

# **FBLA HIGH SCHOOL COMPETITIVE EVENTS PROGRAM**



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## **NC DEPARTMENT OF PUBLIC INSTRUCTION**

Mark Johnson  
State Superintendent of Public Instruction

Vacant  
Director, Career and Technical Education

Delores Ali  
Curriculum Section Chief

Mary Jane Thomas  
North Carolina FBLA State Adviser

Linda Lay, Consultant  
Business, Finance, and Information Technology Education

Karen McPherson, Consultant  
Business, Finance, and Information Technology Education

Vacant, Consultant  
Business, Finance, and Information Technology Education

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## COMPETITIVE EVENTS PROGRAM

### ***MISSION STATEMENT***

The mission of the NC FBLA competitive Events Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, this competitive events series has been developed and made available to local chapters for use in assessing students in the various knowledge, skills, and abilities that make up today’s business education curriculum.

### ***PROGRAM DESIGN AND PURPOSE***

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

Please see the Chapter Management Handbook for membership criteria. Only ACTIVE members are eligible to compete in the Regional and State competitive events.

### ***ADMINISTRATIVE AND PROCEDURAL REMINDERS***

- Each participant may compete in one chapter event and one individual or team event.
- Participants must bring a copy of the prejudged media sent if they want to include it in their performance.

- Performance attendance for prejudged events—presentation of the event must be conducted by participants who authored the event. In the case of a team event, at least one author must give the presentation at the SLC; however, all team members who wish to be recognized as state winners must register for the SLC. No replacement or substitutes will be allowed.
- For NLC all changes to competitive event participation must be made by the first Friday in June. Deletions are the only change that can be made on-site.
- For all events allowing equipment to be used at SLC, the equipment must be provided by the individual, team, or chapter for each event entered. A screen, table, and electrical power will be provided on-site. Access may not be via WiFi, so participants should plan appropriately when selecting laptops/tablets on which to present.
- Microphones will not be used in any events.
- **Preliminary performance** events are not open to conference attendees.
- Three (3) copies of the following media must be received for prejudging by the deadline on the Calendar of Activities—Computer Game & Simulation Programming, Desktop Application Programming, Graphic Design and Mobile Application Development.
- Videos for Digital Video Production should be uploaded to You Tube or School Tube. These videos should be marked “unlisted.”
- Six (6) copies of application materials must be submitted for Future Business Leader and Job Interview.
- Report projects must not have been submitted for a previous SLC.

## ***PREPARING FOR COMPETITION***

The NC FBLA Awards Program is a very exciting part of the NC FBLA year. Each active local chapter is allowed to send one (or, in some cases, two or more) representative(s) in each of the regional and/or state events. The knowledge, experience, and motivation gained from competing makes every participant a winner.

Not everyone can go to the regional and/or state conference and take home an award. However, members can increase their chances by working with their advisers to ensure careful advanced preparation, adherence to all relevant guidelines and rules, and by following these tips.

1. Comply with entry procedures and regulations.
  - Check the status of membership dues. Students wishing to compete must be paid members. Refer to the Calendar of Activities for dues deadline dates.
  - Ensure that the entry forms are completed properly and uploaded by the date listed on the Calendar of Activities. It is the responsibility of the local chapter adviser to register each student for regional conferences, state conferences, and national conferences. It is the responsibility of the state adviser to enter the names of the national qualifiers in the national database for the national competition.
2. Be familiar with the event guidelines.
  - Check the current edition of the NC FBLA Competitive Events Program for guidelines and a complete listing of individual, team, and chapter events.
  - Refer to the National Website for specific guidelines, rating sheets, and sample materials for most events. There are some events that are only offered at the regional and state level use this guide for information and rating sheets for these events.
  - Make copies of the appropriate guidelines and rating sheets.
  - Become completely familiar with the procedures to be followed in administering the event.
  - Determine from the rating sheets and guidelines exactly what areas will be judged.
3. Identify and assemble needed resources. Obtain a variety of textbooks on your subject matter to study. Many textbook sources are utilized in the preparation of test questions for the various competitive

events. Terminology may vary from one publisher to another, and test questions may be from several sources. FBLA-PBL provides a study guide with preparation tips and sample questions through the FBLA-PBL website <http://www.fbla-pbl.org/web/sectionid/587/module/ce/fbla.asp>. Study materials may also be purchased through the FBLA-PBL *Market Place*.

- Contact former and current chapter members who have entered this event in previous years.
  - Find mentors and other experts who can help you prepare.
4. Prepare for the competition.
    - Where appropriate, involve faculty, other members, advisory committee members, and business people. These are excellent resources — use them!
    - Practice makes perfect! Try to recreate as realistically as possible the conditions under which the competition will take place.
  5. Comply with competition regulations.
    - Be familiar with the information to be provided and the deadlines to be met.
    - Make sure that copies of materials to be submitted to judges are error-free and that they are submitted in the proper format.
  6. Do the best you can and enjoy!

Chapter advisers are also encouraged to keep the following points in mind as they prepare their students for participation in the NC FBLA Competitive Events:

- Competitive events are excellent motivating devices; they help to instill the desire to learn and to achieve.
- To be the best generally requires innate ability, high motivation, and many hours of hard work.
- Travel and interaction with students from other schools are tremendous learning opportunities for students.
- Competitive events can be helpful in building school spirit and in publicizing a business program.
- Competitive events should not be used to determine curricula, teaching methodology, time spent on class activities, textbooks to be used, grading procedures, or for teacher evaluation.
- Excessive class time should not be spent on areas covered in competitive events at the expense of other subject matter that should be taught.
- Delaying contestant selection as long as possible is encouraged so that more students are striving for mastery or excellence in a particular area.
- A teacher's competence should not be judged by the number of winners produced in a period of time. A teacher is not an excellent teacher simply because a student wins a competitive event any more than a teacher is a poor teacher because a student does not win.
- Likewise, the success of a local chapter should not be determined strictly by the performance of its members in competitive events. While an important element of the overall FBLA-PBL program, competitive events are just that — a part. Any activities and programs work together to build a successful chapter.
- Teachers should recognize the value of competitive events, maintain a professional attitude towards the events, and keep them in proper perspective.

## **OVERVIEW OF FBLA COMPETITIVE EVENTS PROGRAM COMONENTS**

<b>Test Components</b>	<b>Description</b>
Objective Test Individual	A 60-minute objective online test. Non-graphing calculators may be used.
Production Test Individual	A one- or two-hour computer production test administered and proctored at the home school prior to the RLC and/or SLC.

