



CONNECT



NORTH DAKOTA PBL

**This publication contains information and forms necessary to
operate a North Dakota PBL chapter for the 2015-2016 school year.**

North Dakota Phi Beta Lambda

Future Business Leaders of America-Phi Beta Lambda is the premier student, business organization. The mission of FBLA-PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA-PBL 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 which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work.

FBLA-PBL Creed:

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL Pledge:

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America-Phi Beta Lambda, and as an active member I shall strive to do my best to develop the qualities necessary in becoming a responsible business leader.



PREFACE

The 2015-2016 edition of the North Dakota PBL Chapter Handbook should replace any versions that were used in past years.

Members and advisers are reminded that this document contains only North Dakota PBL forms and North Dakota PBL competitive event regulations and procedures. Every chapter should have a copy of the Chapter Management Handbook published and distributed to active chapters by the national FBLA-PBL office. Each chapter should have received a new edition from the national office in the fall of 2015. If you do not have a copy of the National Chapter Management Handbook, contact the national FBLA-PBL office in Reston, Virginia, directly at 1-800-FBLA-WIN.

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

Changes to this edition:

- There have been changes made to the competencies and rating sheets of a number of events.
- A number of events have been removed from the North Dakota PBL competitive event program. This has been done to eliminate events that have had limited participation over the last several years and to promote more competition in the remaining events. Any events that were eliminated are still part of the national PBL competitive events program, and if members wish to participate in these events at the national level, a request can be made for a member to do so.
- Word Processing has been renamed Administrative Technology.
- Business Ethics will no longer require that a written synopsis be submitted.
- Business Law has been modified to eliminate the objective test and onsite case study. Instead, the topic is contained in this handbook and must be researched prior to the state conference.
- The rating sheet for the Local Chapter Annual Business Report has been updated to include the annual Program of Work.
- Future Business Educator has been modified to include the submission of a unit plan based on an announced topic. Students are to bring copies of unit plan, resume, application letter, and recommendation letter to the interview.
- Future Business Executive and Job Interview have been modified so that members no longer need to submit materials prior to the conference. Members are to bring the materials with them to the interview for the judges to review. **NOTE:** At the national level these events will have digitally uploaded materials prejudged, and competitors must bring paper copies of these materials to the interview
- Website Design has been modified and the use of templates is now prohibited.
- Students must bring their own computers for events, but projectors will now be supplied at the State Leadership Conference.
- Since the State Leadership Conference is being held in a hotel this year, there will be a limited number of computers available for online testing. Students are encouraged to bring their own laptops when possible, and they will be given the web address and password to log on in order to take the online test.

TABLE OF CONTENTS

GENERAL INFORMATION

Addresses to Send Dues, News, and to Seek Information	1
FBLA-PBL Calendar	2
FBLA-PBL National Information	3
PBL Advisers	4
PBL State Personnel	5
FBLA State Personnel.....	6
FBLA-PBL National Officers.....	7
FBLA-PBL Dress Code	8

46th ANNUAL PBL STATE LEADERSHIP CONFERENCE

North Dakota State Leadership Conference	9
North Dakota PBL Competitive Events	13
Deadline Checklist for State Leadership Conference	14
State Leadership Conference Tentative Agenda	15

NORTH DAKOTA PBL COMPETITIVE EVENTS GUIDELINES

Accounting Principles	19
Accounting for Professionals	20
Administrative Technology	22
Business Communication.....	24
Business Ethics	26
Business Law	29
Business Presentation	32
Businessperson of the Year	35
Client Service	36
Community Service Project.....	39
Computer Applications	43
Computer Concepts	45
Contemporary Sports Issues.....	46
Cyber Security.....	47
Desktop Publishing	48
Emerging Business Issues.....	51
Entrepreneurship Concepts	54
Financial Concepts.....	55
Financial Services	56
Future Business Educator	59
Future Business Executive.....	63
Help Desk.....	66
Honorary Membership in North Dakota PBL.....	69
Hospitality Management.....	70
Human Resource Management	73
Impromptu Speaking.....	76
Information Management	79
International Business.....	80
Job Interview	81
Justice Administration	84
Largest Local Chapter Membership	85
Largest Percentage of Increase in Local Chapter Membership.....	86
Largest Percentage of Retention in Local Chapter Membership	87
Local Chapter Annual Business Report	88

Macroeconomics	91
Management Analysis & Decision Making	92
Management Concepts	95
Marketing Analysis & Decision Making	96
Marketing Concepts	99
Microeconomics	100
Networking Concepts	101
Organizational Behavior & Leadership	102
Parliamentary Procedure	103
Personal Finance	106
Project Management	107
Public Speaking	108
Retail Management	111
Sales Presentation	112
Social Media Challenge	115
Sports Management and Marketing	118
Statistical Analysis	119
Web Site Design	120
Format Guide	125

FORMS

Pre-conference Tests Order Form	147
State Officer and State Parliamentarian Application	149
Who's Who in PBL Award	151
Adviser Length of Service Award Application	153
Outstanding Local Chapter Adviser Form	155
Honorary Membership or Businessperson of the Year Nomination	157
Special Needs Assistance Request	159
Competitive Event Registration	161
State Leadership Conference Registration	171
Hotel Registration	173
Meal Function Reservation Form	175
Event Entry Form	177
Largest Percentage of Retention in Local Chapter Membership Form	179

APPENDIX

State Chapter Constitution/Bylaws	181
National Leadership Conference Information	189
NLC Competitive Event Information	191

ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES: FBLA	\$ 6.00	STATE DUES: FBLA	\$4.00
PBL	10.00	PBL	10.00*
MIDDLE LEVEL	4.00	MIDDLE LEVEL	4.00
PROFESSIONAL	25.00		

***Students must belong to state and national PBL. Local dues may be assessed in addition to the \$10 North Dakota and \$10 national PBL dues. Total of \$20 state and national dues are to be mailed to the national office.**

State PBL dues of \$10 and national dues of \$10 (total of \$20—one check) should be sent directly to the national office using the online membership reporting process (www.fbلا-pbl.org/membership). The check is to be made **payable to FBLA-PBL, Inc. Both the check and membership forms are to be sent to nationals.** No dues are required of local chapter advisers. In order for the local chapter to receive the November issue of the *PBL Business Leader* dues **must be received** by October 20. You can add members at any time. *Mail dues to:*

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063

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

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
Phone: 703-860-3334
Toll Free: 1-800-325-2946
FAX: 703-758-0749
E-mail: membership@fbلا.org
Website: www.fbلا-pbl.org

State and national membership dues must be paid by February 19, 2016, to compete at SLC.

Web page for national FBLA-PBL:
www.fbلا-pbl.org

Schools wishing to form a PBL chapter should contact the state director for chapter application forms. They will mail their initial state and national dues to:

Kelly Scholl
FBLA-PBL State Director
ND Dept. of Career & Technical Education
600 East Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
Phone: (701) 328-2286
E-mail: kscholl@nd.gov

News for the *PBL Business Leader* should be mailed to:
FBLA-PBL National Publications
1912 Association Dr.
Reston, VA 20191-1591
communications@fbلا.org

FBLA-PBL Official Supplier: (contact for a catalog)

API
Attention: FBLA-PBL MarketPlace
4471 Nicole Drive
Lanham, MD 20706
1-866-325-2725
Fax: (301) 731-6101
Website: www.fbلاMarketPlace.com

Send **Professional Division** dues to:

FBLA-PBL, Inc.
Attention: Membership Department
1912 Association Drive
Reston, VA 20191-1591

NORTH DAKOTA PHI BETA LAMBDA 2015-2016 CALENDAR

November 6-7, 2015	National Fall Leadership Conference – Omaha, NE
November 15	American Enterprise Day
February 7-13, 2016	FBLA-PBL Week
February 12	Postmark deadline for ND PBL Bylaw amendment submissions
February 19	Postmark deadline for: State officer candidate applications National officer candidate applications— <u>sent to state office</u> Who's Who in PBL forms Adviser Length of Service forms
	Last day to postmark PBL state and national dues <i>Dues must be postmarked directly to national office in order to participate at State Leadership Conference.</i>
	Postmark deadline for PBL pre-conference test requests
March 18	Postmark deadline for: PBL competitive event registration forms PBL conference registration fees— <u>sent directly to fiscal agent</u> Outstanding Local Chapter Adviser nominations Businessperson of the Year & Honorary Membership nominations Special Needs Assistance Form Retention Award Forms Community Service Project Local Chapter Annual Business Report Website Development and Desktop Publishing materials/forms
	Postmark deadline to notify local chapters of proposed ND PBL Bylaw amendments
March 31	Hotel Reservations— <u>sent directly to hotel</u> (rooms in block will be released on 4-1-16)
April 1	Postmark deadline for: Completed PBL pre-conference tests Meal Function Form
April 15-16	PBL State Leadership Conference – Fargo
April 25	Deadline to <u>notify</u> state office of intent to compete at NLC
June 24 – 27	PBL National Leadership Conference – Atlanta, GA

FBLA-PBL National Information **Headquarters Staff**

Administration: Board of Directors liaison, finance and tax issues, corporate relations, and fundraising partners.

President/Chief Executive Officer	Jean Buckley	ceo@fbla.org	x 111
Executive Assistant	Elena Daly	eassistant@fbla.org	x 113
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Membership: Membership development, recruitment, and dues processing.

Director Marketing & Membership	Troy White	marketing@fbla.org	x 117
Membership Director	Lisa Frye Smothers	membershipdir@fbla.org	x 118
Dir.–PBL College/Univ. Relations	Thomas J. Payne	phibetalambda@fbla.org	x 127
Customer Service	Ashley Witherspoon	custserv@fbla.org	x 135

MarketPlace: Member, chapter, adviser, and officer resources; career and leadership development; and recruitment tools.

(866) 325-2725 www.fblamarketplace.com

Conferences: NLC, NFLC, Institute for Leaders; exhibits and speakers.

Conference Director	Richard Bowen	conferencedir@fbla.org	x 119
Conference Manager	Robert Smothers	conferencemgr@fbla.org	x 121

Education: National Awards Program, competitive events, educational programs, and partnerships.

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Education Manager	Stephen Lock	eduspecialist@fbla.org	x 129

Communications: In-house publications, public relations, advertising and web development.

Communications Manager	Laura Morgan	communications@fbla.org	x 120
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National Office Mailing Address

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1912 Association Drive
Reston, VA 20191-1591
Toll Free: 800-FBLA-WIN (325-2946)
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www.fbla-pbl.org

FBLA-PBL MarketPlace

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2015 – 2016 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

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Kelly Scholl, State Director Dept. of Career and Tech. Ed.	kscholl@nd.gov Office: (701-328-2286 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	
Linda Kuntz, Admin. Asst. Dept. of Career and Tech. Ed.	llkuntz@nd.gov Office: (701) 328-3174 Dept. of Career and Tech. Ed. 600 E. Boulevard, Dept. 270 Bismarck, ND 58505	
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2015 - 2016 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

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North Central Region VP	Kimberly Clark Missouri	pblncvp@fbla.org
Southern Region VP	Candace Grace Georgia	pblsrvp@fbla.org
Western Region VP	Mikayla Khrarov Arizona	pblwrvp@fbla.org

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Vice President	Kelly Scholl North Dakota Dept. of Career & Technical Education, ND	pdvp@fbla.org
Secretary/Treasurer	Kelvin Hill Baldwyn Public School, MS	pdst@fbla.org

FBLA-PBL Dress Code

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

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

Males

- Business suit with collared shirt, and necktie (shirts must be tucked in/belts must be worn if pants have loops)
- Sport coat, dress slacks, collared shirt and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes (no white socks)
- Dress socks and dress shoes (not sandals, work boots, or other shoes with heavy soles—dress cowboy boots are ok)

Females

- Business suit with blouse or sweater, sleeveless suit is appropriate (shirts must be tucked in/belts must be worn if pants have loops)
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes (closed or open toe)

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Tunics and leggings
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- Casual shoes – no sandals, flip flops, athletic shoes, work shoes, hiking boots, bare feet, or over-the-knee boots
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

CLARIFICATION: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses/suits are accepted.

OFFICIAL INFORMATION

46th Annual
PBL State Leadership Conference

April 15-16, 2016

Ramada Plaza Suites
Fargo, ND

All Forms in Forms Section



2016 ND PBL STATE LEADERSHIP CONFERENCE

“Connect”

The highlight of the year in North Dakota PBL is the State Leadership Conference, which will be held in Fargo, April 15-16, 2016. This exciting leadership conference provides members with many opportunities for leadership development, informative workshops, and an opportunity to participate in the competitive events program. Winners in the competitive events are eligible to compete at the National Leadership Conference in Atlanta, GA, June 24 – 27, 2016.

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

COMPETITIVE EVENT INFORMATION:

Members are allowed to compete in three (3) individual or team events. An exception will be made for members who are part of the presentation team for Community Service Project, which is a chapter event. Individuals and/or teams are responsible for providing their own laptops or any other equipment they may wish to utilize in performance events, with one exception--projectors will be provided by North Dakota PBL.

Objective tests will be taken online. Where noted in some event guidelines, students may bring their own financial calculators. Ties will be broken by comparing the performance of affected members on the last ten questions of the exam.

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

The **Community Service Project** and **Local Chapter Annual Business** reports are to be mailed to the designated place by the specified postmark date.

The **Future Business Executive**, **Future Business Educator**, and **Job Interview** application materials must be printed and brought to the interview in three separate, labeled folders. **NOTE:** This is a different process. These materials no longer need to be submitted ahead of time. Judges will review the materials after each interview.

