and organizations. Each club/organizations should be presented as a "product card" that includes an image, club/organization name, and a brief description
- Event Highlights: A section showcasing past and upcoming club/organization events
- Join us: A page with information on how to join each club/organization

Feel free to include any other elements to enhance the website.

Note: Website does not have to be live. If working directly with your school, permission must be received from the school to make the website public.



This topic was created in partnership with code.org. Learn more about code.org, resources available, and expanding computer science in your school or district at [this link](#).

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table• Internet access

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members may compete in an event at SLC 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

2024-25 Competitive Events Guidelines

Exploring Website Design



no longer eligible to compete in that event. This event is not eligible for those that placed in the top ten at previous NLCs in Multimedia & Website Development.

- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Provided (Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting devices on which to present. Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections go down.)
 - Competitors must show the judges any of the following that are applicable: documentation of templates/libraries used, documentation of copyrighted material and sources used.
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology

2024-25 Competitive Events Guidelines

Exploring Website Design



- Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
- Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
- Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
- External speakers are not allowed. Only device audio can be used.
- Power is not available.
- Non-technology Items: Materials, notecards, 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.
- Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
- Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.
- Presentation should cover the following aspects of the website:
 - The development, usability and functionality of the website must be demonstrated and explained to the judges.
 - The design process and design principles used.
 - Websites should be designed to allow for viewing on as many different platforms as possible.
- Final Presentation Information
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

2024-25 Competitive Events Guidelines

Exploring Website Design



Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Technology and presentation items• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• Table• Internet access

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- 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 event is not eligible for those that placed in the top ten at previous NLCs in Multimedia & Website Development.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Exploring Website Design



Event Administration

- This event has two parts: preliminary presentation and final presentation
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Provided (Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting devices on which to present. Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections go down.)
 - Competitors must show the judges any of the following that are applicable: documentation of templates/libraries used, documentation of copyrighted material and sources used.
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
 - Non-technology Items: Materials, notecards, 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.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
 - Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.
 - Presentation should cover the following aspects of the website:
 - The development, usability and functionality of the website must be demonstrated and explained to the judges.

2024-25 Competitive Events Guidelines

Exploring Website Design



- The design process and design principles used.
- Websites should be designed to allow for viewing on as many different platforms as possible.
- Final Presentation Information
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

Exploring Website Design



Exploring Website Design Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Topic is understood and well-defined	Topic is not followed	Topic is not fully addressed	Topic is fully addressed	User with no knowledge of the topic can identify based on site	
	0 points	1-6 points	7-8 points	9-10 points	
Website appeal to audience	Website is not appealing	Website is somewhat appealing to audience	Website is appealing to audience	Website is professional and appealing	
	0 points	1-6 points	7-8 points	9-10 points	
Website demonstrates the required elements of the project as stated in guidelines.	Website does not include required elements	Website includes some of the required elements	Website presented includes all the required elements	Website presented includes required elements and more	
	0 points	1-8 points	9-12 points	13-15 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-8 points	9-12 points	13-15 points	
Technical Components					
Website is viewable on standard browsers	Website is not viewable	Website viewability is limited	Website is viewable	Website is viewable and functional on multiple devices, including phones, computers, and tablets	
	0 points	1-6 points	7-8 points	9-10 points	
Logical and effective sequence of navigation, links are all functional	Site is not logical, some links are not functional, and does not have an effective sequence of navigation	Site is somewhat logical; links are functional, or navigation is not effective	Site is logical, site links are functional, and has an effective sequence of navigation	Site is logical, site links are functional, and the sequence of navigation enhances the user experience	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Delivery					
Statements are well-organized and clearly stated	Competitor(s) did not appear prepared	Competitor(s) were prepared, but flow was not logical	Presentation flowed in logical sequence	Presentation flowed in a logical sequence; statements were well organized	
	0 points	1-6 points	7-8 points	9-10 points	
Self-confidence, poise, assertiveness, and good voice projection	Competitor(s) did not demonstrate self-confidence	Competitor(s) demonstrated self-confidence and poise	Competitor(s) demonstrated self-confidence, poise, and good voice projection	Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness	
	0 points	1-6 points	7-8 points	9-10 points	
Ability to effectively answer questions	Unable to answer questions	Does not completely answer questions	Completely answers questions	Interacted with the judges in the process of completely answering questions	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					

Name(s):	
School:	
Judge Signature:	Date:
Comments:	

2024-25 Competitive Events Guidelines

FBLA Concepts



FBLA Concepts provides members with the opportunity to demonstrate knowledge about the various areas of the Future Business Leaders of America organization. This competitive event consists of an objective test.

Event Overview

Division: Middle School

Event Type: Individual

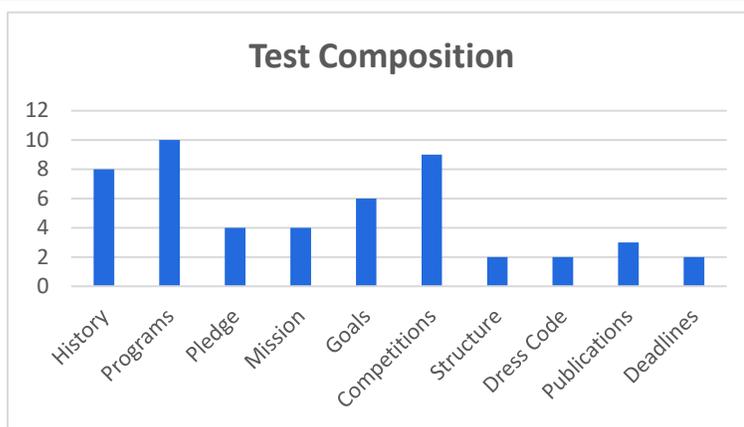
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

NACE Connections: Career & Self-Development

Competencies

- History of FBLA
- FBLA Programs
- FBLA Pledge
- FBLA Mission
- FBLA Goals
- FBLA Middle School Competitions
- FBLA Structure
- FBLA Dress Code
- FBLA Publications
- FBLA Deadlines



State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

FBLA Concepts



- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
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- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
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Tie Breaker

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Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

FBLA Concepts



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
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2024-25 Competitive Events Guidelines

FBLA Concepts



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

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Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies

- A. History of FBLA
- B. FBLA Programs
- C. FBLA Pledge
- D. FBLA Mission
- E. FBLA Goals
- F. FBLA Middle School Competitions
- G. FBLA Structure
- H. FBLA Dress Code
- I. FBLA Publications
- J. FBLA Deadlines

2024-25 Competitive Events Guidelines

FBLA Mission & Pledge



FBLA Mission & Pledge provides members with the opportunity to present the FBLA mission and pledge from memory and share their personal reflection and meaning with the judges. This competitive event consists of a presentation component.

Event Overview

Division: Middle School

Event Type: Individual

Event Category: Presentation

Event Elements: Speech

Presentation Time: 3-minute presentation time

NACE Connections: Career & Self-Development, Communication, Critical Thinking, Professionalism

FBLA Mission & Pledge

Mission

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Pledge

I solemnly promise to support the mission of Future Business Leaders of America, abide by its code of ethics and code of conduct, and develop the qualities necessary to become a community-minded business leader.

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
<ul style="list-style-type: none">• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• None

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current school year.
- Members may compete in an event at SLC 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.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each competitor can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, and prepare their presentations.

2024-25 Competitive Events Guidelines

FBLA Mission & Pledge



- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- This event can be run as a final presentation only depending on the number of registered competitors.
- Presentation Information: The Speech
 - **Presentation Time:** 3 minutes (one-minute warning)
 - The presentation is judged at the SLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors are randomly assigned to sections.
 - Competitors will recite the FBLA mission from memory and reflect on the meaning of the mission.
 - Competitors will recite the FBLA pledge from memory and reflect on the meaning of the pledge.
 - Competitors are permitted to bring prepared notes to be used during the reflection portion only.
 - No other reference materials such as visual aids, props, handouts or electronic devices may be brought to or used during the event.
- Final Presentation: The Speech
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

2024-25 Competitive Events Guidelines

FBLA Mission & Pledge



Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Events Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• None

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- 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.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation, Community Service Presentation).
- Only competitors are allowed to plan, research, and prepare their presentations.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

2024-25 Competitive Events Guidelines

FBLA Mission & Pledge



Recognition

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

Event Administration

- This event has two parts: preliminary presentation and final presentation
- Presentation Information: The Speech
 - **Presentation Time:** 3 minutes (one-minute warning)
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors are randomly assigned to sections.
 - Competitors will recite the FBLA mission from memory and reflect on the meaning of the mission.
 - Competitors will recite the FBLA pledge from memory and reflect on the meaning of the pledge.
 - Competitors are permitted to bring prepared notes to be used during the reflection portion only.
 - No other reference materials such as visual aids, props, handouts or electronic devices may be brought to or used during the event.
- Final Presentation: The Speech
 - The above presentation guidelines will be in effect for the final presentation.
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