<b>Performance Components</b>	<b>Description</b>
Role Play Team	Competitors receive a role play scenario 10 or 20 minutes prior to the scheduled event times. Judges receive a copy of the role play, along with suggested questions to ask during each performance.
Prejudged Individual, Team, or Chapter	Report or project content is prejudged before the conference. The presentation of a report or project is judged during the conference.
Interview Individual	The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
Speech Individual	A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.
Presentation Individual or Team	The presentation of an individual or team's project, or campaign on a specific topic provided on the National Website. This topic changes each year.

## TABLES OF COMPETITIVE EVENTS

Legend – This will explain the codes used in the tables below.

▪ Event type	▪ Level	▪ Event Activities
▪ C = Chapter	▪ R = Regional	▪ H = Home Site
▪ I = Individual	▪ S = State	▪ O= Objective test (administered online)
▪ T = Team	▪ N = National	▪ J=Prejudged project
		▪ C=Case Study
		▪ P=Oral Presentation/Performance

See the National FBLA Competitive Event link for National Level Event Guidelines and Rating Sheets.

<http://www.fbla-pbl.org/fbla/competitive-events/>

**TABLE I - COMPETITIVE EVENTS SORTED BY EVENT NAME – HIGH SCHOOL**

Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
Accounting I	I	R,S,N	O	Y	Participant must not be enrolled in or have taken Accounting II.	4
Accounting II	I	S,N	O			4
Advertising	I	S,N	O			4
Agribusiness	I	S, N	O			4
American Enterprise Project	C	S,N	J,P			4
Banking & Financial Systems	I or T	S,N	O,C,P			4
Business Calculations	I	R,S,N	O			4
Business Communication	I	R,S,N	O			4
Business Ethics	I or T	S,N	C,P			4
Business Financial Plan	I or T	S,N	J,P			4
Business Law	I	S,N	O			4
Business Plan	I or T	S,N	J,P			4
Coding & Programming	I	S, N	J,P			4
Community Service Project Roy Allen Award	C	S,N	J,P			4
Computer Applications	I	R,S,N	H,O			4
Computer Game & Simulation Programming	I or T	S,N	J,P			4
Computer Problem Solving	I	S,N	O			4
Crime Prevention Project	C	S	J			N/A
Cyber Security	I	S,N	O			4



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Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
Database Design & Applications	I	R,S,N	H,O			4
Digital Video Production	I or T	S,N	J,P			4
E-Business	I or T	S,N	J,P			4
Economics	I	S,N	O			4
Emerging Business Issues	I or T	S,N	C,P			4
Entrepreneurship	I or T	S,N	O,C,P			4
Future Business Leader (FBL)	I	R,S,N	O,P			4
Global Business	I or T	S,N	O,C,P			4
Gold Seal Chapter Award of Merit	C	S,N	J			N/A
Graphic Design	I or T	S, N	P			4
Health Care Administration	I	S,N	O			4
Helen Ragan Chapter of the Year	C	S	J			N/A
Help Desk	I	S,N	O,C,P			4
Hospitality Management	I or T	S,N	O,C,P			4
Impromptu Speaking	I	S,N	P			4
Insurance & Risk Management	I	S,N	O			4
Introduction to Business	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Business Communication	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Business Presentation	I or T	S,N	O,P	Y	Participants must be enrolled in grades 9 or 10.	3
Introduction to Business Procedures	I	R,S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to FBLA	I	S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4

NC FBLA COMPETITIVE EVENTS PROGRAM

Event Name	Event Type		Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
	Individual (I)	Chapter (C) Team (T)					
Introduction to Financial Math	I		S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Information Technology	I		R,S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Parliamentary Procedure	I		R,S,N	O	Y	Participants must be enrolled in grades 9 or 10.	4
Introduction to Public Speaking	I		R,S,N	P	Y	Participants must be enrolled in grades 9 or 10.	4
Job Interview	I		R,S,N	P			4
Journalism	I		S,N	O			4
Local Chapter Annual Business Report	C		S,N	J			4
Local Recruitment of Chapters	C		S				N/A
Management Decision Making	I or T		S, N	O,C,P			4
Management Information Systems	I or T		S, N	O,C,P			4
Marketing	I or T		S,N	O,C,P			4
Mobile Application Development	I or T		S,N	J,P			4
Network Design	I or T		S,N	O,C,P			4
Networking Concepts	I		R,S,N	O			4
Organizational Leadership	I		S,N	O			4
Parliamentary Procedure	I or T		S,N	O,P			4
Partnership with Business Project	C		S,N	J,P			4
Personal Finance	I		S,N	O			4
Public Service Announcement	I or T		S,N	J,P			4
Public Speaking	I		R,S,N	P			4
Publication Design	I or T		S,N	O, P			4
Securities & Investments	I		S,N	O			4
Spirit – NC FBLA	C - T-Shirt C- Cheer		R, S	J			N/A
Social Media Campaign	I or T		S,N	J,P			4

Event Name	Event Type Individual (I) Chapter (C) Team (T)	Level	Event Activities	Transcript Required	Eligibility Restrictions	# NLC
Sports & Entertainment Management	I or T	S,N	O,C,P			4
Spreadsheet Applications	I	R,S,N	H,O			4
Website Design	I or T	S,N	J,P			4
Word Processing	I	R,S,N	H,O			4

**TABLE II – SCHOLARSHIP EVENTS – HIGH SCHOOL**

Title	Type	Level	Eligibility Restrictions
Alsup Business Scholarship	I	S	Only high school seniors taking an active part in the SLC are eligible. All applicants should plan to work toward a degree in business.
FBLA Professional Division Scholarship Award	I	S	See Guidelines
James L. White Scholarship	I	S	Only high school seniors taking an active part in the SLC are eligible. All applicants should plan to work toward a degree in business.
King's College Scholarship	I	S	Participants must be high school seniors.
NC ACTE-BE Broyhill Scholarship	I	S	Applicants must be classified below the senior grade level in high school.
UNC-G Bryan School of Business Scholarship	I	S	Participants must be high school seniors planning to attend UNC-G in the year following the award and to select a major in the Bryan School of Business and Economics.

**TABLE III – RECOGNITION EVENTS – HIGH SCHOOL**

Title	Type	Level	Eligibility Restrictions
Adviser of the Year Award	I	S,N	
Businessperson of the Year	C	R,S,N	
Largest Local Chapter Award	C	S,N	
NC FBLA Honorary Life Member	I	S	
NCBEA Outstanding Student Award	I	R,S	Participants may not enter the Who's Who in FBLA event.
Who's Who in FBLA	I	S,N	Participants must be enrolled in their senior year of high school. Who's Who candidates must have completed the Future level of the Business Achievement Award.

## INFORMATION ABOUT FBLA

### ***FBLA-PBL AWARDS PROGRAM***

Competitive spirits, and recognition of excellence, reflect important aspects of the educational process that prepares students for their roles in the American enterprise system.