SCHOOL-SITE TESTING:

Desktop Publishing, Financial Services, Help Desk, Hospitality Management, Human Resource Management, Management Analysis and Decision Making, Marketing Analysis and Decision Making, and Parliamentary Procedure objective tests will be taken online, at the school site, prior to the conference. One hour, excluding explanation time, will be allowed for the objective tests. All of these tests, **except Parliamentary Procedure**, are done **cooperatively** by all team members at only one computer per team. Instructions for administering the online testing will be sent to test administrators with the other preconference tests that are ordered.

Accounting for Professionals skill portion will be administered at the school. One hour will be allowed for the skills portion of the test. Prepared templates may be used for the skills portion of this event. **The objective test portion of this event will be taken at the State Leadership Conference.**

Computer Applications skills portion will be administered at the school. Participants should be prepared to complete problems in word processing, database, spreadsheets, presentations, and graphics. Two hours will be allowed for this test. **Desktop Publishing** objective portion will be administered at the school. This is an individual, or team of two, event. If working as a team consisting of two members, they will work cooperatively on the objective test. The Desktop

Publishing project must be submitted by the printed deadline. The topic for the Desktop Publishing project is printed in the ND PBL Handbook. **Word Processing** skills portion will be administered at the school. One hour will be allowed for the skills portion of the test. **The objective test portion of these events, with the exception of Desktop Publishing will be taken at the State Leadership Conference.**

The writing exercise for **Business Communication** will be administered at the school prior to the conference.

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

STATE OFFICER CANDIDATES:

Your chapter may have two state officer candidates. However, you may have several members applying for the Vice President of Operations position. Any member wishing to be considered for Vice President of Operations must complete an application and take the Parliamentary Procedure objective test prior to the conference. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest and who has completed an application form will be selected. All necessary information and forms needed to apply can be found in the forms section.

NATIONAL OFFICER CANDIDATES:

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

MEMBERSHIP:

Be certain all members attending the PBL State Leadership Conference have joined both the ND state and national PBL chapters. Dues--\$20 (\$10 state and \$10 national) must be paid to the national membership address by **February 19** in order for the member to attend. Membership will be checked with registration. Nametags will be checked at all events.

2015-2016 NORTH DAKOTA PBL COMPETITIVE EVENTS

Recognition Awards

Outstanding Local Chapter Adviser
Adviser Length of Service
DLT Outstanding Chapter*
Largest Local Chapter Membership
Largest Percentage of Increase in Local Chapter Membership
Largest Percentage of Retention in Local Chapter Membership*
Local Chapter Who's Who*
North Dakota Who's Who
State Officer Who's Who*
Businessperson of the Year
Honorary Membership*
Membership Achievement Award
Career & Membership Achievement Program (CMAP)
Chapter Challenge*

Chapter Events

Community Service Project#
Local Chapter Annual Business Report#

Team Events

Business Ethics#
Business Law#
Business Presentation#
Desktop Publishing#
Emerging Business Issues#
Financial Services#
Hospitality Management #
Human Resource Management#
Management Analysis & Decision Making #
Marketing Analysis & Decision Making #
Parliamentary Procedure#
Social Media Challenge#

Web Site Design#

Individual Events

Accounting Principles
Accounting for Professionals#
Administrative Technology#
Business Communication#
Client Service#
Computer Applications#
Computer Concepts
Contemporary Sports Issues
Cyber Security
Entrepreneurship Concepts
Financial Concepts
Future Business Educator#
Future Business Executive#
Help Desk#
Impromptu Speaking
Information Management
International Business
Job Interview#
Justice Administration
Macroeconomics
Management Concepts
Marketing Concepts
Microeconomics
Networking Concepts
Organizational Behavior & Leadership
Personal Finance
Project Management
Public Speaking
Retail Management
Sales Presentation#
Sports Management & Marketing
Statistical Analysis

*This is a North Dakota-only recognition.

#North Dakota guidelines for this event differ from national guidelines. Please check the national Chapter Management Handbook if competing in this event at the National Leadership Conference.

NOTE: Some team events can be entered as an individual rather than as a team. Check state guidelines.

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

PBL CALENDAR FOR 2016 STATE LEADERSHIP CONFERENCE

State Office Address	State and Nat'l Dues (\$20) Address	SLC Registration Fee Address
Kelly Scholl FBLA-PBL State Director Dept. of Career & Tech. Education 600 East Boulevard Ave., Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 FAX: 701-328-1255 e-mail: kscholl@nd.gov	Membership Dues FBLA-PBL P.O. Box 79063 Baltimore, MD 21279 <p style="text-align: center;">ONE CHECK</p> e-mail: membership@fbla.org	Beth Allen FBLA-PBL Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390 e-mail: ballen@ndffa.org

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

- February 12** Postmark deadline for submitting North Dakota PBL Bylaw Amendments
- February 19** Postmark deadline for:
- State officer candidate materials
 - National officer candidate materials—**sent to state office**
 - Who's Who in PBL forms due in state office. Every chapter has a winner. State PBL officers are **not** local chapter winners—they automatically receive award.
 - Adviser Length of Service forms
- Postmark deadline for:
- State and national dues of \$20--**sent directly to national office**
 - Pre-conference test requests
- March 1** Verification deadline for:
- Career, Membership, Achievement Program (CMAP) verification deadline —**Must be done online. State office will check national database to verify.**
- March 18** Postmark deadline for:
- Businessperson of the Year, Honorary Membership, and Outstanding Local Chapter Adviser Nominations
 - Retention Award Forms
 - Community Service Project
 - Local Chapter Annual Business Report
 - Registration fee for State Leadership Conference—**sent to fiscal agent**
 - Competitive event registration form
 - Website Development and Desktop Publishing materials/form
 - Special Needs Assistance form
 - Notify local chapters of proposed ND PBL Bylaws amendments
- March 31** Reservation deadline for:
- Hotel reservations—**sent directly to hotel** (block of rooms will be released on April 1)
- April 1** Postmark deadline for:
- Completed PBL pre-conference tests
 - Meal Function Form
- April 15-16** State Leadership Conference, Fargo
- April 25** Deadline to notify state office of intent to compete at NLC

2016 State Leadership Conference

Tentative Agenda

“Connect”

FRIDAY, APRIL 15 (Business Attire)

8:30	Registration
9:00 – 10:00	General Session I <i>Opening Session, Keynote Speaker, State Officer Candidate Speeches</i>
10:30 – 12:30	Testing Center Open
10:30 – 5:00	Presentation Events
11:30 – 12:15	Workshop
12:30 – 1:30	LUNCH: On Your Own
1:30 – 4:30	Testing Center Open
2:00 – 2:45	Workshop
3:00 – 5:00	Business Tour
6:00 – 7:30	Dinner and Speaker
8:00 – 12:00	Entertainment

SATURDAY, APRIL 16 (Business Attire)

8:00 – 9:00	Testing Center Open
8:00 – 11:00	Presentation Events
9:15 -10:00	General Session II <i>Business Meeting and Election of State Officers</i>
10:00 -10:45	Workshop
11:00	Awards Brunch
11:30	Awards of Excellence Program

COMPETITIVE EVENTS GUIDELINES



ACCOUNTING PRINCIPLES

Knowledge of accounting principles is essential in preparing for careers in business. This event provides recognition for PBL members who have an understanding of the basic principles of accounting and who give evidence of their knowledge in solving practical accounting problems.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not have had more than two semesters or four quarters of accounting instruction, with no intermediate accounting courses or advanced accounting courses.*
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

***Note Event Eligibility Requirements**

ACCOUNTING FOR PROFESSIONALS

Knowledge of accounting, tax, and auditing principles is essential to a successful career in the accounting profession. These concepts are also useful in business careers outside the accounting profession. This event provides recognition for PBL members who demonstrate a comprehensive understanding of accounting, tax, and auditing principles.

OVERVIEW

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

A one (1) hour objective test will be administered at the state conference based on the objective test competencies.

One (1) hour will be given for the production test. The production test will be administered at the home school prior to the state conference.

OBJECTIVE TEST COMPETENCIES

- accounts concepts, principles, terminology
- audit controls, evidence, procedures, and reporting
- cost accounting
- financial accounting and federal income tax
- financial statements and worksheets
- measurement and presentation of income and expense items
- measurement, valuation, realization/recognition
- not-for-profit and governmental accounting
- ownership structure and valuation of equity accounts
- presentation of assets and liabilities
- professional standards and ethics

PRODUCTION TEST COMPETENCIES

- financial statements
- bank reconciliation
- payroll
- trial balance
- journalizing
- depreciation
- adjusting/closing entries

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered at the state conference based on the objective test competencies.
- Participants may bring a financial calculator.

Production Test

- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.
- Students may bring prepared templates.
- No reference materials are allowed.
- Any accounting or spreadsheet software may be used.
- Calculators are not allowed on the production portion of the test.

JUDGING

- Objective tests will be machine graded. This test constitutes 50 percent of the final event score.
- Judging of the skill test will be based on printed copy. Documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of this event will constitute 50 percent of the final event score.
- In case of a tie, the production test will be used to break the tie.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

ADMINISTRATIVE TECHNOLOGY—formerly named Word Processing

A high level of document production skill is a necessity for employees in productive offices. This event recognizes PBL members who demonstrate that they have acquired document production proficiency beyond the entry level.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all parts to be eligible to win an award.

A one (1) hour objective test will be administered at the state conference based on the objective test competencies.

One (1) hour will be given for the production test. The production test will be administered at the home school prior to the state conference.

OBJECTIVE TEST COMPETENCIES

- basic computer concepts
- document formatting rules
- grammar, punctuation, spelling, and proofreading
- word processing applications

PRODUCTION COMPETENCIES

- production of all business forms
- letters
- memorandums
- tables
- reports
- statistical reports
- materials from rough draft
- unarranged copy

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

Skills Test

- A Format Guide has been developed to be used as a guide for skill events that require word processing of documents. All documents must be prepared according to the style in the Format Guide.
- The following reference materials are allowed at the test site: dictionaries and the Format Guide.
- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for PBL members who demonstrate competencies in writing, speaking, and listening concepts.

OVERVIEW

This event consists of two (2) parts: an objective test and a writing sample. Participants are required to complete both parts to be eligible to win an award.

OBJECTIVE TEST COMPETENCIES

- mechanics of appropriate business English
- format and appropriateness of business messages
- format and style differences with international communications
- listening, oral, and nonverbal concepts

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one-hour objective test will be administered based on the previously listed competencies.
- Electronic devices must be turned off and out of sight
- Each participant must complete a writing exercise at their home school prior to the State Leadership Conference. No reference materials may be used. The writing exercise must be done on a computer using a word processing program. Thirty (30) minutes will be allowed for this portion of the event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL BUSINESS COMMUNICATION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Position is clearly stated and consistently maintained. Clear reference(s) to the issue(s) are stated	0	1–5	6–10	11–15	
Information provided clearly supports the position; evidence is sufficient	0	1–5	6–10	11–15	
Organization and structure of the exercise is clearly developed	0	1–5	6–10	11–15	
Readability—use of headings and transitions	0	1–3	4–7	8–10	
Tone is consistent and enhances persuasiveness or is convincing	0	1–5	6–10	11–15	
Organization					
Writing style	0	1–3	4–7	8–10	
Mechanics including punctuation, spelling, and capitalization are correct	0	1–7	8–14	15–20	
Total Writing Sample Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS ETHICS—Modified

Ethical decision-making is essential in the business world and the workplace. Often, employees must make decisions that are not just about what is right or wrong, but rather clarifying vague choices. This event requires students to organize adequately and deliver a presentation effectively as a team. They should demonstrate critical thinking skills through the careful analysis of the various ethical dimensions that are present in their case study. The case studies are based on real-life situations.

OVERVIEW

Participants are expected to research a real case prior to the conference and be prepared to present their findings and solutions at the State Leadership Conference.

The content of the presentation must include good oral communication skills, group collaboration, and critical thinking and analysis. In addition, students will thoroughly research and present their findings.

Participants will be expected to answer judges' questions on their presentations.

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may enter one (1) team comprised of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

2016 STATE LEADERSHIP CASE STUDY

The 2016 case study topic is:

What public relations policy should companies adopt when dealing with a cyber security breach?

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

PROCEDURES

- Participants are expected to research a real case prior to the conference and be prepared to present their findings and solutions.
- Student members, not advisers, must prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, etc.).
- Teams will be permitted to bring prepared notes.
- Books, other bound materials, and props are not allowed.
- Equipment may not be used.

Performance

- The team has seven (7) minutes to present.
- One (1) member should introduce the team and describe the ethical situation. All team members must participate in the presentation.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL BUSINESS ETHICS

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-3	4-7	8-10	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Quality of research	0	1-3	4-7	8-10	
Comments					
Delivery					
Statements are well organized and clearly stated, appropriate business language used	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members actively participate in the presentation	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS LAW—Modified

This event provides recognition for PBL members who possess familiarity with those specific legal areas that most commonly affect personal and business relationships.

OVERVIEW

Participants are expected to research a real case prior to the conference and be prepared to present their findings and solutions at the State Leadership Conference.

The content of the presentation must include good oral communication skills, group collaboration, and critical thinking and analysis. In addition, students will thoroughly research and present their findings.

Participants will be expected to answer judges' questions on their presentations.

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)
- answer questions effectively (when applicable)

ELIGIBILITY

- Each local chapter may enter one (1) team comprised of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

2016 STATE LEADERSHIP CASE STUDY

The 2016 case study topic is:

Research a court case regarding age discrimination in the workplace and analyze the findings.

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

PROCEDURES

- Participants are expected to research a real case prior to the conference and be prepared to present their findings and solutions.
- Student members, not advisers, must prepare the presentation.
- Facts and working data must be cited and be secured from quality sources (peer review docs, legal docs, etc.).
- Teams will be permitted to bring prepared notes.
- Books, other bound materials, and props are not allowed.
- Equipment may not be used.