2024-25 Competitive Events Guidelines

FBLA Mission & Pledge



Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

FBLA Mission & Pledge



FBLA Mission & Pledge Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Recites FBLA mission from memory	Mission is not memorized	Mission is partially memorized	Mission is mostly memorized	Mission is completely memorized	
	0 points	1-8 points	9-12 points	13-15 points	
Reflection of FBLA mission is relevant and appropriate	No reflection of mission	Reflection of mission is not relevant or appropriate	Reflection of mission is relevant	Reflection of mission is relevant and appropriate	
	0 points	1-8 points	9-12 points	13-15 points	
Recites FBLA pledge from memory	Pledge is not memorized	Pledge is partially memorized	Pledge is mostly memorized	Pledge is completely memorized	
	0 points	1-8 points	9-12 points	13-15 points	
Reflection of FBLA pledge is relevant and appropriate	No reflection of pledge	Reflection of pledge is not relevant or appropriate	Reflection of pledge is relevant	Reflection of pledge is relevant and appropriate	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation Delivery					
Speech Delivery Deliver speech with varied facial expressions, eye contact, good posture, voice projection, self-confidence, and poise	Does not have varied facial expressions and/or poor posture	Minimal varied facial expressions and/or poor posture	Appropriate varied facial expressions and posture	Appropriate varied facial expressions and posture that keeps audience fully engaged	
	0 points	1-6 points	7-8 points	9-10 points	
	Does not make eye contact	Minimal eye contact	Appropriate eye contact	Appropriate eye contact and didn't use notecards during reflections	
	0 points	1-6 points	7-8 points	9-10 points	
	Does not have voice projection	Minimal voice projection	Appropriate voice projection	Appropriate voice projection and diction	
	0 points	1-6 points	7-8 points	9-10 points	
	Competitor did not demonstrate self-confidence	Competitor demonstrated self-confidence and poise	Competitor demonstrated elevated self-confidence and poise	Competitor demonstrated elevated self-confidence, poise, and assertiveness	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

2024-25 Competitive Events Guidelines

Financial Literacy



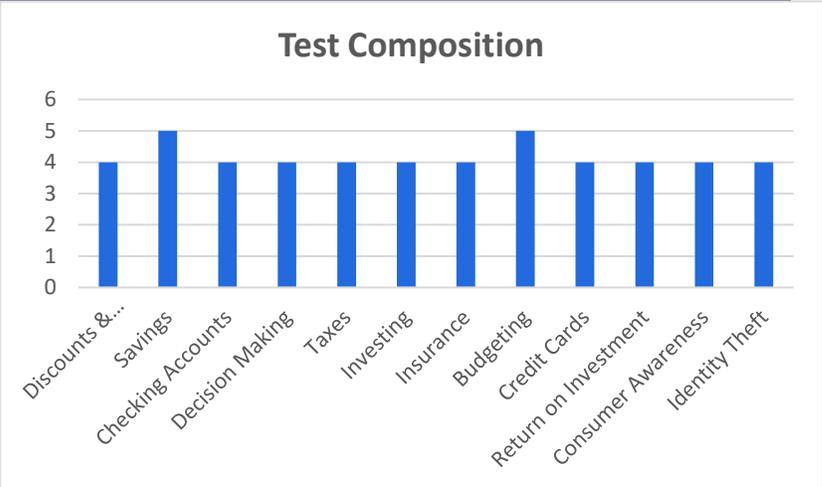
Financial Literacy provides members with the opportunity to demonstrate knowledge around competencies in various financial skills. This competitive event consists of an objective test. It aims to inspire members to learn about how to manage personal finances.

Event Overview

Division: Middle School
Event Type: Individual
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
Objective Test Time: 30 minutes
NACE Connections: Career & Self-Development

Competencies

- Discounts and Percentages
- Savings
- Checking Accounts
- Decision Making
- Taxes
- Investing
- Insurance
- Budgeting
- Credit Cards
- Return on Investment
- Consumer Awareness
- Identity Theft



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

Financial Literacy



- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Financial Literacy



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

2024-25 Competitive Events Guidelines

Financial Literacy



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Discounts and Percentages
 1. Define percent.
 2. Explain how to change a fraction to a percentage.
 3. Visualize percentage as a portion of the total pie.
 4. Explain how to change a percent into a fraction.
 5. Explain the formula for calculating percentage.
 6. Calculate an amount based upon a percentage.
 7. Explain the base as being the numerical value to which the part is compared.
 8. Explain how to change a percent into a decimal.
 9. Recognize the percent relationship to decimals, fractions, and ratios.
 10. Explain how ratios are associated with percentages.
 11. Understand the meaning of a ratio (proportion).
 12. Calculate the percentage of a given amount.
 13. Explain the reason for wholesale and retail discounts.
 14. Describe how increased sales are directly related to discounts.
 15. Define a seasonal discount.
 16. Explain the difference between a trade and cash discount.
 17. Explain terms for early payment discounts.
 18. Understand discount terminology (example: 2/10/n/30)

2024-25 Competitive Events Guidelines

Financial Literacy



19. Explain a trade discount.
 20. Describe the relationship between discounts and consumer action.
- B. Savings
1. Compare consumer choices for saving.
 2. Explain the relationship between saving and investing.
 3. Define the time value of money.
 4. Explain the “Rule of 72” when calculating interest earned on savings.
 5. Define financial liquidity.
 6. Explain the discipline associated with saving money.
 7. Explain insured savings accounts.
 8. Explain the reasons for having a savings account.
 9. Explain the equation for simple interest (principal x rate x time).
 10. Explain the difference between simple and compound interest.
- C. Checking Accounts
1. Explain the reasons for having a checking account
 2. Explain how to open a checking account.
 3. Describe the advantages and disadvantages of online banking.
 4. Define paperless bank statements.
 5. Describe three types of endorsements for checks.
 6. Explain overdraft protection.
 7. Explain how to reconcile a bank statement.
 8. Define the purpose of the FDIC.
 9. Explain the difference between a debit and a credit card.
 10. Explaining the importance of maintaining a check register.
 11. Explain the importance of developing a solid relationship with your bank by taking good care of your checking account.
 12. Define direct deposit and advantages associated with direct deposit.
 13. Explain the convenience of automatic withdrawal for certain reoccurring expenses.
 14. Explain the checking account routing number.
 15. Explain the role of the drawer for a checking account.
 16. Explain the role of the payee for a checking account.
- D. Decision Making
1. Explain Maslow’s Hierarchy of Needs when making decisions.
 2. Explain the process of gathering data before making a financial decision.
 3. Determine possible outcomes associated with different possible financial decisions.
 4. List the steps associated with decision making.
 5. Explain how changing financial situations impact decision making.
 6. Describe how financial decision making is impacted by long-term and short-term goals.
 7. Explain rational vs. emotional financial decision making.
 8. Explain why some financial decisions should be given more time to make.
 9. Explain how decision making requires flexibility due to unexpected events.
 10. Explain how financial decision making involves a system of prioritization.
 11. Describe how decision making differs for large purchases vs. daily purchases.
 12. Distinguish the difference between financial wants and needs.
 13. Explain how to choose the best financial planner for different circumstances.
 14. Explain the importance of a financial budget.

2024-25 Competitive Events Guidelines

Financial Literacy



15. Explain the importance of maintaining accurate financial documents to make the best decisions.

E. Taxes

1. Define different types of taxes.
2. Explain how taxes are used to encourage and discourage business.
3. Explain how the government uses taxes.
4. Explain property taxes.
5. List the top expenditures that use property taxes.
6. Define public goods and their relationship to tax dollars.
7. Explain the role of the Internal Revenue Service.
8. Define a progressive income tax.
9. Explain sales taxes and the use of those taxes.
10. Describe how different states compete for business with no sales taxes vs. sales taxes.
11. Understand that income tax returns must be filed by April 15.
12. Define a tax deduction.
13. Define a tax exemption.
14. Explain a tax holiday.
15. Define excise taxes.
16. Define a tariff and how it is used for trade deals.
17. Explain FICA taxes.

F. Investing

1. Explain different types of investments.
2. Describe the risks associated with different types of investments.
3. Define liquidity of an investment.
4. Explain how to buy and sell investments.
5. Explain the relationship between risk and rate of return on an investment.
6. Compare the difference between simple and compound interest.
7. Explain what agencies regulate financial markets and protect investors.
8. Evaluate professional financial advisors.
9. Explain different types of stocks and how to invest by purchasing stocks.
10. Define bonds and the interest earned.
11. Explain real estate as an investment possibility.
12. Define speculative investments.
13. Explain how the level of risk is associated with the possible rate of return on an investment.
14. Explain how broker and investment planner fees are calculated.
15. Explain the importance of estate planning.
16. Explain the need for wills to distribute investments of a deceased person.

G. Insurance

1. Define insurance.
2. Explain the role of the insurance agent.
3. Describe an insurance policy.
4. Explain the need for health insurance.
5. Define the beneficiary.
6. Explain the life insurance concept.
7. Explain the need for liability insurance.
8. Define homeowner's and renter's insurance.

2024-25 Competitive Events Guidelines

Financial Literacy



9. Explain the insurance deductible.
 10. Explain insurance premium and how it is calculated.
 11. Explain the difference between term and whole/universal life insurance.
 12. Define co-insurance.
 13. Explain the functions of insurance agencies.
 14. Explain the risk concept and its relationship to the premium charged by the insurance agency.
 15. Define collision insurance.
 16. Define medical payments insurance.
 17. Define automobile insurance deductible.
 18. Define an umbrella liability insurance policy.
- H. Budgeting
1. Define a budget and its important impact on a person's future.
 2. Explain the difference between fixed and variable (flexible) expenses in a budget.
 3. Explain the difference between active and passive income.
 4. Explain the reason for a budget.
 5. Define the categories in a budget.
 6. Explain why a percentage of income should be budgeted for savings.
 7. Define opportunity cost when making financial decisions.
 8. Define depreciation for automobiles, appliances, and other equipment.
 9. Describe the first step for creating a budget (monitoring and categorizing spending).
 10. Explain how careful maintenance of a checking account is related to successful budgeting.
- I. Credit Cards
1. Define credit and how it should be used wisely for large purchases.
 2. Explain the appropriate use for credit.
 3. List and define the C's (character, cash flow, capacity, collateral, capital, and conditions) of credit.
 4. Explain the dangers of using too much credit.
 5. Describe how credit has a major impact on life.
 6. Define different types of financial credit (installment, non-installment, revolving, mortgage, and line of credit).
 7. Explain how consumers who are classified as a greater financial risk pay higher interest rates for credit.
 8. List the major credit reporting agencies and the need to be aware of our personal credit report.
 9. Describe five influencers that are used to determine if an individual or business receives credit (debt usage, age of accounts, types of accounts, and credit inquiries).
 10. Explain the difference between secured and unsecured credit loan.
 11. Explain the tax advantage of a mortgage (deduction of interest paid on a mortgage).
 12. Explain how impulse buyers should take time before making purchases on credit.
 13. Explain the importance of paying credit cards on time.
- J. Return on Investment
1. Define an investment and rate of return.
 2. Define a financial portfolio.
 3. Calculate rate of return by dividing dollar increase by amount of the original investment.
 4. Explain the importance of time when building a financial portfolio.