Today's students demand and deserve learning experiences that enable them to achieve success through effective participation in career-related activities designed to reach professional goals. The NC FBLA Competitive Events Program offers this opportunity by providing support for curriculum development that facilitates practical applications and increases conceptual knowledge of business principles.

## DRESS CODE FOR ALL CONFERENCES

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.

**See National Website for latest Dress Code requirements:**

<http://www.fbla-pbl.org/about-fbla/>

**Dress Code is required for opening and closing ceremonies.  
You must be in dress code to be recognized on stage.**

**Members will be screened for dress code violations before they will be allowed to go on stage.**

## GENERAL REGULATIONS

- Members must adhere to the dress code established by the Board of Directors in order to participate in a competitive event at the regional or state conference.
- Participants failing to report on time for their event may be disqualified.
- Members must be registered for the conference (following current registration guidelines) in order to participate in a competitive event.
- Reference manuals, textbooks, and other resource materials may not be taken to or used during competitive events. Exceptions to this rule are clearly identified in the guidelines for each individual event. For instance, when events guidelines specify material or equipment that may be used (e.g., a 4" by 6" card or a calculator), only those materials or equipment may be used. If an item is not listed, it is to be assumed that it is not allowed. Individual participants or a participating team must adhere to this event regulation or be disqualified.
- No audio or video recording devices will be allowed in any competitive event. Participants in the team performance events should be aware that the state office reserves the right to record any performance for use in study or training materials.

- Event guidelines call for a receipt deadline. This places the responsibility of getting materials to the regional board member/state office on the local chapter. Chapters should plan ahead and take the necessary steps to ensure that materials are received by the deadline.

## ***ELIGIBILITY GUIDELINES***

These competitive events are provided as a membership benefit for the local chapters. Only those students who meet the official membership eligibility requirements and are on record with the state and national offices as dues-paid members on or before the first/second semester dues deadlines are eligible to compete. Membership in FBLA is unified on the local, state, and national levels and is not available separately. FBLA members may participate only in the competitive events associated with their affiliated divisions.

State events are divided into four categories:

- Chapter Events
- Individual Events
- Team Events
- Recognition Events

Members may participate in one chapter event, as well as one individual or team event. They may also participate in a recognition event. Recognition events generally are directed toward:

- Chapters
- Individuals
- People other than members who have provided outstanding support for FBLA

In the case that a recognition event involves a member, such participation will not preclude that member from competing in another individual or team event.

A member may enter only one individual or team event with these exceptions:

- A member taking the State Parliamentarian selection test is not classified as a competitive event participant and may compete in another event.
- A member nominated for "Who's Who in FBLA" or participating in a scholarship event may compete in another event.
- Members that are a part of the Gold Seal Chapters may compete in another event.

Depending on the specific event, the FBLA state office may enter one, two, three or four competitors for competition at the National Leadership Conference. In general, events consisting of a performance (e.g., interview, speech, team presentation) allow one competitor per state. Refer to the individual event guidelines for specific eligibility requirements.

Members participating in an event that is **restricted either to specific grade levels or maximum-training limits** must submit a **current transcript** as proof of their eligibility.

## ***CHANGES TO THIS EDITION***

### **NC Competitive Event Modifications**

All previous team events are now individual or team events except Parliamentary Procedure.

NO electronic equipment will be provided at SLC.

This book will only contain guidelines for events not offered at NLC. You will need to refer to the national website for event guidelines, rating sheets, and sample items for all events that are offered at NLC.

The only exceptions will be:

- Publication Design – an objective test will be given to determine the top 10 at SLC
- FBL and Job Interview – these events will not be prejudged (the letter and resume will not be scored at the regional or state level with the rating sheet)

### **Renamed Events**

- FBLA Principles & Procedures to Introduction to FBLA
- Public Speaking I to Introduction to Public Speaking
- Public Speaking II to Public Speaking

### **National Events now offered at SLC**

- Business Ethics – Presentation no equipment (topic given ahead of time), individual or team event
- Management Decision Making – Collaborative test, role play, presentation, individual or team event
- Management Information Systems – Collaborative test, role play, presentation, individual or team event
- Social Media Campaign – Presentation with equipment (topic given ahead of time), individual or team

## ***EVENT REGULATIONS***

The following regulations apply to all competitive events in the class indicated. Please make sure that you review these guidelines carefully as they will be strictly enforced. Entries not adhering to these regulations, as well as any event specific guidelines, will be penalized or disqualified at the discretion of event judges, depending on the severity of the noncompliance. The state adviser will receive notification of any disqualifications.

### ***CHAPTER EVENTS — WRITTEN REPORTS***

See national website for format guidelines:

<http://www.fbla-pbl.org/media/Format-Guide-Competitive-Events.pdf>

### ***INDIVIDUAL EVENTS***

The following regulations apply to all individual member competitive events. Refer to the event descriptions for any additional regulations that might apply to a specific event.

- The local chapter adviser must register participants using the designated registration method. The dates indicated on the Calendar of Activities must be adhered to.
- Participants must be selected in accordance with the regulations of the state and national associations.
- Participants must not have been entered in the event at a previous regional or state conference.

- A local chapter adviser must confirm participants at the registration desk of the regional and state conferences.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code.

## **INDIVIDUAL OR TEAM EVENTS**

The following regulations apply to all team competitive events. Refer to the event guidelines for any additional regulations that might apply to a specific event.

- The local chapter adviser must upload an Event Entry Form by the receipt deadline on the Calendar of Activities. Participants must be selected in accordance with the regulations of the state and national associations.
- Members may not repeat an event at the SLC. Exceptions to this regulation are as follows:
  - *National Modified Events.* An individual may compete in the same event when the event is modified.
  - *Team Events.* In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at one previous SLC. Team members may not compete in the same event more than two (2) years at the state level.
  - *Parliamentary Procedure.* Two members of the team may have competed in this event at a previous SLC; however, they may not compete more than twice in this event at the state level.
  - *Individual Entry.* A member who competed as an individual entry in a team event at the state level may compete in the same event a second time as part of a team but not a second time as an individual.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code

## **HOME SITE PRODUCTION EVENTS**

**Regional Home Site**—Local chapters must submit with the Event Entry form a Test Administrator Identification Form. The Regional Adviser will send the test, Administrator Release Form, guidelines, script, and return envelope to the identified test administrator. This test should be administered in accordance with the instructions included in the test packet. **Each region may handle this differently.**  
**State Home Site**—Local chapters must upload the Event Entry Form and furnish the Test Administrator Identification Form by the date given on the Calendar of Activities. Directions will be emailed to you.