Performance

- The team has seven (7) minutes to present.
- One (1) member should introduce the team and describe the ethical situation. All team members must participate in the presentation.
- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL BUSINESS LAW

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Legal issues are understood and well defined	0	1-3	4-7	8-10	
Applicable legal rules are set forth clearly and correctly	0	1-7	8-14	15-20	
The facts favorable to the presenter's interests are clearly discussed, analyzed, and applied to the applicable legal rules	0	1-5	6-10	11-15	
Arguments unfavorable to the presenter's interests are anticipated and analyzed	0	1-5	6-10	11-15	
A likely outcome is predicted and based on case analysis	0	1-3	4-7	8-10	
Comments					
Delivery					
Statements are well organized and clearly stated; appropriate business language is used	0	1-3	4-7	8-10	
Participants demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS PRESENTATION

Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for PBL members who demonstrate the ability to deliver an effective business presentation while using presentation technology.

OVERVIEW

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

201 STATE LEADERSHIP TOPIC

The topic to be developed in this presentation and used for competition at the 2016 State Leadership Conference and National Leadership Conference will be:

Give a presentation to a group of executives on the benefits of LinkedIn to grow businesses through human resource development and increased customer awareness.

The presentation will be developed prior to the State Leadership Conference and will be used when giving the business presentation.

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

PROCEDURES

- Student members, not advisers, must prepare the presentation.
- The participants must use a presentation software program as an aid in delivering the business presentation.
- Any photographs, texts, trademarks, or names used on the presentation must be supported by proper documentation and approvals.
- The following will be provided: screen, power, table, and projector. Participants that will be utilizing Apple products or other devices that do not have a VGA port will need to provide their own adapters.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Competitors are responsible for bringing a copy of their project to show to the judges.

- The individual or team must perform all aspects of the presentation (e.g., speaking, setup, operating equipment). Other members of the chapter may not provide assistance.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items.
- The individual or team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
- Visual aids and samples related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees who are not performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL BUSINESS PRESENTATION

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-2	3-4	5	
Effectively uses a variety of program features such as text, graphics, and transitions.	0	1-3	4-7	8-10	
Quality of design is professional; design elements are appropriate for a business presentation; e.g., color choice, font style and size, and so forth	0	1-3	4-7	8-10	
Technology is effectively integrated into overall presentation	0	1-26	6-10	11-15	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Comments					
Organization					
Topic adequately developed	0	1-2	3-4	5	
Logical sequence of ideas	0	1-2	3-4	5	
Accomplished purpose	0	1-2	3-4	5	
Comments					
Delivery					
Presentation and statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESSPERSON OF THE YEAR

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

OVERVIEW

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

ELIGIBILITY

Each chapter may nominate one (1) person for the Businessperson of the Year. Nominees must be members of the business sector, not students or educators.

PROCEDURES

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

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

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

JUDGING

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

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

CLIENT SERVICE

This event provides members with an opportunity to develop and demonstrate skills in interacting with internal and external clients to provide an outstanding client service experience. The client service consultant engages clients in conversations regarding products, handles inquiries, problem solving, and uncovers opportunities for additional assistance. Participants develop speaking ability and poise through presentation as well as critical thinking skills.

OVERVIEW

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- This role play event requires the competitor to provide customer service to a client (judges).
- Ten (10) minutes before the performance, each participant will receive the scenario.
- Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and performance of the case. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The participant has five (5) minutes to interact with a panel of judges and demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation. This is a role-play event.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

The presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL CLIENT SERVICE

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Scenario is understood and well defined	0	1-5	6-10	11-15	
Participant's position is clearly stated	0	1-5	6-10	11-15	
Effective solution is offered	0	1-5	6-10	11-15	
Comments					
Delivery					
Statements are well organized and clearly stated	0	1-5	6-10	11-15	
Participant displays empathy/diplomacy when responding to situation	0	1-2	3-4	5	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates ability to effectively ask and answer questions effectively	0	1-5	6-10	11-15	
Participant actively interacts with judges	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMMUNITY SERVICE PROJECT

This event recognizes PBL chapters that successfully implement community service projects to serve the citizens of their community.

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete both parts.

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report. Include:

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

All teams will be scheduled for a performance. Performances should describe the project completed. Specifically, the performance should address the community served, member involvement, and results of the project.

PROJECT COMPETENCIES

- arrange report logically and in proper business style
- demonstrate good written communication skills
- describe project development and implementation

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- All active local chapters may submit one report of their activity.
- Members (up to three) representing their chapter in the oral presentation portion of this event may compete in three other events.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

I. Report

A. General

- Student members, not advisers, must prepare reports.
- One (1) copy of the written project must be sent to the designated place by the deadline date.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Penalty points will be given if the written project does not adhere to the report cover and report contents guidelines.

B. Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx–xx)
- All reports must be bound (e.g., tape binding, spiral binding).

C. Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be printed on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 15 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

II. Performance

- Five minutes (5) will be allowed to set up equipment or presentation items.
- The following will be provided: screen, power, table, and projector. Participants that will be utilizing Apple products or other devices that do not have a VGA port will need to provide their own adapters.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will evaluate the reports and the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL COMMUNITY SERVICE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1-5	6-10	11-15	
Planning and development of project	0	1-5	6-10	11-15	
Implementation of project	0	1-5	6-10	11-15	
Impact and benefits to the community	0	1-8	9-18	19-25	
Evidence of publicity	0	1-2	3-4	5	
Comments					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet	0	1-3	4-7	8-10	
Creativity of the written presentation and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 m
Penalty Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
Total Points					/100 m

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL COMMUNITY SERVICE PROJECT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Appropriate level of chapter member involvement in the project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Effective student evaluation of project	0	1-2	3-4	5	
Comments					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	10-15	
Demonstrates self-confidence, poise, assertiveness, and good diction	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score (add total points and reports score)					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision making skills. This event provides recognition for PBL members who can efficiently demonstrate computer application skills.

OVERVIEW

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

A one (1) hour objective test will be administered at the state conference based on the objective test competencies.

Two (2) hours will be given for the production test. The production test will be administered at the home school prior to the state conference. Calculators are not allowed on the production portion of the test.

OBJECTIVE TEST COMPETENCIES

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

PRODUCTION COMPETENCIES

- creating a database and applying various functions
- creating a spreadsheet and applying various functions
- preparing text slides with graphics
- bar, line, pie, exploded pie, and stacked bar business graphics
- word processing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

Production Test

- Documents produced must be prepared by the PBL competitors without help from the adviser or any other person.
- A Format Guide has been developed to be used as a guide for skill events that require word processing of documents. All documents must be prepared according to the style in the Format Guide.

- Results will be based on mailable copy and the Format Guide.
- The following reference materials are allowed at the test site: dictionaries and the Format Guide.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.

COMPUTER CONCEPTS

Understanding of computers is integral to the successful operation of business. This event provides recognition for PBL members who understand the basic principles involved in computer technology.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

CONTEMPORARY SPORTS ISSUES

This event provides recognition for PBL members who understand and demonstrate knowledge about the current principles and issues of the dynamic sports industry both in this country and internationally.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

- finance and economics in sports industry
- sports consumer behavior
- international sports
- legal considerations
- professional sports
- sociological aspects of sports
- public relations
- sports facility and event management
- intercollegiate athletics
- sports management and marketing
- sport tourism

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

CYBER SECURITY

With the increased use of the Internet for browsing, researching, information gathering, and e-commerce, information and cyber security has become a growing concern for businesses throughout our global economy. This event recognizes PBL members who understand security needs for technology.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

DESKTOP PUBLISHING

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to PBL members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

OVERVIEW

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

A one (1) hour objective test will be administered at the home school prior to the state conference based on the competencies listed. This is a collaborative test.

The prejudged publication is developed based on the topic listed below and must be submitted prior to the conference by the deadline date.

OBJECTIVE TEST COMPETENCIES

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

PRODUCTION COMPETENCIES

- documents address topic and are appropriate for the audience
- required information is effectively communicated
- graphics, text treatment, and special effects show creativity and cohesiveness of design
- appropriate selection of fonts and type sizes
- overall layout and design is creative and appealing
- final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea

ELIGIBILITY

- For number of teams that may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each entry must be created by an individual or a team of two (2) individuals. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

- Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

2016 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be addressed and developed for competition at the 2016 SLC and NLC will be:

You have been hired by a local company, Purity, as a design consultant. The company sells all natural and eco-friendly personal care products. You have been contracted to develop a logo for the company and also develop marketing materials that could be utilized in a digital and traditional paper format. The marketing package is to include a company logo, ½ page advertisement, brochure, and poster.

PROCEDURES

Objective Test

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight
- Team members will take the objective test collaboratively.

Production Problem

- Participants may use any desktop publishing software to complete the project.
- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.
- The finished product must be submitted in color.
- Refer to copyright guidelines found in the Format Guide.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL DESKTOP PUBLISHING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Output effectively meets goals of the project	0	1-5	6-10	11-15	
Content appropriately addresses the intended target audience	0	1-3	4-7	8-10	
All pieces show a cohesive tie to one another	0	1-2	3-4	5	
Clear connection to theme throughout materials	0	1-3	4-7	8-10	
Included all information required in project instructions	0	1-3	4-7	8-10	
Comments					
Use of Software Features					
Appropriate font selection and application (including size, spacing, type, etc.)	0	1-2	3-4	5	
Effective use of special effects (including drop cap, shadow, reverse type, watermark, etc.)	0	1-2	3-4	5	
Appropriate use of technology to enhance design and accomplish project goals	0	1-3	4-7	8-10	
Comments					
Layout					
Effective use of margins, columns, and white space	0	1-2	3-4	5	
Appropriate selection, placement, and manipulation of graphics	0	1-2	3-4	5	
Applied appropriate alignment, text wrapping, indenting, and bullets	0	1-2	3-4	5	
Overall design impact is appealing and relates to target audience	0	1-5	6-10	11-15	
Comments					
Subtotal					/100 max.
Penalty Deduct two (2) points for each spelling, grammatical, capitalization, or typographical error					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

EMERGING BUSINESS ISSUES

This event provides PBL members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. The event is based on team rather than individual participation. In addition to learning research skills, team participants develop speaking ability and poise through oral presentations.

OVERVIEW

This event consists of a presentation for the topic listed taking the affirmative and negative argument.

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries will be a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

2016 STATE AND NATIONAL TOPIC

The topic to be developed in this presentation submitted for competition at the 2016 State Leadership Conference will be:

Many companies use the Cloud for business purposes. Hackers use ransomware infections for encrypting billions of documents. These hackers then demand hundreds or thousands of dollars to provide the key that unscrambles files so companies can regain access to them.

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

PROCEDURES

- Each team's presentation must be the result of its own independent work. Facts and working data may be secured from any source. The student members, not advisers, must prepare presentations. All members of the team must participate in the advance research of the topic and in the actual presentation.
- Participants will be expected to research the topic prior to the conference and be prepared to present both the affirmative and negative arguments.
- Teams will be permitted to bring prepared notes of any type to the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams will have seven (7) minutes to present both sides of the case. All team members are expected to actively participate in the performance.
- Teams should introduce themselves, describe the situation, present both the affirmative and negative side of the topic, make their recommendations, and summarize their case.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of the event.

JUDGING

Presentations will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL EMERGING BUSINESS ISSUES

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Understanding of issue/topic	0	1-3	4-7	8-10	
Comments:					
Affirmative Argument					
Flow and logic of content	0	1 - 2	3 - 4	5	
Quality of Evidence	0	1-3	4-7	8-10	
Persuasiveness	0	1-3	4-7	8-10	
Relevance of argument	0	1-3	4-7	8-10	
Comments:					
Negative Argument					
Flow and logic of content	0	1 - 2	3 - 4	5	
Quality of Evidence	0	1-3	4-7	8-10	
Persuasiveness	0	1-3	4-7	8-10	
Relevance of argument	0	1-3	4-7	8-10	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
All team members actively participate in the presentation	0	1-2	3-4	5	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	/100 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

ENTREPRENEURSHIP CONCEPTS

Owning and managing a business is the goal of many Americans. This event recognizes PBL members who demonstrate the knowledge and skills needed to establish and manage a business.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

FINANCIAL CONCEPTS

Social, political, legal, and technical aspects of financial development and management are essential elements for contemporary study in business finance. This event provides recognition for PBL members who understand financial models and techniques used in reaching effective financial decisions.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

FINANCIAL SERVICES

Understanding how different types of financial services institutions work is important to successful business ownership and management. This event provides recognition for PBL members who can demonstrate knowledge and understanding of the skills necessary in the general operations of various components of the financial services industry.

OVERVIEW

This event consists of two (2) parts: an objective test and a role play. Participants are required to complete both parts.

A one-hour objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

A role play case study will be given. All the questions raised in the case must be addressed during the oral presentation.

OBJECTIVE TEST COMPETENCIES

- concepts and practices
- government regulations
- basic terminology
- impact of technology on services
- types and differences between the various types of institutions
- ethics
- taxation
- careers in financial services

PERFORMANCE OBJECTIVES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be submitted to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.

- Electronic devices must be turned off and out of sight.
- Financial calculators may be used on the objective test.
- All teams will be scheduled for a performance.

Role Play Problem

- The event will consist of an interactive role play situation that may include ethics, government regulations, types of institutions, technology, etc.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The individual or team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL FINANCIAL SERVICES

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1-7	8-14	15-20	
Comments					
Delivery					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-3	4-7	8-10	
Participants demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FUTURE BUSINESS EDUCATOR—Modified

This event honors outstanding PBL members who demonstrate teaching potential, leadership qualities, and evidence of knowledge and skills essential for successful careers in teaching business and/or marketing subjects.