2024-25 Competitive Events Guidelines

Financial Literacy



5. Define the importance of diversification when making investments.
 6. Explain how greater financial risk can result in greater losses or gains.
 7. Differentiate between insured and uninsured investments.
 8. Describe how investment in the Stock Market works.
 9. Describe economic and other news events can impact the Stock Market.
 10. Explain the value of investing in real estate.
 11. Explain the importance of matching type of investment to the individual's financial philosophy and anxiety level.
- K. Consumer Awareness
1. List the Consumer Bill of Rights.
 2. Explain how consumer awareness is directly related to make the best purchase decisions.
 3. List responsibilities associated with consumer awareness (stay informed, follow instructions, use products properly, speak out against wrongdoing, and lawfully purchase goods and services).
 4. Describe the importance of using Consumer Reports, other consumer publications, and consumer feedback on social media when making purchasing decisions.
 5. Define product recalls.
 6. Explain the importance of reading product labels for product content, expiration date, manufacturing location, warnings, and possible dangers.
 7. Define the importance of comparison shopping before making purchases.
 8. Seek opinions from satisfied/unsatisfied customers and product experts.
- L. Identity Theft
1. Define identity theft.
 2. Explain four types of identity theft (medical, criminal, financial and child identity).
 3. Explain how identity theft has increased with increased use of technology.
 4. Describe systems to protect individuals from identity theft.
 5. Describe vulnerable populations (elderly, hearing impaired, etc.) who are targets of identity theft.
 6. Describe procedures to avoid becoming a victim of identity theft.
 7. Define credit card fraud.
 8. Explain the importance of not sharing personal, financial, or social security information on the telephone or the internet.
 9. Describe how to detect spam telephone calls.
 10. Explain the importance of blocking unwanted telephone calls.
 11. Describe scam schemes.

2024-25 Competitive Events Guidelines

Interpersonal Communication



Interpersonal Communication provides members with the opportunity to demonstrate knowledge around competencies in interpersonal communication. This competitive event consists of an objective test. It aims to inspire members to learn about how communication, between two or more people, happens by exchanging messages, ideas, and information.

Event Overview

Division: Middle School

Event Type: Individual

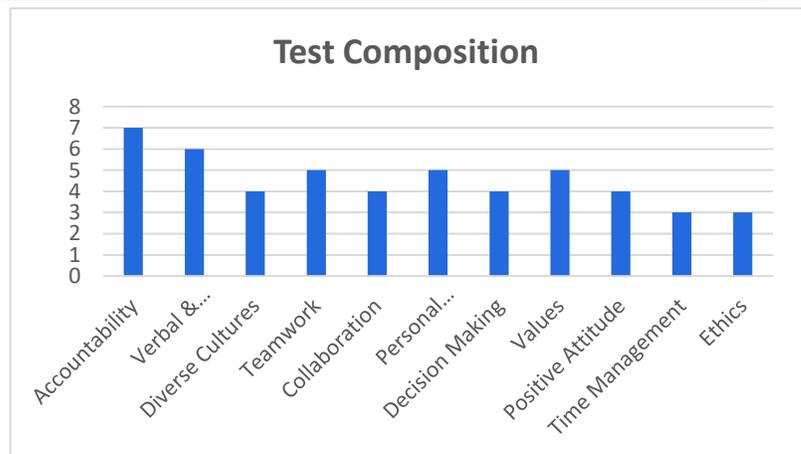
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

NACE Connections: Career & Self-Development

Competencies

- Accountability
- Verbal and Nonverbal Communication
- Diverse Cultures
- Teamwork
- Collaboration
- Personal Appearance
- Decision Making
- Values
- Positive Attitude
- Time Management
- Ethics



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.

2024-25 Competitive Events Guidelines

Interpersonal Communication



- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.
- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

2024-25 Competitive Events Guidelines

Interpersonal Communication



Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

2024-25 Competitive Events Guidelines

Interpersonal Communication



Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.
- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

- A. Accountability
 1. Define accountability.
 2. Explain how effective leaders are accountable for their actions.
 3. Explain tenants of accountability (goals, expectations, successes, and failures).
 4. Describe how accountability is the key to great communication.
 5. Explain why accountability of all team members is important for success.
 6. Explain how personal accountability serves as a role model for other members of a team.
 7. Describe how improving communication in the workplace counts toward transparency and accountability.
- B. Verbal and Nonverbal Communication
 1. List examples of effective verbal communication skills.
 2. Explain the importance of active listening.
 3. Define open-ended questions.

2024-25 Competitive Events Guidelines

Interpersonal Communication



4. Emphasize the importance of speaking clearly and concisely.
 5. Describe how humor can enhance communication.
 6. Explain how open-ended questions gain greater insights.
 7. Explain how asking for clarification can improve communication.
 8. Define verbal communication.
 9. List the steps for effective verbal communication (strong, confident speaking voice, active listening, and avoid filler words).
 10. List examples of nonverbal communication.
 11. Define nonverbal communication.
 12. Give examples of effective visual communication for different audiences.
 13. Explain how to refine written communication skills (review written communications for accuracy and keep a file of writing you find effective or enjoyable).
 14. List and define forms of communication (verbal, written, and nonverbal).
 15. Describe types of nonverbal communication (proximity, body movements, posture, touch, facial expressions, and eye contact).
 16. List reasons why eye contact is important.
 17. Explain the relationship between effective communication and self-confidence.
 18. Define the benefits of self-confidence (improves problem-solving skills, improves company communication, overcomes workplace obstacles and challenges, and improves overall work performance).
- C. Diverse Cultures
1. Explain the importance of communicating effectively with people from other cultures.
 2. Explain why it is important to learn about different cultures before meeting someone.
 3. Understand how cultures are impacted by hierarchies.
 4. Describe obstacles that must be overcome when communicating with individuals from other cultures.
 5. Explain the roles of respect and tolerance when communicating with people from other cultures.
 6. Define high-context cultures (heavily nonverbal).
 7. Define low-context cultures (depend largely on words).
 8. Describe how eye contact, touch, gestures, physical distance, facial expressions, appearance, posture, paralanguage, and context impact cultural communication.
- D. Teamwork
1. Explain the use of teams in organizations.
 2. Explain the difference between a group and a team.
 3. Explain advantages and disadvantages of teamwork.
 4. Describe characteristics of effective teams and the role of leadership.
 5. Contrast characteristics of different teams (functional, cross-functional, and self-managed).
 6. Describe the difference between leader-centered and group-centered decision making.
 7. Explain the difference between individual and team decision making.
 8. Explain how successful teams build relationships that thrive.
 9. Explain how effective teamwork involves openly communicating ideas without the fear of outrage.
 10. Explain the importance of respecting team members' ideas for effective communication.
 11. Explain how effective teams create workplace satisfaction.

2024-25 Competitive Events Guidelines

Interpersonal Communication



12. Explain how effective teams increase employee engagement and foster a more productive and talented workforce.
 13. Describe how effective teams create a safe place for people to think creatively.
- E. Collaboration
1. Define collaborative communication.
 2. List skills that contribute to successful collaboration.
 3. Explain how successful collaboration depends on the ability to get along with people, be able to listen, and be open-minded.
 4. Describe how the roles of compromise, ability to see the big picture, and problem-solving abilities have a direct relationship to collaboration.
 5. Explain the role of conflict negotiation for groups.
 6. List essential skills for successful collaborators and project managers.
 7. Define brainstorming.
 8. Describe the need for commitment and enthusiasm for effective collaboration.
- F. Personal Appearance
1. Describe how personal appearance affects communication.
 2. Explain how personal appearance is nonverbal communication.
 3. Explain why personal appearance is important in the workplace.
 4. Describe assumptions individuals make based upon a person's appearance.
 5. Describe the elements of personal appearance (choice of color, clothing, hairstyles, and other factors).
 6. Describe how personal appearance provides the visual and video modes of human communication.
 7. Explain stereotyping based upon personal appearance.
- G. Decision Making
1. List the steps of the decision-making process (identify the decision, gather relevant information, identify alternatives, weigh the evidence, and select an alternative).
 2. Identify the four stages of the decision-making process (intelligence, design, choice, and implementation).
 3. Describe an autocratic leader.
 4. Describe a democratic leader
 5. Describe how decisions are based upon past personal experiences.
 6. Explain why it is important to evaluate decisions.
 7. Explain how decisions are based upon precedent.
- H. Values
1. Define values.
 2. Explain how interpersonal communication is impacted by personal values.
 3. Explain how different values can result in a breakdown of communication.
 4. Explain the importance of respecting individuals who have different values.
 5. Explain the high value placed upon free speech.
 6. Understand that workplace teams will have individuals with differing values.
- I. Positive Attitude
1. Explain the relationship between positive attitude and open communication.
 2. Explain how effective communication depends on the ability to read the attitudes of other persons or groups.
 3. Explain how attitude can affect business communication in both positive and negative ways.