After the **regional test** is completed, all materials (test, Administrator Release Form, guidelines, script, data diskette and student's test documents) will be placed in a return envelope and mailed to the Regional Adviser by the stipulated deadline. Tests not postmarked by the deadline will be disqualified. It is suggested that local chapters return test packets by certified mail. FBLA will not be responsible for test material lost in the mail or not received by the deadline. **State test** will be uploaded. Directions will be emailed to you.

## **EVENT COMPONENTS**

In addition to events being categorized as Individual, Chapter, or Team, you will want to know what the competitive event components are. The options are:

- **Prejudged** – All events that require the student to submit material such as reports or CDs, to be judged before the conference starts are called "Prejudged". Often an event will have more than one component and Prejudged is one of the components.
- **Objective** – This is an online test that will be administered at the school.
- **Performance** – Performance events require an active participation on behalf of the students. These events will require the student to stand and orally defend his/her project.



- Home Site –These are production tests that are administered prior to the regional/state conferences at the home school by a non-business teacher proctor. Please refer to the events to see what the components are for each event. See the individual event guidelines for administering procedures. Each of these events also has an on-line objective test portion.

## **TOPICS – COMPETITIVE EVENTS**

Some of the competitive events have topics around which they must be developed. They are:

- Business Ethics
- Business Financial Plan
- Computer Game and Simulation Programming
- Coding & Programming
- Computer Slide Show Presentation - ML
- Digital Video Production
- E-Business
- Emerging Business Issues
- Graphic Design
- Introduction to Business Presentation
- Mobile Application Development
- Public Service Announcement
- Publication Design
- Social Media Campaign
- Website Design

## **COMPETITIVE EVENTS, PROJECTS & RECOGNITION**

NC FBLA offers many competitive events for both middle and high school levels. Though we closely follow the guidelines of National FBLA, we do not offer every event that they offer. Similarly, National FBLA does not offer all of the events that are offered through NC FBLA.

Before a competitive event is selected by NC FBLA, an evaluation is made to insure that a business course in the Standard Course of Study supports the skill requirements of the event. If there is not a business course with a specific business course number that is being taught to support it, the event is not offered. Please refer to the Standard Course of Study for a listing of these courses. You may find this on the DPI website at:

## **NUMBER OF COMPETITORS**

- Events with Objective Test only – up to 3 members per school can compete (regardless of membership)
- Some events are one entry per school
- Some events are based on membership  
use this table for those events

Membership	Participants
1-40	1
41-70	2
71-110	3
111 and up	4

## **INDIVIDUAL EVENTS HIGH SCHOOL**

### **Regional/State/National**

#### **Objective Test**

- Accounting I
- Business Calculations
- Business Communications
- Introduction to Business Procedures – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Introduction to Information Technology – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Introduction to Parliamentary Procedure – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Networking Concepts

#### **Home Site Production & Objective Test – Based on Membership**

- Computer Applications
- Database Design & Application
- Spreadsheet Applications
- Word Processing

#### **Interview – One Entry per School**

- Future Business Leader – Modified from National Guidelines
- Job Interview – Modified from National Guidelines

#### **Speech – One Entry per School**

- Introduction to Public Speaking – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Public Speaking

### **State/National**

#### **Objective Test**

- Accounting II
- Advertising
- Agribusiness
- Business Law
- Computer Problem Solving
- Cyber Security
- Economics
- Health Care Administration
- Insurance & Risk Management
- Introduction to Business – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Introduction to Business Communication – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Introduction to FBLA – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Introduction to Financial Math – 9<sup>th</sup> & 10<sup>th</sup> Grades Only
- Journalism
- Organizational Leadership
- Personal Finance
- Securities & Investments

#### **Prejudged Project & Presentation- Based on Membership**

- Coding & Programming

#### **Objective Test & Role Play – Up to 3 Competitors**

- Help Desk

#### **Speech – One Entry per School**

- Impromptu Speaking

## FUTURE BUSINESS LEADER – MODIFIED FROM NATIONAL GUIDELINES

### Regional/State/National Event

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

### ELIGIBILITY

Each local chapter may enter **one (1) participant** at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year.

### OBJECTIVE TEST COMPETENCIES

- ♦ general concepts to include accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, math and technology
- ♦ FBLA-PBL history, programs, and bylaws
- ♦ parliamentary procedure

### PERFORMANCE COMPETENCIES

- ♦ demonstrate good verbal communication skills
- ♦ answer questions effectively
- ♦ display self-confidence through knowledge of content and articulation of ideas

### OVERVIEW

Nationals have added a pre-judged component; however NC will continue to run this event as in the past. Nationals has two (2) rating sheets—one (1) for the cover letter and résumé that will be prejudged (50 points) and one (1) for the interview. The interview rating sheet has a place to add the score from the pre-judged component. Competitors moving on to the national level—read the national guidelines carefully.

This event consists of three (3) parts: submission of a letter of application with a résumé, completion of an objective test, and participation in a simulated interview(s).

Participants are required to complete all parts to be eligible to win an award. A letter of application and resume must be submitted in six

### Interview Event

(6) folders and turned in at the registration desk at the Regional Conference and mailed to the State Adviser by the date listed on the Calendar of Activities.

**See the National Website for Rating Sheet.**

### GUIDELINES

#### Letter and Résumé

- A one-page letter of application (original or copy) for the award addressed: Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston VA 29191. The letter should state the reasons the participant is deserving of the honor of this award.
- A brief résumé (original or copy) not to exceed two (2) pages. Photographs are not allowed.
- All copies of the above materials must be submitted in six (6) standard file folders. The tab of the folder must be labeled with the participant's name, school, and event title. Include the participant's name on all pages submitted.
- Student members, not advisers, must prepare all materials.
- A deduction of up to five (5) points will be made from the score of participants who submit materials by the deadline but do not adhere to the event guidelines for the submission of proper materials.
- The letter of application and the résumé will be returned.

#### Objective Test

- A one-hour (1) on-line objective test will be administered based on the previously listed competencies.
- Participants may use their non-graphing calculators.

#### Preliminary Interviews

- Participants will be divided in up to three (3) groups, depending on the number of participants. Each participant will be scheduled for a ten-minute (10) initial interview.
- The interviews will be conducted by professionals from business. The

*Future Business Leader Continued*

interview times will be determined by a random drawing.

- Judges will be given copies of all participants' application materials. No other items may be brought to the interview or left with the judges.

Final Interviews

- Based on the objective test, letter of application and résumé, and the initial interview, a maximum of ten (10) finalists will be scheduled for a second interview for SLC.
- Participants will be assigned times determined by a random drawing for the final fifteen-minute (15) interview.
- The objective test will only be used to break a tie.
- All other procedures as outlined for the preliminary interviews will be followed for the final interview.