OVERVIEW

This event consists of multiple components: submission of a cover letter, a resume (not to exceed two pages), submission of a recommendation from an educator attesting to potential teaching abilities, submission of a unit plan, an interview, and a lesson presentation. Participants are required to complete all parts to be eligible to win an award.

The cover letter, resume, letter of recommendation, and unit plan must be taken to the interview at SLC in three (3) folders labeled with the event title, competitor's name, and school. The materials will be left with the judges.

Each participant will be scheduled for an interview/lesson presentation. Ten minutes will be allotted for the interview, ten minutes will be allotted to prepare for the lesson, and five minutes will be allotted for the lesson presentation.

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

- A cover letter, résumé (not to exceed two pages), letter of recommendation, and unit plan must be taken to the interview at SLC in three (3) folders labeled with the event title, competitor's name, and school. The materials will be left with the judges. These materials must support an application for a teaching position for which the participant will be qualified upon completion of the current academic program.
- A letter of recommendation from an educator attesting to the participant's potential teaching ability.
- The unit plan should include: objective, lesson content (time for each activity), instructional events, assessment, resources, and alignment to NBEA standards. ***For the 2016 SLC, create a unit plan for an Introduction to Business course that would cover basic economic concepts. The plan should include pre-assessments, assessments, activities, and other ancillary materials that may be needed. Assessments must be original in nature and not copied from published textbook materials. Each item must be clearly labeled.***

- The participants may use technology to present the lesson.
- Participants must provide their own computer and adapter (if needed for use with an Apple Computer or device that does not have a VGA port). The following will be provided: screen, power, table, and projector.
- Student members, not advisers, must prepare the résumé and unit plan.
- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Judges will receive a copy of each participant's application materials and unit plan. These materials will be left with the judges.
- Each participant will be scheduled for an interview/lesson presentation. Ten minutes will be allotted for the interview, ten minutes will be allotted to prepare for the lesson, and five minutes will be allotted for the lesson presentation.
- Props or items needed to present the lesson may be brought into the room, but may not be left with the judges.
- The interview and lesson presentation is not open to conference attendees.

JUDGING

The materials, interview, and lesson presentation will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL FUTURE BUSINESS EDUCATOR

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and attitude	0	1-3	4-7	8-10	
Demonstrates self-confidence, initiative, and assertiveness	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-2	3-4	5	
Demonstrates professionalism	0	1-2	3-4	5	
Leadership Ability					
Explains participation and leadership in PBL	0	1-2	3-4	5	
Explains participation in other school and/or community organizations	0	1-2	3-4	5	
Explains and shows areas of outstanding achievement	0	1-2	3-4	5	
Indicates understanding of career knowledge and career plans	0	1-2	3-4	5	
Shows evidence of skills for teaching business	0	1-3	4-7	8-10	
Application Materials					
Effective application materials (résumé and letter of application)	0	1-3	4-7	8-10	
Effective Unit Plan	0	1-3	4-7	8-10	
Subtotal	/75 max.				
Penalty Deduct five (5) points for failure to fully follow the guidelines.					
Final Score	/75 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL FUTURE BUSINESS EDUCATOR

Lesson Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Lesson Presentation					
Knowledge of subject matter	0	1-3	4-7	8-10	
Material presented based on meeting objectives of the lesson	0	1-3	4-7	8-10	
Quality of the lesson delivery	0	1-3	4-7	8-10	
Teaching methods used were appropriate for audience and subject	0	1-3	4-7	8-10	
Expectation of students was reasonable	0	1-2	3-4	5	
Material presented at the appropriate level for audience	0	1-2	3-4	5	
Lesson was interesting, motivating, and/or creative	0	1-3	4-7	8-10	
Demonstrates professionalism	0	1-3	4-7	8-10	
Unit Plan					
Preliminary information (subject, date, unit topic, grade level, teacher)	0	1-2	3-4	5	
Identification of state/national/industry standards being met through unit	0	1-2	3-4	5	
Behavioral objective	0	1-3	4-7	8-10	
Unit content (include estimated amount of time for each lesson)	0	1-3	4-7	8-10	
Instructional events identified	0	1-3	4-7	8-10	
Resources and materials needed are identified	0	1-2	3-4	5	
Unit summary (evaluation of students and lessons)	0	1-3	4-7	8-10	
Subtotal					/125 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/125 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FUTURE BUSINESS EXECUTIVE—Modified

The event honors outstanding PBL members who have demonstrated leadership qualities, participation in PBL, executive potential, and evidence of knowledge and skills essential for successful careers in business.

OVERVIEW

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

The resume and cover letter must be taken to the interview at SLC in three (3) folders labeled with the event title, competitor's name, and school. The materials will be left with the judges.

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

I. Cover Letter and Resume

- Cover Letter: Participants will apply for a position at a company of their choice.
- Resume: List your work/volunteer experience and acquired skills. Resumes should be brief, not exceeding two pages. Photographs are not allowed.
- The resume and cover letter must be taken to the interview at SLC in three (3) folders labeled with the event title, competitor's name, and school. The materials will be left with the judges.
- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the letters of application, resumes, and job application.

II. Interview

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

JUDGING

The materials and interview will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place award winners, or alternates, are eligible to compete at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL FUTURE BUSINESS EXECUTIVE

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a professional attitude	0	1–2	3–4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Demonstrates a proper greeting, introduction, and closing	0	1–2	3–4	5	
Demonstrates professionalism	0	1–3	4–7	8–10	
Comments					
Leadership Ability					
Explains participation and leadership in PBL	0	1–5	6–10	11–15	
Explains participation in other school and/or community organizations	0	1–3	4–7	8–10	
Explains and shows areas of outstanding achievement	0	1–3	4–7	8–10	
Indicates understanding of career field and outlines career plans	0	1–5	6–10	11–15	
Comments					
Application Materials					
Effective application materials (résumé, letter of application, job application)	0	1–5	6–10	11–15	
Comments					
Subtotal					/100 max.
Penalty Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HELP DESK

The ability to provide technical assistance to the users of computer hardware and software is essential to the success of any organization and its continued operation. This event provides recognition for PBL members who demonstrate an understanding of and ability to provide technical assistance to end users.

OVERVIEW

This event consists of two (2) parts: an objective test and a role play. Participants are required to complete both parts.

A one-hour objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

A role play case study will be given. All the questions raised in the case must be addressed during the oral presentation.

OBJECTIVE TEST COMPETENCIES

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Electronic devices must be turned off and out of sight.

- All competitors will be scheduled for a performance.

Role Play Problem

- An interactive role-play scenario will be given based on customer service in the technical field.
- Ten (10) minutes before the performance, each participant will receive the scenario.
- Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and performance of the scenario. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The participant has five (5) minutes to interact with a panel of judges and demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation; refer to the case for specifics. This is a role-play event.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.
- The performance is open to conference attendees, except performing participants of the event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL HELP DESK

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Problem Identification					
Describes the situation(s)	0	1-3	4-7	8-10	
Problem/incident properly documented	0	1-3	4-7	8-10	
Issues a solution or recommendation(s), resolved problem	0	1-5	6-10	11-15	
Comments					
Technology					
Basic hardware/software knowledge, used correct terminology	0	1-2	3-4	5	
Demonstrates ability to effectively answer client's technical questions	0	1-3	4-7	8-10	
Meets the needs of the client/customer	0	1-3	4-7	8-10	
Demonstrates troubleshooting skills and effective investigative methods	0	1-3	4-7	8-10	
Comments					
Delivery Skills					
Statements are well organized and clearly stated; appropriate business language used	0	1-2	3-4	5	
Demonstrates self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Demonstrates conflict resolution skills	0	1-2	3-4	5	
Brings to closure	0	1-2	3-4	5	
Comments					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HONORARY MEMBERSHIP IN NORTH DAKOTA PBL

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

OVERVIEW

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

ELIGIBILITY

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

REGULATIONS

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

PROCEDURES

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

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

JUDGING

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

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

HOSPITALITY MANAGEMENT

Hospitality is an important aspect of business and society. This area includes involvement in the hotel, restaurant, and tourism industry. This event provides recognition to PBL members who have the ability to help other people enjoy both leisure and business travel and events.

OVERVIEW

This event consists of two (2) parts: an objective test and a role play. Participants are required to complete both parts.

A one-hour objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

A role play case study will be given. All the questions raised in the case must be addressed during the oral presentation.

OBJECTIVE TEST COMPETENCIES

- current industry trends
- customer expectations
- environmental and global issues
- financial management and budgeting
- human resources
- legal issues
- marketing concepts
- operations and management functions

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Electronic devices must be turned off and out of sight.

- All teams will be scheduled for a performance.

Role Play Problem

- The event will consist of an interactive role play situation that may include financial management, operations, human resources, customer expectations, legal, environmental issues, etc.
- Twenty (20) minutes before performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- The individual or team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- Participants should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL HOSPITALITY MANAGEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-3	4-7	8-10	
Comments					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participants demonstrate self-confidence, poise, and good voice projection	0	1-5	6-10	11-15	
Demonstrates the ability to effectively answer questions	0	1-5	6-10	11-15	
Comments					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HUMAN RESOURCE MANAGEMENT

Managing human resources is an important aspect of the business world. Planning is necessary to ensure and anticipate future personnel needs and to secure the needs and rights of the people resources. This event recognizes PBL members who understand the techniques and skills involved in human resource management.

OVERVIEW

This event consists of two (2) parts: an objective test and a role play. Participants are required to complete both parts.

A one-hour objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

A role play case study will be given. All the questions raised in the case must be addressed during the oral presentation.

OBJECTIVE TEST COMPETENCIES

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Electronic devices must be turned off and out of sight.
- All teams will be scheduled for a performance.

Role Play Problem

- The event will consist of an interactive role play situation that may include training, staffing, benefits, labor relations, and government regulations.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- Participants should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL HUMAN RESOURCE MANAGEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-3	4-7	8-10	
Comment					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Demonstrates self-confidence, poise, and good voice projection	0	1-5	6-10	11-15	
Demonstrates the ability to effectively answer questions	0	1-5	6-10	11-15	
Comment					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

IMPROMPTU SPEAKING

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes PBL members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

OVERVIEW

Participants will be given a topic related to one or more of the following: FBLA-PBL Goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics. The goals include:

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

- Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
- Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation.
- Each speech should be four (4) minutes in length.
- A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL IMPROMPTU SPEAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Memorable central theme stated and repeated	0	1-2	3-4	5	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Comments					
Organization					
Immediate introduction of topic	0	1-3	4-7	8-10	
Strong support (body) for topic	0	1-3	4-7	8-10	
Effective and memorable conclusion	0	1-3	4-7	8-10	
Comments					
Delivery					
Extemporaneous delivery; e.g. not merely read from the notes	0	1-5	6-10	11-15	
Effective posture, body language, eye contact, and gestures	0	1-3	4-7	8-10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1-3	4-7	8-10	
Presentation is sincere, interesting, creative, and convincing	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

INFORMATION MANAGEMENT

Information is a fundamental resource of a business organization. Employees must understand the impact of technology on the efficient processing of information. This event provides recognition for PBL members who demonstrate knowledge in the areas of information management, decision making, human relations, and time management.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- resource management (human, financial, data)
- telecommunications and networking technology
- decision making
- E-business systems
- business communications
- ethics
- human relations

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

INTERNATIONAL BUSINESS

This event recognizes PBL members who demonstrate knowledge of the basic principles of management, marketing, and economics of international business.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

JOB INTERVIEW—Modified

This event recognizes PBL members who demonstrate proficiency in applying for employment in business.

OVERVIEW

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

The resume and cover letter must be taken to the interview at SLC in three (3) folders labeled with the event title, competitor's name, and school. The materials will be left with the judges.

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

I. Cover Letter and Resume

- Cover Letter: Participants will apply for a position at a company of their choice. The job must be one for which the competitor is now qualified, or for which he/she will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.
- Resume: List your work/volunteer experience and acquired skills. Resumes should be brief, not exceeding two pages. Photographs are not allowed.
- The resume and cover letter must be taken to the interview at SLC in three (3) folders labeled with the event title, competitor's name, and school. The materials will be left with the judges.
- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the letters of application, resumes, and job application.

II. Interview

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

JUDGING

The materials and interview will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL JOB INTERVIEW

Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates appropriate nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1–2	3–4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1–2	3–4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1–3	4–7	8–10	
Demonstrates professionalism	0	1–2	3–4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1–5	6–10	11–15	
Connects previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1–5	6–10	11–15	
Possess knowledge about the position and career field	0	1–3	4–7	8–10	
Demonstrates effective communication skills and uses appropriate grammar.	0	1–5	6–10	11–15	
Participant asks questions that demonstrate interest in organization and understanding of position	0	1–2	3–4	5	
Application Materials					
Effectiveness of application materials (résumé, letter of application, and job application)	0	1–5	6–10	11–15	
Subtotal					/100 max.
Penalty Deduct five (5) points in preliminary round if materials received late.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

JUSTICE ADMINISTRATION

This event provides recognition for PBL members who can identify, understand, and demonstrate knowledge about general criminal justice concepts.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- corrections and alternative sanctions
- courts and adjudication
- juvenile justice system
- nature of crime, law, and criminal justice
- police and law enforcement
- basic concepts

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

LARGEST LOCAL CHAPTER MEMBERSHIP

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

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

STATE AWARDS

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

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

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

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

STATE AWARDS

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

LARGEST PERCENTAGE OF RETENTION IN LOCAL CHAPTER MEMBERSHIP (North Dakota Only Event)

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

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

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

STATE AWARDS

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

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This award recognizes PBL chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

OVERVIEW

The report should include the chapter's annual business; follow the rating sheet sequence in writing the report. Projects used for other PBL reports may be included.