2024-25 Competitive Events Guidelines

Interpersonal Communication



4. Define the four types of attitudes (passive, passive aggressive, aggressive, and assertive).
 5. Explain how your emotions and your awareness of others' emotions could improve your communication.
 6. Explain how pleasant, respectful, upbeat, attitudes throughout an office improve upward and downward communication, which increases morale, productivity, and sales.
- J. Time Management
1. Define time management.
 2. Explain how time management involves setting priorities.
 3. Describe how time management involves goal setting.
 4. List time management skills (organization, prioritization, goal setting, communication, planning, and delegation).
 5. Define delegation of duties.
 6. Describe time saving techniques.
 7. Explain why it is important to evaluate project end results to improve time management.
- K. Ethics
1. Explain the fundamentals of ethical communication.
 2. Describe how interpersonal communication ethics are different from other forms of communication ethics.
 3. Explain how interpersonal communication is the ethical mandate to protect and promote the good of the relationship.
 4. List the fundamentals of ethical communication (transparency, consideration of potential roadblocks, and development of relationships).
 5. List the principles of ethical communication (truthful and honest, active listening, speaking non-judgmentally, speak from your own experience, and consider the receiver's preferred communication channel).
 6. Explain how ethical communication strives to understand, avoids a negative tone, does not interrupt others, respects privacy and confidentiality, and accepts responsibility.
 7. List examples of businesses directly involved with ethical issues (medical, education, and real estate).

2024-25 Competitive Events Guidelines

Learning Strategies



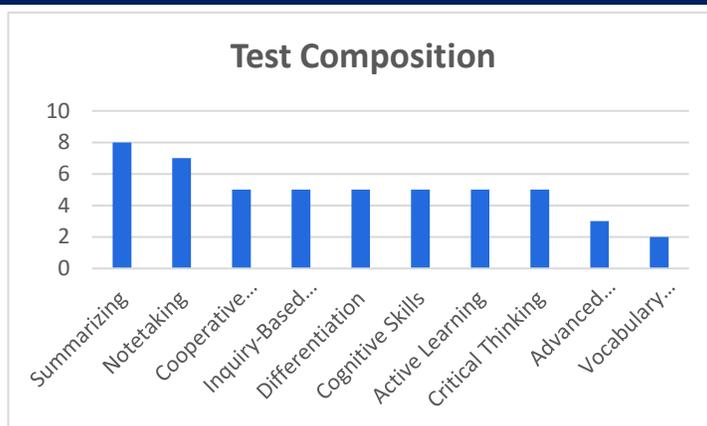
Learning Strategies provide members with the opportunity to demonstrate knowledge around competencies in learning strategies. This competitive event consists of an objective test. It aims to inspire members to learn about an individual’s way of organizing and using skills to learn.

Event Overview

Division: Middle School
Event Type: Individual
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)
Objective Test Time: 30 minutes
NACE Connections: Career & Self-Development

Competencies

- Summarizing
- Notetaking
- Cooperative Learning
- Inquiry-Based Learning
- Differentiation
- Cognitive Skills
- Active Learning
- Critical Thinking
- Advanced Organizer
- Vocabulary Development



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on February 1 of the current program year.
- Members may compete in an event at the State Leadership Conference (SLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the SLC and pay the state conference registration fee to participate in competitive events.

2024-25 Competitive Events Guidelines

Learning Strategies



- Each chapter may submit unlimited entries per objective test event.
- Each member can only compete in two individual/team events and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start before the Opening Session of SLC. The schedules for competitive events are displayed in the local time of the SLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the SLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the ND FBLA Competitive Event Guidelines or the ND FBLA Code of Conduct.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the ND FBLA Competitive Event Guidelines.

2024-25 Competitive Events Guidelines

Learning Strategies



National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
<ul style="list-style-type: none">• Sharpened pencil• Fully powered device for online testing• Conference-provided nametag• Attire that meets the FBLA Dress Code	<ul style="list-style-type: none">• One piece of scratch paper per competitor• Internet access• Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

2024-25 Competitive Events Guidelines

Learning Strategies



- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

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- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

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- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

A. Summarizing

1. Define summarizing as a means to identify the main idea and most important facts in order to write a brief overview that includes only those key ideas and details.
2. Explain how summarizing involves sorting the most important parts from the less important parts.
3. Explain the value of personalized words, points, or ideas for summarizing.
4. Describe the long-term, lifetime value of summarizing and note-taking skills.
5. Explain why it is important to spend time with information that needs to be condensed before ranking most important to least important.

B. Notetaking

1. Define the importance of notetaking.
2. Explain how notetaking is a skill that individuals will use for a lifetime.
3. Describe notetaking strategies (underlining, highlighting, and circling).
4. Describe the Cornell Method of notetaking (highlighting critical information).
5. Describe three different note-taking styles (outline, visual, and Cornell).
6. Explain how notetaking helps students stay focused on the class presentation.
7. Explain why it is important to listen, think, and take notes at the same time.

2024-25 Competitive Events Guidelines

Learning Strategies



8. Compare different note-making styles (standard format notes, pattern notes, and split-page format).
 9. List the advantages and disadvantages of taking notes.
 10. Define the notetaking outline or skeleton.
 11. Explain the purpose of notetaking (record, reduce, recite, reflect, and review).
- C. Cooperative Learning
1. Define cooperative learning.
 2. Explain the value of cooperative learning for students.
 3. Explain the relationship between cooperative learning and debate.
 4. Explain how cooperative learning (teamwork) is relevant to the learning process.
 5. Describe the life skills that students gain from cooperative learning.
 6. List essential skills for successful collaborators and project managers.
 7. Define brainstorming.
 8. Define the deeper learning that takes place with cooperative learning.
 9. Describe the need for commitment and enthusiasm for effective collaboration.
- D. Inquiry-Based Learning
1. Define inquiry-based learning.
 2. Explain how the student's role in the learning process is emphasized with inquiry-based learning.
 3. Explain how students are encouraged to explore the material, ask questions, and share ideas through inquiry-based learning.
 4. List inquiry-based learning approaches (small-group discussion, guided learning).
- E. Differentiation
1. Define differentiated learning.
 2. Explain why learning strategies are differentiated for different students.
 3. Explain how differentiated learning strategies focus on the learning styles and levels of understanding to enable students to be better masters of content.
 4. Explain how differentiated learning enables students to access the learning to meet individual needs, interests, and abilities.
- F. Cognitive Learning Skills
1. Define cognitive learning skills.
 2. Describe cognitive skills (focus on the why, use storytelling, go for application, and use external aids).
 3. Define cognitive learning strategies.
 4. Define cognitive reading strategies, including mental processes and memory.
- G. Active Learning
1. Define active learning.
 2. Explain the results of active learning (reinforces important material, provides immediate feedback to students, provides opportunities to think about, and talk about material).
 3. Explain how active learning reinforces important material, concepts, and skills.
 4. Explain how active learning provides more frequent and immediate feedback to students.
 5. Explain how active learning provides students with an opportunity to think about, talk about, and process course material.
 6. Explain how active learning creates personal connections to the material for students, which increases their motivation to learn.

2024-25 Competitive Events Guidelines

Learning Strategies



7. Describe how active learning allows students to practice important skills such as collaboration through group work.
- H. Critical Thinking
1. Define critical thinking.
 2. Explain how critical thinking requires the ability to reason.
 3. Explain how critical thinkers rigorously question ideas and assumptions instead of accepting them at face value.
 4. Define active learners and their role in critical thinking.
 5. Explain how critical thinkers question ideas and assumptions rather than accept them at face value.
 6. Understand the links between ideas.
 7. Determine the importance and relevance of arguments and ideas.
 8. Recognize, build, and appraise arguments.
 9. Identify inconsistencies and errors in reasoning.
 10. Approach problems in a consistent and systematic way.
 11. Define critical thinking as a way of thinking about whatever is presently occupying your mind to come to the best possible conclusion.
- I. Advanced Organizer
1. Define an advanced organizer.
 2. Explain how the advanced organizer enhances students' motivation to learn.
 3. Describe the parts of the advanced organizer (key terms, definitions, images, and key concepts that are critical to success in the course).
 4. Explain how an advanced organizer is a type of instructional preparation that links previously learned or known material to a new lesson.
 5. Explain why key terms are repeated in an advanced organizer.
- J. Vocabulary Development
1. Define vocabulary development.
 2. Explain how vocabulary leads to active thinking and word meaning.
 3. Explain how a person's vocabulary grows through actively engaging them in word exploration and stimulating interest in knowing more words.
 4. Explain how a word wall can encourage students to increase their vocabulary.
 5. Explain how vocabulary can be increased with pictures, graphics, synonyms, antonyms, or related words.
 6. Explain the process of new word introduction each week to increase an individual's vocabulary.