**JUDGING**

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

The final interview rating sheet scores will determine the winners. In the case of a tie after the second interview, the objective test scores will be used to determine the final rank.

**REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY**

Regional – First, and second, third, and fourth place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

## JOB INTERVIEW – MODIFIED FROM NATIONAL GUIDELINES

### Regional/State/National Event

### Interview Event

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

### ELIGIBILITY

Each local chapter may enter **one (1) participant** at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

### PERFORMANCE COMPETENCIES

- ♦ ability to answer questions effectively
- ♦ demonstrate and use good communication skills
- ♦ exhibit a professional and poised appearance
- ♦ communicate career knowledge and plans

### OVERVIEW

Nationals have added a pre-judged component; however NC will continue to run this event as in the past. Nationals has two (2) rating sheets—one (1) for the cover letter and résumé that will be prejudged (50 points) and one (1) for the interview. The interview rating sheet has a place to add the score from the pre-judged component. Competitors moving on to the national level—read the national guidelines carefully.

This event consists of two (2) parts:  
Letter of Application and Résumé  
Interview

Participants are required to complete all parts to be eligible to win an award. A letter of application and resume must be submitted in six folders and turned in at the registration desk at the Regional Conference and mailed to the State Adviser by the date listed on the Calendar of Activities.

Each participant must apply for a business or – business-related job at Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

**See the National Website for Rating Sheet.**

### GUIDELINES

#### Letter and Résumé

- Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
- The local chapter adviser must submit **six (6) standard file folders** containing the following items:
  - A one-page letter of application (original or copy) for the participant addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041.
  - A brief résumé (original or copy) not to exceed two (2) pages. Highlight your work/volunteer experience. Photographs are not allowed.
- All copies of the above materials must be submitted in six (6), standard file folders. The tab of the folder must be labeled with the event title, participant's name, and school. Include participant's name on all pages submitted.
- Student members, not advisers, must prepare all materials.
- The letters of application and résumés will be returned.
- Participants failing to submit materials by the stated deadline will be disqualified.
- A deduction of up to five (5) points will be made from the score of participants who submit material by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.

### INTERVIEW GUIDELINES

#### Preliminary Interviews

- Participants will be divided in up to three (3) groups for the initial interviews, depending on the number of participants.
- Participants will be scheduled for a ten-minute (10) initial interview. Based upon

*Job Interview Continued*

the initial interview, letter of application, and résumé, a maximum of ten (10) participants will be selected for a final interview at SLC .

- The interview will be conducted by professionals from business. The interview times will be determined by random drawing.

Final Interviews

- Participants' interview times will be determined by random drawing.
- All other procedures as outlined for the preliminary interviews will be followed for the final interview. However, interview time at NLC is 15 minutes.

**JUDGING**

Participants will be judged by a panel of judges serving as personnel professionals. All decisions of the judges are final.

**REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY**

Regional – First, second, third, and fourth place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

## **INDIVIDUAL OR TEAM EVENTS HIGH SCHOOL**

### **State & National**

#### **Collaborative Objective Test and Performance Role Play– One Entry per School**

- Banking & Financial Systems
- Entrepreneurship
- Global Business
- Hospitality Management
- Management Decision Making
- Management Information Systems
- Marketing
- Network Design
- Sports & Entertainment Management

#### **Prejudged Report & Presentation – Based on Membership**

- Business Financial Plan
- Business Plan

#### **Prejudged Project & Presentation – Based on Membership**

- Computer Game & Simulation Programming
- Digital Video Production
- E-Business
- Mobile Application Development
- Website Design

#### **Presentation without Equipment – One Entry Per School**

- Business Ethics
- Emerging Business Issues

#### **Individual Objective Test & Performance Role Play – One Entry Per School**

- Parliamentary Procedure

#### **Presentation With Equipment – Based on Membership**

- Graphic Design
- Introduction to Business Presentation – 9<sup>th</sup> & 10<sup>th</sup> Only
- Public Service Announcement
- Publication Design – Modified from National Guidelines – Objective Test to determine top 10 for performance
- Social Media Campaign

## PARLIAMENTARY PROCEDURE – HIGH SCHOOL

### State/National Event - (Individual or Team)

This event recognizes FBLA 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.

However if the chapter does not have a team that will be participating, but has a student that wants to take the test to qualify for State Parliamentarian, they can register this student for the Parliamentary Procedures event. Under this circumstance this can then classify as an individual event, but is otherwise a team event.

### ELIGIBILITY

Each local chapter may submit **one (1) entry** at the state level for an individual member (see information above) or by a team of four (4) or five (5) persons (a president, vice president, secretary, treasurer, and an additional member) from an active local chapter and be on record in the FBLA state office as having paid dues by the second semester membership dues deadline. No more than two (2) members may have participated previously in this event.

Selection of the state parliamentarian is made from those team members or eligible state candidates who meet the following criteria:

- Are active members.
- Have one or more years remaining in FBLA.
- Have the support of local chapter adviser(s), parents, and local administrators.
- Score highest on the state parliamentary procedure written test at the State Leadership Conference.
- Are able to attend the events and activities planned for all state officers.

### OBJECTIVE TEST COMPETENCIES

- ♦ parliamentary procedure principles
- ♦ FBLA Bylaws

### PERFORMANCE COMPETENCIES

- ♦ demonstrate critical thinking and problem solving
- ♦ exhibit good communication skills

### Individual Objective Test & Team Role Play

- ♦ effectively present the case
- ♦ all team members contribute to presentation

### OVERVIEW

This event consists of two (2) parts: an objective test and a performance component

Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section will be drawn from the NAP's official test bank.

The case problem will be given to simulate a regular chapter meeting. The performance should demonstrate critical thinking and problem solving skills, exhibit good communication skills, effectively present the case, and all team members must contribute to the presentation.

**See the National Website for Rating Sheet.**

### GUIDELINES

#### Objective Test

- A one (1) hour on-line objective test will be administered based on the previously listed competencies.
- An event entry form must be **MAILED** along with the SLC registration confirmation check by the date given on the Calendar of Activities.
- Participants may use their non-graphing calculators.
- The team score is determined by averaging the scores of its members. The five (5) teams with the highest average scores will be selected for the performance component. The order of performance will be determined through a random drawing.



*Parliamentary Procedure – High School Continued*

**Performance**

- All members of the five (5) participating finalist teams will meet for instructions and time assignments thirty (30) minutes before the first performance is scheduled to begin. All team members will be sequestered until their performance times.
- Twenty (20) minutes before the performance, the team's president will receive an envelope containing a copy of the problem for each team member.
- 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. The secretary will take notes during the performance, but the notes will not be transcribed into minutes.
- The problem may or may not include class of motions, but all five (5) classes of motions – main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly –

must be demonstrated during the performance.

- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- 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 (30 seconds) over eleven (11) minutes.
- Performances are open to conference attendees, except performing participants of this event.

**JUDGING**

A panel of judges will evaluate the performance portion of the event. Judges' decisions will be based on *Robert's Rules of Order Newly Revised* (11<sup>th</sup> edition). All decisions of the judges are final.

**STATE AWARDS AND NATIONAL ELIGIBILITY**

The top five (5) teams will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

**PARLIAMENTARY AUTHORITY  
REFERENCE**

***Robert's Rules of Order, Newly Revised, 11<sup>th</sup> edition, by General Henry M. Robert, Scott Foresman and Company, Glenview, Illinois***

<b><i>Please Key – Mail with SLC Registration Check</i></b>			
<b>NC FBLA COMPETITIVE EVENTS ENTRY FORM</b>			
<b>PARLIAMENTARY PROCEDURE</b>			
School Name:			
Chapter #	No. Members	Region	
Complete School Address School Address:			
City, State Zip			
Adviser's Name(s):			
Adviser's School Phone Number (      )	Adviser's Home Phone Number (      )		
Adviser's School Fax Number (      )	Adviser's E-mail Address		
I have read the North Carolina State Awards Program Guidelines and based on the guidelines, this team is eligible to compete.			
Adviser's Signature			
<b>TEAM MEMBERS: My adviser and I have read the North Carolina State Awards Program Guidelines and based on these guidelines, I am eligible to compete.</b>			
<b>President's</b> Name (As listed on the Membership Form)	Grade	Entered Event Previously <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
<b>Vice President's</b> Name (As listed on the Membership Form)	Grade	Entered Event Previously <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
<b>Secretary's</b> Name (As listed on the Membership Form)	Grade	Entered Event Previously <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
<b>Treasurer's</b> Name (As listed on the Membership Form)	Grade	Entered Event Previously <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
<b>Member's</b> Name (As listed on Membership Form)	Grade	Entered Event Previously <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
<b>No more than two (2) members may have entered this event previously.</b>			

## PUBLICATION DESIGN MODIFIED FROM NATIONAL GUIDELINES

### State/National Event - (Individual or Team)

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

#### ELIGIBILITY

Each local chapter may enter one – four (1 - 4) projects at the state level created by an individual or by a team of two (2) or three (3) members. Participants must be members of an active local chapter and be on record in the FBLA state office as having paid dues by the second semester membership dues deadline. Local chapters may enter the number of projects based on membership as follows:

Membership	Projects
1-40	1
41-70	2
71-110	3
111 and up	4

The project must not have been submitted for a previous State Leadership Conference. In the event of a team entry, no more than one (1) member may have competed in this event at a previous State Leadership Conference.

#### OBJECTIVE TEST COMPETENCIES

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

#### 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.

### Presentation Event With Equipment

- ♦ Conduct a professional business presentation.
- ♦ Answer questions effectively (when applicable)
- ♦

#### OVERVIEW

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

There is no longer a national online test for this event; however, at the state level, there will be an online test. The top ten (10) individuals or teams with the highest scores on the objective test will advance to the SLC for the performance component. Students will need to prepare throughout the year as the finalists will not know until two or three weeks prior to SLC if they are among the finalists.

**See the National Website for topic.**

#### GUIDELINES

An event entry form must be mailed or emailed to the state adviser by the date given on the Calendar of Activities.

##### Objective Test

- A one-hour (1) on-line objective test will be administered based on the previously listed competencies. Team members will take the objective test **collaboratively**.
- The score received on this portion of the event will be used to determine the top ten (10) individuals/teams to advance to the state competition.
- Non-graphing calculators may be used.

##### Performance

- The event is to highlight print publications.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- Competitors may bring copies of printed materials designed for presentation.
- Comply with state and federal copyright laws.

*Publication Design Continued*

- The presentation should include the team's objective toward the topic; use of different video techniques; a list of equipment and software used; and copyright issues with images, or other items.
- Competitors must prepare projects. Advisers and others are not permitted to help.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- Competitors are responsible for bringing a copy of their project to show the judges.
- The chapter must provide all equipment for the presentation.
- Five (5) minutes will be allowed to set up and remove equipment or presentation items.
- The individual or team has seven (7) minutes to present. At the end of (6) minutes, a timekeeper will stand until noticed. At seven (7) minutes the timekeeper will stand indicating time is up.
- Following each presentation, the judges will conduct a three (3) minute question and answer period.

**JUDGING**

All decisions of the judges are final.

**STATE AWARDS AND NATIONAL ELIGIBILITY**

The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.

## **CHAPTER EVENTS HIGH SCHOOL**

### **Local/Regional/State**

Spirit Event – Cheer/Chant/Slogan  
Spirit Event – Tee Shirt Design

### **State – Prejudged Report – One Entry per School**

Crime Prevention Project  
Gold Seal Chapter Award Of Merit – Submitted for National Recognition  
Helen Ragan Chapter of the Year Award

### **State/National**

### **Prejudged Report – One Entry Per School**

Local Chapter Annual Business Report Joyce M. Keller Award

### **Prejudged Report & Presentation – One Entry Per School**

American Enterprise Project  
Community Service Project Roy Allen Award  
Partnership With Business

## CRIME PREVENTION PROJECT

### State Event

### Prejudged Report

This event is designed to recognize those local chapters that design and participate in a crime prevention project in their local community.

#### ELIGIBILITY

Each local chapter that is on record in the FBLA state office as having paid dues by the second semester membership dues deadline of the current school year may submit one (1) report.

#### OVERVIEW

The Crime Prevention Project must be designed to enable students to become more aware of the importance of crime prevention in their local community and in the state. In addition, the project should involve the students in activities that communicate the importance of crime prevention to the local community.

The chapter should select one topic area for a crime prevention/awareness project and implement activities in that area. Examples of topics might be: Child Safety, Shoplifting, Missing Children, Defensive Living, Consumer Protection, Vandalism, and Business Crimes.

Report must describe a chapter activity conducted between the previous SLC and the current SLC.

#### REPORT GUIDELINES

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Competitors, not advisers, must prepare reports. Advisers and others are not permitted to write reports. Local advisers should serve as consultants to ensure that the report is well organized and prepared, contains substantiated statements and is written in a business style.
- Report should include the name of the school, state, name of the event, and year (20XX-XX).
- Reports must not exceed ten (10) pages. Front page is not counted against page limit.

- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page count.
- Pages must be numbered and formatted to fit on 8½" x 11" paper.
- Follow the rating sheet sequence when writing the report.
- If information is not available for the particular criterion, include a statement to that effect in the report. The report must be similar to that of a business financial plan with substantiated statements in a clear and concise format.
- Points will be deducted if the written plan does not adhere to the guidelines.
- Reports must be original, current, and not submitted for a previous SLC.

#### JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists prior to the State Leadership Conference. All decisions of the judges are final.

#### STATE AWARDS

The first-place winner will be presented at the State Leadership Conference.



# CRIME PREVENTION PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Purpose of Project • Project designed specifically to promote local understanding of and support for Crime Prevention in local community and state.	0	1–5	6–10	11–15	
Research into school and/or community needs	0	1–2	3–4	5	
Planning and development of project	0	1–7	8–14	15–20	
Implementation of project	0	1–5	6–10	11–15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1–7	8–14	15–20	
<b>Comments:</b>					
<b>Format</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of the written report and design	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
<b>Comments:</b>					
<b>Subtotal</b>					<b>(100 max.)</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of ten [10] points): <input type="checkbox"/> missing table of contents <input type="checkbox"/> over ten (10) pages <input type="checkbox"/> no page numbers in report <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>(100 max.)</b>

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

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

Judge's Comments:

## GOLD SEAL CHAPTER AWARD OF MERIT

State/National Award

Prejudged Report

The Gold Seal Chapter Award of Merit recognizes outstanding local chapters which have actively participated in projects and programs identified with the goals of FBLA.

### ELIGIBILITY

Each local chapter that is on record in the FBLA state office as having paid dues by the second semester membership dues deadline of the current school year may submit one (1) report.

### OVERVIEW

At the beginning of the school year, FBLA chapters should review the suggested criteria for the Gold Seal Chapter Award of Merit. This list serves as a guide for the state office in the evaluation process. Criteria may include:

- Paid state and national dues by October 20<sup>th</sup>.
- Conducted projects or programs identified with the goals of FBLA-PBL.
- Recruited professional members.
- Sent representatives to FBLA conferences sponsored by the state chapter and the national association.
- Participated in the Business Achievement Awards Program.
- Encouraged other schools to organize FBLA-PBL chapters.
- Participated in state and national project(s) for the current year.
- Planned visits to business and industry.
- Conducted financial development projects, if allowed by school administration.
- Invited businesspersons and other professionals to become involved in chapter activities.
- Promoted FBLA-PBL.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/ TV coverage.

### GUIDELINES

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- Reports must not exceed fifteen (15) pages. Front page is not counted against page limit.
- Documentation of items (newspaper clippings, etc.) on the rating sheet should be included in the appendix of the Annual Business Report.
- The format must adhere to the same technical guidelines listed for chapter (See REPORT FORMAT GUIDELINES on the National Website).

### JUDGING

The chapter files, in the state office will be examined. A panel of judges will select the winners. All decisions of the judges are final.

### STATE AWARDS AND NATIONAL ELIGIBILITY

Up to 15% of the total number of active NC FBLA chapters are eligible for this award. The number of awards presented at the State Leadership Conference will be submitted for consideration at the National Leadership Conference.





# GOLD SEAL CHAPTER AWARD OF MERIT

## Rating Sheet

Points given may range between zero and the maximum number indicated.

### PRODUCTIVITY

Initiating a new or reactivated chapter	_____ 5 points each
School Service Projects	_____ 5 points each
Community Service Projects	_____ 5 points each
Recruitment of Professional Members	_____ 5 points each
Support of National Projects (examples below)	_____ 5 points each
March of Dimes	
Support of State Projects (examples below)	_____ 5 points each
Contribution to James L White Scholarship	
Food Drive	
Secure a Business Partner for an SLC competitive event (minimum \$50 donation)	
Participate in Spirit Events	
Business Achievement Awards Chapter Program	_____ 6 points each
Future Award, Business Award, Leader Award, America Award (Individual Recognition at the National Level)	
Professional Development Activities with Business and Industry	_____ 5 points each
Guest Speakers	
Field Trips	
Partner with a business for a competitive event project	
Attendance at Conferences:	
Regional Fall Leadership Conference	_____ 3 points per person
National Fall Leadership Conference	_____ 5 points per person
Regional Competitive Events	_____ 3 points per person
State Leadership Conference	_____ 5 points per person
National Leadership Conference	_____ 9 points per person

### RECOGNITION

Regional Competitive Events Finalist	_____ 1 point each
Regional Competitive Events Winner	_____ 3 points each
State Competitive Events/Open Test Finalist	_____ 1 point each
State Competitive Events Winner	_____ 3 points each
National Competitive Events Finalist	_____ 2 point each
National Competitive Events Winners	_____ 10 points each
Radio, TV, Civic/Trade Group Appearance	_____ 5 points each
Publicity (Newspaper, Magazine Article)	_____ 3 points each

### PROCEDURES

Paid State and National Dues by October 20 <sup>th</sup>	_____ 10 points
Financial Development Projects (Fundraisers, Income Statement, Solicitation of Funds, etc.)	_____ 3 points each

### TOTAL SCORE

\_\_\_\_\_

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

Address: \_\_\_\_\_ Region: \_\_\_\_\_

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

## HELEN RAGAN CHAPTER OF THE YEAR AWARD

### State Event

### Prejudged Report

The most outstanding chapter in North Carolina is recognized with the Helen Ragan Chapter of the Year Award.

### ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the second semester membership dues deadline of the current school year may enter one (1) report.

### OVERVIEW

- The report in PDF format and the Event Entry Form must be uploaded no later than the date given on the Calendar of Activities.
- All information to be considered for the award must also be in the Annual Business Report.
- The format must adhere to the same technical guidelines listed for chapter manuals (See REPORT FORMAT GUIDELINES on the National Website).
- The format of the report MUST follow the same sequence as the rating sheet for Helen Ragan (not The Annual Report). A separate report will be sent in for the Helen Ragan.

### GUIDELINES

The following point system will be used in judging the chapter activities:

1. Professional Chapter Programs – 16 points.
  - a. The 16 points are based on 2 points per program. Credit is given for up to eight (8) programs.
  - b. Professional programs include a chapter meeting other than a regular business meeting at which time a guest speaker, film, or other special feature is planned for the purpose of promoting educational growth.
2. Initiating a New or Reactivated Chapter – 10 points per chapter officially installed with the state.