REPORT COMPETENCIES

- arrange report logically and in proper business style
- demonstrate effective written communication skills
- describe project development and implementation
- explain local chapter organization and characteristics of chapter
- document productivity and recognition of chapter

ELIGIBILITY

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

PROCEDURES

I. General

- Student members, not advisers, must prepare reports.
- One (1) copy of the written report must be sent by the designated place by the deadline date.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Reports submitted for competition become the property of FBLA-PBL, Inc. These reports may be used for publication and/or reproduced for sale by the national association and will not be returned.
- Penalty points will be given if the written report doesn't adhere to the report cover and report content guidelines.
- This event is prejudged prior to the State Leadership Conference.

II. Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx).
- All reports must be bound (e.g., tape binding, spiral binding).

III. Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 15 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

The first and second place winning projects may be submitted for competition at the PBL National Leadership Conference.

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Introduction					
“State of the Chapter” remarks to current members by chapter president <ul style="list-style-type: none"> • Number of members • Size of school and community 	0	1–3	4–7	8–10	
Comments:					
Activities to Benefit Chapter and Its Members					
Program of Work	0	1–2	3–4	5	
Recruitment activities	0	1–2	3–4	5	
Leadership development	0	1–2	3–4	5	
Career exploration and preparation	0	1–2	3–4	5	
Business partnerships	0	1–2	3–4	5	
Chapter fundraising	0	1–2	3–4	5	
Public relations activities and chapter publicity	0	1–2	3–4	5	
Comments:					
Activities to Benefit Other Individuals and Organizations					
State and national projects	0	1–3	4–7	8–10	
Other community service projects	0	1–3	4–7	8–10	
Comments:					
Conferences and Recognition					
Participation in PBL conferences	0	1–3	4–7	8–10	
Other chapter and individual recognitions earned	0	1–2	3–4	5	
Competitive event winners and participants	0	1–2	3–4	5	
Comments:					
Report Format					
Clear, concise presentation with logical arrangement of information following the rating sheet categories	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics are appropriate for purpose	0	1–2	3–4	5	
Comments:					
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of fifteen [15] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
Total Points					/100 max.

School: _____ State: _____

Judge’s Signature: _____ Date: _____

Judge’s Comments:

MACROECONOMICS

This event provides recognition for PBL members who can identify, understand, and demonstrate knowledge about general macroeconomic principles, theories, and concepts.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MANAGEMENT ANALYSIS AND DECISION MAKING

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of management.

OVERVIEW

This event consists of two (2) parts: an objective test and a role play. Participants are required to complete both parts.

A one-hour objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

A role play case study will be given. All the questions raised in the case must be addressed during the oral presentation.

OBJECTIVE TEST COMPETENCIES

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- Team members will take one objective test cooperatively.
- Electronic devices must be turned off and out of sight.
- All teams will be scheduled for a performance.

Role Play Presentation

- The event will consist of an interactive role play situation that may include organizational behavior and theory, management principles, operations management, business policies, etc.
- Twenty (20) minutes before the scheduled performance, each team will receive the case study.
- Two (2) 4" by 6" note cards will be provided for each participant and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- The teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL MANAGEMENT ANALYSIS & DECISION MAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Issues presented in case are addressed completely	0	1-3	4-7	8-10	
Management's decision is clear	0	1-3	4-7	8-10	
Comments					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Team members show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MANAGEMENT CONCEPTS

For success in the business as either an employee or an entrepreneur, the professional manager must build a solid foundation of business knowledge including its operation and its management. This event provides recognition for PBL members who possess knowledge of management principles.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MARKETING ANALYSIS AND DECISION MAKING

Earning a degree in a specific field is important to an individual's future success in the job market. This event recognizes PBL members who possess knowledge across the core curriculum in the area of marketing.

OVERVIEW

This event consists of two (2) parts: an objective test and a role play. Participants are required to complete both parts.

A one-hour objective test will be administered at the home school based on the competencies listed. Individual or team members will take one objective test collaboratively.

A role play case study will be given. All the questions raised in the case must be addressed during the oral presentation.

OBJECTIVE TEST COMPETENCIES

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be submitted to the state office on or before the established date to be considered for competition.

Role Play Presentation

- The event will consist of an interactive role play situation that may include consumer behavior, advertising, e-commerce, public relations, research, etc.
- Twenty (20) minutes before the scheduled performance, each team will receive the case study.

- Two (2) 4" by 6" note cards will be provided for each participant and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- The teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL MARKETING ANALYSIS & DECISION MAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-3	4-7	8-10	
Comment					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Participants show self-confidence, poise, and good voice projection	0	1-5	6-10	11-15	
Demonstrates the ability to effectively answer questions	0	1-5	6-10	11-15	
Comment					
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.
Objective Test Score (to be used in the event of a tie)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MARKETING CONCEPTS

Marketing involves the distribution of products and services to the consumer. This event provides recognition for PBL members who possess knowledge of the basic principles of marketing.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

MICROECONOMICS

This event provides recognition for PBL members who can identify, understand, and demonstrate knowledge about general microeconomic principles, theories, and concepts.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

NETWORKING CONCEPTS

Acquiring a high level of familiarization and proficiency in working on and with networks is essential in today's connected workplace. This event provides recognition for PBL members who have an understanding of network technologies.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

ORGANIZATIONAL BEHAVIOR & LEADERSHIP

This event recognizes PBL members who are familiar with organizational behaviors and leadership competencies that affect organizations.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

PARLIAMENTARY PROCEDURE

This event recognizes PBL members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

OVERVIEW

This event consists of two (2) parts: an objective test and a meeting presentation. Participants are required to complete all parts to be eligible to win an award.

A one (1) hour objective test will be administered at the home school based on the competencies listed. Questions for the parliamentary procedure principles section of the exam will be drawn from National Association of Parliamentarian's official test bank. The team score is determined by averaging the scores of its members.

The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised 11th* edition.

OBJECTIVE TEST COMPETENCIES

- parliamentary procedure principles
- PBL Bylaws

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may enter one (1) team that must be composed of four (4) or five (5) persons—a president, vice president, secretary, treasurer, and an additional member. Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference. **Exception:** Two team members may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

Objective Test

- A one-hour (1) objective test will be administered based on the previously listed competencies. This test will be administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition.
- The team score is determined by averaging the scores of its members.
- Electronic devices must be turned off and out of sight
- All teams will be scheduled for a performance.

Presentation

- Twenty (20) minutes before the performance, each team will receive the case study.

- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.
- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.
- Performances are open to conference attendees, except performing participants of this event.

JUDGING

- The objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised*, 11th edition. All decisions of the judges are final.
- The objective test will be used to break a tie.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: Deduct one (1) point for each mistake in each classification.

		Value	Score
Motion Classification	Comments		
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
Motions Performance Subtotal			
Comment			
Business of the Meeting			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
Business of the Meeting Performance Subtotal			
Comment			
General Parliamentary Procedure			
Proper order of business		10	
Proper use of parliamentary terms		10	
Clarity of expression and voice projection		5	
Impartiality of presiding official		5	
Initiative of members		5	
Poise, dignity, and appearance		5	
General Parliamentary Procedure Performance Subtotal			
Comment			
Subtotal		/100 max.	
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:			
Penalty Deduct five (5) points for failure to follow guidelines.			
Dress Code Penalty Deduct five (5) points when dress code is not followed.			
Final Score		/100 max.	
Objective Test Score (to be used in the event of a tie)			

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PERSONAL FINANCE

Knowledge of personal finance is an essential life skill. This event recognizes PBL members who understand basic financial planning principles and who demonstrate their knowledge in practical financial planning problem solving.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- personal financial planning process
- time value of money principles and calculations
- personal financial statements
- individual income tax principles, calculation, and filing
- financial services and saving options
- housing and automobile purchase decisions
- credit concepts
- insurance concepts
- project management
- basic investment planning
- retirement and estate planning

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

PROJECT MANAGEMENT

The ability to prepare and submit an initial project plan that includes project selection, estimating time and cost, developing a project plan, and managing and closure of the project. This event provides recognition for PBL members who have an understanding of and skill in project management.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

PUBLIC SPEAKING

This event recognizes PBL members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantiated speech.

OVERVIEW

This event consists of a five (5) minute speech. The speech must be of a business nature and must be developed from one (1) or more of the nine (9) FBLA-PBL goals. The goals include:

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

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

- Student members, not advisers, must prepare speeches. Facts and working data may be secured from any source.
- When delivering the speech, the participant may use notes prepared before the event.
- No other reference materials such as visual aids or electronic devices may be brought to or used during the event preparation or presentation.
- Each speech should be five (5) minutes in length.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29 minutes.
- The performance is open to all conference attendees, except performing participants of the event.

JUDGING

Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL PUBLIC SPEAKING

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Obvious incorporation of FBLA-PBL goals	0	1-3	4-7	8-10	
Memorable central theme stated and repeated	0	1-3	4-7	8-10	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Comments					
Organization					
Immediate introduction of topic	0	1-5	6-10	11-15	
Strong support (body) for a topic	0	1-5	6-10	11-15	
Effective and memorable conclusion	0	1-5	6-10	11-15	
Comment					
Delivery					
Extemporaneous delivery; i.e. not merely read from a script or notes	0	1-3	4-7	8-10	
Professional tone, appropriate language		1-2	3-4	5	
Effective posture, body language, eye contact, gestures	0	1-3	4-7	8-10	
Presentation is sincere, interesting, clear, creative, convincing, and concise	0	1-2	3-4	5	
Comments					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

RETAIL MANAGEMENT

This event recognizes PBL members who demonstrate knowledge of the functions of retail management and the changing environment that affects retailing.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

SALES PRESENTATION

This event is designed to recognize outstanding students in the field of salesmanship. The purpose of this event is to enable students to use their knowledge of good selling techniques and to create an awareness of the importance of good salesmanship.

OVERVIEW

Participation in this event will allow the individuals to demonstrate proficiency in selling techniques, merchandise knowledge, and presenting to the customer.

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURE

- The individual shall provide the necessary materials and merchandise for the demonstration along with the product.
- Each participant's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source.
- Student members, not advisers, must prepare the demonstration.
- Facts and working data may be secured from any source and must be copyrighted.
- Visual aids and samples related to the presentation may be used in the preparation; however, no items may be left with the judges or audience.
- Dress code must be followed.
- When delivering the demonstration, the participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
- The following will be provided: screen, power, table, and projector. Participants that will be utilizing Apple products or other devices that do not have a VGA port will need to provide their own adapters.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- The individual must perform all aspects of the presentation (e.g. speaking, setup, operation equipment). Other members of the chapter may not provide assistance.
- The individual has seven (7) minutes to interact with a panel of judges and sell the product or concept. The judges will interact throughout the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees who are not performing participants of the event.

JUDGING

Presentations will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL SALES PRESENTATION

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening statement or remarks	0	1-2	3-4	5	
Directs customer's attention to merchandise	0	1-2	3-4	5	
Comments					
Product Presentation					
Questions involve customer	0	1-3	4-7	8-10	
Analyzes and determines customer needs	0	1-3	4-7	8-10	
Interest in customer as an individual	0	1-3	4-7	8-10	
Adequate knowledge of product features	0	1-3	4-7	8-10	
Creates interest and desire for product	0	1-3	4-7	8-10	
Benefits matched to customer needs	0	1-3	4-7	8-10	
Comments					
Suggestion Selling					
Suggestion selling used	0	1-3	4-7	8-10	
Comments					
Handling Objections					
Welcomes and listens to all objections	0	1-2	3-4	5	
Comments					
Closing					
Takes advantage of customer reactions	0	1-2	3-4	5	
Handles and overcomes objections with respect	0	1-2	3-4	5	
Closes the sale	0	1-2	3-4	5	
Comments					
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SOCIAL MEDIA CHALLENGE

Social media is changing the way businesses communicate with customers and prospects and how they promote products and services. Effectively using social media as a marketing channel is a crucial component of any strategic marketing plan.

OVERVIEW

This event consists of a presentation given at the SLC.

PROJECT COMPETENCIES

- effectively address a recruitment opportunity and a strategic approach to targeting prospective members as well as engaging existing members
- topic is addressed effectively and is appropriate for the audience
- challenge has high level of engagement and interactivity: likes, shares, retweets, RSVPs, etc.
- demonstrates knowledge of social media marketing beyond community management, including but not limited to: developing unique content, effectively utilizing existing content, optimizing content for search, distributing content across as many platforms as possible within a limited budget
- describe any applicable insight/research methodology as to why you have chosen specific platforms, messaging, content, and engagement and outreach strategies
- overall challenge—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing
- final product indicates a clear thought process, a well-formulated challenge, and execution of a firm idea
- effectively communicate required information and drive the challenge toward a clear call-to-action

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

2016 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and submitted for competition at the 2016 SLC and NLC will be:

Create a social media campaign to market your new business: a banquet hall to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings. You must use at least three sources of social media (e.g., Twitter, Facebook, Instagram, Pinterest, etc.)

Copyright and Fair Use Information

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

PROCEDURE

- The presentation is an explanation of the topic.
- The individual or team members must perform all aspects of the presentations. Other representatives of the chapter may not provide assistance.
- Visual aids and samples specifically related to the project may be used; however, not items may be left with the judges or audience.
- The following will be provided: Internet, screen, power, table, and projector. Participants using Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters.
- Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. At seven (7) minutes the timekeeper will record the time used, noting a deduction of five (5) points for any time over the seven minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees who are not participants in the event.