**CHAPTER AND
RECOGNITION
ACTIVITIES**

CORPORATE SPONSORSHIP

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

TIPS FOR RECRUITING CORPORATE SPONSORS

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

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

When contacting potential corporate sponsors:

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

When you get a corporate sponsorship:

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

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

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

FORM IN FORMS SECTION

2024 - 2025 NORTH DAKOTA FBLA MIDDLE SCHOOL COMPETITIVE EVENTS

(for use with Corporate Sponsorship Program)

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

CHAPTER AND TEAM EVENTS:

Annual Chapter Activities Presentation – 1-3 members per team

Community Service Presentation — 1-3 members per team

Critical Thinking – 1-3 members per team

Exploring Business Issues – 1-3 members per team

Exploring Website Design – 1-3 members per team

INDIVIDUAL EVENTS:

Business Etiquette

Career Exploration

Career Research

Digital Citizenship

Exploring Computer Applications

Exploring Computer Science

Exploring Economics

Exploring Leadership

Exploring Parliamentary Procedure

Exploring Public Speaking

Exploring Technology

FBLA Concepts

FBLA Mission & Pledge

Financial Literacy

Interpersonal Communication

Learning Strategies



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

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

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

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

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

When Is The Conference? – The conference is scheduled for March 30 – April 1, 2025, in Bismarck.

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

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

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

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

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

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

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

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

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

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

ALZHEIMER'S ASSOCIATION FUNDRAISING

Category: Recognition

Type: Chapter

The Alzheimer's Association is FBLA's national service partner. Starting this program year, FBLA will support their worthy mission of promoting awareness and research of Alzheimer's and dementia diseases. Nearly 7 million Americans are living with Alzheimer's, a disease affecting our families, our finances, and our future. That's why FBLA is stepping up in the fight to end Alzheimer's by starting a National Team for the Alzheimer's Association Walk to End Alzheimer's®. Held annually in more than 600 communities nationwide this fall, this inspiring event is the world's largest fundraiser to fight the disease.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

- If your chapter raises money for the Alzheimer's Association from the end of the previous State Leadership Conference until March 1st, use official FBLA Fundraising Report
- Find more information regarding "As a Walk to End Alzheimer's" see [FBLA \(NT\) | Walk to End Alzheimer's](#)
- Keep a copy of the FBLA Fundraising Report for your records, send a copy with the donation, and send a copy to the ND FBLA State Office (with a copy of the check or confirmation of an online payment).
- Winners in this event are determined by the state office based on Alzheimer's Association records from the regional and national office, as well as Alzheimer's Association fundraising reports.

STATE AWARDS

An award is presented at the State Leadership Conference to the five local chapters that fundraised the most for the Alzheimer's Association.

AMERICAN HEART ASSOCIATION FUNDRAISING

Category: Recognition

Type: Chapter

The American Heart Association is ND FBLA's state service partner for the 6th year.

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

STATE AWARDS

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

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

Category: Recognition

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

OVERVIEW

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

- **Gold Level**—complete six (6) Level 1 activities and ten (10) Level 2 or 3 activities. Gold chapters will receive recognition and preferred seating during the Awards of Excellence Program at the State Leadership Conference.
- **Silver Level**—complete five (5) Level 1 activities and eight (8) Level 2 or 3 activities. Silver chapters will receive recognition at the State Leadership Conference.
- **Bronze Level**—complete four (4) Level 1 activities and six (6) Level 2 or 3 activities. Bronze chapters will receive recognition at the State Leadership Conference

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

SUBMISSION

Complete the online submission form (<https://ndfblapbl.wufoo.com/forms/go-for-north-dakota-gold/>). On the form, chapters will be able to select if they are applying as a High School chapter, a Middle School chapter, or Combined (HS & MS) chapters. All files should be saved as PDF files before uploading or attaching. All entries must be received by the designated date. **Completing extra Level 2 and 3 activities is recommended in the event that an activity selected is not able to be verified.**

Level 1 Activities

1. Pay initial state and national dues of \$15 per member by October 20.
2. Chapter attends the Fall Leadership Conference.
3. Submit online Chapter Check-In forms on three separate months for publication on the ND FBLA website.
4. At least 20% of high school members complete one or more levels of the Business Achievement Awards **AND** at least 20% of middle school members complete one or more levels of the LEAD Awards. **Attach a list of students and which level was completed.**
5. Chapter member(s) participate in a job shadow experience. **Submit a short description.**
6. **HS:** Submit Local Chapter Annual Business Report for state competition.
7. **HS:** Chapter completes these four Champion Chapter programs (Summer Starter, Shaping Success, Service Season, and CTE Celebration). (NOTE: chapters cannot select activity #7 AND #38, it is one or the other)

Level 2 Activities: *These activities can be completed jointly by high school and middle school chapter members.*

8. Submit an article to FBLA national publication. **Attach a copy of the article or submission form.**
9. Attend the National Leadership Conference.
10. Include a businessperson in a chapter activity. **Submit a description of name, position, and activity.**
11. Attend a business tour. **Submit a description of business name and activity.**
12. Include a school official/administrator in a chapter activity. **Submit a description of name, position, and activity.**
13. Attend the National Fall Leadership Conference. **Attach a copy of registration.**
14. Secure corporate sponsorship. **Attach a copy of sponsorship form (Form found in Forms section)**
15. Chapter has members participate in Professional Dress Day on three separate months. **Submit three photos.**

16. Hold an Alzheimer's Association fundraiser. **Attach a description of the activity and copy of check or credit card receipt to/from the Alzheimer's Association.**
17. Hold an American Heart Association fundraiser. **Attach a description of the activity and copy of check or credit card receipt to/from the American Heart Association.**
18. Have a chapter social media account. **Submit screenshots of at least 5 posts with dates for the current membership year.**
19. Plan and carry out activities designed to celebrate FBLA Week. **Attach a list and description of activities.**
20. Using the State Officer Request form, have a ND FBLA state officer visit your chapter in person or by video conference and provide information or assistance at a chapter meeting or event. (State officers may not visit their own chapter) **Attach a short description of visit and optional photo.**
21. Have an ND FBLA Collegiate state officer, former ND FBLA state officer, or Alumni member visit your chapter in person or by video conference and provide information or assistance at a chapter meeting or event. **Attach a short description of the visit and optional photo.**
22. Host a competitive events study night. **Attach a short description and optional photo.**
23. Plan a joint activity with another FBLA chapter in your area. **Attach a short description and optional photo.**
24. Conduct a local officer installation ceremony AND/OR hold a chapter/member recognition event. **Submit a short description of activity.**
25. Conduct a School Board presentation. **Submit a short description of activity.**
26. Chapter member(s) participate in Stock Market Game (state or national competition).
27. Chapter member(s) participate in LifeSmarts (state or national competition).

Level 3 Activities: *These activities need to be completed by age group – either high school or middle school as specified.*

28. **HS:** Qualify for the North Dakota Membership Achievement Award.
29. **HS:** Have a candidate run for state office.
30. **HS:** Submit American Enterprise Project for state competition.
31. **HS:** Submit Business Financial Planning Project for state competition.
32. **HS:** Submit Business Plan for state competition.
33. **HS:** Submit Chapter Activities Scrapbook-Digital for state competition.
34. **HS:** Submit Community Service Project for state competition.
35. **HS:** Submit Project Awareness for state competition.
36. **HS:** Submit Partnership with Business Project for state competition.
37. **HS:** Nominate a chapter member for the Regional HS Member of the Month recognition on at least three separate months. **Submit the names of members nominated.**
38. **HS:** Chapter completes three of these Champion Chapter programs (Summer Starter, Shaping Success, Service Season, and CTE Celebration). (NOTE: chapters cannot select activity #7 AND #38, it is one or the other)
39. **HS:** Chapter member(s) participate in Virtual Business Challenge.
40. **MS:** Plan an icebreaker for a chapter meeting. **Attach a short description and optional photo.**
41. **MS:** Nominate a chapter member for the Middle School Member of the Month recognition on at least three separate months. **Submit the names of members nominated.**
42. **MS:** Have your Middle School Chapter Officers make a presentation about FBLA Middle School to a service club, class of incoming middle school students, or school administration. **Attach a short description and optional photo OR attach a copy of the presentation slides.**
43. **MS:** Have at least two members sign up for a competitive event at the State Leadership Conference **Submit the names of members registered for SLC.**
44. **MS:** Write a thank you note to an adviser or school representative. **Attach a photo.**
45. **MS:** Sponsor a Spirit Day where all members wear blue and gold. **Attach a short description and optional photo.**
46. **MS:** Qualify for the North Dakota Membership Achievement Award.

JUDGING

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

STATE AWARDS

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

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- A chapter representative participates in the "Go for ND Gold" Parade of Chapters at SLC Opening Session.
- Preferred seating at the Awards of Excellence Program.

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

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- A chapter representative participates in the "Go for ND Gold" Parade of Chapters at SLC Opening Session

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

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- A chapter representative participates in the "Go for ND Gold" Parade of Chapters at SLC Opening Session

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

MEMBERSHIP ACHIEVEMENT AWARD (Middle School)

Category: Recognition

Type: Chapter

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

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

STATE AWARDS

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

MIDDLE SCHOOL MEMBER OF THE MONTH

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

RECOGNITION

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

OUTSTANDING MIDDLE SCHOOL MEMBER/YOUNG LEADER AWARD

OVERVIEW

The nomination must be completed by the chapter adviser and submitted with SLC registration to the state office.

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

ELIGIBILITY

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

GUIDELINES

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

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

STATE AWARDS

One (1) or more members from each chapter nominated by their adviser will be recognized as recipients of the Outstanding Middle School Member award at the SLC.

NATIONAL RECOGNITION

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



OFFICIAL INFORMATION

**58th Annual FBLA
State Leadership Conference**

March 30 – April 1, 2025

**Bismarck Event Center
Bismarck, ND**

All forms in Forms Section or available online.

