



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
CHAPTER FROM 2025-2026 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 2025-2026 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 ninth 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 Accounting & Finance
- New Event: Exploring Agribusiness
- New Event: Exploring Business Communication
- New Event: Exploring Business Concepts
- New Event: Exploring Customer Service
- New Event: Exploring Digital Video
- New Event: Slide Deck Applications
- New Event: Spreadsheet Applications
- New Event: Word Processing
- Retired Event: Exploring Computer Applications
- Retired Event: FBLA Mission & Pledge
- Retired Event: Learning Strategies
- Retired Event: Critical Thinking
- Name Change: FBLA Concepts becomes Exploring FBLA.
- Name Change: Business Etiquette becomes Exploring Professionalism.
- Name Change: Financial Literacy becomes Exploring Personal Finance.
- 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.

TABLE OF CONTENTS

GENERAL INFORMATION

Addresses to Send Dues, News, and to Seek Information	1
North Dakota 2025-26 Calendar	2
FBLA State Personnel	3
FBLA Collegiate State Personnel	4
FBLA National Personnel	5
North Dakota Membership Directory	6
Student Youth Organizations Activities Policy	9
FBLA Dress Code	10

ND FBLA MIDDLE SCHOOL COMPETITIVE EVENTS GUIDELINES

Changes for 2025-2026 Membership Year	12
General Competitive Event Guidelines	13
Annual Chapter Activities Presentation	15
Career Exploration	23
Career Research	30
Community Service Presentation	38
Digital Citizenship	47
Exploring Accounting & Finance	55
Exploring Agribusiness	62
Exploring Business Communications	69
Exploring Business Concepts	76
Exploring Business Issues	83
Exploring Computer Science	92
Exploring Customer Service	99
Exploring Digital Video Production	105
Exploring Economics	116
Exploring FBLA	122
Exploring Leadership	127
Exploring Parliamentary Procedure	134
Exploring Personal Finance	142
Exploring Professionalism	149
Exploring Public Speaking	157
Exploring Technology	164
Exploring Website Design	171
Interpersonal Communication	180
Slide Deck Applications	188
Spreadsheet Applications	194
Word Processing	201

CHAPTER/RECOGNITION ACTIVITIES

Corporate Sponsorship	209
Alzheimer's Association Fundraising	213
American Heart Association Fundraising	214
Go For North Dakota Gold	215
Membership Achievement Award	218
Middle School Member of the Month	219
Outstanding Middle School Member/Young Leader Award	220

59th ANNUAL FBLA STATE LEADERSHIP CONFERENCE

North Dakota State Leadership Conference	222
Checklist Calendar for State Leadership Conference	223
Registration Procedures	224
Procedural Guidelines for Advisers in Administering Conduct	225
State Leadership Conference Schedule	226
North Dakota FBLA Competitive Events	227
List of Hotels and Rates for State Leadership Conference	229

FORMS

North Dakota FBLA Code of Conduct	231
North Dakota FBLA Parent or Guardian Permission Form, Medical and Media Release	232
Corporate Sponsorship Form	233
Hotel Reservation	234
American Heart Association Fundraising Report	236
Alzheimer's Association	237
Alzheimer's Association Donation Form	239
Alzheimer's Association Ways to Get Involved in Walk	240

APPENDIX A

State Chapter Constitution/Bylaws	242
State FBLA History	246

APPENDIX B (NATIONAL LEADERSHIP CONFERENCE INFORMATION)

Join the North Dakota Travel Group to the NLC	259
North Dakota FBLA Code of Conduct	263
North Dakota FBLA Parent or Guardian Permission Form Medical and Media	264
North Dakota State Board of Career and Technical Education	265

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.fbla.org and access the membership database. After reporting the membership online, either pay by credit card or print a copy of the membership form and send it to the national office along with a check made payable to FBLA, Inc.

No dues are required of local chapter advisers, but they are encouraged to join the 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@fbla.org
Web Site: www.fbla.org

State and national membership dues must be paid and processed by February 1, 2026, 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
806 N Washington St.
Bismarck, ND 58501
Phone: (701) 328-2286
Email: jdevaal@nd.gov
Website: www.nd-fbla.org

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

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

NORTH DAKOTA FUTURE BUSINESS LEADERS OF AMERICA MIDDLE SCHOOL 2025-2026 CALENDAR

September 23, 2025	Submit online registration for FBLA Fall Leadership Conference
October 5-6	FBLA Fall Leadership Conference—Bismarck
November 7-8	National Fall Leadership Conference – Phoenix, AZ
November 15	American Enterprise Day
November 15	Dressed to Impress Scholarship application deadline
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
January 15, 2026	Suggested last day to mail dues checks
February 1	Last day to pay FBLA state and national dues (Dues must be paid to National Center in order to participate at State Leadership Conference. Checks should be mailed at least 2 weeks in advance for processing.)
February 5	<u>Online submission deadline for:</u> Conference and competitive event registration for ND FBLA State Leadership Conference
	<u>Deadline for:</u> ND FBLA conference registration fees—sent directly to fiscal agent Hotel Reservation Form—sent directly to hotel (if needed)
February 8-14	FBLA Week
February 12	Online submission deadline for: Exploring Digital Video Production prejudged materials
March 1	LEAD verification for SLC recognition
March 2	Online submission deadline for Go for North Dakota Gold entries
March 3	<u>Online submission deadline for:</u> Completed FBLA pre-conference production tests
March 29-31	FBLA MS/HS State Leadership Conference—Bismarck
April 10	Deadline for FBLA chapters to <u>notify</u> ND FBLA of intent to compete at NLC
April 15	NLC Scholarship application deadline
June 29-July 2	FBLA MS/HS National Leadership Conference— San Antonio, TX

2025 - 2026 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
Natalie Naastad, Region I VP Hatton-Northwood High Schools	natalie.nastad@hattonk12.com	Kim Lorenz kim.lorenz@k12.nd.us Brennen Beaudin brennen.beaudin@northwoodk12.com
Jade Uhlich, Region II VP Drake-Anamoose High School	jade.uhlich@k12.nd.us	Joan Birdsell joan.birdsell@k12.nd.us
Marlee Boll, Region III VP St. Mary's Central High School	marlee.boll@locstudents.org	Wyatt Nagel wnagel@lightofchristschools.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 VanBerkom terry.vanberkom@minot.k12.nd.us
Payton Lystad, Treasurer Stanley High School	payton.lystad@k12.nd.us	Kendra Evensvold kendra.evensvold@k12.nd.us
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Rainy Bancroft, Social Media Coordinator Grand Forks Central High School	rainyb1999@gmail.com	Trevor Lennon tlennon050@mygfschools.org
Mason Schuh, Parliamentarian Drake-Anamoose High School	mason.schuh@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	Cindy Sorenson, Program Specialist Dept. of Career & Technical Ed. Phone: 701-328-1540 cidsorenson@nd.gov
Julie Pearce, State Adviser (Region I) Phone: (218) 779-5487 jupearce62@gmail.com	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

2025-2026 NORTH DAKOTA FBLA COLLEGIATE STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
Alec Wolf State President Minot State University	Alec.wolf@minotstateu.edu 701-771-7448	Jan Repnow jan.l.repnow@minotstateu.edu
Kyle Sandy Vice President Minot State University	Kyle.sandy@ndus.edu 701-822-0661	Jan Repnow jan.l.repnow@minotstateu.edu
Alexis Ritzman Vice President Bismarck State College	Alexis.ritzman@bismarckstate.edu 701-955-4544	Lynette Borjeson Painter Lynett.painter@bismarckstate.edu Steve Wangler Steven.wangler@bismarckstate.edu
Zack Volson Vice President Minot State University	zack.volson@ndus.edu 701-537-4268	Jan Repnow jan.l.repnow@minotstateu.edu
Kaidence Hase Vice President University of North Dakota	Kaidence.k.hase@gmail.com 70-625-1848	Direct Member
Jessica DeVaal, State Director Dept. of Career and Tech. Ed.	jdevaal@nd.gov Office: (701) 328-2286 Dept. of Career and Tech. Ed. 806 N. Washington Street Bismarck, ND 58501	
Cindy Sorenson Program Specialist Dept. of Career and Tech. Ed.	cidsorenson@nd.gov Office: (701)-328-1540 Dept. of Career and Tech. Ed. 806 N. Washington Street Bismarck, ND 58501	
Jan Repnow, State Adviser Minot State University	jan.l.repnow@minotstateu.edu 701-858-3325	

FBLA National Officers

FBLA High School National President:
Yasha Nagathan

Parliamentarian:
Annabelle Kumm

Secretary:
Vivika Arora

Treasurer:
Jack Hurley

Southern Region Vice President:
Joe Lewis IV

Eastern Region Vice President:
Pari Malla

Mountain Plains Region Vice President:
James Fletcher

Western Region Vice President:
Lesira Stephany Kpea

North Central Region Vice President:
Kavin Ramasamy



FBLA Collegiate National Officers

FBLA Collegiate National President:
Jonathan Nevenhoven

Executive Vice President:
Meri Mikoyan

Vice President of Operations:
Colin Williams

Vice President of Financial Development:
Kaddie Bailey

Vice President of Membership:
Brianna Le

Vice President of Communication:
Kaia Dolor

2025 – 2026 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

High School

	CHAPTER NAME	2024 - 2025 MEMBERSHIP	ADVISER(S)
REGION I			
	Cavalier High School	21	Mia Kotze
	Central Valley High School, Buxton	16	Tanner Bickford
	Grand Forks Central High School	24	Trevor Lennon
	Griggs County Central High School, Cooperstown	8	Ryan Dockter
	Harvey High School	20	Chad Faul
	Hatton/Northwood High Schools	50	Kim Lorenz
			Brennen Beaudin
	Lake Area Career Tech Center, Devils Lake	7	Nicole Anderson
	Lakota High School	17	Cassandra Sundeen
	Larimore High School	33	
	New Rockford/Sheyenne High School	2	Melody Volk
	North Valley Career Tech Center, Grafton	21	Susan Shuley
	Red River High School, Grand Forks	21	Michael Rood
	Thompson High School	32	Jason Brend
	Turtle Mountain Community High School	6	DJ McGillis
REGION II			
	Bishop Ryan	9	Brian Rodgers
	Bottineau High School	50	Kaitlin Walker
	Bowbells High School	15	Jennifer Nelson
	Burke Central High School	16	Julie Termine
	Des Lacs-Burlington High School	30	Kyla Hacker
	Divide County High School, Crosby	19	Amy Shaw
			Nikita Swanson
	Drake-Anamoose High School	30	Joan Birdsell
	Grenora Public School	0	Stephanie Paine
			Joe Paine
	Kenmare High School	28	Megan Kihle
	Killdeer High School	7	Brady Wilz
	Minot High School	50	Lisa Wolf
	Minot North High School	14	Terry Van Berkorn
	Mohall Landsford Sherwood	22	Mickey Depute
			Braeden Volk
	Nedrose Public School	14	Erika Landro
	Our Redeemer's Christian School	20	Kaylee Hoffman
	Powers Lake High School	35	Roberta Helseth
	Ray High School	33	Tyler Deering
			Madison Deering
	Stanley High School	44	Kendra Evensvold
			Cindy Hernandez
	Surrey High School	16	Serenity Richard
			Garret Klein
	Tioga High School	18	Mallory Klabo
	Velva High School	30	Annette Braaten
			Jennifer Kramer
	Westhope High School	0	Anthony Lee
	Williston High School	48	Kayla Otis

FBLA Chapters (continued)

REGION III

Beach High School	10	Carol Bartz Amanda Stoltz Andrew Klein Kelly Olson Shelly Christensen Michael Mayer Lana Held Alison Smith Jeremy Fordahl Megan Wald Karla Stelter Kelsey Brown Holly Ebner Laura Weber Jana Anderson
Belfield High School	10	
Dickinson High School	12	
Glen Ullin Public School	16	
Grant County High School	2	
Hazelton-Moffit-Braddock High School	10	
Hazen High School	37	
Hettinger High School	32	
Linton High School	19	
Mandan High School	44	
Mott/Regent High School	17	
Scranton High School	22	
Shiloh Christian, Bismarck	25	
South Heart High School	17	
St. Mary's High School, Bismarck	61	
Strasburg High School	7	
Underwood High School	24	
Zeeland High School	2	
		Kelsey Boedeker Wyatt Nagel Joleen Silbernagel Whitney Jangula Lorie Bender Jacob Cline

REGION IV

Ashley High School	6	Ali Herriman
Carrington High School	57	Josey Skytland
Edgeley High School	26	Sandra Dally
Enderlin High School	3	Beau Diegel
Fargo Davies High School	16	Jenna Johnson Uphoff
Fargo North High School	13	Ronda Kelly
Hillsboro High School	27	Ryan Nielsen
Lisbon High School	15	Jacob Revier
Maple Valley Public School	15	Cassandra Preston
May-Port CG High School	49	David Torgeson Cindy Strand Kristi Halvorson Bryan Schumacher Richard Anderson Annie Retka Ann Bettenhausen
Midkota High School	33	
Napoleon Public School	13	
West Fargo High School	2	
West Fargo Sheyenne High School	10	
Wishek High School	15	

2025 – 2026 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

Middle School

	CHAPTER NAME	2024 – 2025 MEMBERSHIP	ADVISER(S)
REGION I	Cavalier Middle School	0	Mia Kotze
	Hatton/Northwood Middle Schools	16	Kim Lorenz
			Brennen Beaudin
	Larimore Middle School	18	
	New Rockford/Sheyenne Middle School	0	Melody Volk
REGION II	Bowbells Middle School	7	Jennifer Nelson
	Burke Central Middle School	10	Julie Termine
	Divide County Middle School	3	Amy Shaw
			Nikita Swanson
	Drake-Anamoose Middle School	15	Joan Birdsell
	Grenora Middle School	0	Stephanie Paine
			Joe Paine
	Kenmare Middle School	5	Megan Kihle
	Nedrose Middle School	12	Ericka Landro
	Ray Middle School	2	Tyler Deering
	Stanley Middle School	12	Kendra Evensvold
			Cindy Hernandez
	Surrey Middle School	6	Serenity Richard
	Tioga Middle School	8	Mallory Klabo
REGION III	Beach Middle School	6	Carol Bartz
			Amanda Stoltz
	Grant County Middle School	3	Michael Mayer
	Hazelon-Moffit-Braddock Public School – MS	4	Lana Held
	Hazen Middle School	1	Alison Smith
	Linton Middle School	2	Megan Wald
	Scranton Middle School	8	Jana Anderson
			Laura Weber
	Strasburg Middle School	5	Joleen Silbernagel
	South Heart Public School – MS	6	Kelsey Boedeker
	Zeeland	2	Jacob Cline
REGION IV	Ashley Middle School	7	Ali Harriman
	Carrington Middle School	3	Josey Skytland
	May-Port CG Middle School	22	David Torgeson
			Cindy Strand
			Miranda Petersen
	Wishek Middle School	6	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 2025-2026 MEMBERSHIP YEAR

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

New Events

- Exploring Accounting & Finance
- Exploring Agribusiness
- Exploring Business Communications
- Exploring Business Concepts
- Exploring Customer Service
- Exploring Digital Video Production
- Slide Deck Applications
- Spreadsheet Applications
- Word Processing

Modified Events

- Name Change: FBLA Concepts becomes Exploring FBLA
- Name Change: Business Etiquette becomes Exploring Professionalism
- Name Change: Financial Literacy becomes Exploring Personal Finance

Retired Events

- Critical Thinking
- Exploring Computer Applications
- FBLA Mission & Pledge
- Learning Strategies

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.

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. Allow for processing time – checks need to be mailed at least two weeks in advance.
- **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 5, 2026.
- Each 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.

- **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, and Community Service Presentation).

On-Site Online Testing

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

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

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

- Internet Access: Not Provided (Please be aware that guest internet may be available, but internet access at conference venues may be unreliable. Always prepare a backup plan in case the connection is lost or does not work with your device.)
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

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.

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



Annual Chapter Activities Presentation showcases a chapter's program of work for the year through a live presentation. Members have the opportunity to highlight key projects, achievements, and the overall impact of their chapter's activities in a formal setting before a panel of judges.