JUDGING

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

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL SOCIAL MEDIA CHALLENGE

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Design and Distribution					
Overall campaign is aesthetically appealing	0	1–7	8–14	15–20	
Campaign is consistent across all platforms	0	1–3	4–7	8–10	
Campaign shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
High level of interactivity and engagement	0	1–3	4–7	8–10	
Comments:					
Content					
Product/service message is clear	0	1–5	6–10	11–15	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
Explain the development, creative design, implementation, and distribution process	0	1–5	6–10	11–15	
Benefits matched to customer and prospect needs	0	1–5	6–10	11–15	
Copyright information note, if applicable	0	1–5	6–10	11–15	
Comments:					
Presentation/Delivery					
Graphic design, when used, shows creativity, originality, and supports	0	1–3	4–7	8–10	
Additional technologies: e.g. videos, linked social media pages used appropriately	0	1–3	4–7	8–10	
Campaign elements gain attention and have eye appeal	0	1–3	4–7	8–10	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Statements are well organized and appropriate	0	1–3	4–7	8–10	
Participants demonstrate self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrate the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					/200 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/200 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SPORTS MANAGEMENT AND MARKETING

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, they must learn the management and marketing techniques necessary for future success. This event provides recognition for PBL members who possess the basic principles of sports management and marketing.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

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

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

STATISTICAL ANALYSIS

The ability to use statistical tools and concepts is an important business skill. This event provides recognition for PBL members who demonstrate knowledge of and the ability to apply common techniques and statistical analysis tools.

OVERVIEW

A one (1) hour objective test will be administered based on the competencies listed.

OBJECTIVE TEST COMPETENCIES

- descriptive statistical analyses
- organizing and presenting of statistical data
- probability distributions
- sampling techniques
- linear regression
- confidence intervals
- hypothesis testing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

PROCEDURES

- A one (1) hour objective test will be administered based on the competencies listed.
- Electronic devices must be turned off and out of sight
- Participants may bring a financial calculator.

JUDGING

Tests will be machine graded.

STATE AWARDS

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

NATIONAL COMPETITION

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

WEBSITE DESIGN –Modified

The ability to communicate ideas and concepts, and to deliver value to customers, using the Internet and related technologies, is an important element in a business' success. This event recognizes PBL members who have developed proficiency in the creation and design of Web sites.

OVERVIEW

This event consists of two parts: a prejudged project and a performance component. Participants must complete both parts of the event to be eligible to win an award.

A prejudged Web site should be developed based on the topic listed below.

All participants will be scheduled for a performance to explain the development and contents of the Web site.

PROJECT COMPETENCIES

- effectively addresses topic and is appropriate for the audience
- graphics, text treatment, and special effects show creativity and cohesiveness of design
- overall layout and design is creative and appealing
- final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- effectively communication required information
- Web site functions without error
- copyright laws followed

PERFORMANCE COMPETENCIES

- demonstrate excellent verbal communication
- 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)

ELIGIBILITY

- Each local chapter may submit one (1) entry. Entries may be an individual member or a team of two (2) or three (3) members. Participants may compete in this event again at the SLC if they have not competed in it at a previous NLC. **Exception:** One team member may have entered this event at a prior NLC.
- Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

REGULATIONS

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

2016 STATE AND NATIONAL TOPIC

The topic to be addressed by the Web site developed for competition at the 2016 State Leadership Conference will be:

You have been hired by Premium, a specialty Fairtrade coffee company. You are to design a website that reflects the standards important to the company, including adhering strictly to Fairtrade standards and a focus on sustainability initiatives. The website should educate customers about various aspects of coffee, from the farm to the cup. The website should also provide a mechanism for ordering coffee and specialty coffee equipment.

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

PROCEDURES

I. Prejudged Project

- Student members, not advisers, must prepare projects.
- Projects must address the given topic (information may be real or fictitious).
- An event entry form (found in Forms section), must be submitted by the deadline date.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date. Judging of the Web site will take place before the State Leadership Conference
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyrights laws and may be disqualified if items are used inappropriately and not documented. See Format Guide.
- Web sites should be designed to allow for viewing by as many different platforms as possible.
- The use of design templates is prohibited.

II. Performance

- The presentation is an explanation of the Web site, and the Web site may be shown to the judges when explaining the site. The team or individual will be able to access his/her URL. The explanation should include, but not be limited to: development of the topic; development and design process; use and implementation of innovative technology; use and development of media elements; and copyright issues with pictures, music, and other items.
- Visual aids and samples related to the project may be used; however, no items may be left with the judges.
- Presentation of the entry must be conducted by participants who authored the event. All team members are expected to actively participate in the performance.
- The individual or team must provide a computer and adapters for the presentation. An LCD projector will be provided. Five (5) minutes will be allowed for setup and removal of equipment.
- Any type of technology device (e.g., laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- The individual or team has seven (7) minutes to present.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Performances are open to conference attendees who are not performing participants of this event.

JUDGING

Projects and presentations will be judged by a panel of judges. All decisions of the judges are final.

STATE AWARDS

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

NATIONAL COMPETITION

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

NOTE: The guidelines for this event at the National Leadership Conference differ from those at the state level. Please consult the national Chapter Management Handbook for complete national guidelines.



PBL WEBSITE DESIGN

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Overall design is aesthetically appealing	0	1–7	8–14	15–20	
Design is consistent across all pages	0	1–3	4–7	8–10	
Design shows creativity, originality, and supports theme	0	1–3	4–7	8–10	
Design maintains a high level of usability	0	1–3	4–7	8–10	
Design developed without use of templates	0	1–3	4–7	8–10	
Comments					
Content					
Proper use of grammar, spelling, punctuation, etc.	0	1–3	4–7	8–10	
Copyright laws have been followed, permissions are cited on the Website, and the use of templates is identified at the bottom of the page	0	1–5	6–10	11–15	
Product/service/message is clear	0	1–10	11–20	21–30	
Theme fully and effectively developed; solution adequately addresses assigned topic	0	1–10	11–20	21–30	
Comments					
Technical					
Site is compatible with multiple platforms	0	1–3	4–7	8–10	
Overall code—readability, white space, semantic, efficient, separation of structure	0	1–5	6–10	11–15	
Site interactivity functions and is error-free	0	1–3	4–7	8–10	
Additional technologies; e.g. Flash JavaScript, etc. Are used appropriately	0	1–3	4–7	8–10	
Site is compatible with multiple browser variants	0	1–3	4–7	8–10	
Comments					
Subtotal					/200 max.
Penalty Deduct five (5) points each for not following Guidelines.					
Penalty Deduct five (5) points for not submitting Entry Form.					
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PBL WEBSITE DESIGN

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Describes the development of the topic	0	1-5	6-10	11-15	
Explains the development and design process	0	1-5	6-10	11-15	
Explains the use of your social media element and why this was selected	0	1-5	6-10	11-15	
Explains the development of media elements (graphics, video, audio, etc.)	0	1-5	6-10	11-15	
Copyright information is noted in the credits	0	1-3	4-7	8-10	
Comments					
Delivery					
Statements are well organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Demonstrates ability to effectively answer questions	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (5) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



OVERVIEW

In today's business world, communication is consistently expressed through writing. Successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide, which enables a corporation to maintain a uniform image through all its communications. Use this guide to prepare for Computer Applications and Word Processing skill events.

GENERAL GUIDELINES

Font Size:	11 or 12
Font Style:	Times New Roman, Arial, Calibri, or Cambria
Spacing:	1 space after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 space after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists: (enumerated items)	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 11.5 inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.

Note: Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.



ELECTRONIC RESUME GUIDELINES

Job seekers now turn to email and online job databases to apply for open positions. Currently, almost 50 percent of mid-size employers and just about all large-size employers use an online job tracking system. This results in more requests for online job applications and a need for applicants to create a scannable, electronic resume.

Here are tips to create a clear, readable electronic resume:

- do not use boldface, italics, underlining, script, bullets, logos, symbols, or shading
- do not use artistic or decorative font
- do not use condensed typeface; white space separates letters and no space mashes them together
- do not use vertical lines, only horizontal lines
- do not use two column formats or designs
- begin each line at the left margin and do not justify the right margin
- use a laser printer, black ink, and resume paper to achieve the sharpest possible image for effective scanning

STANDARDS OF MAILABILITY

The following regulations apply to the Computer Applications and Word Processing events. Materials submitted in these events are graded against the standard of zero errors and businesslike format. The Format Guide must be followed to ensure proper formatting of any word processing document in these events.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points.

- omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
- minor errors in vertical or horizontal placement
- minor spacing errors
- inserted or omitted words that do not change the meaning of the sentence
- The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.
- keying or spelling errors
- inserted or omitted words that change the meaning of the sentence
- formatting errors
- failure to follow directions



FAIR USE GUIDELINES FOR EDUCATIONAL USE

Text for Use in Multimedia Projects	What You Can Do	According to	Fine Print
Same rights as "Printed Material" above	Students may incorporate text in multimedia projects up to 10% or 100 words, whichever is less. Teachers may incorporate into multimedia for teaching courses.	<i>Fair Use Guidelines for Educational Multimedia</i>	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
Video ("Motion Media") for Use in Multimedia Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media".	<i>Fair Use Guidelines for Educational Multimedia</i>	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12/08/95.</i>
Video for Integration into Video Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted working in their academic multimedia".	<i>Fair Use Guidelines for Educational Multimedia</i>	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Illustrations and Photographs			
Photograph Illustration Collections of photographs Collections of illustrations	Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	<i>Fair Use Guidelines for Educational Multimedia</i>	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia / Video Projects			
Music	Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes.	<i>Fair Use Guidelines for Educational Multimedia</i>	Some authorities site a maximum length of 30 seconds. (www.indiana.edu), some do not mention a maximum (<i>Tina Ivany, UCSD, 12/08/95</i>).
internet			
Internet connections World Wide Web	Images may be downloaded for student projects. Sound files may be downloaded for use in projects (<i>see portion restrictions above</i>).	<i>Fair Use Guidelines for Educational Multimedia & DMCA</i>	Images may not be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).



AGENDA

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

**FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA
(DS)**

**Board of Directors Agenda
(DS)**

**Tuesday, March 20, 20__
(DS)**

1. Call to Order—Jean Buckley, Chief Executive Officer
(DS)
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports
 Accounting—Mildred Wright
 Social—Betty Einstein
 Fund-raising—Bret Rushmore
(SS)
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

Note:

Numbers may be left or right aligned.



ITINERARY

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

ITINERARY
(DS)
M. J. Lawson
(DS)
October 10-13, 20__
(DS)

Sunday, October 10

(DS)

9:30 a.m. Depart Memphis Municipal Airport, United Airlines, Flight 433,
nonstop, lunch served

(DS)

1:02 p.m. Arrive San Francisco International Airport

(DS)

5:30 p.m. Depart hotel for Chinatown visit

Monday, October 11

9:00 a.m. Conference at Mark Hopkins Hotel

Reminder: Call Pat Martin to confirm dinner arrangements for tomorrow

Tuesday, October 12

9:00 a.m. Conference at Mark Hopkins Hotel

7:00 p.m. Dinner with Pat Martin

Wednesday, October 13

9:30 a.m. Depart hotel for airport

12:20 p.m. Depart San Francisco International Airport, United Airlines,
Flight 700, one stop, lunch served

7:15 p.m. Arrive Memphis Municipal Airport



LABEL/ENVELOPE

MS JUNE R TIJERINA
CLAIMS DEPARTMENT
GOLDEN INSURANCE COMPANY
1846 MARKET STREET
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

BUSINESS LETTER

Top Margin: 2"
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx



PERSONAL LETTER

Top Margin: 2"
Side Margins: 1"

1912 Association Drive
Reston, VA 20191-1591
Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.

(DS)

Sincerely

(QS)

Barbara Small



LETTER WITH ADVANCED FEATURES

Top Margin: 2"
Side Margins: 1"

Current Date

(DS)

CONFIDENTIAL (If no mailing notation, QS after date.)

(DS)

Attention FBLA-PBL Competitors

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

(DS)

Ladies and Gentlemen

(DS)

LETTER FORMAT WITH ADVANCED FEATURES

(If no subject line, DS after salutation.)

(DS)

This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.

(DS)

Please refer to this letter when keying such a document to avoid making formatting errors.

(DS)

Sincerely

(DS)

FBLA-PBL, INC.

(QS)

Barbara Small

Director of Education

(DS)

xx

(DS)

Enclosure

(DS)

c Ms. Jean Buckley, President/CEO

(DS)

Best of luck in your competition!

LETTER & MEMO SECOND PAGE

Top Margin: 1"
Spacing of Materials: SS
Spacing after Date to Body: DS

Name of Addressee or Company

Page 2 (SS)

Date

(DS)



EMAIL

To: communications@fbla.org
From: education@fbla.org (since this field is automatically generated it may only show in the recipient's email heading)
Cc: marketing@fbla.org
Bcc: ceo@fbla.org
Date: Wed, April 10, 2013 at 8:47 PM (since this field is automatically generated it may only show in the recipient's email heading)

Subject line: Netiquette Rules

Ms. Young

When sending a business email use proper grammar, spelling, capitalization, and sentence structure. Use abbreviations and acronyms sparingly, and avoid using emoticons. Answer email promptly, even if there's only time for a quick, one line response. Answering email is a professional courtesy that tells the sender he or she is not being ignored.

An email heading includes the To, From, Cc, Bcc, Date, and Subject fields. In this email, the marketing director is copied and the executive director is blind copied. The director will receive this email without the receiver (in this case, the communications manager) knowing it.

The subject line is used to summarize the email's content and should be precise and brief. The body of the email provides information and details regarding the subject. Word documents, PDFs, images, and other documents can be attached to an email and sent electronically.