2025 NORTH DAKOTA STATE LEADERSHIP CONFERENCE

The highlight of the year in North Dakota FBLA is the State Leadership Conference, which will be held in Bismarck on March 30 – April 1, 2025. This exciting, fun-filled, three-day leadership conference provides students with many opportunities for leadership development and an opportunity to participate in various competitive events. Winning qualifiers in the competitive events are eligible to compete at the National Leadership Conference in Anaheim, CA, June 29 - July 2, 2025.

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

ONLINE CONFERENCE REGISTRATION INFORMATION:

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

COMPETITIVE EVENT INFORMATION:

Members are allowed to compete in two (2) individual/team events and one chapter event.

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

Calculators may be used in all objective tests as appropriate. A calculator is included in the online testing platform. All students participating in online objective testing need to bring their own Wi-Fi-enabled testing device (ex: laptop or tablet). No cell phones will be allowed for testing.

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

MEMBERSHIP:

Be certain all students attending the FBLA State Leadership Conference have joined both the state and national FBLA Middle School chapters. Dues - \$15 (\$5 state and \$10 national) must be paid to the national membership address by **February 1, 2025**, in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

**FBLA CALENDAR FOR 2025 STATE LEADERSHIP CONFERENCE
“DARE TO DREAM, DARE TO LEAD”**

State Office Address (Bismarck)	State and National Dues Address - (\$15)	SLC Registration Fee Address - (\$75 for members and advisers)
Jessica DeVaal, FBLA State Chair Dept. of Career & Tech. Education 600 East Boulevard, Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 jdevaal@nd.gov	www.fbla.org ONE CHECK is sent to the National Office.	FBLA Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390 CHECKS MADE OUT TO: ND FBLA

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

- Dec. 1, 2024** Postmark deadline for submitting North Dakota FBLA Bylaw Amendments (**sent to Bismarck**)
- Feb. 1, 2025** Postmark deadline for:
- State and national dues. ***Dues must be postmarked directly to the national office in order to participate in State Leadership Conference.***
- February 6** Online submission for:
- Conference and competitive event registration – including Code of Conduct forms for each student.
- Postmark deadline for:
- Registration fee for State Leadership Conference (sent to the fiscal agent, check made out to ND FBLA)
 - Hotel Reservation forms (**sent directly to the hotel**)
- March 1** Online submission deadline for:
- Completed pre-conference tests (uploaded online by 5pm CST)
- March 3** Online submission deadline for:
- Go for North Dakota Gold (uploaded online by 5pm CST)
- March 30-April 1** State Leadership Conference, Bismarck
Bring along Code of Conduct forms and Consent, Medical Release Forms (to be kept with adviser)
- April 11** Deadline to notify ND FBLA of intent to attend the National Leadership Conference
- June 29-July 2** National Leadership Conference, Anaheim, CA

REGISTRATION PROCEDURES

1. *All students attending must be in grades 7-8 and must have paid North Dakota FBLA Middle School dues of \$5 and national FBLA dues of \$10 by the established deadline.*
2. *Each member participating must be registered in their own name for the conference.*
3. *"Registration" means all forms completed and **monies paid**. If registration fees are not paid prior to the start of the conference, members will not be allowed to compete.*

Advance Registration Policies/Deadline

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

PROCEDURAL GUIDELINES FOR ADVISERS IN ADMINISTRATING CONDUCT OF FBLA MIDDLE SCHOOL MEMBERS ATTENDING STATE LEADERSHIP CONFERENCES

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

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

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

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

Students must adhere to the FBLA Dress Code.

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

FORMS IN FORMS SECTION

Tentative Agenda
58TH ANNUAL
FBLA STATE LEADERSHIP CONFERENCE
“DARE TO DREAM, DARE TO LEAD”
Bismarck Event Center
Bismarck, ND

SUNDAY, March 30, 2025

- 1:00-5:00 FBLA State Officers' Meeting and Rehearsal
- 4:00-6:30 Registration
- 5:00-8:00 American Enterprise Project, Community Service Project, Local Chapter Annual Business Report and Partnership with Business Project Presentations (*additional events may need to be added as the final schedule is developed*)
- 7:15-7:45 Go for ND Gold Parade of Chapters Rehearsal
- 8:00-10:00 Opening General Session
- 11:00 p.m. Curfew (all students in their rooms)

MONDAY, March 31, 2025

- 7:30-3:00 Objective Test Sessions
- 7:45-8:15 Judges and Event Coordinators Meeting
- 8:00-4:30 Workshops and Other Related Conference Activities
- 8:30-11:30 Preliminary & Final Rounds of Performance Events
- 11:00-12:30 **CAMPAIGN LUNCHEON**
(*2025-2026 North Dakota FBLA State Officer Candidates will present their campaign speeches to advisers, guests, chapter voting delegates and chapter presidents.*)
- 12:45 Posting of Preliminary Results for Final Competition
- 1:00-1:30 Judges and Event Coordinators Meeting
- 1:00-4:45 Visit Exhibitors
- 1:45-4:30 Final Round of Performance Events
- 2:30-3:00 Set Up Campaign Booths
- 3:00-4:45 Visit Campaign Booths
- TBD 2025-2026 State Officer Election
- 5:00-11:00 Chapter Dinner/Chapter Activities
- 11:00 p.m. Curfew (all students in their rooms)

TUESDAY, April 1, 2025

- 9:00-11:00 Awards of Excellence Program
- 11:30-12:30 Luncheon Meeting of Retiring and New FBLA State Officers and Their Advisers

North Dakota FBLA Awards Program

Mission Statement

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

Program Design and Purposes

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

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

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

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

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

General Information

A member may compete in up to two (2) individual/team events, and one chapter event.

Several points deserve specific mention when preparing for event participation.

- Many textbook sources are utilized in the preparation of test questions for the various competitive events. Participants are urged to prepare by reviewing as many texts as possible. Terminology may vary from one publisher to another, and test questions may be from several sources.
- Reference manuals, textbooks, and other source materials, except for those listed in the guidelines, may not be taken into events.

- **Participants must adhere to the dress code established by the Board of Directors, or they will be penalized in their events and will not be allowed on stage.**

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

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

2024 – 2025 North Dakota FBLA Middle School Competitive Events

EVENT TYPE	EVENT TITLE
Chapter	Annual Chapter Activities Presentation
Chapter	Community Service Presentation
Team	Critical Thinking
Team	Exploring Business Issues
Team	Exploring Website Design
Individual	Business Etiquette
Individual	Career Exploration
Individual	Career Research
Individual	Digital Citizenship
Individual	Exploring Computer Applications
Individual	Exploring Computer Science
Individual	Exploring Economics
Individual	Exploring Leadership
Individual	Exploring Parliamentary Procedure
Individual	Exploring Public Speaking
Individual	Exploring Technology
Individual	FBLA Concepts
Individual	FBLA Mission & Pledge
Individual	Financial Literacy
Individual	Interpersonal Communication
Individual	Learning Strategies
Recognition Award	Go for North Dakota Gold
Recognition Award	Largest Local Chapter Membership
Recognition Award	LEAD Award Program
Recognition Award	Membership Achievement Award
Recognition Award	Middle School Member of the Month
Recognition Award	Outstanding Middle School Member
Recognition Award	Young Leader Award

List of Hotels and Rates 2025 State Leadership Conference Bismarck, North Dakota

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

Hotel Name	Address	Phone	Rate	Continental Breakfast
Candlewood Suites	4400 Skyline Crossing Bismarck, ND	701-751-8900	Flat Rate: \$99.00	Yes
Comfort Inn (Mandan)	1516 - 27th Street NW Mandan, ND	701-751-7484	State Rate	Yes
sales@comfortinnmandan.com: Busses can park in the parking lot (goes around the entire building). Best hot breakfast in the Bismarck-Mandan area hotels. Several hot options including 2 egg choices, 2 meat choices, breakfast potato, waffles, pancakes, and more!				
Comfort Inn (Bismarck)	929 Gateway Ave Bismarck, ND	701-223-4009	Flat Rate: \$99.00	Yes
EverSpring Inn & Suites	200 Bismarck Expressway Bismarck, ND	701-222-2900	Flat Rate: \$98.10	Yes
Fairfield Inn & Suites South	135 Ivy Avenue Bismarck, ND	701-223-9293	Flat Rate: \$99.00	Yes
Rebecca.cermak@aimbridge.com3: Complimentary breakfast. bus parking. Rooms not held				
Holiday Inn of Bismarck	3903 State Street Bismarck, ND	701-751-8240	Flat Rate: \$99.00	
angie.benz@nhshotels.com2: Complimentary on-site bus parking. Breakfast is available for order at 32 Grill on-site. The rate will equal the prevailing state rate at the time of booking				
Quality Inn	1030 E. Interstate Ave Bismarck, ND	701-223-1911	Flat Rate: \$99.00	Yes
Radisson Hotel	605 E Broadway Ave Bismarck, ND	701-712-6475	Flat Rate: \$99.00	
Wingate by Wyndham	1421 Skyline Blvd. Bismarck, ND	701-751-2373	Flat Rate: \$99.00	Yes

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

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

Hotel rules and curfew times take precedence over times published in the FBLA program. Please mention your event when reserving your room.

Price and availability are subject to change (State Rate adjusts 10/1/2024).