Event Overview

Division	Middle School
Event Type	Team of 1, 2, or 3 members
Event Category	Chapter
Event Elements	Presentation

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	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>
- Technology and presentation items - Conference-provided nametag - Attire that meets the FBLA Dress Code	Table

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



- **Event Schedule Notes:**

- Some events may begin before the Opening Session.
- All schedules are posted in local time for the SLC host city.
- Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

This event can be run as a final presentation only depending on the number of registered competitors.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- Presentations must describe chapter activities conducted from the end of the 2025 State Leadership Conference to the end of the 2026 State Leadership Conference
- **Summary of the Year's Activities**
 - Provide a clear and engaging overview of your chapter's activities for the year.
 - Include a timeline or structure to help judges follow the progression of events and initiatives.
 - Emphasize major accomplishments and any unique or innovative approaches your chapter took.
- **Activities to Benefit the Chapter and Its Members:** Describe how your chapter supported its members through:
 - Membership recruitment strategies
 - Leadership development activities (workshops, officer training, etc.)
 - Career exploration opportunities (guest speakers, job shadows, company tours)
 - Chapter fundraising efforts and their impact
 - Publicity efforts to raise awareness of your chapter (news articles, social media, etc.)
- **Activities to Benefit Other Individuals and Organizations:** Highlight your chapter's contributions to the community and broader FBLA initiatives, including:
 - Participation in state and national FBLA projects (e.g., community service challenges)
 - Service activities that benefited local or national organizations
 - Impact and outcomes of these efforts (number of people served, funds raised, etc.)
- **Conferences Attended and Recognition Received**
 - List FBLA conferences your chapter or members attended (e.g., NFLC, SLC, NLC), and describe the experiences.
 - Include any awards or recognition received by the chapter or individual members.
 - Note any competitive event participation or placements.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors or team advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Table

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
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- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- Presentations must describe chapter activities conducted from the end of the 2025 State Leadership Conference to the end of the 2026 State Leadership Conference
- **Summary of the Year's Activities**
 - Provide a clear and engaging overview of your chapter's activities for the year.
 - Include a timeline or structure to help judges follow the progression of events and initiatives.
 - Emphasize major accomplishments and any unique or innovative approaches your chapter took.
- **Activities to Benefit the Chapter and Its Members:** Describe how your chapter supported its members through:
 - Membership recruitment strategies
 - Leadership development activities (workshops, officer training, etc.)
 - Career exploration opportunities (guest speakers, job shadows, company tours)
 - Chapter fundraising efforts and their impact
 - Publicity efforts to raise awareness of your chapter (news articles, social media, etc.)
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 - Participation in state and national FBLA projects (e.g., community service challenges)
 - Service activities that benefited local or national organizations
 - Impact and outcomes of these efforts (number of people served, funds raised, etc.)
- **Conferences Attended and Recognition Received**
 - List FBLA conferences your chapter or members attended (e.g., NFLC, SLC, NLC), and describe the experiences.
 - Include any awards or recognition received by the chapter or individual members.
 - Note any competitive event participation or placements.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

2025-2026 Competitive Events Guidelines

Annual Chapter Activities Presentation



Scoring

- Preliminary round scores are used to determine which competitors or team advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 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	No evidence of activities	Activities explained briefly	Activities clearly outlined	Activities are chronological and clearly explained.		
	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	No evidence of activities	There is at least one activity described in one of the components listed	There is at least one activity described in each component listed	Multiple activities are described in all components listed		
	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	No evidence of activities	There is at least one activity described in one of the components listed	There is at least one activity described in each component listed	Multiple activities are described in all components listed		
	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	No evidence of conferences attended, and recognition received	There is at least one activity described in one component.	There is at least one activity described in each component listed in this section.	Multiple activities are described in all components listed.		
	0 points	1-9 points	10-16 points	17-20 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		
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation		
	0 points	1-6 points	7-8 points	9-10 points		
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.		
	0 points	1-6 points	7-8 points	9-10 points		
Presentation Protocols						
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals				
		0 points	10 points			
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)						
Presentation Total (110 points)						
Name(s):						
School:					Section:	
Judge Signature:					Date:	
Comments:						

2025-2026 Competitive Events Guidelines

Career Exploration



Career Exploration challenges members to demonstrate their knowledge of various career fields through an objective test. This event encourages members to explore their interests, evaluate career options, and begin planning for their future success.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

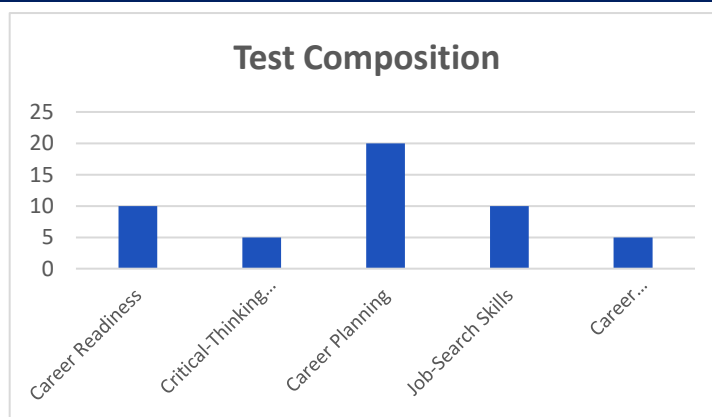
Educational Alignments

<u>Career Cluster Framework Connection</u>	Career Ready Practice
<u>NACE Competency Alignment</u>	Career & Self-Development

Knowledge Areas

- Career Readiness
- Critical-Thinking Skills
- Career Planning
- Job-Search Skills
- Career Advancement

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.

2025-2026 Competitive Events Guidelines

Career Exploration



- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

2025-2026 Competitive Events Guidelines

Career Exploration



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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

2025-2026 Competitive Events Guidelines

Career Exploration



- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

2025-2026 Competitive Events Guidelines

Career Exploration



Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Career Exploration



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Career Readiness (10 test items)

1. Assess personal strengths and weaknesses (EI:002, LAP-EI-902) (PQ)
2. Assess personal behavior and values (EI:126, LAP-EI-126) (PQ)
3. Maintain appropriate personal appearance (PD:002, LAP-PD-002) (PQ)
4. Demonstrate systematic behavior (PD:009) (PQ)
5. Set personal goals (PD:018, LAP-PD-918) (CS)

Critical-Thinking Skills (5 test items)

1. Explain the need for innovation skills (PD:126, LAP-PD-126) (CS)
2. Make decisions (PD:017, LAP-PD-017) (CS)
3. Demonstrate problem-solving skills (PD:077, LAP-PD-077) (CS)

Career Planning (20 test items)

1. Identify desirable personality traits important to business (EI:018, LAP-EI-918) (PQ)
2. Assess personal interests and skills needed for success in business (PD:013) (PQ)
3. Analyze employer expectations in the business environment (PD:020) (PQ)
4. Explain the rights of workers (PD:021) (PQ)
5. Identify sources of career information (PD:022) (CS)
6. Identify tentative occupational interest (PD:023) (CS)
7. Explain employment opportunities in business (PD:025, LAP-PD-025) (CS)
8. Explain career opportunities in entrepreneurship (PD:066, LAP-PD-066) (CS)

Job-Search Skills (10 test items)

1. Utilize job-search strategies (PD:026) (PQ)
2. Complete a job application (PD:027) (PQ)
3. Interview for a job (PD:028) (PQ)
4. Write a follow-up letter after job interviews (PD:029) (CS)
5. Write a cover letter (PD:030) (CS)
6. Prepare a resume (PD:031) (CS)

Career Advancement (5 test items)

1. Describe techniques for obtaining work experience (e.g., volunteer activities, internships) (PD:032) (PQ)
2. Explain the need for ongoing education as a worker (PD:033) (PQ)
3. Explain the possible advancement patterns for jobs (PD:034) (PQ)

2025-2026 Competitive Events Guidelines

Career Exploration



References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

CareerOneStop. <https://www.careeronestop.org/>

Indeed. *Career guide*. <https://www.indeed.com/career-advice>

U.S. Bureau of Labor Statistics. <https://www.bls.gov/k12/>

2025-2026 Competitive Events Guidelines

Career Research



Career Research gives members the opportunity to explore and present their findings on a career of personal interest. Members deliver a presentation highlighting key aspects of the chosen career, such as required education, job responsibilities, and future outlook.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Presentation
Event Elements	Presentation

Educational Alignments

Career Cluster Framework Connection	Career Ready Practice
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Professionalism, Technology

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
- Technology and presentation items - Conference-provided nametag - Attire that meets the FBLA Dress Code	Table

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.

2025-2026 Competitive Events Guidelines

Career Research



- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

This event can be run as a final presentation only depending on the number of registered competitors.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

2025-2026 Competitive Events Guidelines

Career Research



Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Event Specific Information

- 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 Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

2025-2026 Competitive Events Guidelines

Career Research

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Table

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

2025-2026 Competitive Events Guidelines

Career Research



Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Event Specific Information

- 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*)

2025-2026 Competitive Events Guidelines

Career Research



- 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 Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- Preliminary round scores are used to determine which competitors advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- *A maximum of 10 entries (individuals or teams) may be recognized per event.*

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 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 identified and taken, 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	1-6 points	7-8 points	9-10 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	
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	
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	

2025-2026 Competitive Events Guidelines

Career Research

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Statements are well-organized and clearly stated	Competitor did not appear prepared	Competitor 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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals			
		0 points	10 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (110 points)					
Name(s):					
School:					Section:
Judge Signature:					Date:

Comments:

2025-2026 Competitive Events Guidelines

Community Service Presentation



Community Service Presentation allows chapter members to showcase a service project that benefits their school or community. The project must be designed for active chapter participation and serve a clear community need. Members present their project's goals, execution, and impact to a panel of judges.

Event Overview

Division	Middle School
Event Type	Team of 1, 2 or 3 members
Event Category	Chapter
Event Elements	Presentation

Educational Alignments

<u>Career Cluster Framework Connection</u>	Healthcare & Human Services
<u>NACE Competency Alignment</u>	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>
- Technology and presentation items - Conference-provided nametag - Attire that meets the <u>FBLA Dress Code</u>	Table

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.

2025-2026 Competitive Events Guidelines

Community Service Presentation



- **Event Schedule Notes:**

- Some events may begin before the Opening Session.
- All schedules are posted in local time for the SLC host city.
- Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

This event can be run as a final presentation only depending on the number of registered competitors.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

2025-2026 Competitive Events Guidelines

Community Service Presentation



Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- **Project Development & Implementation:** Explain how your project was created, including the planning process, goals, and strategies your chapter used to carry it out.
- **Research on Community or School Needs:** Describe how you identified the need for your project. Share any research or data you gathered to better understand the issue your project aimed to address.
- **Chapter Member Involvement:** Highlight how chapter members participated in planning and executing the project. Be sure to show that involvement was meaningful and appropriate for the project's scope.
- **Community Impact:** Discuss the results of your project and how it made a difference. Describe the impact it had on individuals, groups, or the community as a whole.
- **Publicity & Promotion:** Provide examples of how you promoted your project to the school, community, or media. Include any flyers, social media, news coverage, or other publicity your project received.
- **Project Reflection & Evaluation:** Share your honest evaluation of the project's success. What worked well? What would you do differently next time? How did this experience help your chapter grow?

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

2025-2026 Competitive Events Guidelines

Community Service Presentation



Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Table

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
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2025-2026 Competitive Events Guidelines

Community Service Presentation



Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
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Non-Technology Items

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Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
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- Information must be supported by credible, well-documented sources.
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- **Project Development & Implementation:** Explain how your project was created, including the planning process, goals, and strategies your chapter used to carry it out.

2025-2026 Competitive Events Guidelines

Community Service Presentation



- **Research on Community or School Needs:** Describe how you identified the need for your project. Share any research or data you gathered to better understand the issue your project aimed to address.
- **Chapter Member Involvement:** Highlight how chapter members participated in planning and executing the project. Be sure to show that involvement was meaningful and appropriate for the project's scope.
- **Community Impact:** Discuss the results of your project and how it made a difference. Describe the impact it had on individuals, groups, or the community as a whole.
- **Publicity & Promotion:** Provide examples of how you promoted your project to the school, community, or media. Include any flyers, social media, news coverage, or other publicity your project received.
- **Project Reflection & Evaluation:** Share your honest evaluation of the project's success. What worked well? What would you do differently next time? How did this experience help your chapter grow?

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

2025-2026 Competitive Events Guidelines

Community Service Presentation



Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 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	No evidence of project development or strategies presented	Project development is explained briefly; very limited strategies are utilized	Project development is clearly outlined. More than one strategy is outlined.	Project development is clearly outlined. Strategies are chronological and clearly explained.	
	0 points	1-8 points	9-12 points	13-15 points	
Describes research into school or community needs	No evidence of school and/or community research	Research was completed but not clearly outlined	Research clearly completed and clearly outlined	Research was planned, executed, and evaluated	
	0 points	1-8 points	9-12 points	13-15 points	
Appropriate level of chapter member involvement in project	Chapter involvement is not explained	Participation was limited to 25% of chapter members	The project was clearly a chapter project and participated in by 50% of chapter members	Over 75% or more of chapter members participated and clear evidence is provided of the impact	
	0 points	1-6 points	7-8 points	9-10 points	
Degree of impact on the community and its citizens	School and/or community impact is not addressed	Project was completed and served a purpose	Project created tangible results that benefitted the school and/or community	Project impacted the school and/or community to a level that something has dynamically changed, and the project should continue	
	0 points	1-9 points	10-16 points	17-20 points	
Evidence of publicity received	No evidence of publicity received	Information about publicity was written in the report but no evidence of publicity is available	Project was recognized within the school and/or community	Project was recognized in more than one way by the school and/or community	
	0 points	1-2 points	3-4 points	5 points	
Evaluation of project effectiveness	No evidence of project evaluation is provided	Project was evaluated	Project was evaluated and the evaluation was assessed	Project was evaluated and the team has created recommendations for change should the project be repeated	
	0 points	1-2 points	3-4 points	5 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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	0 points	1-6 points	7-8 points	9-10 points	

2025-2026 Competitive Events Guidelines

Community Service Presentation



Presentation Protocols			
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals	
	0 points	10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)			
Presentation Total (110 points)			
Name(s):			
School:		Section:	
Judge Signature:		Date:	
Comments:			

2025-2026 Competitive Events Guidelines

Digital Citizenship



Digital Citizenship challenges members to demonstrate their understanding of safe, ethical, and responsible behavior in digital environments through an objective test. This event encourages members to build the skills needed to navigate the online world with confidence and integrity.

Event Overview

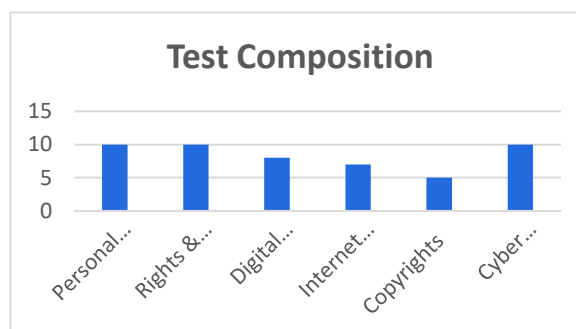
Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

Educational Alignments

<u>Career Cluster Framework Connection</u>	Digital Technology
<u>NACE Competency Alignment</u>	Career & Self-Development, Communication Critical Thinking, Professionalism, Technology

Knowledge Areas

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



Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
• Sharpened pencil • Fully powered <u>device for online testing</u> • Conference-provided nametag • Attire that meets the <u>FBLA Dress Code</u>	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Digital Citizenship



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Digital Citizenship



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

2025-2026 Competitive Events Guidelines

Digital Citizenship



Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.

2025-2026 Competitive Events Guidelines

Digital Citizenship



- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Digital Citizenship



Study Guide: Knowledge Areas and Objectives

- 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.
 - 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.

2025-2026 Competitive Events Guidelines

Digital Citizenship



- 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.
 - 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.

2025-2026 Competitive Events Guidelines

Digital Citizenship



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.

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



Exploring Accounting & Finance gives members the opportunity to demonstrate their knowledge of foundational concepts in accounting and finance through an objective test. This event introduces members to key principles and encourages exploration of careers in financial services, accounting, and related fields.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

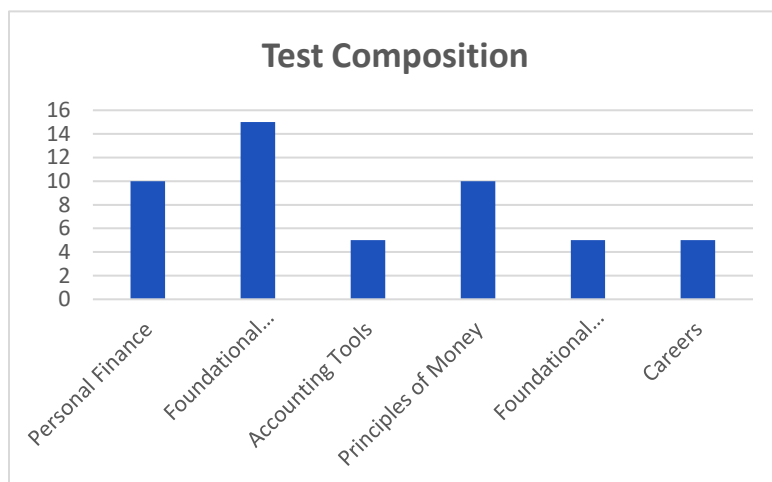
Educational Alignments

Career Cluster Framework Connection	Financial Services
NACE Competency Alignment	Career & Self-Development, Technology, Critical Thinking

Knowledge Areas

- Personal Finance
- Foundational Accounting Knowledge
- Accounting Tools
- Principles of Money
- Foundational Finance Knowledge
- Accounting and Finance Careers

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

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- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
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 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
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- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
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Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

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Electronic Devices

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Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Personal Finance (10 test items)

1. Explain the nature of tax liabilities (FI:067) (PQ)
2. Maintain financial records (FI:069) (PQ)
3. Balance a bank account (FI:070) (PQ)
4. Calculate the cost of credit (FI:782) (CS)
5. Make responsible financial decisions (FI:783) (CS)
6. Explain the need to save and invest (FI:270) (CS)
7. Set financial goals (FI:065) (CS)

Foundational Accounting Knowledge (15 test items)

1. Describe the need for financial information (FI:579, LAP-FI-579) (CS)
2. Explain the concept of accounting (FI:085, LAP-FI-085) (CS)
3. Discuss the nature of the accounting cycle (FI:342) (CS)
4. Distinguish among types of business transactions (FI:673) (CS)
5. Distinguish among types of business documentation (FI:674) (CS)
6. Demonstrate the effects of transactions on the accounting equation (FI:378) (CS)
7. Explain the nature of accounting standards (PD:158) (CS)

Accounting Tools (5 test items)

1. Demonstrate basic spreadsheet applications (NF:010) (PQ)
2. Use accounting applications and systems (NF:225) (CS)

Principles of Money (10 test items)

1. Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.) (FI:058) (PQ)
2. Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.) (FI:059) (PQ)
3. Describe functions of money (medium of exchange, unit of measure, store of value) (FI:060) (PQ)
4. Describe sources of income and compensation (FI:061) (CS)
5. Explain the purposes and importance of credit (FI:002, LAP-FI-002) (CS)