Remember, an email is a written document that can easily be viewed by someone other than the intended recipient(s). Be careful what you type; do not include libelous, slanderous or defamatory remarks. If you're emailing information confidentially, you should include a confidential tag line below the signature.

Barbara Small
Education Director
FBLA-PBL
1912 Association Drive
Reston, VA 20191
800-325-2946
www.fbla-pbl.org



MEMORANDUM

Top Margin: 2"
Side Margins: 1"

TO: FBLA-PBL Competitors
(DS)
FROM: Judging Committee
(DS)
DATE: Current
(DS)
SUBJECT: Formatting a Standard Memorandum
(DS)

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx
(DS)
Enclosure



NEWS RELEASE

Top Margin: 2"
Side Margins: 1"
Body: DS

NEWS RELEASE

(DS)

Contact: Patricia Wells, Adviser

XYZ Club

1801 E. National Avenue

Phoenix, AZ 85007-0032

602-555-1234

(DS)

Release May 1, 20—

(DS)

STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE

(DS)

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 8,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

(DS)

###



MINUTES

Top Margin: 2"
Side Margins: 1"

XYZ CLUB
(DS)
Minutes of September 1, 20__

(DS)

Call to Order

(DS)

The regular meeting of the XYZ Club was called to order on Monday, September 1, 20__ at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.

(DS)

Attendance

All members were in attendance.

Minutes

The minutes of the August 1, 20__ meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

Treasurer's Report

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20__ of \$347.16. The report was filed.

Unfinished Business

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple.

New Business

None.

Announcements

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

Adjournment

There being no further business, the meeting was adjourned at 4:10 p.m.

(QS)

Terra Green, Secretary



OUTLINE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

FORMATTING OUTLINES

(DS)

I. VERTICAL SPACING

(DS)

- A. Title of Outline
 - 1. Two-inch top margin
 - 2. Followed by a double space
- B. Major Headings
 - 1. All headings preceded by a double space
 - a. Organized thoughts
 - b. Easy to read
 - c. Professional appearance
 - (1) Extra credit
 - (2) Five points
 - 2. All major headings following by a double space
 - 3. All subheadings single spaced

(DS)

II. HORIZONTAL SPACING

(DS)

- A. Title of Outline Centered Over Line of Writing
- B. Major Headings and Subheadings
 - 1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
 - 2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading

(DS)

III. CAPITALIZATION

(DS)

- A. Title of Outline Keyed in ALL CAPS
- B. Major Headings Keyed in ALL CAPS
- C. First-order Subheadings Keyed with All Major Words Beginning with Initial Caps
- D. Second-order Subheadings Keyed with First Word Only Using Initial Cap



REPORT

Top Margin:	2"
Side Margins:	1"
Spacing in Body:	DS

REPORT FORMATTING (DS)

(DS)

Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one inch top and bottom margins.

Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and double space above and below the quoted materials.

Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.
Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings. Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize first letter of the first word only. Underline the heading and follow it with a period.¹

Citations

A parenthetical citation places relevant source information in parenthesis after a quote or paraphrase. A citation includes the last name of the author and a page number where the information can be found (Mays 4).



REPORT CONTINUED

Top Margin: 1"
Side Margins: 1"
Spacing in Body: DS

2

Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin, all other lines begin at the left margin.²

References/Works Cited

All references cited will be listed alphabetically under the heading REFERENCES or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.³

The *MLA Style Manual* will be used for References/Works Cited.

ENDNOTE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

ENDNOTES (DS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.

(DS)
²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998, p. 18.

(DS)
³Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.



CITATIONS

In-text Citation Within the Report

CITATIONS (DS)

Paraphrasing:

He was ready to move forward with the plan and encouraged his friends to work quickly (Woodsworth 283).

Quotation:

Woodsworth stated, "It's time to get the ball rolling" (Woodsworth 283).

Work with multiple authors:

Woodsworth received a Nobel Prize for the work on this project (Jones, Smith, and Moore 79).

"What a success!" Stewart shouted (Jones et al. 99). *use this format repeatedly once the citation that includes all author last names has been used

Print sources with no author:

The average surface temperature of earth has increased more than one degree Fahrenheit since 1900 ("Impact of Global Warming" 7).

Internet:

A gradual increase in the average temperature of earth's atmosphere is termed global warming (Allen, News on Global Warming, www.globalwarming.abc).



REFERENCE PAGE

Top Margin: 2"
Side Margins: 1"
Spacing in Body: SS

REFERENCES MLA Style Manual (DS)

Sample Book Reference:

Bohlman, Herbert M., and Mary Jane Dundas. *The Legal, Ethical and International Environment of Business*. 5th ed. Cincinnati, OH: Penguin, 1987. Print.

Sample Book Reference without Author:

The Economist, Princeton Press: Princeton, 1997. Print.

Sample Magazine Reference:

Cohen, Stephen S., and J. Bradford DeLong. "Shaken and Stirred." *Atlantic Monthly* Jan.-Feb. 2005: 112. Print.

Sample Magazine Reference without Author:

"Coca-Cola Paid CEO \$32 Million U.S. in 2007." *Toronto Star* 4 Mar. 2008: B2.

Sample Internet Reference:

Thomason, Larisa. *HTML Tip: Why Valid Code Matters*. Webmaster Tips Newsletter. Dec. 2003. NetMechanic. 6 Jan. 2008 <http://www.netmechanic.com/news/vol6/html_no20.htm>.

Sample Encyclopedia:

Nazi Party. *New Encyclopedia Britannica*. New York: Somerset, 1997 ed.

Sample Interview Reference:

Chirac, Jacques. Interview by John Smith. *Time* 16 Feb. 2003, 10 Oct. 2005
<http://www.time.com/time/europe/magazine/2003/0224/cover/interview.html>>.

Sample Booklet/Pamphlet Reference:

Diabetes Care: Blood Glucose Monitoring. Burnaby, BC: LifeScan Canada, 1997.

Sample DVD Reference:

Encarta 2004 Reference Library. CD-ROM. Microsoft, 2003.

Sample Radio/Television Reference:

"New York Museum Celebrates Life of Einstein." By Martha Graybow. Reuters, New York. WBFO, Buffalo. 13 Nov. 2002.

Sample Government Pubs Reference:

United States. National Council on Disability. *Carrying on the Good Fight Summary Paper from Think Tank 2000- Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures*. Washington: GPO, 2000



TABLES

Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

Center Vertically
Center Horizontally

Example Table with Gridlines

SALARY CHART TABLES
(DS)
Administrative Support Department
(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	\$109,500.00		\$6,272.50	\$115,372.50

Example Table without Gridlines

SALARY CHART
(DS)
Administrative Support Department
(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	<u>19,000.00</u>	5.0	<u>950.00</u>	<u>19,950.00</u>
Total	\$109,500.00		\$6,272.50	\$115,372.50



ELECTRONIC RESUME

Top Margin: 1"
Side Margins: 1"

JENNIFER SMITH
1234 Jupiter Lane- Jupiter, Florida 33458
777-888-9999 jupitergirl@gmail.com

CAREER OBJECTIVE

Marketing Manager with the ability to promote sales growth and exceed profit goals while utilizing exceptional organizational, time management, and interpersonal relationship skills

MARKETING SKILLS

Research and assess potential market size for new products, identify problems and the need for changes in product design, develop detailed marketing plans based on team input, create catchy slogans and jingles to attract new customers

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, Access, and PowerPoint, knowledgeable in HTML code, extensive Internet search capabilities utilizing key words and phrases, ability to type 75 words per minute with accuracy

EDUCATION (Note if education is recent include it here; if work experience is more recent, move education down after employment experience)

XYZ High School, Reston, VA, pending graduation 2014 or graduated 2014 (FBLA)

Bachelor of Science in Marketing with minor in Business Administration, 2013, Old Dominion University, Norfolk, Virginia, GPA: 3.97/4.0 (include GPA if greater than 3.0) (PBL)

EMPLOYMENT EXPERIENCE

Sales Associate for Dip and Dots, Jupiter, Florida, May 2007–Oct. 2007

Engaged customers and promoted ice cream; answered customer questions, and provided additional information as needed; processed cash, check and credit card transactions; cleaned store on a daily basis, and opened and closed store as needed

Jupiter Marketing Office, Jupiter, Florida, January 2013–June 2013 (internship)

Analyzed marketing objectives and developed a training manual for new employees; generated over 300 new customer leads; wrote, designed, and created annual fundraising brochures; collaborated with office staff and produced quality work; and completed 400+ internship hours

REFERENCES

Available Upon Request



TABLE OF CONTENTS

Top Margin: 2"
Side Margins: 1"

TABLE OF CONTENTS (DS)

Preface.....	ii
(DS)	
Alphabetical List.....	iv
(DS)	
Introduction	
Philosophy	2
Purpose (SS).....	3
Software Comparison	
Cost Factors.....	5
Hardware Requirements	6
Implementation Plan	7
Training Needs	12
Miscellaneous Factors	15
Summary and Recommendations	
Summary	18
Recommendations	22
Bibliography	28
Appendices	
Appendix A: Glossary of Computer Terms	31
Appendix B: Organizational Chart	35

Note:

Page numbers should be right aligned with leader lines.

FORMS





PBL Pre-Conference Tests Order Form

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

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

Event	Names of Competitors <i>(For team events, place names of all team members on same line.)</i>
Accounting for Professionals (production test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Administrative Technology (production test) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Business Communication (writing exercise) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Computer Applications (production test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1.
	2.
	3.
	4.
	5.
	6.
Desktop Publishing (objective test) <i>Up to 3 teams of 1 or 2 members each</i> <i>Team tests cooperatively</i>	1.
	2.
	3.
Financial Services (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.

Continued on next page

Event	Names of Competitors <i>(For team events, place names of all team members on same line.)</i>
Help Desk (objective test) <i>Individual event</i> 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Hospitality Management (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Human Resource Management (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Management Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Marketing Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Parliamentary Procedure (objective test) <i>1 team consisting of 4 or 5 members</i> <i>Team tests individually</i>	1.
State Vice President of Operations Application Test	1. 2. 3.

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov



PBL State Officer Application*

Please key this form.

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

School attending in 2016-2017		Office sought			
Class this year <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior		Standing in class <input type="checkbox"/> Upper third <input type="checkbox"/> Middle <input type="checkbox"/> Lower third			
Name		Current mailing address			
City	State	Zip	Phone		
E-mail					
Summer mailing address				Phone	
Person to contact in an emergency			Relationship		
Address		City	State	Zip	Phone
PBL activities					
College Major	College Minor		Have you completed or are you enrolled in at least one business course? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you willing to attend all meetings of the State Executive Council: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you employed in a part-time job while attending college? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of hours you usually work per week		Name of employer	
If you are employed, will your employer allow you time off to attend state planning meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Candidate's signature			Adviser's signature		

Postmark, email or fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov



Who's Who in North Dakota PBL Award

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

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

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

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

DO NOT LIST STATE OFFICERS

Postmark, email or fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov



PBL Adviser Length of Service Award Application

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

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

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

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

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

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

Postmark, email or fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov



Outstanding Local Chapter Adviser Nomination

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

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

Postmark, email or fax this form by designated date to:
Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
lkuntz@nd.gov



Special Needs Assistance Request

The following members or advisers request special assistance or accommodations at the State Leadership Conference. Describe how you believe we could best assist member or adviser with special needs.

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required.

Chapter

Adviser

Postmark, email or fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
lkuntz@nd.gov



PBL Competitive Event Registration

Chapter Name	# of Members	Adviser's Name
School Phone	School Fax	
Adviser or person to contact if conference is postponed or changed because of inclement weather, or other reason.		Phone
E-mail Address		
Name of alternate person to contact		Phone
E-mail Address		

For each of the following competitive events, supply names of the participants. Under each event name is indicated (by chapter membership) the number of members from each chapter who may enter the event. **Participants must check posted schedules at conference registration to ensure that they are not scheduled for two events at the same time.**

Accounting Principles <i>(Note Course Eligibility Requirements)</i> (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Accounting for Professionals (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Administrative Technology (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

<p>Business Communication (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Business Ethics (One team composed of 2 or 3 members)</p>	
<p>Business Law (One team composed of 1 to 3 members)</p>	
<p>Business Presentation (One team composed of 1 to 3 members)</p>	
<p>Client Service (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Community Service Project (One team composed of 1 to 3 members)</p>	
<p>Computer Applications (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Computer Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Contemporary Sports Issues (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	

<p>Cyber Security (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Desktop Publishing (3 teams of 1 or 2 members each)</p>	
<p>Emerging Business Issues (One team composed of 2 or 3 Members)</p>	
<p>Entrepreneurship Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Financial Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Financial Services (One team composed of 1 to 3 members)</p>	
<p>Future Business Educator (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Future Business Executive (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	

<p>Help Desk (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Hospitality Management (One team composed of 1 to 3 members)</p>	
<p>Human Resource Management (One team composed of 1 to 3 members)</p>	
<p>Impromptu Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Information Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>International Business (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Job Interview (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Justice Administration (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	

Local Chapter Annual Business Report	Entering Report: ____Yes ____No
Macroeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Management Analysis and Decision Making (One team composed of 1 to 3 members)	
Management Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Marketing Analysis and Decision Making (One team composed of 1 to 3 members)	
Marketing Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Microeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Networking Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

<p>Organizational Behavior and Leadership (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Parliamentary Procedure (One team composed of 4 or 5 members)</p>	
<p>Personal Finance (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Project Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Public Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Retail Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Sales Presentation (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	

Social Media Challenge (One team composed of 1 to 3 members)	
Sports Management and Marketing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Statistical Analysis (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Web Site Design (One team composed of 1 to 3 members)	

Postmark, email or fax this form by designated date to:
Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
lkuntz@nd.gov

Conference Event Registration Continued on Next Page



PBL North Dakota State Leadership Conference Registration

Location of conference Fargo, ND	Conference dates April 15-16, 2016
--	--

School	City
Adviser	

	State officers attending at no charge	
	Members attending at \$75 per person	
	Advisers attending at \$75 per person	
	Guest banquet at \$30 per person (non-PBL member or non-adviser)	
	Guest brunch at \$30 per person (non-PBL member or non-adviser)	
	TOTAL	

Make check payable to North Dakota PBL

Postmark this form and your check by date indicated to:

FBLA-PBL Fiscal Agent
 PO Box 6022
 Bismarck, ND 58506-6022

In addition, please email or fax this form to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
lkuntz@nd.gov



PBL State Leadership Conference Hotel Reservation

Mail to:
 Ramada Plaza Suites
 1635 42nd Ave. South
 Fargo, ND 58103
 Phone: 701-277-9000

Conference Dates
April 15-16, 2016

Reservation Cut-Off Date
March 31, 2016

NOTE: Refer to block of rooms reserved under ND PBL.