FORMS

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



NORTH DAKOTA FBLA MEDICAL RELEASE

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

MEMBER OBLIGATION

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

Cell Phone: _____

Signature of Business Student / FBLA Member

Home Phone: _____

PARENT or GUARDIAN OBLIGATION

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

Cell/Home
Phone: _____

Signature of Parent/Guardian

Work Phone: _____

MEDIA PERMISSION

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

Signature of Participant

Signature of Parent/Guardian

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



Corporate Sponsorship Form

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

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

Yes No

If yes, please list name: _____

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

Signatures:

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

Postmark, along with a check, by February 1st to:

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



Hotel Reservation FBLA State Leadership Conference

Hotel	Conference Dates March 30- April 1, 2025	Mail No Later Than Feb 6, 2025
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1. See the list of hotels and rates for hotel information – it is your responsibility to make a reservation for your chapter. **Send this form directly to the hotel of your choice. No reservation will be made for the conference without this form. Any changes must be made with the hotel.**
2. Arrangements must be made in advance for Direct Billing or payment for the hotel rooms must be paid by the adviser upon checkout with *one check for the entire amount payable to the hotel.*
3. Advisers must be responsible for all students and are expected to be in the hotel overnight.
4. Type entire form.

Name of School	Adviser Responsible
Total number of rooms to reserve	Dates rooms should be reserved <input type="checkbox"/> March 30-31, 2025 <input type="checkbox"/> March 30, 2025 only

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

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

SEND CONFIRMATION TO:

Name		Phone	
Address		Fax	
City	State	Zip	

Continued
on next
page

DUPLICATE THIS FORM IF ADDITIONAL SPACE IS NEEDED.

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

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

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

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

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



North Dakota FBLA Code of Conduct

Student Name (print/type)

School (print/type)

- Fall Leadership Conference State Leadership Conference National Leadership Conference

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

ND FBLA Code of Conduct

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

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

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense.

Parents and/or guardians will be notified and ND FBLA reserves the right to notify law enforcement.

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

Signed: _____

Parent Signature _____ Date _____

ND FBLA COC 2024-2025

ND FBLA Dress Code

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees – students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender-neutral.

Business Professional attire acceptable for official ND FBLA activities includes:

ACCEPTABLE

Business suit:

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer:

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress:

- A business dress
- Dress shoes (or) dress boots

Other Professional:

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.

- Denim or Flannel Clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Any canvas or fabric shoes
- Hats
- Graphically Printed Clothing
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

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

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

APPENDIX A

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

FUTURE BUSINESS LEADERS OF AMERICA

North Dakota Chapter

BYLAWS

Article I – Membership

Section 1

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

FBLA Active Members--shall be secondary students (grades 9-12) who become members while enrolled in business or business related classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

FBLA-Middle Level Active Members--shall be middle school students (grades 6-8 or 7-8) who become members while enrolled in business or business related classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program and otherwise represent their local or state chapters as approved by their respective local or state advisers.

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

Article II – Dues and Finance

Section 1

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State and national dues shall be forwarded directly to the national office by the local chapter, and the national office will reimburse the state chapter for state dues.

Section 2

Annual North Dakota State Chapter dues shall be \$5.

Section 3

The affairs and property of FBLA shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1018 (1967 ed.).

Section 4

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

Article III - Organization

Section 1

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

Section 2

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

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

Section 3

Active members shall be considered in good standing when they:

- a. Attend local chapter meetings with reasonable regularity,

- b. Show an interest in, and take part in, the affairs of the chapter, and
- c. Pay their dues

Section 4

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

Section 5

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

Section 6

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

Section 7

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

Section 8

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

Section 9

The State Executive Board shall be represented by four state advisers—one from each region. State advisers shall be appointed by the State Executive Board to serve an unspecified term of office.

Article IV – Officers and Elections

Section 1

The state elected officers of FBLA shall be a president, four regional vice-presidents, secretary, treasurer, historian, and social media coordinator.

Section 2

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

Section 3

Qualifications for Elected State Officers

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

officer, representing the North Dakota State Chapter of FBLA-PBL.

Section 4

Nominations for Elected Officers

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

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

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

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

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

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

Three weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.
- c. In the event there are no candidates for an office, nominations will be accepted by the State Executive Board.
- d. Only candidates approved by the office screening committee shall be nominated.

Section 5

Elections

- a. The president, four regional vice-presidents, secretary, treasurer, historian, and social media coordinator shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
- b. These officers shall be elected by a ranked ballot vote by the local voting

delegates. A majority vote shall be required for elections.

- c. Two state officers may be elected from the same local chapter. The parliamentarian may be appointed from a local chapter with two elected state officers.

Section 6

Term of Office

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

Section 7

Vacancy in Office

- a. A vacancy in any office, other than that of president shall be filled or remain vacant, as determined by the State Executive Board.
- b. Should the office of president become vacant, one of the regional vice presidents, determined by a yearly rotating basis, shall become president. If the vice president, who has assumed the office of president is unable or unwilling to assume or continue in the office of president, the next vice president in the rotation shall assume the duties of president. If the vice presidents cannot assume the duties, then the secretary, treasurer, historian, social media coordinator, or parliamentarian, shall assume the office of president in the order listed.

Article V – Duties of FBLA State Officers

Section 1

The president shall:

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

Section 2

The four regional vice presidents shall:

- a. on a yearly rotational basis, by region, fill in for the president, if needed.
- b. serve as a communications liaison by gathering news and information from the chapters by region and submitting it for the website.
- c. **Region I**
All schools located east of Highway 3 and north of Highway 200.

Region II

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

Region III

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

Region IV

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

Section 3

The secretary shall:

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

Section 4

The treasurer shall:

- a. lead the recruitment efforts for securing corporate sponsors and assist the state chairman in keeping an accurate record of corporate sponsors,
- b. present financial reports to members at State Leadership Team meetings and the State Leadership Conference, and
- c. assist in the promotion and development of FBLA.

Section 5

The historian shall

- a. photograph, compile, and maintain a historical record (flashback presentation) of the Fall Leadership Conference
- b. assist in the promotion and development of FBLA.

Section 6

The social media coordinator shall:

- a. be responsible for posting appropriate content on applicable social media platforms,
- b. submit appropriate items to the publisher of national FBLA publications and other state and

local publishers and broadcasters, and

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

Section 7

The parliamentarian shall:

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

Section 8

These officers shall serve on the State Leadership Team, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are not inconsistent with these Bylaws or other rules adopted by FBLA.

Article VI – State Leadership Conference and Meetings

Section 1

A state leadership conference shall be held each year.

Section 2

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

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

Section 3

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

Section 4

Local voting delegates shall be entitled to vote on all matters which come before the State Leadership Conference. There will be no proxy voting.

Section 5

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

Section 6

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

Article VII – State Executive Board

Section 1

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

Section 2

The State Executive Board shall:

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

Section 3

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

Section 4

Business of the State Executive Board may be conducted by mail, e-mail, or teleconference at the discretion of the president and approval of the state chairman and state advisers. All mail, e-mail, or teleconference business, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

Article VIII – Committees

Section 1

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

Section 2

The president of FBLA shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the

president's term in office, and assist in their activities.

Section 3

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

Article IX – Emblems and Colors

Section 1

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

Section 2

Emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 3

The official colors of FBLA shall be blue and gold.

Article X – Parliamentary Authority

Section 1

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

Article XI – Amendment of the Bylaws

Section 1

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

Section 2

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State

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

Section 3

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption of amendments.

Amended: April 3, 2020

Amended: March 29, 2022

Amended: March 25, 2024

North Dakota FBLA History

1967-68

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

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

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

1968-69

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

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

1969-70

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

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

1971-72

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

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

1972-73

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

1973-74

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

1974-75

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

1975-76

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

1976-77

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

1977-78

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

1978-79

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

1979-80

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

1980-81

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

1981-82

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

1982-83

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

1983-84

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

1984-85

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

1985-86

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

1986-87

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

1987-88

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

1988-89

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

1989-90

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

1990-91

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

1991-92

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

1992-93

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

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

1993-94

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

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

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

1994-95

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

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

1995-96

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

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

1996-97

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

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

1997-98

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

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

1998-99

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

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

1999-2000

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

2000-2001

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

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

2001-2002

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

2002-2003

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

2003-2004

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

2004-2005

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

2005-2006

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

2006-2007

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

2007-2008

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

2008-2009

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

2009-2010

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

2010-2011

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

2011-2012

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

2012-2013

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

2013-2014

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

2014-2015

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

2015-2016

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

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

2016-2017

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

2017-2018

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

2018-2019

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

2019-2020

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

2020-2021

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

2021-2022

State membership was 1019 with 63 active chapters. Middle Level membership was 160 with 20 active chapters. New chapters were chartered at Napoleon and Glen Ullin. FLC was held at the Ramkota in Bismarck. Kelly Barnes presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Amberley Snyder was the keynote speaker. National Mountain Plains Vice President Ilanora Peterson attended the conference. Stanley had the largest chapter with 51 members. Larimore had the largest Middle Level chapter with 20 members. Divide County High School received the Dorothy L. Travis Award. Kaidence Hase of Drake-Anamoose High School was elected state president. NLC was held in Chicago, IL.

2022-2023

State membership was 1260 with 65 active chapters. Middle School membership was 191 with 21 active chapters. New chapters were chartered at Kindred and Eight Mile. FLC was held at the Ramkota in Bismarck. Ashley Brinton presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Brooks Harper was the keynote speaker. National North Central Vice President Natalie Coon attended the conference. May-Port CG had the largest chapter with 59 members. Larimore had the largest Middle School chapter with 24 members. May-Port CG High School received the Dorothy L. Travis Award. Kaidence Hase of Drake-Anamoose High School was elected state president. Kaidence Hase was also elected national Mountain Plains Region Vice President. NLC was held in Atlanta, GA.