Foundational Finance Knowledge (5 test items)

1. Explain the role of finance in business (FI:354, LAP-FI-354) (CS)
2. Describe the nature of cash flows (FI:359) (SP)
3. Describe the nature of short-term financial management (FI:513) (SP)

2025-2026 Competitive Events Guidelines

Exploring Accounting & Finance



Accounting and Finance Careers (5 test items)

1. Explain the role and responsibilities of financial management personnel (PD:215) (SP)
2. Identify career opportunities in accounting (PD:337) (SP)
3. Explain the roles and responsibilities of accounting professionals (PD:338) (SP)

References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

AccountingTools. <https://www.accountingtools.com/>

Corporate Finance Institute. <https://corporatefinanceinstitute.com/>

Investopedia. <https://www.investopedia.com/>

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



Exploring Agribusiness allows members to demonstrate their understanding of basic concepts in agriculture and business through an objective test. This event introduces members to the diverse world of agribusiness and encourages exploration of careers at the intersection of agriculture, economics, and entrepreneurship.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

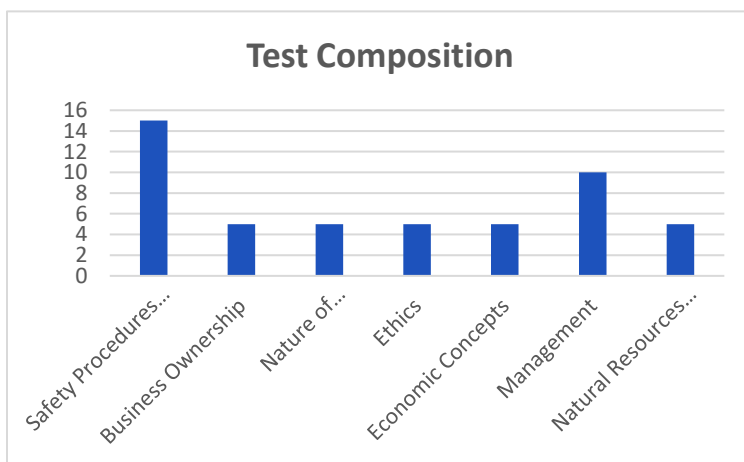
Educational Alignments

<u>Career Cluster Framework Connection</u>	Agriculture
<u>NACE Competency Alignment</u>	Career & Self-Development, Critical Thinking, Professionalism

Knowledge Areas

- Safety Procedures and Regulations
- Business Ownership
- Nature of Agribusiness
- Ethics
- Economic Concepts
- Management
- Natural Resources and Systems

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
• Sharpened pencil • Fully powered <u>device for online testing</u> • Conference-provided nametag • Attire that meets the <u>FBLA Dress Code</u>	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Safety Procedures and Regulations (15 test items)

1. Follow instructions for use of equipment, tools, and machinery related to Agriculture, Food, and Natural Resources (AFNR)
2. Handle and report emergency situations (OP:010) (CS)
3. Maintain a safe work environment (OP:008) (CS)
4. Follow safety precautions (OP:007) (PQ)
5. Explain procedures for handling accidents (OP:009) (CS)
6. Describe health and safety regulations in agribusiness
7. Describe the concept of insurance for agricultural businesses

Business Ownership (5 test items)

1. Explain types of business ownership (BL:003, LAP-BL-003) (CS)
2. Explain the concept of private enterprise (EC:009, LAP-EC-909) (CS)

Nature of Agribusiness (5 test items)

1. Explain the role of agribusiness in society
2. Describe types of agribusiness activities
3. Identify ways that technology impacts agribusiness

Ethics (5 test items)

1. Recognize and respond to ethical dilemmas in agribusiness
2. Take responsibility for decisions and actions (EI:075, LAP-EI-075) (PQ)

Economic Concepts (5 test items)

1. Identify factors affecting profits in agribusiness
2. Determine factors affecting risk in agribusiness
3. Explain the principles of supply and demand with regard to AFNR

Management (10 test items)

1. Explain the concept of agribusiness management
2. Maintain inventory of supplies (OP:031) (CS)
3. Explain the concept of supply chain for agribusiness
4. Explain the concept of production in agribusiness
5. Describe marketing functions and related activities for agribusiness

Natural Resources and Systems (5 test items)

1. Identify natural systems and cycles involved in production, processing, and management of food and natural resources

2025-2026 Competitive Events Guidelines

Exploring Agribusiness



2. Discuss how AFNR activities impact the environment and natural resources
3. Discuss the impact of natural systems and cycles on agribusiness

References for Knowledge Areas & Objectives

AgriStuff. *Exploring agribusiness examples: A comprehensive guide.* <https://agristuff.com/farming/exploring-agribusiness-examples-a-comprehensive-guide/>

Kentucky Department of Education. *Middle School Agriculture Education Standards.* https://www.education.ky.gov/CTE/cter/Documents/MS_AgEd_Standards.pdf

MBA Research and Curriculum Center. *National Business Administration Standards.* <https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Investopedia. *Agribusiness explained: What it is, challenges, and examples.* <https://www.investopedia.com/terms/a/agribusiness.asp>

Chron. *Features of the market economic system.* <https://smallbusiness.chron.com/features-market-economic-system-3887.html>

2025-2026 Competitive Events Guidelines

Exploring Business Communication



Exploring Business Communication challenges members to demonstrate their knowledge of foundational communication skills through an objective test. This event introduces members to the principles of effective information sharing within and outside of a business setting.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

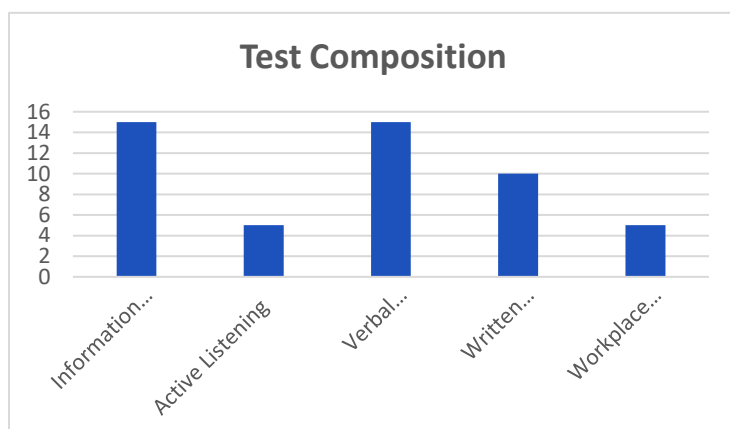
Educational Alignments

Career Cluster Framework Connection	Marketing & Sales
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Communication

Knowledge Areas

- Information Literacy
- Active Listening
- Verbal Communication
- Written Communication
- Workplace Communication

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Exploring Business Communication



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
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- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
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- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Exploring Business Communication



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.

2025-2026 Competitive Events Guidelines

Exploring Business Communication



- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
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Event Administration

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- **Materials:** Reference or study materials are not permitted at the testing site.
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- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Business Communication



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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Business Communication



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Information Literacy (15 test items)

1. Identify sources that provide relevant, valid written material (CO:054) (PQ)
2. Extract relevant information from written materials (CO:055) (PQ)
3. Apply written directions to achieve tasks (CO:056) (PQ)
4. Assess information needs (NF:077) (CS)
5. Obtain needed information efficiently (NF:078) (CS)
6. Evaluate quality and source of information (NF:079) (CS)
7. Draw conclusions based on information analysis (NF:278) (CS)
8. Apply information to accomplish a task (NF:080) (CS)
9. Utilize note-taking strategies (CO:085) (CS)
10. Organize information (CO:086) (CS)
11. Select and use appropriate graphic aids (CO:087) (CS)

Active Listening (5 test items)

1. Explain communication techniques that support and encourage a speaker (CO:082) (PQ)
2. Follow oral directions (CO:119) (PQ)
3. Demonstrate active listening skills (CO:017, LAP-CO-017) (PQ)

Verbal Communication (15 test items)

1. Explain the nature of effective verbal communication (CO:147) (PQ)
2. Ask relevant questions (CO:058) (PQ)
3. Interpret others' nonverbal cues (CO:059) (PQ)
4. Provide legitimate responses to inquiries (CO:060) (PQ)
5. Give verbal directions (CO:083) (PQ)
6. Employ communication styles appropriate to target audience (CO:084) (CS)
7. Defend ideas objectively (CO:061) (CS)
8. Handle phone calls in a businesslike manner (CO:114) (CS)
9. Participate in group discussions (CO:053) (CS)
10. Make oral presentations (CO:025) (SP)

Written Communication (10 test items)

1. Explain the nature of effective written communications (CO:016) (CS)
2. Select and utilize appropriate formats for professional writing (CO:088) (CS)
3. Edit and revise written work consistent with professional standards (CO:089) (CS)
4. Write professional emails (CO:090) (CS)
5. Write business letters (CO:133) (CS)
6. Write informational messages (CO:039) (CS)
7. Write inquiries (CO:040) (CS)

2025-2026 Competitive Events Guidelines

Exploring Business Communication



Workplace Communication (5 test items)

1. Explain the nature of effective communications (EI:007, LAP-EI-140) (PQ)
2. Explain the nature of staff communication (CO:014) (CS)
3. Choose and use appropriate channel for workplace communication (CO:092) (CS)
4. Participate in a staff meeting (CO:063) (CS)

References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Asana. *12 tips for effective communication in the workplace*. <https://asana.com/resources/effective-communication-workplace>

Forbes. *A guide for mastering the art of business communication*.

<https://www.forbes.com/councils/forbesbusinesscouncil/2023/11/20/a-guide-for-mastering-the-art-of-business-communication/>

Indeed. *Essential business communication skills: Definitions and examples*. <https://www.indeed.com/career-advice/resumes-cover-letters/business-communication-skills>

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



Exploring Business Concepts allows members to demonstrate their understanding of foundational business principles through an objective test. This event introduces members to key business functions such as management, marketing, finance, and operations.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

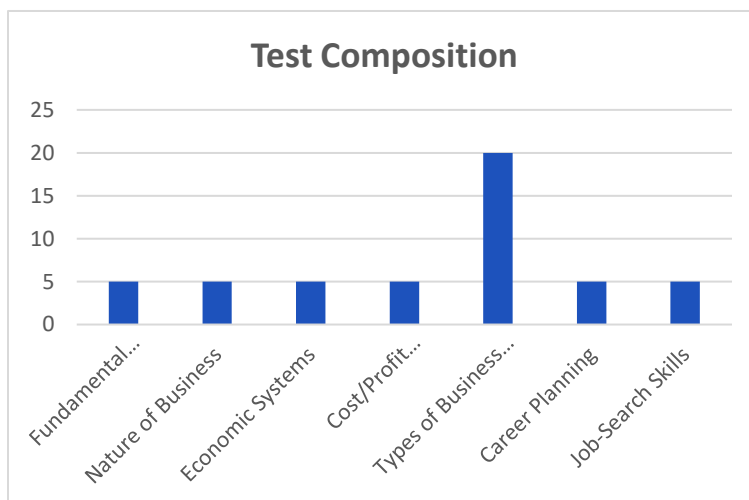
Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Professionalism

Knowledge Areas

- Fundamental Economic Concepts
- Nature of Business
- Economic Systems
- Cost/Profit Relationships
- Types of Business Activities
- Career Planning
- Job-Search Skills

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Fundamental Economic Concepts (5 test items)

1. Distinguish between economic goods and services (EC:002, LAP-EC-902) (CS)
2. Explain the concept of economic resources (EC:003, LAP-EC-903) (CS)
3. Describe the concepts of economics and economic activities (EC:001, LAP-EC-901) (CS)
4. Explain the principles of supply and demand (EC:005, LAP-EC-905) (CS)

Nature of Business (5 test items)

1. Explain the role of business in society (EC:070, LAP-EC-070) (CS)
2. Determine the relationship between government and business (EC:008, LAP-EC-016) (CS)
3. Explain types of business ownership (BL:003, LAP-BL-003) (CS)

Economic Systems (5 test items)

1. Explain the types of economic systems (EC:007, LAP-EC-907) (CS)
2. Identify the impact of small business/entrepreneurship on market economies (EC:065) (CS)
3. Identify factors affecting a business's profit (EC:010, LAP-EC-910) (CS)
4. Explain the concept of competition (EC:012, LAP-EC-912) (CS)

Cost/Profit Relationships (5 test items)

1. Explain the concept of productivity (EC:013, LAP-EC-913) (CS)
2. Analyze impact of specialization/division of labor on productivity (EC:014, LAP-EC-914) (SP)

Types of Business Activities (20 test items)

1. Describe types of business activities (EC:071, LAP-EC-071) (CS)
2. Explain the nature of positive customer relations (CR:003, LAP-CR-003) (CS)
3. Explain the concept of accounting (FI:085, LAP-FI-085) (CS)
4. Explain the role of finance in business (FI:354, LAP-FI-354) (CS)
5. Discuss the nature of human resources management (HR:410, LAP-HR-410) (CS)
6. Explain marketing and its importance in a global economy (MK:001, LAP-MK-901) (CS)
7. Discuss the nature of information management (NF:110, LAP-NF-110) (CS)
8. Explain the nature of operations (OP:189, LAP-OP-189) (CS)
9. Explain the concept of production (OP:017, LAP-OP-017) (CS)
10. Explain the concept of management (SM:001, LAP-SM-001) (CS)

2025-2026 Competitive Events Guidelines

Exploring Business Concepts



Career Planning (5 test items)

1. Assess personal interests and skills needed for success in business (PD:013) (PQ)
2. Analyze employer expectations in the business environment (PD:020) (PQ)
3. Explain employment opportunities in business (PD:025, LAP-PD-025) (CS)

Job-Search Skills (5 test items)

1. Complete a job application (PD:027) (PQ)
2. Interview for a job (PD:028) (PQ)
3. Write a cover letter (PD:030) (CS)
4. Prepare a resume (PD:031) (CS)

References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Chron. *Role of government in business*. <https://smallbusiness.chron.com/role-government-business-803.html>

Investopedia. *Business economics*. <https://www.investopedia.com/terms/b/business-economics.asp>

OpenStax. *Introduction to business*. <https://openstax.org/books/introduction-business/pages/1-introduction>

2025-2026 Competitive Events Guidelines

Exploring Business Issues



Exploring Business Issues gives members the opportunity to research a current business topic and present their analysis and proposed solutions. This event focuses on critical thinking, research, and communication skills through a live 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

Educational Alignments

<u>Career Cluster Framework Connection</u>	Management & Entrepreneurship
<u>NACE Competency Alignment</u>	Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Technology

2025-2026 Topic

AI in Customer Service: Helpful or Too Much?

Many companies use artificial intelligence (AI) tools like chatbots to help customers and give suggestions.

How would utilizing a chatbot within a customer service setting be helpful for a business looking to add this feature? How can a business use AI in a way that helps their business be successful and not a detriment?

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
- Technology and presentation items - Conference-provided nametag - Attire that meets the <u>FBLA Dress Code</u>	Table

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

2025-2026 Competitive Events Guidelines

Exploring Business Issues



- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

This event can be run as a final presentation only depending on the number of registered competitors.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.

2025-2026 Competitive Events Guidelines

Exploring Business Issues



- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- **Alternative solutions with pros and cons:** Present multiple solutions with thoughtful evaluation of advantages and disadvantages.
- **Effective and logical recommendation:** Provide a well-reasoned recommendation supported by evidence and analysis.
- **Uses technology effectively:** Applies digital tools or visuals to enhance clarity and impact of the presentation.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

2025-2026 Competitive Events Guidelines

Exploring Business Issues



Recognition

- A maximum of 3 entries (individuals) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Table

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
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2025-2026 Competitive Events Guidelines

Exploring Business Issues



- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
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 - Some events may begin before the Opening Session.
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 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

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- **Presentation:** 7 minutes (a one-minute warning will be provided)
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- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
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Technology Guidelines

- **Internet Access:** Not provided
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- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
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Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
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- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.