PLEASE NOTE: All hotel reservations need to be made using this form. The hotel will not accept phone reservations. It is preferred that reservations be made for the entire chapter at one time.

1. A block of rooms has been reserved at this hotel (**rooms will be released April 1**). Mail this form directly to the hotel. No reservations will be made for the conference without this form. Any changes must be made with the hotel.
2. Check-in time will be 3 p.m. You must check in no later than 6 p.m. If this is impossible, call the hotel and make special arrangements for late arrival.
3. Check-out time will be 12 p.m.
4. Make sure to indicate how many nights you will be staying.
5. Room rates (excluding tax) **per person, per night** are as follows:
 - a. Standard Room: \$109
 - b. 2-Room Suites: \$129
6. Please bring tax exempt ID number, if it applies, to receive a tax-free room rate.

Name of School, City:	Number of rooms to reserve:
-----------------------	-----------------------------

Arrival Date:	Departure Date:
---------------	-----------------

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

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

SEND CONFIRMATION TO:

Name	Phone
Address	Fax
City	State
	Zip

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

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

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

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



Meal Function Reservation Form

EMAIL OR FAX TO:

Name Linda Kuntz	Phone 701-328-3174	Fax 701-328-1255
Email llkuntz@nd.gov	Date Sent	

Because some members attend only portions of the conference, and in order to eliminate the waste of unneeded food that is ordered, please complete the information requested below regarding how many people your chapter will have attending the meal functions at the PBL State Leadership Conference.

Number Attending	
	Number attending banquet on Friday, April 15
	Number attending brunch on Saturday, April 16

FAX FROM:

Adviser's Name
School, City

Postmark, email or fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov



Event Entry Form

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

<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Web Site Design
---	--

- Provide the URL for Web Site Design.
- Submit color print-outs in a file folder for Desktop Publishing. Each page must be clearly labeled and include the name of the event, state, participants' name(s), and school.

Chapter Name	
Web site URL Address (for Web Site Design):	
Adviser Name	
Adviser Email Address	Phone Number
Team Member Names	

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

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

Complete this Document Section for All Appropriate Events:

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

Postmark, email or fax this form by designated date to:

**Linda Kuntz
 Career and Technical Education
 600 E. Boulevard Ave., Dept. 270
 Bismarck, ND 58505-0610
 Fax: 701-328-1255
llkuntz@nd.gov**



(North



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

School Name and City:

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

Number of Members Retained from 2014-15 to 2015-16:
Percentage of Retention:

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

List names of members retained from 2014-15 to 2015-16:
(Attach additional sheet if necessary)

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

Signature of Chapter President: Signature of Chapter Adviser:

Postmark, email or fax this form by designated date to:

**Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov**

APPENDIX

**PBL Constitution and Bylaws
NLC Information**

UNIFORM STATE CHAPTER CONSTITUTION

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

Article I—Name

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

Article II—Purpose

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

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

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

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

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

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

Article III—Membership

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

Article IV—Dues and Finance

Section 1

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

Section 2

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

reasonable compensation for services actually rendered the Chapter in effecting its goals.

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

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

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

Article V—Organization

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Section 5

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

Article VI—Emblems and Insignia

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

Article VII—Amendment

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

Revised by National FBLA-PBL December 5, 1975.

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

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

National Office Address:

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

North Dakota Address:

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

**FUTURE BUSINESS LEADERS OF AMERICA
PHI BETA LAMBDA, INC.
North Dakota Chapter**

**PHI BETA LAMBDA
BYLAWS**

Article I—Name

Section 1

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

Article II—Purpose

Section 1

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

Section 2

The specific goals of PBL are to:

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

Article III—Membership

Section 1

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

FBLA Active Members—shall be secondary students (grades 7-12) who become members while enrolled in business and office education 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.

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

Professional Members—shall be individuals interested in promoting the goals established by FBLA-PBL, Inc. Such members may include former members of FBLA-PBL, employers, educators, parents, business persons, community supporters, or any other persons contributing to the growth and development of the association and its members. Professional members shall pay dues as established by FBLA-PBL, Inc., and receive voting and other rights as determined by FBLA-PBL, Inc. Professional members are subject to all rules and regulations established by FBLA-PBL, Inc. and the North Dakota State Chapter of FBLA-PBL.

National Honorary Life Members--may be recommended by the membership and shall be accepted upon

approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Article IV—Dues and Finance

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Article V—Organization

Section 1

Phi Beta Lambda shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters which have received charters, Greek names, and numbers issued by FBLA-PBL, Inc. and which are in good standing, shall be referred to as chapters of "Phi Beta Lambda" or "PBL."

Section 2

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

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

Section 3

PBL members shall be considered in good standing when they:

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

Section 4

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

Section 5

The State Executive Board shall consist of state officers and one representative from each local PBL Chapter from which no state officer is a member, and members of the state committee, (state chairman and state advisers). Each member of the State Executive Board (state officers, representatives, state committee members) shall have one vote. The state president chairs the State Executive Board meetings.

Section 6

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

Section 7

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

Section 8

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

Section 9

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

Section 10

The State Executive Board shall appoint up to three state advisers to serve unlimited, renewable one-year terms.

Article VI—Officers and

Elections

Section 1

The state elected officers of the North Dakota State Chapter of Phi Beta Lambda shall be a president, vice president of finance and member development, vice president of communications, and vice president of public relations. These officers shall be members of the State Executive Board. The person applying for the position of vice president of operations and scoring the highest on the parliamentary procedure written competitive event test shall serve as a voting member of the State Executive Board. This person will be installed at the State Leadership Conference, and shall have at least one year remaining before being graduated from a postsecondary institution or college.

Section 2

Qualifications for Elected State Officers

- a. Only active PBL members are eligible to hold office.
- b. Only those applicants who are present at the State Leadership Conference shall be eligible for nomination.
- c. To be considered for an elected office in the North Dakota State Chapter of Phi Beta Lambda, a candidate shall:
 - (1) have at least one full year remaining in their post-secondary or college program of study,
 - (2) be recommended by the local chapter and endorsed by their local chapter adviser, and
 - (3) file an official application for office by the established filing date.
- d. Candidates for vice president of public relations must possess the ability to edit, publish, update, and maintain North Dakota PBL list serves, chat rooms, and web pages, including the official web page of North Dakota PBL.
- e. Candidates for vice president of operations must possess a basic understanding of parliamentary procedure according to the current

edition of Roberts Rules of Order, Newly Revised. Candidates for vice president of operations must also express a willingness to expand their knowledge of parliamentary procedure.

Section 3

Nominations for Elected Officers

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

Section 4

Elections

- a. The president, the vice president of finance and membership development, the vice president of communications, and the vice president of public relations shall be elected annually by the local voting delegates at a general session of the annual North Dakota State PBL Leadership Conference. These officers shall be elected by a majority of the local voting delegates present and registered at the conference. No proxy voting will be permitted.
- b. No more than two members may be candidates for elected office from the same local PBL chapter. The vice president of operations may be appointed from a local chapter with elected state officers.
- c. There may be no more than three state officers from the same local chapter at any one time, including the vice president of operations.

Section 5

Term of Office

- a. State officers shall be elected for one year, and their term of office shall begin at the close of the State Leadership Conference.

- b. Officers may succeed themselves in the same office for two consecutive years if elected for a second term.

Section 6

Vacancy in Office

- a. A vacancy in office, other than that of president, shall be filled or remain vacant, as determined by the State Executive Board.
- b. Should the office of president become vacant, the vice president of finance and member development shall automatically become president.

Article VII—Duties of PBL State Officers

Section 1

The president shall:

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

Section 2

The vice president of finance and member development shall:

- a. assume the duties and responsibilities of the presidency, should that office become vacant due to resignation or otherwise,
- b. assume primary responsibility for developing the North Dakota State Chapter Annual Business Report,
- c. present financial reports to members at State Executive Board meetings and the State Leadership Conference,
- d. serve as chairman of appointed committees, and
- e. assist in the promotion and development of FBLA-PBL.

Section 3

The vice president of communications shall:

- a. keep an accurate record of all business of the State Leadership Conference and the State Executive Board,
- b. supply at least one copy of the minutes and substantiating report to the State Executive Board promptly,

- c. maintain a digital state scrapbook, working with the vice president of public relations,
- d. serve as chairman of appointed committees, and
- e. assist in the promotion and development of FBLA-PBL.

Section 4

The vice president of public relations shall:

- a. publish the official North Dakota PBL website,
- b. submit appropriate items to the publisher of national FBLA-PBL publications,
- c. work with members of the media to promote North Dakota PBL,
- d. serve as the official spokesperson of North Dakota PBL, and
- e. assist in the promotion and development of FBLA-PBL.

Section 5

The vice president of operations shall:

- a. advise the president on the orderly conduct of business in accordance with PBL Bylaws and the current edition of Roberts Rules of Order, Newly Revised,
- b. serve as chairman of appointed committees, and
- b. assist in the promotion and development of FBLA-PBL.

Section 6

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

Section 7

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

Article VIII—State Leadership Conference and Meetings

Section 1

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

Section 2

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

Conference in accordance with the following:

- a. 1-19 members—two voting delegate
- b. 20-39 members—three voting delegates
- c. 40-59 members—four voting delegates
- d. 60-89 members—five voting delegates
- e. 90 and above—six voting delegates

Section 3

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

Section 4

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

Section 5

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

Section 6

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

Article IX—State Executive Board

Section 1

The state officers of North Dakota PBL shall, with the state chairman and state advisers, and one representative from each PBL local chapter not represented by another officer, constitute the State Executive Board.

Section 2

The State Executive Board shall:

- a. adopt policies of operation for PBL as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president,
- c. review all proposed amendments to the Bylaws,
- d. present to the PBL active members at the State Leadership Conference those proposed amendments which

- have been approved by the State Executive Board, and
- e. perform such other duties as are prescribed by these Bylaws.

Section 3

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

Section 4

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

Article X—Committees

Section 1

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

Section 2

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

Section 3

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

Article XI—Emblems and Colors

Section 1

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

National Board of Directors of FBLA-PBL, Inc.

Section 2

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

Section 3

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

Article XII—Parliamentary

Authority

Section 1

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

Section 2

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

Article XIII—Amendment of the Bylaws

Section 1

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

Section 2

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

amendments, with recommendations, to voting delegates at the State Leadership Conference.

Section 3

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

PBL NATIONAL LEADERSHIP CONFERENCE PARTICIPANT'S INFORMATION

The PBL National Leadership Conference (NLC) will be held in Atlanta, GA, June 24-27, 2016. The NLC offers motivational and informational sessions for both members and advisers. Delegates will be involved in workshops to help develop leadership skills and make important career decisions. Qualified competitive event winners can compete in the PBL National Awards Program.

If you are an eligible competitive event winner, you must complete the Competitive Event Information form and mail, email or fax it to Linda Kuntz at the PBL state office no later than April 25. If you fail to do so, you will **forfeit your right** to compete at the NLC.

On April 26 a notice will be mailed to all chapters of the competitive events that have not been entered. Any PBL member may enter any "open" competitive event at the NLC upon notification of the North Dakota state PBL office.

No competitive events at the NLC can be entered after April 28! On April 29, the North Dakota National Leadership Conference Competitive event registration will be submitted to the national office and no additions will be made!

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

The national PBL office will mail NLC conference information and registration forms to each local chapter adviser, and this information will also be available at www.fbla-pbl.org. No forms are available from the state office. Contact the national office for forms and information at 800-325-2946 or by e-mail: conference@fbla.org.

NOTE: The PBL Institute for Leaders is scheduled prior to the actual conference. A separate registration form and fee must be submitted to participate in this excellent, worthwhile program.



ND PBL NLC Competitive Event Information

People who wish to compete in PBL competitive events representing North Dakota should submit the following information by April 25.

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

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

Name	Mailing Address
Phone	

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

If you are not competing, but are attending the 2016 National Leadership Conference, it would be appreciated if you would complete and mail/fax this form to the state office so we can share this information with all attending from North Dakota.

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

Postmark, Email or Fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

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

Dr. Brian Duchscherer, Chairperson, Carrington

Ms. Debby Marshall, Vice Chair, Towner

Ms. Kirsten Baesler, Member, Bismarck

Ms. Cheri Giesen, Member, Bismarck

Dr. Mark Hagerott, Bismarck

Dr. Jeff Lind, Member, Mandan

Ms. Sonia Meehl, Member, Oakes

Ms. Val Moritz, Member, Valley City

Mr. David Richter, Member, Williston

North Dakota FBLA-PBL is sponsored as part of the
North Dakota Department of Career & Technical Education
Wayne Kutzer, State Director and Executive Officer
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