2023-2024

State membership was 1413 with 66 active chapters. Middle School membership was 175 with 21 active chapters. New High School chapters were chartered at Shiloh Christian, Underwood, and Westhope. New Middle School chapters were chartered at Ashley, Beach, and New England. FLC was held at the Ramkota in Bismarck. Patty Hendrickson presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Hunter Pinke was the keynote speaker. National Mountain Plains Vice President Kaidence Hase (from North Dakota) attended the conference. St. Mary's (Bismarck) had the largest chapter with 70 members. Larimore had the largest Middle School chapter with 20 members. Stanley High School received the Dorothy L. Travis Award. Clara Ankenbauer of Bowbells High School was elected state president. A bylaw amendment to raise state dues from \$4 to \$5 passed. NLC was held in Orlando, FL.

APPENDIX B

National Leadership Conference Information

Join the North Dakota FBLA Travel Group

FBLA National Leadership Conference Anaheim, CA

Join the North Dakota FBLA Travel Group and attend the FBLA National Leadership Conference in Anaheim, CA, and participate in other fun-filled activities of the area on June 27 – July 3, 2025. (Official NLC dates are June 29-July 2)

Travel World of Crosby has been designated as the exclusive North Dakota FBLA travel agency. You cannot participate in the North Dakota FBLA room block or participate in activities and services provided in the travel package unless **Travel World of Crosby** makes your airline reservations. By using **Travel World of Crosby** to book your plane reservation, you will receive the lowest airfare available. Family members and friends are invited to become part of this group, but at least one person per room needs to be registered for the conference. Reservations, all monies to be paid, and questions about the travel package should be directed to **Travel World of Crosby**. Phone 678-521-2795 or e-mail at brooke@travelworldofcrosby.com.

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

Every FBLA member must have an adult chaperone from their local chapter in order to participate in the travel group. This could be your local FBLA chapter adviser, school official, parent, or another responsible adult. ND FBLA recommends no more than 1 adult to 10 students. The National FBLA Chaperone policy will be checked with NLC registration and can be found at <https://www.fbla.org/chaperone-policy/>. If taking a group of middle and high school students, National FBLA defers to the lower ratio. Liability release forms and parental permission forms will be required for all members attending.

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

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

Conference information will be available at www.fbla.org starting in approximately April. The conference page will contain up-to-date conference information, a schedule of activities, registration forms, etc. *It is very important that all participants register for the NLC by the designated deadline, or you cannot vote!* The 2025 NLC conference registration fee has not been determined, but the early bird registration fee was \$195 in 2024. **Travel package costs determined by Travel World of Crosby do not include the FBLA conference registration fee.**

Travel World of Crosby will arrange air transportation. They will also arrange for ground transportation and arrange other fun-filled activities to nearby attractions. Complete this survey to provide input for 2025 NLC activity options: <https://forms.gle/A7rF1gVHmXGu1ZRP9>. Ground transportation will be provided to/from the airport/hotel as well as check-in/check-out of the hotel. All travel group participants will participate in tours and activities in the Anaheim area.

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

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

COMPETITIVE EVENT REGISTRATION

Check the national competitive event guidelines to see if you placed high enough (Middle School: 1st and 2nd and High School: 1st through 4th) to compete at NLC. If so, you must complete the ND FBLA Competitors online form to submit your intentions (YES or NO) no **later than April 11, 2025**. If the qualifying winners are not going to compete at the NLC, we will contact the alternate until we have a complete team of competitors from North Dakota in all events. **Please submit the online form for your YES or NO answers no later than April 11, 2025.**

NLC DEADLINES

- **Yes/No Intention Form: Due April 11, 2025**
- **Blue Panda Submission Deadline: April 17, 2025**
(All participants must be registered in Blue Panda by this date. Blue Panda will close and no additions or removals will be permitted after this deadline. After this deadline, you are committing that all submitted participants will be attending NLC and committing full payment to Travel World. Once Blue Panda registration closes, we will pull participant information to book flights, tickets, bussing, etc and no refunds will be given.)
- **Payment DUE: April 21, 2025**
(Only 1 payment deadline. No deposit deadline, just 1 final payment date. With the tight turnaround time between SLC and names/payment due to the airline, we are removing the deposit deadline to simplify the process on your end.)

FREQUENTLY ASKED QUESTIONS FOR TRAVEL WORLD OF CROSBY

Flights

- What if I need a flight option other than the round trip option offered by Travel World (i.e. one-way, attendee starting in a different departure city, etc.)?
 - If your attendee needs a flight option aside from the round trip option through Travel World, we can remove the flight from your travel package, and you will be responsible for booking the flight on your own. To best serve the group, Travel World will not make separate flight arrangements including, but not limited to: a one-way ticket, leaving from a different departure city (i.e. meeting in Minneapolis), etc.
- What if my attendee needs a flight change after the registration deadline?
 - Flights are booked immediately following the Blue Panda deadline. Should a change arise after this deadline, there will be a change fee in addition to any additional costs of the current price of flights. Travel World books contracts with airlines many months in advance of the conference to guarantee the best group pricing. Changes to tickets including times, locations, only one way, etc. may result in additional costs from the airline, which will be the responsibility of the attendee/chapter to cover.
- When will we receive our flight information?
 - After the Blue Panda registration deadline, we will begin booking flights. We begin this process by taking every chapter's first option into consideration and puzzle piecing chapters into our contracted seats, then completing the booking process with the airline. As soon as flights are confirmed with the airline, we will send you confirmation and ticket numbers. Please allow up to 2 weeks after payment deadline to receive flight information.
- Do I get to choose which airport we depart from?
 - Travel World has contracts with airlines months in advance of the conference to guarantee the best pricing. We contract a certain number of seats at major ND airports based on many criteria including past year's data on chapters out of certain regions, attendance estimates from the state FBLA office and how many seats the airline allows us to secure. In your Blue Panda registration, we will ask your first and second airport preferences. We do our *absolute best* to assign chapters to the airport closest to their chapter, but in the event not enough seats remain at that airport, chapters may be assigned to an airport further from their school. In 2024, every chapter received their first preference and we will do our very best to hopefully continue.
- Will my chapter get to travel together?
 - Referencing the previous answer, Travel World will do our absolute best to keep chapters together. We will never separate a chapter with only 1 chaperone. In the very unlikely event we do have to separate chapters, we will reach out to the adviser with options. Again, this is extremely unlikely but possible.
- Can we use a charter flight like in the past?
 - While a chartered flight is the ideal scenario so North Dakota can all travel together, at this time, it is not an option. Prior to Covid, the charter companies TW used did not require a deposit and offered a lot of flexibility with our group. Now, if they have the availability (last year they did not), they and all others we've quoted require a 25% deposit (~\$80,000+). This is in addition to us assuming 300+/- will attend NLC.

Cancellation

- What is the last day to cancel my travel package?
 - Cancellations after the Blue Panda registration deadline are responsible for full travel package payment. Once registration closes, we pull the registration data and book flights, send in our rooming list to the hotel, and purchase activity tickets, bussing, etc. Once we confirm those bookings, we are responsible for full payment, therefore after the registration deadline, no refunds are given and the attendee is responsible for the full payment amount of the selected package.

Payment

- Are the payment deadlines postmarked by or received by?
 - The payments should be **received** no later than the final payment due date. We will begin booking activities and flights immediately after the final payment deadline and have to pay vendors so it is essential we receive on time payments.
- Can I pay with a credit card?
 - Yes, credit card payments will incur an additional 3.5% processing fee (*fee subject to increase based on the processing fee by our payment processor at the time of payment)
- Can I send individual checks from students?
 - It is recommended that the school send one check for the chapter. Should you absolutely need to send separate checks, we highly recommend getting tracking on the package. We have seen several times where a package of checks doesn't make it to us and it was individual checks from students, resulting in the adviser having to have each parent void and rewrite a check, also resulting in delay of payment to Travel World.

Travel Package

- Can I purchase portions of the travel package?
 - The travel package is all-inclusive. We cannot break down the package into individual items.



North Dakota FBLA Code of Conduct

Student Name (print/type)

School (print/type)

- Fall Leadership Conference State Leadership Conference National Leadership Conference

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

ND FBLA Code of Conduct

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

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

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

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

I agree to abide by the Code of Conduct and the Dress Code.	
Signed: _____	
Parent Signature _____	Date _____

ND FBLA Dress Code

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees – students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender-neutral.

Business Professional attire acceptable for official ND FBLA activities includes:

ACCEPTABLE

Business suit:

- Suit pants and jacket • Blouse (or) collared dress shirt
- Neckwear such as tie or scarf • Dress shoes (or) dress boots

Blazer:

- Dress pants, including khakis, (or) dress (or) skirt • Blazer
- Blouse (or) collared dress shirt • Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress:

- A business dress • Dress shoes (or) dress boots

Other Professional:

- Dress pants, including khakis, (or) skirt • Blouse (or) collared dress shirt
- Neckwear such as tie or scarf • Dress shoes (or) dress boots

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.

- Denim or Flannel Clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- Swimwear
- Flip flops or casual sandals • Athletic shoes
- Industrial work shoes • Hiking boots • Any canvas or fabric shoes
- Hats
- Graphically Printed Clothing
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

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

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

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



NORTH DAKOTA FBLA MEDICAL RELEASE

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

MEMBER OBLIGATION

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

Cell Phone: _____

Signature of Business Student / FBLA Member

Home Phone: _____

PARENT or GUARDIAN OBLIGATION

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

Cell/Home
Phone: _____

Signature of Parent/Guardian

Work Phone: _____

MEDIA PERMISSION

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

Signature of Participant

Signature of Parent/Guardian

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

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North Dakota FBLA is sponsored as part of the
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