2025-2026 Competitive Events Guidelines

Exploring Business Issues



- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- **Alternative solutions with pros and cons:** Present multiple solutions with thoughtful evaluation of advantages and disadvantages.
- **Effective and logical recommendation:** Provide a well-reasoned recommendation supported by evidence and analysis.
- **Uses technology effectively:** Applies digital tools or visuals to enhance clarity and impact of the presentation.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

2025-2026 Competitive Events Guidelines

Exploring Business Issues



Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 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	No description or topic synopsis provided; no problems defined	Describes and provides topic synopsis OR defines the problem(s)	Describes and provides topic synopsis AND defines the problem(s)	Demonstrates expertise of topic synopsis AND definition of the problem(s)	
	0 points	1-8 points	9-12 points	13-15 points	
Alternative solutions are recognized with pros and cons stated and evaluated	No alternatives identified	Alternative(s) given but pro(s) and/or con(s) are not analyzed	At least two alternatives given, and pro(s) and con(s) are analyzed	Multiple alternatives given and multiple pros and cons analyzed for each	
	0 points	1-8 points	9-12 points	13-15 points	
Provides an effective and logical recommendation(s)	Fails to provide meaningful recommendations	Presents recommendations for behavior but lacks thorough exploration of advantages and disadvantages	Offers solid recommendations, but may not fully address all pros and cons	Provides well-reasoned and supported suggestions. Balances advantages and disadvantages effectively	
	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	1-6 points	7-8 points	9-10 points	
Uses technology effectively to illustrate the research on the topic	No use of technology	Demonstrates limited use of technology	Demonstrates good use of technology	Demonstrates excellent use of technology with a consistent theme in graphics & proper formatting	
	0 points	1-8 points	9-12 points	13-15 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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	0 points	1-6 points	7-8 points	9-10 points	

2025-2026 Competitive Events Guidelines

Exploring Business Issues



Presentation Protocols			
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Presentation aligned with the assigned topic ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals	
	0 points	10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)			
			Presentation Total (110 points)
Name(s):			
School:			Section:
Judge Signature:			Date:
Comments:			

2025-2026 Competitive Events Guidelines

Exploring Computer Science



Exploring Computer Science challenges members to demonstrate their understanding of foundational concepts in computing through an objective test. This event introduces members to key areas such as hardware, software, algorithms, and computational thinking.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

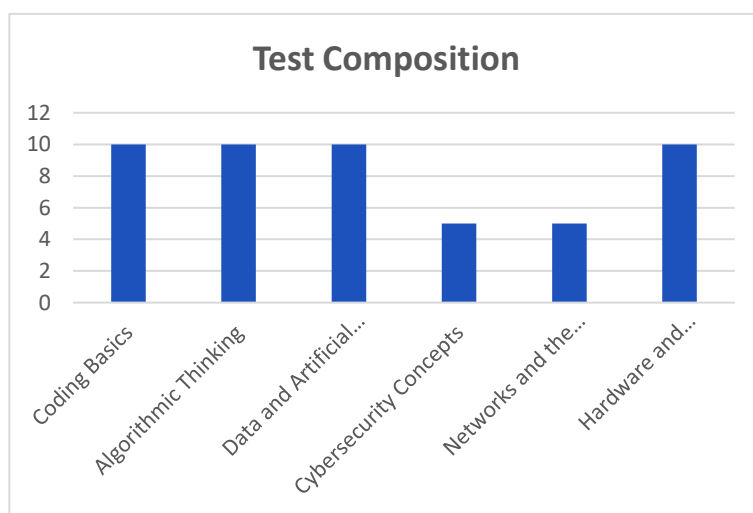
Educational Alignments

Career Cluster Framework Connection	Digital Technology
NACE Competency Alignment	Career & Self-Development, Technology

Knowledge Areas

- Coding Basics
- Algorithmic Thinking
- Data and Artificial Intelligence Concepts
- Cybersecurity Concepts
- Networks and the Internet
- Hardware and Systems Concepts

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Exploring Computer Science



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

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- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
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Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Exploring Computer Science



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

2025-2026 Competitive Events Guidelines

Exploring Computer Science



Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.

2025-2026 Competitive Events Guidelines

Exploring Computer Science



- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Computer Science



Study Guide: Knowledge Areas and Objectives

Coding Basics (10 test items)

1. Describe basic programming elements (e.g., variables, loops, conditionals)
2. Describe the parts of a function call
3. Predict the output of a function given its definition and input
4. Trace the value of variables through a program
5. Distinguish between runtime and compile-time errors

Algorithmic Thinking (10 test items)

1. Identify basic search algorithms (e.g., linear, binary, two-pointers)
2. Identify basic sorting algorithms (e.g., bubble sort, heap sort, merge sort)
3. Distinguish between common data structures (e.g., lists, arrays, sets, queues)
4. Describe a solution to a problem as a series of simple steps

Data and Artificial Intelligence Concepts (10 test items)

1. Describe modern uses of AI (e.g., chatbots, LLMs, autonomous vehicles)
2. Describe basic applications of AI concepts (e.g., image processing, perception, game playing)
3. Discuss the use of datasets for training and refining AI models
4. Describe the uses of datasets for research, analysis, and business decisions
5. Explain how relational databases are structured (e.g., tables, keys, relationships)

Cybersecurity Concepts (5 test items)

1. Describe the dangers of unprotected information (e.g., identify theft, scams, doxing)
2. Identify common scams and attacks (e.g., phishing, scam emails, viruses)
3. Describe the importance and use of common digital security measures (e.g., strong passwords, password managers, multi-factor authentication, antivirus)
4. Describe common network security measures (e.g., firewalls, antivirus, permissions and account management)

Networks and the Internet (5 test items)

1. Describe networks and their relevance to the modern internet
2. Describe the importance of networking protocols for communication and security
3. Identify common networking protocols (e.g., TCP/IP, UDP, SNMP)
4. Identify internet connection equipment for a home or small office

Hardware and Systems Concepts (10 test items)

1. Describe computer components (e.g., CPU, motherboard, GPU)
2. Describe operating system responsibilities
3. Translate between binary and decimal number representations
4. Describe how computer hardware and software interact to process instructions

2025-2026 Competitive Events Guidelines

Exploring Computer Science



References for Knowledge Areas & Objectives

BootDev. *A complete overview of computer science for beginners.* <https://blog.boot.dev/computer-science/computer-science-for-beginners/>

Code Academy. <https://www.codecademy.com/>

Computer Science Teachers Association. *K-12 Computer Science Standards.* <https://csteachers.org/wp-content/uploads/2025/03/2017-csta-k-12-standards-progression-chart.pdf>

GeeksforGeeks. <https://www.geeksforgeeks.org/>

Ohio Department of Education. *Ohio's Learning Standards in Computer Science.* https://education.ohio.gov/getattachment/Topics/Learning-in-Ohio/Computer-Science/Ohio-s-Learning-Standards-in-Computer-Science/OCS_Adopted-2022.pdf.aspx?lang=en-US

2025-2026 Competitive Events Guidelines

Exploring Customer Service



Exploring Customer Service challenges members to think quickly and respond effectively to a customer-related scenario. Through a role play format, members demonstrate problem-solving, communication, and interpersonal skills in a real-world customer service setting.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Role Play
Event Elements	Interactive Presentation

Educational Alignments

<u>Career Cluster Framework Connection</u>	Marketing & Sales
<u>NACE Competency Alignment</u>	Career & Self-Development, Communication, Critical Thinking, Professionalism

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
- Conference-provided nametag - Attire that meets the <u>FBLA Dress Code</u>	- Table - Two notecards and pencil for each competitor - Secret role play problem/scenario

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Customer Service



- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary interactive role play and a final interactive role play. This event can be run as a final interactive role play only depending on the number of registered competitors.

Preliminary Interactive Role Play Details

Timing Structure

- **Preparation Time:** 15 minutes (a one-minute warning will be provided)
- **Presentation:** 5 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** None

Role Play Prompt

- Competitors will be provided with a single copy of a customer service–related scenario or problem at the beginning of their assigned preparation time. This copy may only be accessed within the designated preparation area.

Notecard Use

- Each competitor will receive two notecards for use during preparation and the presentation. Information may be written on both sides. Notecards will be collected after the role play.

Materials

- No technology, reference materials, visuals, or props may be used.

Interaction with Judges

- Judges may ask questions during the presentation as part of the interactive role play format.

Audience

- Role play presentations are closed to all conference attendees.

Confidentiality

- To maintain fairness, competitors must not discuss or share the role play scenario until the event concludes.

Final Interactive Role Play Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.

2025-2026 Competitive Events Guidelines

Exploring Customer Service



- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Conference-provided nametag • Attire that meets the FBLA Dress Code	• 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 Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

2025-2026 Competitive Events Guidelines

Exploring Customer Service



- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary interactive role play and a final interactive role play.

Preliminary Interactive Role Play Details

Timing Structure

- **Preparation Time:** 15 minutes (a one-minute warning will be provided)
- **Presentation:** 5 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** None

Role Play Prompt

- Competitors will be provided with a single copy of a customer service–related scenario or problem at the beginning of their assigned preparation time. This copy may only be accessed within the designated preparation area.

Notecard Use

- Each competitor will receive two notecards for use during preparation and the presentation. Information may be written on both sides. Notecards will be collected after the role play.

Materials

- No technology, reference materials, visuals, or props may be used.

Interaction with Judges

- Judges may ask questions during the presentation as part of the interactive role play format.

Audience

- Role play presentations are closed to all conference attendees.

Confidentiality

- To maintain fairness, competitors must not discuss or share the role play scenario until the event concludes.

2025-2026 Competitive Events Guidelines

Exploring Customer Service



Final Interactive Role Play Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.
- The number of competitors advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- Preliminary round scores are used to determine which competitors advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 Competitive Events Guidelines

Exploring Customer Service

Exploring Customer Service Role Play Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates understanding of the role play and defines problem(s) to be solved	No description or role play synopsis provided; no problems defined	Describes and provides role play synopsis OR defines the problem(s)	Describes and provides role play synopsis AND defines the problem(s)	Demonstrates expertise of role play synopsis AND definition of the problem(s)	
	0 points	1-6 points	7-8 points	9-10 points	
Communicates position on role play scenario	No position communicated	Communicates position not related to problem	Communicates position on problem	Communicates in a professional manner position on problem in scenario	
	0 points	1-6 points	7-8 points	9-10 points	
Identifies logical solution and aspects of implementation	No solution identified	Solution provided, but implementation plan not developed	Logical solution and implementation plan provided and developed	Feasible solution and implementation plan developed, and necessary resources identified	
	0 points	1-6 points	7-8 points	9-10 points	
Displays empathy/diplomacy when responding to role play scenario	No empathy or diplomacy displayed	Empathy or diplomacy displayed in response to role play scenario	Empathy and diplomacy displayed in response to role play scenario	Display of empathy and diplomacy skills add to resolution of role play scenario	
	0 points	1-6 points	7-8 points	9-10 points	
Shows knowledge related to the role play	No understanding of the role play demonstrated	Terminology is presented but not expanded on	Clear understanding of terminology and implementation into presentation	Terminology is communicated clear enough for customer (judge) to proceed on their own	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates conflict resolution and closure to the role play	No closure was provided	Situation was closed OR conflict was resolved	Conflict was resolved, the situation has closure	Conflict was resolved, the situation has closure, and client (judge) is satisfied	
	0 points	1-9 points	10-16 points	17-20 points	
Presentation Delivery					
Statements are well-organized and clearly stated	Did not appear prepared	Was 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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	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:					Section:
Judge Signature:					Date:
Comments:					

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



Exploring Digital Video Production recognizes members who demonstrate the ability to plan, produce, and present a compelling video for a specific audience. This event includes a pre-judged video project and a live presentation, showcasing creativity, technical skills, and storytelling.

Event Overview

Division	Middle School
Event Type	Team of 1, 2 or 3 members
Event Category	Presentation
Event Elements	Pre-judged Asset and Presentation with a Topic

Educational Alignments

<u>Career Cluster Framework Connection</u>	Arts, Entertainment, & Design
<u>NACE Competency Alignment</u>	Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Technology

2025-2026 Topic

Spread Kindness Online: Be a Digital Difference Maker!

Create a video that shows how students can use social media and other digital tools to spread kindness, stay positive, and treat others with respect online.

How can we use the internet to build people up instead of tearing them down? Show how to be a leader in digital kindness.

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
- Technology and presentation items - Conference-provided nametag - Attire that meets the <u>FBLA Dress Code</u>	Table

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a pre-judged asset and a final presentation.

Pre-judged Asset Details: Video

Submission Deadline

- A URL linking to the video must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- The video must not exceed two minutes in length.
- Competitors may use any video creation platform of their choice.
- All content must be original and created specifically for this competition.
- QR codes are not allowed in the project.
- Advisers or others may not assist in preparing the project. It must be created entirely by the competitor(s).
- Projects must be new, original work and may not have been submitted at any previous State Leadership Conference.

Responsibility for Access

- Competitors are responsible for ensuring the video URL is accessible to judges. If the video cannot be viewed, a score of zero will be given for the pre-judged asset. Best Practice Note: If using a platform such as Google Drive or OneDrive, make sure sharing settings allow access to anyone with the link. If using YouTube or Vimeo, the video must be set to "Unlisted" (not "Private") to ensure it is not publicly searchable but still viewable by judges.

Judging & Ownership

- Projects will be judged prior to the State Leadership Conference (SLC).
- Pre-judged assets will not be returned.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



Event Specific Information

- **Project Concept & Design:** Design elements should support and enhance the concept.
- **Project Execution:** Demonstrate creativity, clarity, and consistency, with smooth and professional edits or transitions that enhance the overall presentation. Content should follow a logical flow.

Final Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Advancement to Finals

- Based on the pre-judged asset scores, the top 6 teams will advance to the final presentation.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not Provided (*Please be aware that guest internet may be available, but internet access at conference venues may be unreliable. Always prepare a backup plan in case the connection is lost or does not work with your device.*)
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information: Competitors should incorporate the following aspects in response to the topic

- Video Showcase
 - The pre-judged asset (video) must be played as part of your presentation.
- Presentation:
 - **Project Planning:** Explain how the idea was developed, including the steps taken to plan the project
 - **Project Creation:** Describe the process used to build and complete the project, including how the components were assembled and the final version was produced.
 - **Tools and Equipment:** List the programs, websites, or apps used and equipment involved, such as a microphone, tablet, or camera.
 - **Techniques Used:** Explain the methods used to create different parts of the project, providing examples of special effects, layouts, transitions, or other techniques used to enhance clarity and creativity.

Scoring

- The pre-judged asset score will determine which six competitors or teams advance to the final round.
- The final presentation score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• 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 Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



Event Administration

This event consists of three phases: a pre-judged asset, preliminary presentation, and a final presentation.

Pre-judged Asset Details: Video

Submission Deadline

- A URL linking to the video must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- The video must not exceed two minutes in length.
- Competitors may use any video creation platform of their choice.
- All content must be original and created specifically for this competition.
- QR codes are not allowed in the project.
- Advisers or others may not assist in preparing the project. It must be created entirely by the competitor(s).
- Projects must be new, original work and may not have been submitted at any previous National Leadership Conference.

Responsibility for Access

- Competitors are responsible for ensuring the video URL is accessible to judges. If the video cannot be viewed, a score of zero will be given for the pre-judged asset. Best Practice Note: If using a platform such as Google Drive or OneDrive, make sure sharing settings allow access to anyone with the link. If using YouTube or Vimeo, the video must be set to "Unlisted" (not "Private") to ensure it is not publicly searchable but still viewable by judges.

Judging & Ownership

- Projects will be judged prior to the National Leadership Conference (NLC).
- Pre-judged assets will not be returned. All submitted projects become the property of FBLA and may be published or reproduced for promotional purposes.

Event Specific Information

- **Project Concept & Design:** Design elements should support and enhance the concept.
- **Project Execution:** Demonstrate creativity, clarity, and consistency, with smooth and professional edits or transitions that enhance the overall presentation. Content should follow a logical flow.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



Technology Guidelines

- **Internet Access:** Provided (*Please be aware that internet access at conference venues may be unreliable. Always prepare a backup plan in case the connection is lost or does not work with your device.*)
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information: Competitors should incorporate the following aspects in response to the topic

- Video Showcase
 - The pre-judged asset (video) must be played as part of your presentation.
- Presentation:
 - **Project Planning:** Explain how the idea was developed, including the steps taken to plan the project
 - **Project Creation:** Describe the process used to build and complete the project, including how the components were assembled and the final version was produced.
 - **Tools and Equipment:** List the programs, websites, or apps used and equipment involved, such as a microphone, tablet, or camera.
 - **Techniques Used:** Explain the methods used to create different parts of the project, providing examples of special effects, layouts, transitions, or other techniques used to enhance clarity and creativity.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production



Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- The pre-judged asset score will be added to the preliminary presentation round scores to determine which competitors or teams advance to the final round from each section.
- The final presentation score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production

Exploring Digital Video Production Pre-judged Asset Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Project Usability: Video plays successfully	Media not usable	Media usable but not submitted according to event guidelines	Media usable but not click and play	Media usable on multiple players/browsers	
	0 points	1-6 points	7-8 points	9-10 points	
Video Content: Fully address the concept and/or topic	Concept and/or topic is not followed	Concept and/or topic not fully developed	Fully addresses the concept and/or topic	A user with no knowledge of the concept and/or topic can identify topic based on video	
	0 points	1-6 points	7-8 points	9-10 points	
Video Content: Video contains multiple elements providing evidence of production skill	No evidence of video production skill demonstrated	Video is designed using limited video editing skill	Video contains transitions and use of multiple technologies	Video contains multiple advanced film techniques	
	0 points	1-6 points	7-8 points	9-10 points	
Video Content: Grammar, spelling, and punctuation	Video contains 4 or more grammar, spelling, punctuation errors	Video contains 3 or less spelling, grammar, or punctuation errors	Video contains one grammar, spelling, or punctuation errors	Video is grammar, spelling, punctuation error free	
	0 points	1-6 points	7-8 points	9-10 points	
Video Content: Copyright information and sources are noted and documented, and video content is original	Copyright information or sources not addressed or cited incorrectly AND video content is not original	Material violates copyright and source guidelines OR video content is not original	Copyright information and sources documented, and video content is original	Copyright compliance is documented, sources cited using visual representation, and video content is original	
	0 points	1-6 points	7-8 points	9-10 points	
Project Evaluation: Video has logical flow of information	Flow of video does not seem logical	Flow does not connect each element of the video	Flow is logical and appears sequenced with beginning, middle, and end	Video is logical, flows well, and includes a call to action at the end	
	0 points	1-14 points	15-24 points	25-30 points	
Project Evaluation: Quality of editing and transition	There are no transitions or evidence of video editing incorporated	Transitions exist but are rough and do not flow easily	Transitions flow seamlessly and serve as a logical component of the video	Multiple types of transitions are used and all flow seamlessly	
	0 points	1-12 points	13-21 points	22-25 points	
Project Evaluation: Audio and visual elements are coordinated	Audio and visual elements are limited	Audio and visual elements do not include variety	Audio uses a variety of sources including direct audio and dubbed audio; visual includes multiple camera angles and techniques	Audio and visual uses variety of sources and special effects	
	0 points	1-6 points	7-8 points	9-10 points	
Project Evaluation: Use of video/film techniques	Video technology use not evident	Video incorporates use of film techniques	Video incorporates advanced use of film techniques	Video contains multiple advanced film techniques such as special effects	
	0 points	1-6 points	7-8 points	9-10 points	
Video Time	Video is over 2 minutes		Video is 2 minutes or under		
	0 points		5 points		

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

Comments:

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production

Exploring Digital Video Production Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates understanding of the event topic and follows guidelines	No understanding of event topic OR incorrect topic used	Understanding of topic inconsistent from video to presentation and one or more guideline not followed	Demonstrates the topic through presentation and followed all guidelines	Demonstrates expertise of the topic through presentation and followed all guidelines	
	0 points	1-6 points	7-8 points	9-10 points	
Describes the use and implementation of innovative technology	No explanation of use or implementation of technology	Identification OR implementation of innovation technology	Implementation and demonstration of video techniques, equipment, and software	Expert description and demonstration of video techniques, equipment, and software	
	0 points	1-9 points	10-16 points	17-20 points	
Explains the design and development process	No explanation or description of the design and development process	Competitor(s) explains the design OR development process	Competitor(s) explain both the design and the development process	Expert industry explanation of both design and development process	
	0 points	1-9 points	10-16 points	17-20 points	
Incorporates video into presentation	Does not present video	Video of any length presented	Video is presented, but inadequate introduction and transition back into presentation	Video is presented, with adequate introduction and transition back into presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Copyright and source information is noted and documented, and video content is original	Copyright information or sources not addressed or cited incorrectly AND video content is not original	Material violates copyright and source guidelines OR video content is not original	Copyright information and sources documented, and video content is original	Copyright compliance is documented, sources cited using visual representation and video content is original	
	0 points	1-9 points	10-16 points	17-20 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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	0 points	1-6 points	7-8 points	9-10 points	

2025-2026 Competitive Events Guidelines

Exploring Digital Video Production

Presentation Protocols			
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Pre-recorded segment is no longer than 2 minutes ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Presentation aligned with the assigned topic ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals	
	0 points	10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)			
Presentation Total (120 points)			
Name(s):			
School:		Section:	
Judge Signature:		Date:	
Comments:			

2025-2026 Competitive Events Guidelines

Exploring Economics



Exploring Economics challenges members to demonstrate their understanding of fundamental economic concepts through an objective test. This event introduces members to key areas such as supply and demand, market structures, and the role of government in the economy.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

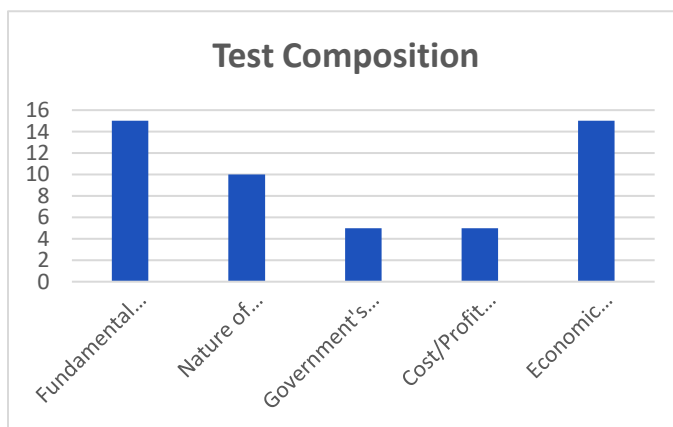
Educational Alignments

Career Cluster Framework Connection	Economics
NACE Competency Alignment	Career & Self-Development, Critical Thinking

Knowledge Areas

- Fundamental Economic Concepts
- Nature of Business
- Government's Impact on Business
- Cost/Profit Relationships
- Economic Systems

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.

2025-2026 Competitive Events Guidelines

Exploring Economics



- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Economics



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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

2025-2026 Competitive Events Guidelines

Exploring Economics



- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

2025-2026 Competitive Events Guidelines

Exploring Economics



Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Economics



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit [MBAREsearch.org/FBLA](https://www.mbaresearch.org/FBLA).

Fundamental Economic Concepts (15 test items)

1. Distinguish between economic goods and services (EC:002, LAP-EC-902) (CS)
2. Explain the concept of economic resources (EC:003, LAP-EC-903) (CS)
3. Describe the concepts of economic and economic activities (EC:001, LAP-EC-901) (CS)
4. Determine the economic utilities created by business activities (EC:004, LAP-EC-904) (CS)
5. Explain the principles of supply and demand (EC:005, LAP-EC-905) (CS)
6. Describe the functions of prices in markets (EC:006, LAP-EC-906) (CS)

Nature of Business (10 test items)

1. Explain the role of business in society (EC:070, LAP-EC-070) (CS)
2. Describe the types of business activities (EC:071, LAP-EC-071) (CS)
3. Describe the types of business models (EC:138) (SP)

Government's Impact on Business (5 test items)

1. Determine the relationship between government and business (EC:008, LAP-EC-016) (CS)
2. Describe the nature of taxes (EC:072, LAP-EC-072) (SP)

Cost/Profit Relationships (5 test items)

1. Explain the concept of productivity (EC:013, LAP-EC-913) (CS)
2. Analyze the impact of specialization/division of labor on productivity (EC:014, LAP-EC-914) (SP)

Economic Systems (15 test items)

1. Explain the types of economic systems (EC:007, LAP-EC-907) (CS)
2. Identify the impact of small business/entrepreneurship on market economics (EC:065) (CS)
3. Explain the concept of private enterprise (EC:009, LAP-EC-909) (CS)
4. Identify factors affecting a business's profit (EC:010, LAP-EC-910) (CS)
5. Determine factors affecting business risk (EC:011, LAP-EC-911) (CS)
6. Explain the concept of competition (EC:012, LAP-EC-912) (CS)
7. Explain the nature of global trade (EC:016, LAP-EC-916) (SP)

References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Council for Economic Education. <https://www.councilforeconed.org/>

Federal Reserve Education. <https://www.federalreserveeducation.org/>

Investopedia. *Economics*. <https://www.investopedia.com/economics-4689800>

2025-2026 Competitive Events Guidelines

Exploring FBLA



Exploring FBLA allows members to demonstrate their knowledge of the Future Business Leaders of America organization through an objective test. This event covers FBLA's history, structure, programs, leadership, and mission, helping members deepen their understanding of the organization.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

Educational Alignments

NACE Competency Alignment	Career & Self-Development
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Knowledge Areas

- FBLA History
- FBLA Corporate & Division Bylaws
- FBLA Programs
- FBLA Pledge, Mission, Goals, Creed
- FBLA Middle School Competitive Events
- FBLA Structure
- FBLA Dress Code
- FBLA Publications
- FBLA Deadlines
- FBLA Website & Communications
- FBLA Partners

Test questions are based on the knowledge areas. There is no test composition for this test.

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name

2025-2026 Competitive Events Guidelines

Exploring FBLA



change. Chapter events are exempt from this procedure. **Competitors who placed in the top ten in FBLA Concepts at a previous National Leadership Conference are not eligible to compete in this event.**

- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

Penalty Points

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

2025-2026 Competitive Events Guidelines

Exploring FBLA



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

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure. **Competitors who placed in the top ten in FBLA Concepts at a previous National Leadership Conference are not eligible to compete in this event.**

2025-2026 Competitive Events Guidelines

Exploring FBLA



- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

2025-2026 Competitive Events Guidelines

Exploring FBLA



Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](https://www.fbla.org). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

Study Guide: Visit www.fbla.org for more information about the organization

2025-2026 Competitive Events Guidelines

Exploring Leadership



Exploring Leadership challenges members to demonstrate their understanding of core leadership principles through an objective test. This event encourages members to explore how effective leaders align teams, inspire action, and guide others toward shared goals.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

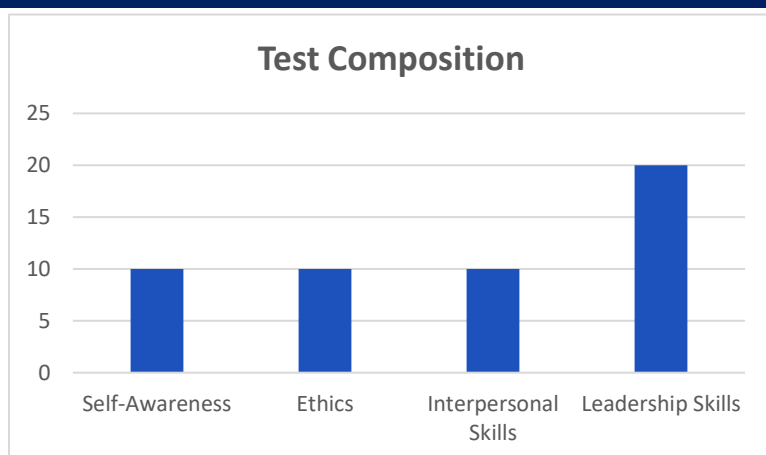
Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Communication, Leadership, Professionalism

Knowledge Areas

- Self-Awareness
- Ethics
- Interpersonal Skills
- Leadership Skills

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

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2025-2026 Competitive Events Guidelines

Exploring Leadership



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

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- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
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Event Administration

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Scoring

- Each correct answer is worth one point.
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2025-2026 Competitive Events Guidelines

Exploring Leadership



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- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

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Electronic Devices

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National

Required Competition Items

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2025-2026 Competitive Events Guidelines

Exploring Leadership



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- Each correct answer is worth one point.
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2025-2026 Competitive Events Guidelines

Exploring Leadership



- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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Recognition

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Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Leadership



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Self-Awareness (10 test items)

1. Describe the nature of emotional intelligence (EI:001, LAP-EI-001) (PQ)
2. Explain the concept of self-esteem (EI:016) (PQ)
3. Recognize and overcome personal biases and stereotypes (EI:017, LAP-EI-917) (PQ)
4. Assess personal strengths and weaknesses (EI:002, LAP-EI-902) (PQ)
5. Assess personal behavior and values (EI:126, LAP-EI-126) (PQ)
6. Assess risks of personal decisions (EI:091, LAP-EI-091) (PQ)
7. Take responsibility for decisions and actions (EI:075, LAP-EI-075) (PQ)

Ethics (10 test items)

1. Demonstrate ethical work habits (EI:004, LAP-EI-004) (PQ)
2. Describe the nature of ethics (EI:123, LAP-EI-123) (CS)
3. Explain reasons for ethical dilemmas (EI:124, LAP-EI-124) (CS)
4. Recognize and respond to ethical dilemmas (EI:125, LAP-EI-125) (CS)
5. Explain the nature of ethical leadership (EI:131, LAP-EI-131) (CS)
6. Model ethical behavior (EI:132, LAP-EI-132) (CS)

Interpersonal Skills (10 test items)

1. Explain the nature of effective communications (EI:007, LAP-EI-140) (PQ)
2. Show empathy for others (EI:030, LAP-EI-030) (PQ)
3. Treat others with dignity and respect (EI:036, LAP-EI-036) (PQ)
4. Exhibit cultural sensitivity (EI:033, LAP-EI-033) (CS)
5. Foster positive working relationships (EI:037, LAP-EI-037) (CS)
6. Build trust in relationships (EI:128, LAP-EI-128) (CS)

Leadership Skills (20 test items)

1. Explain the concept of leadership (EI:009, LAP-EI-909) (CS)
2. Use appropriate assertiveness (EI:008, LAP-EI-008) (PQ)
3. Exhibit a positive attitude (EI:019, LAP-EI-019) (PQ)
4. Demonstrate self-control (EI:025, LAP-EI-025) (PQ)
5. Exhibit self-confidence (EI:023) (PQ)
6. Demonstrate fairness (EI:127, LAP-EI-127) (PQ)
7. Demonstrate honesty and integrity (EI:022, LAP-EI-138) (PQ)
8. Demonstrate responsible behavior (EI:021, LAP-EI-021) (PQ)
9. Determine personal vision (EI:063, LAP-EI-063) (CS)
10. Make decisions (PD:017, LAP-PD-017) (CS)
11. Demonstrate problem-solving skills (PD:077, LAP-PD-077) (CS)

2025-2026 Competitive Events Guidelines

Exploring Leadership



References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Center for Creative Leadership. *12 essential qualities of effective leadership*. <https://www.ccl.org/articles/leading-effectively-articles/characteristics-good-leader/>

Indeed. *Leadership development*. <https://www.indeed.com/career-advice/leadership-development>

Vantage Circle. *Leadership: Fundamentals, evolution, challenges & future*.

<https://www.vantagecircle.com/en/blog/guide-to-leadership/>

2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



Exploring Parliamentary Procedure allows members to demonstrate their knowledge of meeting structure and rules through an objective test. This event introduces members to the principles of orderly decision-making, including motions, debate, and voting procedures used to conduct effective meetings.

Event Overview

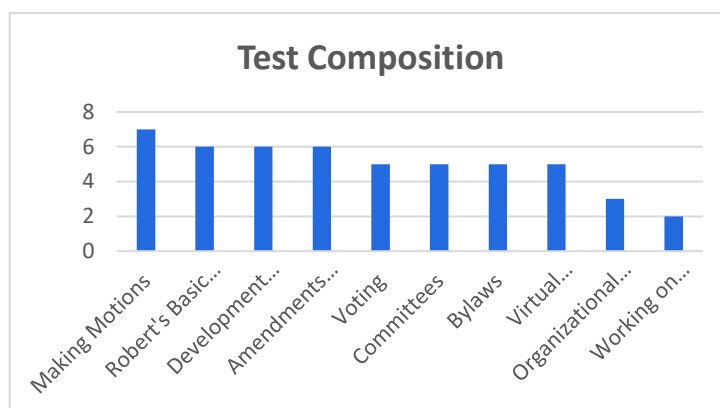
Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

Educational Alignments

Career Cluster Framework Connection	Public Service & Safety
NACE Competency Alignment	Career & Self-Development, Communication, Teamwork

Knowledge Areas

- 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



Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.

State

Required Competition Items

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2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



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2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



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Recognition

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2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



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2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



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Sample Preparation Resources

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2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



Study Guide: Knowledge Areas and Objectives

- 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.
 - 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.

2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



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.
 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.

2025-2026 Competitive Events Guidelines

Exploring Parliamentary Procedure



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.
- 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.

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



Exploring Personal Finance challenges members to demonstrate their understanding of essential financial skills through an objective test. This event encourages members to explore topics such as budgeting, saving, credit, investing, and financial decision-making for everyday life.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

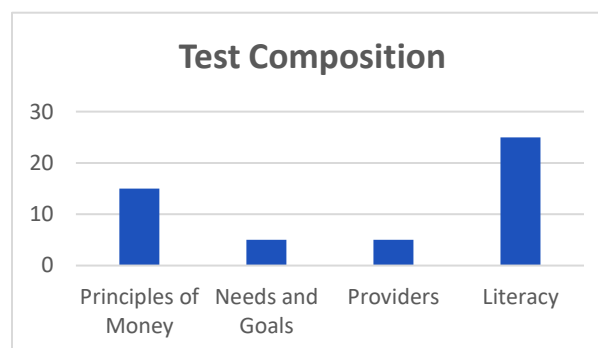
Educational Alignments

Career Cluster Framework Connection	Financial Services
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Professionalism

Knowledge Areas

- Principles of Money
- Financial Needs and Goals
- Financial-Services Providers
- Financial Literacy

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



(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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure. **Competitors who placed in the top ten in Financial Literacy at a previous National Leadership Conference are not eligible to compete in this event.**

- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



this procedure. **Competitors who placed in the top ten in Financial Literacy at a previous National Leadership Conference are not eligible to compete in this event.**

- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
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 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



Study Guide: Knowledge Areas and Objectives

This study guide shows the skills and knowledge you'll be tested on for this event. Objectives followed by a two-letter, three-digit code in parentheses are based on the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives also reference MBA Research's Learning Activity Packages (LAPs)—resources with readings, activities, and assessments to help you learn. For more information, visit MBAResearch.org/FBLA.

Principles of Money (15 test items)

1. Explain forms of financial exchange (cash, credit, debit, electronic funds transfer, etc.) (FI:058) (PQ)
2. Identify types of currency (paper money, coins, banknotes, government bonds, treasury notes, etc.) (FI:059) (PQ)
3. Describe functions of money (medium of exchange, unit of measure, store of value) (FI:060) (PQ)
4. Describe sources of income and compensation (FI:061) (CS)
5. Explain the time value of money (FI:062) (CS)
6. Explain the purposes and importance of credit (FI:002, LAP-FI-002) (CS)
7. Explain legal responsibilities associated with consumer financial products and services (FI:063) (CS)

Financial Needs and Goals (5 test items)

1. Explain the need to save and invest (FI:270) (CS)
2. Set financial goals (FI:065) (CS)
3. Develop personal budget (FI:066) (CS)
4. Determine personal net worth (FI:562) (CS)

Financial-Services Providers (5 test items)

1. Describe types of financial-services providers (FI:075) (CS)
2. Discuss considerations in selecting a financial-services provider (FI:076) (CS)
3. Explain types of investments (FI:077, LAP-FI-077) (CS)
4. Describe the concept of insurance (FI:081) (CS)

Financial Literacy (25 test items)

1. Explain the nature of tax liabilities (FI:067) (PQ)
2. Interpret a pay stub (FI:068) (PQ)
3. Write checks (FI:560) (PQ)
4. Maintain financial records (FI:069) (PQ)
5. Balance a bank account (FI:070) (PQ)
6. Explain the nature of charitable giving (FI:567) (PQ)
7. Manage online accounts (FI:830) (CS)
8. Calculate the cost of credit (FI:782) (CS)
9. Demonstrate the wise use of credit (FI:071) (CS)
10. Validate credit history (FI:072) (CS)
11. Make responsible financial decisions (FI:783) (CS)
12. Protect against identity theft (FI:073) (CS)

2025-2026 Competitive Events Guidelines

Exploring Personal Finance



13. Prepare personal income tax forms (FI:074) (CS)
14. Control debt (FI:568) (CS)

References for Knowledge Areas & Objectives

MBA Research and Curriculum Center. *National Business Administration Standards*.

<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Investopedia. *Personal finance*. <https://www.investopedia.com/personal-finance-4427760>

Practical Money Skills. <https://www.practicalmoneyskills.com/en/learn.html>

The Balance. *Understanding investing risk*. <https://www.thebalancemoney.com/understanding-risk-3141268>

2025-2026 Competitive Events Guidelines

Exploring Professionalism



Exploring Professionalism allows members to demonstrate their understanding of proper business etiquette through an objective test. This event introduces members to the expectations of professional behavior, appearance, communication, and conduct in workplace and social settings.

Event Overview

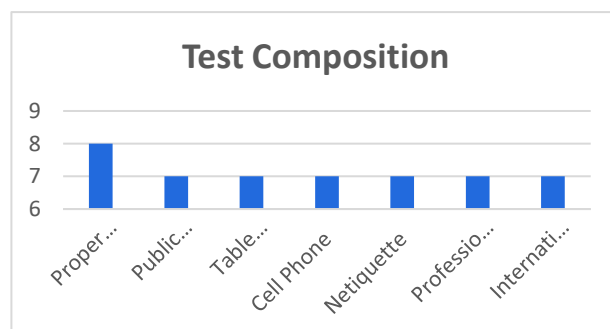
Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Communication, Professionalism

Knowledge Areas

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



Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.

State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

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2025-2026 Competitive Events Guidelines

Exploring Professionalism



- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure. **Competitors who placed in the top ten in Business Etiquette at a previous National Leadership Conference are not eligible to compete in this event.**
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Event Administration

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Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
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2025-2026 Competitive Events Guidelines

Exploring Professionalism



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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

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Electronic Devices

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National

Required Competition Items

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2025-2026 Competitive Events Guidelines

Exploring Professionalism



this procedure. **Competitors who placed in the top ten in Business Etiquette at a previous National Leadership Conference are not eligible to compete in this event.**

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2025-2026 Competitive Events Guidelines

Exploring Professionalism



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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Professionalism

Study Guide: Knowledge Areas and Objectives

- 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.
 - 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.

2025-2026 Competitive Events Guidelines

Exploring Professionalism



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.
 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.

2025-2026 Competitive Events Guidelines

Exploring Professionalism



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.
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.

2025-2026 Competitive Events Guidelines

Exploring Public Speaking



Exploring Public Speaking gives members the opportunity to develop and deliver a speech on a designated topic. This event helps members build confidence and refine their verbal communication and presentation skills through a live performance before judges.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Presentation
Event Elements	Speech

Educational Alignments

Career Cluster Framework Connection	Marketing & Sales
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Professionalism

2025-2026 Topic

How Does Social Media Make Us Feel?

Social media can be fun and help us stay connected. But it can also affect how we feel about ourselves and others. What can students do to use it in a healthy, balanced way?

State

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items ND FBLA Provides</u>
- Conference-provided nametag - Attire that meets the FBLA Dress Code	None

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure. **Competitors who placed in the top ten in Elevator Speech at a previous National Leadership Conference are not eligible to compete in this event.**
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:

2025-2026 Competitive Events Guidelines

Exploring Public Speaking



- Two individual or team events, and
- One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

This event can be run as a final presentation only depending on the number of registered competitors.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** Maximum of 3 minutes (one-minute warning)
- **Question & Answer (Q&A):** 2 minutes
- **Important:** Time allocations are exclusive. Time may not be shifted between segments.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Restricted Items

- Animals, except for authorized service animals.
- Reference materials such as visual aids, props, handouts or electronic devices.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Event Specific Information

- The speech must be developed around the topic.
- When delivering the speech, competitors may use notes prepared before the event.

2025-2026 Competitive Events Guidelines

Exploring Public Speaking



Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Conference-provided nametag • Attire that meets the FBLA Dress Code	• None

Important FBLA Documents

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

2025-2026 Competitive Events Guidelines

Exploring Public Speaking



Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure. **Competitors who placed in the top ten in Elevator Speech at a previous National Leadership Conference are not eligible to compete in this event.**
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** Maximum of 3 minutes (one-minute warning)
- **Question & Answer (Q&A):** 2 minutes
- **Important:** Time allocations are exclusive. Time may not be shifted between segments.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.

2025-2026 Competitive Events Guidelines

Exploring Public Speaking



- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Restricted Items

- Animals, except for authorized service animals.
- Reference materials such as visual aids, props, handouts or electronic devices.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Event Specific Information

- The speech must be developed around the topic.
- When delivering the speech, competitors may use notes prepared before the event.

Final Presentation Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.
- The number of competitors advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Scoring

- Preliminary round scores are used to determine which competitors advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

2025-2026 Competitive Events Guidelines

Exploring Public Speaking



Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 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 & Theme <i>Incorporates provided topic and executes a consistent theme</i>	<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, using personal stories</i>				
	0 points	1-6 points	7-8 points	9-10 points				
Introduction <i>Introduce the speech</i>	<i>Speech had no introduction</i>	<i>Introduction was not clearly presented</i>	<i>Introduction was clearly presented, and topic was defined</i>	<i>Introduction was clearly presented, and topic was defined with an effective transition into the speech body</i>				
	0 points	1-6 points	7-8 points	9-10 points				
Supporting Information (Body) <i>Include accurate and appropriate supporting information</i>	<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>Central topics were identified, connected, and supported throughout the speech with smooth transitions effectively utilized to support the central topic</i>				
	0 points	1-9 points	10-16 points	17-20 points				
Conclusion <i>Provide effective conclusion connected to the topic & theme</i>	<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	1-6 points	7-8 points	9-10 points				
Speech Delivery <i>Deliver speech with appropriate pace, lack of filler words, varied facial expressions, excellent eye contact with judges, good posture, voice projection, self-confidence, and poise</i>	<i>Maintained an inconsistent pace that was either too fast or slow, paired with excessive use of filler words</i>	<i>Displayed a distracting and uneven pace, accompanied by noticeable use of filler words</i>	<i>Maintained an appropriate pace with minimal use of filler words</i>	<i>Maintained a well-varied pace and eliminated filler words, fully engaging the audience</i>				
	0 points	1-6 points	7-8 points	9-10 points				
	<i>Does not make eye contact or have varied facial expressions</i>	<i>Minimal varied facial expressions and/or eye contact</i>	<i>Appropriate facial expressions and eye contact</i>	<i>Appropriate eye contact, facial expressions, 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>Did not demonstrate self-confidence, poise, or good posture</i>	<i>Demonstrated self-confidence, poise, or good posture</i>	<i>Demonstrated elevated self-confidence, poise, and good posture</i>	<i>Demonstrated elevated self-confidence, poise, posture, and assertiveness</i>				
	0 points	1-6 points	7-8 points	9-10 points				
Demonstrates the ability to effectively answer questions	<i>Does not respond to questions or responses are completely off-topic.</i>	<i>Provides incomplete or unclear answers that show limited understanding.</i>	<i>Responds accurately and clearly to most questions, showing adequate understanding.</i>	<i>Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.</i>				
	0 points	1-6 points	7-8 points	9-10 points				
Presentation Protocols								
Adherence to Competitive Events Guidelines	<i>Competitor(s) Did Not Follow Guidelines</i>	Execution Aligned with Guidelines: (All criteria must be met) ✓ <i>Presentation aligned with the assigned topic</i> ✓ <i>Did not leave materials behind after the presentation</i> ✓ <i>Avoided use of food, live animals, technology, visuals, props</i>						
	0 points	10 points						
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)								
Presentation Total (110 points)								
Name(s):								
School:					Section:			
Judge Signature:					Date:			
Comments:								

2025-2026 Competitive Events Guidelines

Exploring Technology



Exploring Technology challenges members to demonstrate their understanding of foundational technology concepts through an objective test. This event introduces members to key areas such as digital tools, emerging technologies, cybersecurity, and the role of technology in business and everyday life.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

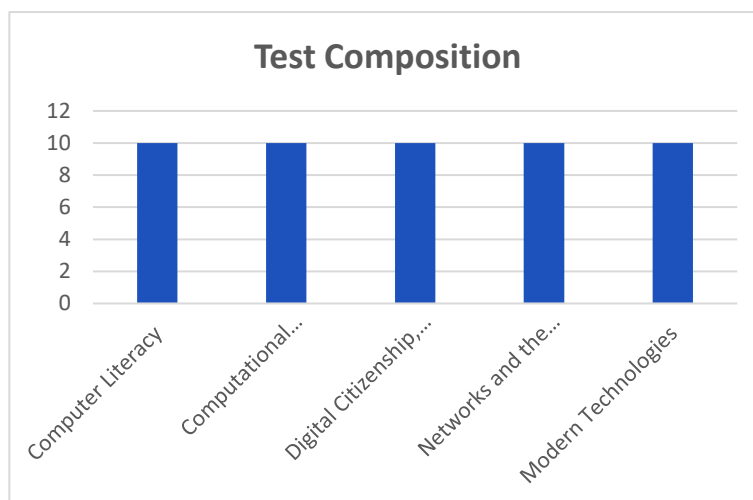
Educational Alignments

Career Cluster Framework Connection	Digital Technology
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Technology

Knowledge Areas

- Computer Literacy
- Computational Thinking
- Digital Citizenship, Ethics, and Safety
- Networks and the Internet
- Modern Technologies

Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.



State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Exploring Technology



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Exploring Technology



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

2025-2026 Competitive Events Guidelines

Exploring Technology



Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.

2025-2026 Competitive Events Guidelines

Exploring Technology



- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Exploring Technology



Study Guide: Knowledge Areas and Objectives

Computer Literacy (10 test items)

1. Use browsers to navigate the web
2. Troubleshoot common computer problems (e.g., freezing, overheating, Wi-Fi connection)
3. Discuss the importance of software updates, patches, and security
4. Discuss file management
5. Identify basic computer components (e.g., CPU, GPU, RAM, SSD)
6. Discuss common software applications (e.g., word processing, spreadsheet, editing)
7. Identify basic security features (e.g., firewall, permissions, antivirus)

Computational Thinking (10 test items)

1. Discuss the purpose of functions
2. Interpret basic blocks of code
3. Write algorithms in English to solve basic problems
4. Use abstraction to simplify complex problems

Digital Citizenship, Ethics, and Safety (10 test items)

1. Describe the responsible use of social media
2. Discuss ethical considerations in online environments
3. Describe basic digital security measures (e.g., passwords, authentication, VPNs)
4. Identify common scams and attacks (e.g., phishing, scam emails, viruses)
5. Discuss basic media literacy skills (e.g., locating credible sources, creating responsible content, identifying misinformation)

Networks and the Internet (10 test items)

1. Describe the basic architecture of the internet
2. Describe the equipment needed to connect to the internet
3. Describe how devices connect over a network
4. Interpret binary and hexadecimal numbers
5. Explain the importance of encryption in networking

Modern Technologies (10 test items)

1. Identify the uses of AI in business
2. Discuss the use of big data in business
3. Discuss the use of cloud services (e.g., AWS, SaaS, Google Drive)
4. Explain ethical concerns related to AI

2025-2026 Competitive Events Guidelines

Exploring Technology



References for Knowledge Areas & Objectives

- Computer Science Teachers Association. *K-12 Computer Science Standards*.
<https://members.csteachers.org/documents/en-us/46916364-83ab-4f51-85fb-06b3b25b417c/1/>
- ISTE. *ISTE Standards: For Students*. <https://iste.org/standards/students>
- Office of Superintendent of Public Instruction. *Washington Educational Technology K-12 Learning Standards*.
<https://ospi.k12.wa.us/sites/default/files/2023-08/grades-6-8-edtech-standards-2018.pdf>
- Ohio Department of Education. *Ohio's Learning Standards for Technology*.
<https://education.ohio.gov/getattachment/Topics/Learning-in-Ohio/Technology/Ohios-Learning-Standards-for-Technology/The-2017-Ohio-Learning-Standards-in-Technology.pdf.aspx?lang=en-US>
- West Virginia Department of Education. *Exploring Technology Education*. <https://wvde.us/wp-content/uploads/2021/04/Exploring-Technology-Education.pdf>
- Code. <https://code.org/en-US/students>

2025-2026 Competitive Events Guidelines

Exploring Website Design



Exploring Website Design gives members the opportunity to design, develop, and present a website based on a given topic. This event encourages creativity and technical skills while introducing members to the fundamentals of web design, layout, and user experience.

Event Overview

Division	Middle School
Event Type	Team of 1, 2, or 3 members
Event Category	Presentation
Event Elements	Presentation with a Topic

Educational Alignments

Career Cluster Framework Connection	Arts, Entertainment, & Design
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Technology

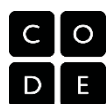
2025-2026 Topic

Culture on Display: Create a Museum or Gallery Website

Create a website for a local art gallery, guild, or museum. Your site should help people learn about upcoming events, discover featured artists, and find important visitor details. Make sure your website includes:

- Home Page with Navigation Menu: A welcome page with links to the other parts of your site.
- Exhibitions Page: A calendar or list showing upcoming exhibits with dates and short descriptions.
- Featured Artists or Artifacts: A section with “product cards” that include a picture, the name of the artist or item, and a short description or biography.
- Visitor Information Page: A page with ticket details, such as hours of operation, admission prices, and how to buy tickets.

Note: Website does not have to be live.



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>
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Table

2025-2026 Competitive Events Guidelines

Exploring Website Design



To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

This event can be run as a final presentation only depending on the number of registered competitors.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the State Leadership Conference (SLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.

2025-2026 Competitive Events Guidelines

Exploring Website Design

- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Not Provided (*Please be aware that guest internet may be available, but internet access at conference venues may be unreliable. Always prepare a backup plan in case the connection is lost or does not work with your device.*)
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- 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 Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.

Scoring

- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.

2025-2026 Competitive Events Guidelines

Exploring Website Design

- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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 their assigned presentation time.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Technology and presentation items • Conference-provided nametag • Attire that meets the FBLA Dress Code	• 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 Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs,

2025-2026 Competitive Events Guidelines

Exploring Website Design



unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of two phases: a preliminary presentation and a final presentation.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- Presentations are closed to all audience and attendee observation.

Technology Guidelines

- **Internet Access:** Provided (*Please be aware that internet access at conference venues may be unreliable. Always prepare a backup plan in case the connection is lost or does not work with your device.*)

2025-2026 Competitive Events Guidelines

Exploring Website Design



- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information

- 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 Details

The presentation guidelines outlined above will apply to the final presentation.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

2025-2026 Competitive Events Guidelines

Exploring Website Design



Scoring

- Preliminary round scores are used to determine which competitors or teams advance to the final round from each section.
- Final round scores determine the final rankings and top award winners.
- Judges are responsible for breaking all ties in both preliminary and final rounds.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

2025-2026 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	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	0 points	1-6 points	7-8 points	9-10 points	

2025-2026 Competitive Events Guidelines

Exploring Website Design

Presentation Protocols			
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met) ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Presentation aligned with the assigned topic ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers ✓ Avoided use of food or live animals	
	0 points	10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)			
Presentation Total (110 points)			
Name(s):			
School:			Section:
Judge Signature:			Date:
Comments:			

2025-2026 Competitive Events Guidelines

Interpersonal Communication



Interpersonal Communication challenges members to demonstrate their understanding of how people exchange messages, ideas, and information. Through an objective test, this event explores key concepts in verbal and nonverbal communication, active listening, and relationship-building in personal and professional settings.

Event Overview

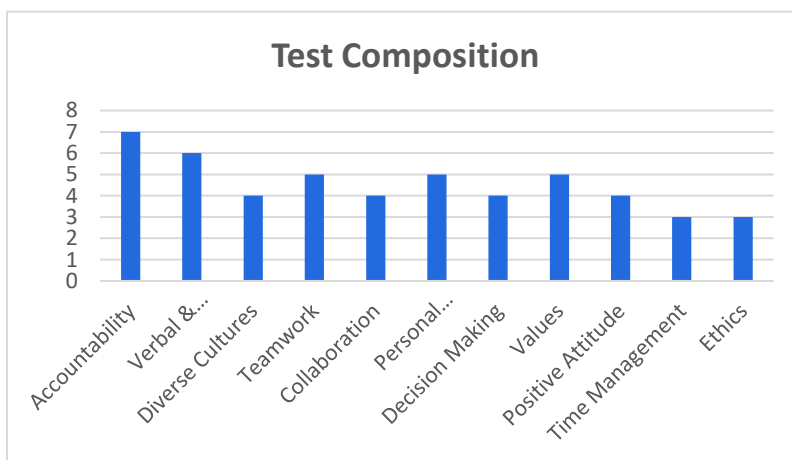
Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

Educational Alignments

Career Cluster Framework Connection	Marketing & Sales
NACE Competency Alignment	Career & Self-Development, Communication, Teamwork

Knowledge Areas

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



Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.

State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

2025-2026 Competitive Events Guidelines

Interpersonal Communication



Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Test Duration:** 30 minutes
- **Format:** This event consists of an online objective test that is proctored and completed on-site at the State Leadership Conference (SLC).
- **Materials:** Reference or study materials are not permitted at the testing site.
- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the SLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to

2025-2026 Competitive Events Guidelines

Interpersonal Communication



20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.

- Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

Recognition

- A maximum of 3 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides</u>
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code	• One piece of scratch paper per competitor • Internet access • Test login information (link & password provided at test check-in)

Important FBLA Documents

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

2025-2026 Competitive Events Guidelines

Interpersonal Communication



Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

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- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
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- **Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.
- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

Scoring

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.

2025-2026 Competitive Events Guidelines

Interpersonal Communication



- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Sample Preparation Resources

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

2025-2026 Competitive Events Guidelines

Interpersonal Communication



Study Guide: Knowledge Areas and Objectives

- 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.
 - 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.

2025-2026 Competitive Events Guidelines

Interpersonal 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.
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.

2025-2026 Competitive Events Guidelines

Interpersonal Communication



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.
 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).

2025-2026 Competitive Events Guidelines

Slide Deck Applications



Slide Deck Applications challenges members to demonstrate their ability to convert information into effective visual presentations. Through a production test, members showcase their skills in designing professional slide decks that communicate ideas clearly and creatively.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Production
Event Elements	Production Test

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Professionalism, Technology

Knowledge Areas

- Slide Creation & Layout
- Text Formatting
- Media Insertion
- Animations & Transitions
- Linking & Navigating

Production tests are based on the knowledge areas and competencies outlined for this event. Detailed competencies can be found in the study guide included in these guidelines.

State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
• Fully powered device for production test, including all needed programs installed for the production test • Printed Production Test Reference Guide • Internet access for submission	• Production test tasks

Eligibility Requirements

To participate in FBLA competitive events at the State Leadership Conference (SLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on February 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the SLC more than once if they have not previously placed in the top 10 of that event at the National Leadership Conference (NLC). If a member places in the top 10 of an event at the NLC, they are no longer eligible to

2025-2026 Competitive Events Guidelines

Slide Deck Applications



compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

- **Conference Registration:** Members must be officially registered for the SLC and must pay the state conference registration fee to participate.
- **Event Participation Limits:** Each member may participate in:
 - Two individual or team events, and
 - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the State Leadership Conference.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the SLC host city.
 - Schedule changes are not permitted.

Event Administration

- **Production Test Time:** 1 hour
- This event consists of a production test that is proctored and completed at school-site prior to the State Leadership Conference (SLC).
- Competitors will complete a set of tasks aligned to the event knowledge areas and competencies.
- The **Production Test Reference Guide**, available on the Competitive Events section of the FBLA website (www.fbla.org), may be used during the test.

Scoring

- **The rating sheet will be provided on-site along with the production test.**
- Production scores will determine the top winners.
- If there is a tie, the rating sheet will be used to break the tie. The competitor who earns the highest score earliest in the order of the rating sheet will be ranked higher.
- All judging decisions are final. Results announced at the State Leadership Conference are considered official and will not be changed after the conclusion of the State Leadership Conference.

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.

2025-2026 Competitive Events Guidelines

Slide Deck Applications



Recognition

- A maximum of 3 entries (individuals) may be recognized per event.

Americans with Disabilities Act (ADA)

- ND FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
• Fully powered device for production test, including all needed programs installed for the production test • Printed Production Test Reference Guide • Conference-provided nametag • Attire that meets the FBLA Dress Code	• Production test tasks • Internet access for submission

Important FBLA Documents

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2025-2026 Competitive Events Guidelines

Slide Deck Applications



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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 their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

2025-2026 Competitive Events Guidelines

Slide Deck Applications



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2025-2026 Competitive Events Guidelines

Slide Deck Applications

Study Guide: Knowledge Areas & Competencies

Technical

1. Technical: Slide Creation & Layout
 - a. Create, duplicate, and delete slides
 - b. Apply and modify slide layouts (title, content, comparison, etc.)
2. Technical: Text Formatting
 - a. Use consistent fonts, sizes, and text alignment
 - b. Apply emphasis using bold, italics, underline, or color
3. Technical: Media Insertion
 - a. Insert and appropriately resize images, videos, and audio
 - b. Use shapes, icons, or charts/graphs as visual aids
4. Technical: Animations & Transitions
 - a. Add and customize basic slide transitions
 - b. Use simple object animations for emphasis without distraction
5. Technical: Linking & Navigation
 - a. Insert hyperlinks (internal to slides or external sites)
 - b. Use action buttons or linked images for interactive presentations

Design

1. Design: Visual Consistency
 - a. Use consistent color schemes and fonts throughout the deck
 - b. Align elements using built-in guides or grids
2. Design: Slide Readability
 - a. Limit text per slide (e.g., 5x5 or 6x6 rule)
 - b. Use bullet points and spacing effectively
 - c. Avoid overuse of decorative elements that reduce clarity

Communication

1. Communication: Clear Purpose & Message
 - a. Organize slides in logical sequence (beginning, middle, end)
 - b. Use titles and headings that guide the viewer
2. Communication: Supporting Oral Presentation
 - a. Create slides that complement, not repeat, spoken content
 - b. Highlight key points with visuals or concise text

The Study Guide represents all knowledge areas that may be covered in the production test.

2025-2026 Competitive Events Guidelines

Spreadsheet Applications



Spreadsheet Applications allows members to demonstrate their ability to organize, analyze, and present business data using spreadsheet software. Through a production test, members apply essential skills in data management, formulas, and charting to solve real-world business problems.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Production
Event Elements	Production Test

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Professionalism, Technology

Knowledge Areas

- Data Organization Concepts
- Creating Formulas
- Functions
- Generate Graphs (for analysis purposes)
- Filter & Sort
- Format & Print Options

Production tests are based on the knowledge areas and competencies outlined for this event. Detailed competencies can be found in the study guide included in these guidelines.

State

Required Competition Items

Items Competitor Must Provide	Items ND FBLA Provides
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Eligibility Requirements

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2025-2026 Competitive Events Guidelines

Spreadsheet Applications



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Penalty Points

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2025-2026 Competitive Events Guidelines

Spreadsheet Applications



Recognition

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Americans with Disabilities Act (ADA)

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2025-2026 Competitive Events Guidelines

Spreadsheet Applications



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Spreadsheet Applications



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2025-2026 Competitive Events Guidelines

Spreadsheet Applications



Study Guide: Knowledge Areas & Competencies

A. Formulas

1. Create basic formulas with addition, subtraction, multiplication, and division.
2. Use SUM, MIN, MAX, COUNT, PMT, IF and AVERAGE functions while completing a spreadsheet template.
3. Use and change mathematical functions and formulas, including absolute and relative cell references and what-if analysis.
4. Construct arithmetic formulas to solve typical business-oriented problems.
5. Create named ranges to be used in formulas and printing.
6. Evaluate formulas and locate invalid data and formulas.
7. Use cells from other worksheets inside a formula.
8. Use the fill handle with formulas.

B. Functions

1. Demonstrate the functions and terminology of spreadsheet software.
2. Open, save, print, and close a spreadsheet.
3. Design, create, and edit spreadsheets using appropriate inputting, editing, and formatting skills.
4. Navigate and enter values, labels, and dates within a worksheet.
5. Demonstrate locking and freezing features.
6. Use wrap text and fill alignment features to make cell entries.
7. Import data from text files (insert, drag, and drop) and other applications.
8. Export data to other applications.
9. Create, edit, and remove a comment.
10. Track changes (highlight, accept, and reject).
11. Insert headers and footers in a spreadsheet.
12. Manipulate multiple worksheets in a workbook.
13. Use help features and reference materials to learn software and solve problems.

C. Graphics, Charts, and Reports

1. Create and modify charts and graphs to visually represent data.
2. Import graphics elements in spreadsheet.
3. Change colors and apply spot color to graphics and text.
4. Add text boxes.
5. Edit, resize, crop, and manipulate copy and graphics.
6. Enhance and format charts.
7. Create embedded charts.
8. Add and format chart arrows.
9. Explode pie charts.
10. Create and format information in reports.

D. Filter and Sorting Data

1. Sort and filter spreadsheet data for specific information.
2. Sort a list (ascending, descending, etc.).
3. Search a list by using AutoFilter.

2025-2026 Competitive Events Guidelines

Spreadsheet Applications



4. Filter by numerical values, text, dates, etc.
5. Analyze and edit data.

E. Format and Print Options

1. Format cell contents (font, color, alignment, shading, decimal).
2. Insert, delete, copy, and paste cells.
3. Enhance a spreadsheet by using formatting features (column width, justification, and values).
4. Align the data and apply borders and/or shading to a cell or a range of cells.
5. Apply number formats (accounting, currency, and number).
6. Apply conditional formats.
7. Create and modify custom data formats.
8. Adjust page setup for landscape or portrait layout.
9. Use print preview to view, proofread, and edit the spreadsheet.
10. Print designated areas of the spreadsheet with or without gridlines.
11. Use print scaling options (shrink to fit).
12. Set print specifications for formulas, graphs, worksheets, etc.

The Study Guide represents all knowledge areas that may be covered in the production test.

2025-2026 Competitive Events Guidelines

Word Processing



Word Processing challenges members to demonstrate their proficiency in using word processing software to create, edit, format, and produce professional documents. Through a production test, members apply essential skills used in academic and workplace settings.

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Production
Event Elements	Production Test

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Communication, Professionalism, Technology

Knowledge Areas

- Personal & Business Letters
- Press Release
- Meeting Agendas & Minutes
- Itinerary
- Memos
- Report Title Page
- Table of Contents
- Works Cited

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State

Required Competition Items

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Word Processing



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2025-2026 Competitive Events Guidelines

Word Processing



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Recognition

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Word Processing



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2025-2026 Competitive Events Guidelines

Word Processing

Study Guide: Knowledge Areas & Competencies

A. Related Application Knowledge

1. Use the Production Test Reference Guide to create miscellaneous documents.
2. Use a word processing program to create a document with headers and footers.
3. Create, modify, and format tables (e.g., insert and delete rows and columns, merge cells and change height and width).
4. Create bulleted list, numbered lists, and outlines.
5. Create and use folders to keep documents organized (e.g., move, copy, rename, and delete files and folders).
6. Insert special symbols or characters into a document.
7. Insert the date and time into documents, both as an updatable and no changing date.
8. Create and edit a document formatted in columns.
9. Describe and explain when to and how to use leader tabs.
10. Cut, copy, paste, and paste special using the clipboard.
11. Create envelopes and labels.
12. Use spell and grammar check in composing documents.
13. Use the thesaurus to find synonyms.
14. Copy and move text, using various cut and paste methods (e.g., keystrokes, mouse, menu options, and toolbar).
15. Insert, change, and format page numbers.
16. Use the Undo, Redo, and Repeat command.
17. Use save and save as for name, location, or format of document.
18. Create and apply frequently used text with AutoCorrect.
19. Use the AutoComplete feature.
20. Insert and modify tables, diagrams, and charts.
21. Insert breaks. (Page, Section, Column, etc.)

B. Advanced Applications

1. Create and manipulate graphics (e.g., add color, rotate, resize, and crop).
2. Insert and modify hyperlinks in all types of documents.
3. Produce documents using appropriate style from a style library.
4. Insert, position, and size objects into a document (e.g., pictures, images, text boxes, watermarks, diagrams, and charts).
5. Use collaboration features and manage comments by inserting, modifying, deleting, tracking, accepting, and rejecting.

C. Document Formatting Rules and Standards

1. Edit and create documents that use the document and paragraph alignments of left, center, right, and justify.
2. Set character, line, and paragraph spacing options such as single, 1.5 and double space and special spacing before or after the paragraph.
3. Use indentation options (e.g., left, right, first line and hanging).
4. Add borders and shading to tables, paragraphs, and pages using a variety of borders and shading in color and patterns.
5. Create and use horizontal and vertical lines of various types and sizes to separate and emphasize.
6. Change the margins for a selection or section of the text and/or a document (e.g., left, right, top and bottom).

2025-2026 Competitive Events Guidelines

Word Processing



7. Change a document to use landscape orientation.
8. Enhance documents by using different fonts, font sizes, and features such as bold, italics, caps, and underline.

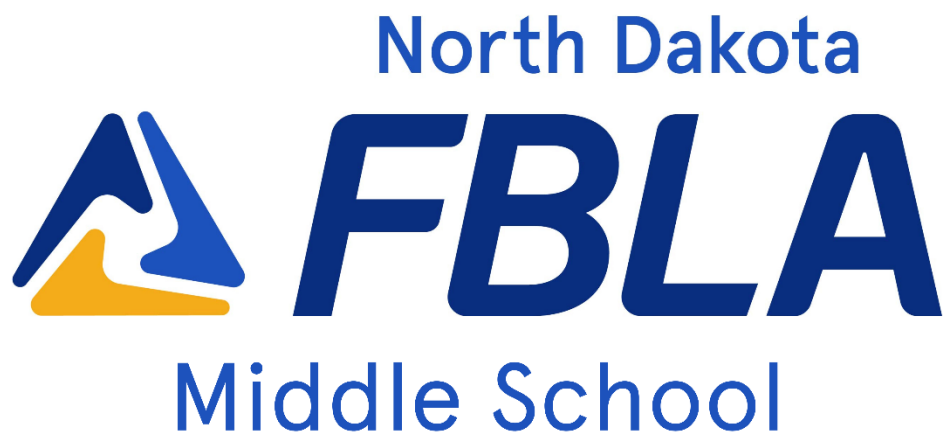
D. Grammar, Punctuation, Spelling, and Proofreading

1. Proofread documents to ensure correct grammar, spelling, and punctuation.
2. Preview a document prior to printing.
3. Edit documents using techniques such as delete, insert, move, and copy.
4. Use the find/search and replace feature to edit a document.

E. Printing

1. Set printer specifications (e.g., choose printer, select page range, and number of copies).
2. Demonstrate how to save or export a document as a PDF or other file format.
3. Print in landscape and portrait orientations.
4. Prepare/print envelopes and labels.

The Study Guide represents all knowledge areas that may be covered in the production test.



CHAPTER AND RECOGNITION ACTIVITIES

CORPORATE SPONSORSHIP

The corporate sponsorship program is designed to support ND FBLA leadership activities for North Dakota students.

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

TIPS FOR RECRUITING CORPORATE SPONSORS

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

- recognition in our State Leadership Conference program
- recognition (via the 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 (the 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 THE FORMS SECTION

2025 - 2026 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 \$250 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 \$250 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
Exploring Business Issues – 1-3 members per team
Exploring Digital Video Production – 1-3 members per team
Exploring Website Design – 1-3 members per team

INDIVIDUAL EVENTS:

Career Exploration
Career Research
Digital Citizenship
Exploring Accounting & Finance
Exploring Agribusiness
Exploring Business Communications
Exploring Business Concepts
Exploring Computer Science
Exploring Customer Service
Exploring Economics
Exploring FBLA
Exploring Leadership
Exploring Parliamentary Procedure
Exploring Personal Finance
Exploring Professionalism
Exploring Public Speaking
Exploring Technology
Interpersonal Communication
Slide Deck Applications
Spreadsheet Applications
Word Processing



ND Future Business Leaders of America
Contact: Jessica DeVaal
806 N. Washington St.
Bismarck, ND 58501
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 1,400 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 80 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 29 – 31, 2026, 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.

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. For the second membership 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 ND FBLA form.
- Find more information regarding "As a Walk to End Alzheimer's" see [FBLA \(NT\) | Walk to End Alzheimer's](#)
- Keep a copy of the 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 7th 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 #34, it is one or the other) Submit a screen shot of submission pages.

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) Sponsors secured by state officers only count after they have met their state officer team goal.**
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).
28. Submit a design for the Pin Design Contest.

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

29. **HS:** Qualify for the North Dakota Membership Achievement Award.
30. **HS:** Have a candidate run for state office.
31. **HS:** Submit Business Plan for state competition.
32. **HS:** Submit Community Service Project for state competition.
33. **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.**
34. **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)
35. **HS:** Chapter member(s) participate in Virtual Business Challenge.
36. **MS:** Qualify for the North Dakota Membership Achievement Award.

37. **MS:** Submit Annual Chapter Activities Presentation for state competition.
38. **MS:** Submit Community Service Presentation for state competition.
39. **MS:** Plan an icebreaker for a chapter meeting. **Attach a short description and optional photo.**
40. **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.**
41. **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.**
42. **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.**
43. **MS:** Write a thank you note to an adviser or school representative. **Attach a photo.**
44. **MS:** Sponsor a Spirit Day where all members wear blue and gold. **Attach a short description and optional photo.**

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 North Dakota State Leadership 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 North Dakota State Leadership 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 North Dakota State Leadership 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

**59th Annual FBLA
State Leadership Conference**

March 29 - 31, 2026

**Bismarck Event Center
Bismarck, ND**

All forms in the Forms Section or available online.

2026 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 29 – 31, 2026. 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 San Antonio, TX, June 29 - July 2, 2026.

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 and recorded by **February 1, 2026**, in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

FBLA CALENDAR FOR 2026 STATE LEADERSHIP CONFERENCE
“MAKE YOUR MARK”

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 806 N. Washington St Bismarck, ND 58501 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 CHECKS MADE OUT TO: ND FBLA

Middle School

- Dec. 1, 2025** Postmark deadline for submitting North Dakota FBLA Bylaw Amendments (**sent to Bismarck**)
- Jan. 15, 2026** Suggested last day to mail dues checks
- February 1** Last day to pay state and national dues. ***Dues of \$15 must be received and recorded by the national office in order to participate in State Leadership Conference.***
Online submission deadline for:
☐ Businessperson of Year and Honorary Membership nominations
- February 5** Online submission deadline for:
☐ Conference and competitive event registration – including Code of Conduct forms for each student.
Deadline for:
☐ Registration fee for State Leadership Conference (**mailed to fiscal agent, check made out to ND FBLA**)
☐ Hotel Reservation forms (**sent directly to hotel**)
- February 12** Online submission deadline for: (**uploaded online by 5 pm CST**)
☐ Exploring Digital Video Production URL
- March 1** LEAD Awards verification for SLC recognition
- March 2** Online submission deadline for:
☐ Go for North Dakota Gold (**online form submitted by 5 pm CST**)
- March 3** Online submission deadline for:
☐ Completed pre-conference tests (**uploaded online by 5 pm CST**)
- Mar 29-31** State Leadership Conference, Bismarck
- April 10** Deadline to notify ND FBLA of intent to compete at National Leadership Conference
- April 15** NLC Scholarship application deadline
- Jun 29-Jul 2** National Leadership Conference, San Antonio, TX

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 ADMINISTERING 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
59TH ANNUAL
FBLA STATE LEADERSHIP CONFERENCE

“MAKE YOUR MARK”

Bismarck Event Center
Bismarck, ND

SUNDAY, March 29, 2026

1:00-5:00	FBLA State Officers' Meeting and Rehearsal
4:00-6:00	Objective Test Session (for HS Role Plays, etc.)
4:00-6:30	Registration
5:00-8:00	HS Community Service Project, and HS Local Chapter Annual Business Presentations <i>(additional events may need to be added as the final schedule is developed)</i>
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 30, 2026

7:30-3:00	Objective Test Sessions
7:45-8:15	Judges and Event Coordinators Meeting
8:00	Finalists announced for Role Play events
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 <i>(2026-2027 North Dakota FBLA High School State Officer Candidates will present their campaign speeches to advisers, guests, chapter voting delegates and chapter presidents.)</i>
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	2026-2027 State Officer Election
5:00-11:00	Chapter Dinner/Chapter Activities
11:00 p.m.	Curfew (all students in their rooms)

TUESDAY, March 31, 2026

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

North Dakota FBLA Awards Program

Mission Statement

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

Program Design and Purposes

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

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

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

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

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.

2025 – 2026 North Dakota FBLA Middle School Competitive Events

EVENT TYPE	EVENT TITLE
Chapter	Annual Chapter Activities Presentation
Chapter	Community Service Presentation
Team	Exploring Business Issues
Team	Exploring Digital Video Production
Team	Exploring Website Design
Individual	Career Exploration
Individual	Career Research
Individual	Digital Citizenship
Individual	Exploring Accounting & Finance
Individual	Exploring Agribusiness
Individual	Exploring Business Communications
Individual	Exploring Business Concepts
Individual	Exploring Computer Science
Individual	Exploring Customer Service
Individual	Exploring Economics
Individual	Exploring FBLA
Individual	Exploring Leadership
Individual	Exploring Parliamentary Procedure
Individual	Exploring Personal Finance
Individual	Exploring Professionalism
Individual	Exploring Public Speaking
Individual	Exploring Technology
Individual	Interpersonal Communication
Individual	Slide Deck Applications
Individual	Spreadsheet Applications
Individual	Word Processing
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 2026 State Leadership Conference Bismarck, North Dakota

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

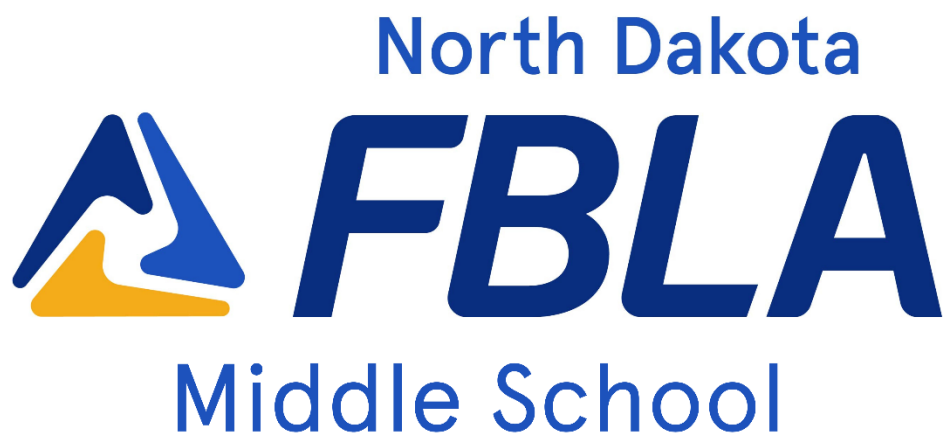
Hotel Name	Address	Phone	Rate	Continental Breakfast
Baymont Inn & Suites	2611 Old Red Trail – Mandan	(701) 663-7401	99.00	Yes
Bismarck Hotel & Conference Center	800 S 3 rd St – Bismarck	(701)660-8063	Prevailing State Rate	
Candlewood Suites	4400 Skyline Crossing Bismarck, ND	701-751-8900	Flat Rate: \$139.00	
Comfort Inn (Mandan)	1516 - 27th Street NW Mandan, ND	701-751-7484	Prevailing State Rate	Yes
EverSpring Inn & Suites	200 Bismarck Expressway Bismarck, ND	701-222-2900	Flat Rate: \$115.00	Yes
Hampton Inn & Suites	2020 Schafer St – Bismarck	(701) 751-8900	Flat Rate: \$180.00	Yes
Holiday Inn of Bismarck	3903 State Street Bismarck, ND	701-751-8240	Flat Rate: \$149.00	
Radisson Hotel	605 E Broadway Ave Bismarck, ND	701-250-6000	Prevailing State Rate	
Ramada Bismarck Hotel	1400 E Interchange Ave – Bismarck	(701) 258-7000	Flat Rate \$99.00	Yes
Sleep Inn & Suites	1510 East Century Ave – Bismarck	(701) 751-4860	Flat Rate \$129.00	Yes
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 10/1/2025).



FORMS



North Dakota FBLA Code of Conduct

Student Name (print/type)

School (print/type)

☐ Fall Leadership Conference

☐ State Leadership Conference

☐ National Leadership Conference

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

ND FBLA Code of Conduct

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

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

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

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

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

Signed: _____

Parent Signature _____ Date _____

ND FBLA COC 2025-2026

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) ☐ Heart Condition ☐ Diabetes ☐ Asthma ☐ Epilepsy ☐ Rheumatic Fever ☐ Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? ☐ No ☐ 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
806 N Washington St
Bismarck, ND 58501
jdevaal@nd.gov**



Hotel Reservation FBLA State Leadership Conference

Hotel	Conference Dates March 29-31, 2026	Mail No Later Than Feb 6, 2026
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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 ☐ March 29-30, 2026 ☐ March 29, 2026 only

	NAME	TYPE ROOM	GENDER	FOR HOTEL USE ONLY
Room A	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ Quad		

	NAME	TYPE ROOM	GENDER	FOR HOTEL USE ONLY
Room B	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ 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	GENDER	FOR HOTEL USE ONLY
Room C	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ Quad		

NAME		TYPE ROOM	GENDER	FOR HOTEL USE ONLY
Room D	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ Quad		

NAME		TYPE ROOM	GENDER	FOR HOTEL USE ONLY
Room E	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ Quad		

NAME		TYPE ROOM	GENDER	FOR HOTEL USE ONLY
Room F	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ Quad		

NAME		TYPE ROOM	GENDER	FOR HOTEL USE ONLY
Room G	1.	☐ Single	☐ Male ☐ Female	
	2.	☐ Double		
	3.	☐ Triple		
	4.	☐ Quad		



ND FBLA has Heart

Can I raise donations online?

YES! You may register online at www.heart.org/americanheartchallenge

Find Your School and Sign Up! You can then begin fundraising online.

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

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

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

North Dakota FBLA - American Heart Association Fundraiser

Your School Name: _____ FBLA Region: _____

City: _____ Adviser Name: _____

Adviser Phone: _____ Adviser Email: _____

Type of Event you executed: _____



Every dollar advances the fight against Alzheimer's and all other dementia.

The Alzheimer's Association® is a worldwide voluntary health organization dedicated to advancing Alzheimer's care, support and research across the world. From face-to-face support to online education programs and promising international research initiatives, your dollars make a difference in the lives of millions affected by dementia today and those who will face it in the future. Every donation helps to strengthen our efforts while moving us closer to our vision of a world without Alzheimer's and all other dementia.

We provide care and support to all those facing Alzheimer's.

Worldwide, more than 55 million people are living with Alzheimer's. In the United States alone, more than 6 million are living with the disease, and over 11 million are acting as caregivers. To support these individuals, the Association uses donated funds to offer:

- A free nationwide 24/7 Helpline (800.272.3900) — receiving nearly 250,000 calls annually — staffed by specialists and master's-level clinicians who provide support, offer information and suggest referrals, all day, every day.
- Online message boards through ALZConnected® (alzconnected.org), a free service that allows those living with the disease and their caregivers to exchange information and build relationships.
- In-person and online support groups, connecting those facing the disease with a network of help in their community.
- Initiatives developed with partner organizations to advance diversity, equity and inclusion, and help us reach and better serve all communities.

We educate and raise awareness to grow understanding of the disease.

We've made great strides in growing awareness of Alzheimer's as a fatal disease that demands public attention, but we still have a long way to go. To increase knowledge and support those facing the disease, your dollars provide:

- Education programs and workshops on the warning signs of Alzheimer's, living with the disease, caregiving at different stages, and healthy lifestyle choices for the brain and body.
- Far-reaching campaigns to teach people the difference between Alzheimer's and typical aging, and the power of early detection.
- alz.org®, a vast repository of information designed to educate and inform. For many who are newly facing a diagnosis, alz.org is their first stop to learn about living with the disease and caregiving, access resources and plan for the future.

We drive research toward treatment, prevention and, ultimately, a cure.

As the world's largest nonprofit funder of Alzheimer's research, the Alzheimer's Association invests your dollars in cutting-edge projects that hold the most potential to help people today and change the trajectory of this devastating disease.

- Currently, the Association is investing more than \$310 million in 950 best-of-field projects in 48 countries, spanning six continents. This commitment provides funding for critical advancements such as the discovery of Pittsburgh compound B (PIB), the first radiotracer capable of showing beta-amyloid in the living brain during a PET scan — a game-changing breakthrough in disease detection and monitoring.
- Association-funded research has shown that key lifestyle habits are good for the brain. To accelerate this field of study, in 2018, the Association funded and implemented the U.S. POINTER Study, a two-year clinical trial designed to evaluate whether lifestyle changes can protect cognitive function in people at risk of developing dementia.
- The Association is leading the field in research around risk reduction by investing in an extension of SPRINT MIND, the first randomized clinical trial to demonstrate that aggressive treatment of blood pressure can significantly reduce the occurrence of mild cognitive impairment (MCI). The Alzheimer's Association is building on these results by funding SPRINT MIND 2.0, which adds two years of follow-up and assessment of original participants to determine if the same connection exists between blood pressure and dementia.

We advocate to improve the lives of all those affected by Alzheimer's and dementia.

The Alzheimer's Association is the leading voice for dementia advocacy, and your dollars fuel our efforts to advocate at the federal and state levels for the support our movement needs. Together with the Alzheimer's Impact Movement (AIM), a separately incorporated advocacy affiliate of the Alzheimer's Association, the Association has:

- Accelerated the passage of landmark legislation such as the National Alzheimer's Project Act, which mandated the creation of a national plan to fight Alzheimer's disease. The plan addresses the rapidly escalating Alzheimer's crisis and coordinates efforts toward its first goal to prevent and effectively treat Alzheimer's by 2025.
- Advanced commitment to funding from the federal government. In government fiscal year 2022, Alzheimer's and dementia research funding at the National Institutes of Health (NIH) reached \$3.5 billion annually. The Alzheimer's Association, AIM and our advocates have driven bipartisan support for this rapid increase.
- Fought to protect people living with dementia — who are at a heightened risk of elder abuse — by championing and the Promoting Alzheimer's Awareness to Prevent Elder Abuse Act. Signed into law in 2020, it will require the Department of Justice (DOJ) to develop training materials for professionals who encounter and support individuals living with Alzheimer's and dementia.

The movement to end Alzheimer's disease starts in your backyard and stretches around the world. To join us, visit alz.org.

TS-0102 | Updated July 2022

DONATION FORM



Donor Information

School Name _____ Contact Name _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Checks Payable To:

Alzheimer's Association

Please Mail Donations to:

Alzheimer's Association
Attn: Sarah Flesberg
2631 12th Ave S Suite A
Fargo, ND 58103

Questions? Contact Sarah at 701-356-4976 or saflesberg@alz.org

Register/Join us at a Walk to End Alzheimer's near you:

alz.org/FBLA



Interested in learning more about Volunteering at your local Walk?

Contact Sarah at 701-356-4976 or saflesberg@alz.org

WAYS TO GET INVOLVED IN WALK

**WALK TO END™
ALZHEIMER'S**
ALZHEIMER'S ASSOCIATION



WALK TEAMS

Teams are the heart of the Walk. Companies can engage employees by organizing a team and participating in the Walk! Register at alz.org/walk.

WALK SPONSORSHIP

A variety of sponsorship packages provide marketing opportunities to engaged constituents.



EDUCATION

The Alzheimer's Association provides programs and services for those living with or caring for someone with Alzheimer's or other dementias. Education from the Alzheimer's Association can help employers keep good employees and support employee retention, productivity, engagement and well-being.



PAINT YOUR BUSINESS PURPLE AND GIVE BACK EVENTS

Companies, schools libraries and other organizations can display Walk posters to help promote the cause. Give back events are another great way that customers can easily round-up or donate a percentage of sales to the Alzheimer's Association.



Wear it for ALZ or CASUAL FOR A CAUSE

Going "Casual for a Cause" or "Wear it for ALZ" is an instant fundraising event. Employees pay for the opportunity to dress casually or participate in a themed dress up day and the funds benefit the Alzheimer's Association.

FORGET ME NOTS

Each year, paper Forget-Me-Not flowers are sold across the country. Program participants can sell the flowers for \$1 or more, and then display them to create a community-driven visual display of support.



IN-KIND DONATIONS

Donations of items are needed to pull off a successful Walk day. Donations can range from gift cards to food and water.

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 place \$15. Lynn Shattuck, Velva, was elected state president and was also elected national vice-president for the M-P Region at the NLC in Washington, D.C.

1973-74

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

1974-75

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

1975-76

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

1976-77

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

1977-78

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

1978-79

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

1979-80

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

1980-81

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

1981-82

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

1982-83

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

1983-84

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

1984-85

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

1985-86

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

1986-87

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

1987-88

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

1988-89

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

1989-90

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

1990-91

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

1991-92

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

1992-93

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

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

1993-94

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

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

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

1994-95

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

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

1995-96

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

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

1996-97

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

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

1997-98

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

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

1998-99

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

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

1999-2000

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

2000-2001

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

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

2001-2002

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

2002-2003

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

2003-2004

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

2004-2005

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

2005-2006

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

2006-2007

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

2007-2008

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

2008-2009

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

2009-2010

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

2010-2011

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

2011-2012

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

2012-2013

State membership was 1,540 with 55 active chapters. Des Lacs-Burlington and Turtle Mountain reactivated their chapters. The first FBLA Middle Level chapters were chartered at Cavalier, Drake-Anamoose, and New Rockford-Sheyenne. FLC was held at the Best Western Doublewood in Bismarck. FOCUS Training presented the leadership program. SLC was held in Minot at the North Dakota State Fairgrounds. Brandon Lee White was the keynote speaker. National Parliamentarian Brendan Hopkins of Pennsylvania attended the conference. 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.

2024-2025

State membership was 1486 with 68 active chapters. Middle School membership was 188 with 24 active chapters. New High School chapters were chartered at Belfield, Surrey, and Our Redeemer's Christian, and the chapter was reactivated at Bishop Ryan. New Middle School chapters were chartered at Linton, Ray, and Surrey. FLC was held at the Bismarck Hotel and Conference Center in Bismarck. Kyle Willkom presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Eddie Slowikowski gave the keynote address, "The 'Better' Versions of You." St. Mary's Central HS (Bismarck) had the largest chapter with 61 members. May-Port CG had the largest Middle School chapter with 22 members. Hatton/Northwood High Schools received the Dorothy L. Travis Award. Clara Ankenbauer of Bowbells High School was elected state president. NLC was held in Anaheim, CA.

APPENDIX B

National Leadership Conference Information

Join the North Dakota FBLA Travel Group

FBLA National Leadership Conference San Antonio, TX

Join the North Dakota FBLA Travel Group and attend the FBLA National Leadership Conference in San Antonio, TX, and participate in other fun-filled activities of the area on June 27 – July 3, 2026. (Official NLC dates are June 29-July 2)

Travel World of Crosby has been designated as the exclusive North Dakota FBLA travel agency. Travel World puts together a package incorporating hotel, flights, ground transportation, a ND group activity, and leisure activities. 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**. Phone 678-521-2795 or e-mail at brooke@travelworldofcrosby.com.

Travel World 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. If you book within the package, **Travel World** 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**, 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 and should be uploaded to ND Blue Panda registration.

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 Blue Panda 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 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 2026 NLC conference registration fee has not been announced, but the early bird registration fee was \$195 in 2025. **Travel package costs determined by Travel World do not include the FBLA conference registration fee.**

Travel World will arrange air transportation. They will also arrange for ground transportation and arrange other fun-filled activities to nearby attractions. Ground transportation will be provided to/from the airport/hotel, and Travel World will complete check-in to the hotel and provide your room keys as they are available from the hotel. All travel group participants will participate in tours and activities in the San Antonio 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** throughout 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 San Antonio.

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 10, 2026**. 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 10, 2026.**

NLC DEADLINES

- **Yes/No Intention Form: Due April 10, 2026**
- **Blue Panda Submission Deadline: April 17, 2026**
(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 20, 2026**
(Only 1 payment deadline. No deposit deadline, just 1 final payment date. With the 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 2-3 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 2025, 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, they and all others we've quoted require a 25% deposit (~\$80,000-\$100,000+). 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:

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

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

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

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

Signed: _____

Parent Signature _____ Date _____

ND FBLA Dress Code

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) ☐ Heart Condition ☐ Diabetes ☐ Asthma ☐ Epilepsy ☐ Rheumatic Fever ☐ Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? ☐ No ☐ 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
Department of Career and Technical Education
Wayde Sick, State Director and Executive Officer
Jessica DeVaal, FBLA State Chairperson
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