3. This does not include PA announcements. Must be a Radio Program and/or TV Show – 8 points. Five (5) points will be given for a television program and three (3) points for a radio program. These programs must present some phase of FBLA.
4. Publicity – 20 points - (You must have documentation , i.e. copies of articles.) The 20 points are based on 2 points for each item of publicity appearing in the local or school paper or a state or national publication. Credit will be given for only 10 articles, or a total of 20 points.
5. Appearance before Civic or Trade Groups- 20 points. Ten (10) points will be given for each appearance by one or more chapter members. It may be of any type, such as a talk or demonstration. Credit will be given for two appearances, counting 10 points each or a total of 20 points.
6. School Service Projects – 5 points per project. Five points will be given for a project of a school service nature. Each local chapter may receive credit for a maximum of ten (10) service projects. A school service project should be a well-defined activity involving service to the school.
7. Community Service Project – 5 points per project. Five points will be given for a project of a community service nature. Each local chapter may receive credit for a maximum of ten (10) service projects. The project(s) may include donation of time, talent, or money to a home for the elderly, battered children, cancer research, heart fund, March of Dimes, local church, or similar activities.
8. Contribution to the James L. White Scholarship Fund:
 

\$ 5 - \$10	3 points
\$11 - \$20	6 points
\$21 - \$30	10 points
\$31 - \$50	15 points
\$51 +	20 points

Make sure that this appears in your financial report as well as the narrative or it will not count.

*Helen Ragan Chapter Of The Year Award Continued*

9. Helping another chapter – 2 points each  
a chapter should be specific as to how it helped assistance (maximum 8 points)
  - a. Helping a chapter within the state in a way other than installing that chapter or helping with a regional meeting.
  - b. In reporting, a chapter should be specific as to how it helped another chapter.
10. State and National Project(s) – 5 points each. – Be sure to state clearly what the state and national projects are for the year. Judges will assign points on adhering to the stated projects. Five (5) points can be earned for each current state and/or national project in which chapter members actively participate. Each local chapter may receive credit for a maximum of ten (10) projects, or a total of 50 points.
11. Regional Fall Leadership Development Conference Participation (Maximum of sixteen (11) total points for this section.)
  1. Attendance at the meeting – 3 points
  2. Host school – 5 points
  3. Assistance to host chapter (specify how) – 3 points
12. Regional Competitive Events Participation (Maximum of twenty-one (21) total points for this section.)
  - a. Chapter members entered competitive events – 3 points
  - b. Host school (even if events are held off campus) – 5 points
  - c. Assistance to host chapter (specify how) – 3 points
  - d. Regional Vice President is a member of the host chapter- 10 points.
13. State Leadership Conference Participation (preceding year).
  - a. Attendance at State Leadership Conference – 5 points
  - b. Each first-place award – 3 points
  - c. Each second-place award – 2 points
  - d. Each third-place award – 1 point
14. Representation at National Fall Leadership Conference – 5 points.
15. National Leadership Conference Participation (preceding year) – 3 points per member attending.
16. National Leadership Conference Participation (preceding year) – 3 points per winner.

## **JUDGING**

A panel of judges for this event will select the winner. All decisions of the judges are final. They will look to see that it follows the sequence of the rating sheet.

## **STATE AWARD**

The first-place award will be presented at the State Leadership Conference



# HELEN RAGAN CHAPTER OF THE YEAR AWARD

## Rating Sheet

Points given may range between zero and the maximum number indicated.

Professional Programs	_____ 16 points
Initiating a new or reactivated chapter	_____ 10 points per chapter
Appearance on a radio program or TV show	_____ 8 points
Publicity - Written Articles	_____ 20 points
Appearance before a Civic or Trade Group	_____ 20 points
School Service Project(s)	_____ 50 points
Community Service Project(s)	_____ 50 points
James L. White Scholarship Fund	_____ (See chart on guidelines)
Helping Another Chapter	_____ 8 points
State and National Project(s)	_____ 50 points
Regional Fall Leadership Conference Participation	_____ 11 points (see chart on guidelines)
Regional Competitive Events Participation	_____ 21 points (see chart on guidelines)
State Leadership Conference Participation	_____ (See chart on guidelines)
National Fall Leadership Conference Participation	_____ 5 points
National Leadership Conference Participation	_____ 3 points per member attending
National Leadership Conference Winners	_____ 3 points per winner

**TOTAL SCORE** \_\_\_\_\_

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

Address: \_\_\_\_\_ Region: \_\_\_\_\_

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

Judge's Comments:

## SPIRIT EVENT - CHEER/CHANT/SLOGAN CONTEST

### Local/Regional/State Event and Used at National

This event will help to unify, build and amplify the spirit of North Carolina FBLA participants at the summer National Leadership Conference (NLC) by annually selecting a state **chant/cheer/slogan**.

#### ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year may submit one (1) entry for the Chant/Cheer/Slogan contest. Up to three (3) members may participate. Participation will not preclude FBLA members from competing in another category. Only **NC FBLA** members are eligible to submit entries for the Chant/Cheer/Slogan competition. The Chant/Cheer/Slogan competition entry *MUST* be an **original work**.

#### CHANT/CHEER/SLOGAN CONTEST

- The **chant/cheer/slogan MUST** be submitted for judging on a **CD ROM** or **DVD Disc** that is **Microsoft Media Player** accessible and should include the script (words) for the chant/cheer/slogan accessible in a **Word document** (saved as **a rich text file**). The disc should be labeled with the following information:
  - Contestant's Name
  - Competition – Chant/Cheer/Slogan
  - FBLA Chapter
  - Chapter Number
  - Adviser's Name
- FBLA local chapters may enter both spirit contests (Cheer/Chant/Slogan and/or Tee Shirt Design) but a separate entry form must be used for each of the two contests.
- The chapter contestant(s) may choose to demonstrate a performance of the chant/cheer/slogan (but this is not mandatory).

- The Chant/Cheer/Slogan entry should:
  - Be catchy, lively, short, (no more than 1 minute), and may rhyme.
  - Include part or all of the State Theme
  - Clearly identify who we are – **NC FBLA**.
  - Should be convincing and believable.
  - Spark participants' emotions.

#### LOCAL CONTEST

- Each local chapter will conduct Chant/Cheer/Slogan contest.
- **Only NC FBLA members** are eligible to participate in the contest.
- The local contest will be judged by a committee selected by the local Adviser and/or the local Advisory Committee
- Each chapter can only submit **one entry** for the Chant/Cheer/Slogan.
- The winning local chant/cheer/slogan will be submitted into the **Regional Contest**. The local judging must be done in time to submit the events to the board member on the date home site tests are due for Regional Competition.

#### REGIONAL CONTEST

- All local chapter-winning entries for the Chant/Cheer/Slogan contest *MUST* be submitted to the **Regional Board Member** on the date home site tests are due for Regional Competition according to the Calendar of Activities.
- The Regional Board Member will organize a committee to judge all winning local entries submitted in a timely manner.
- **One Regional entry** will be selected to compete with other Regional winning entries at the State level.

*Spirit Event- Cheer/Chant/Slogan Contest*

- Regional Board Members must submit the Region's winning entry to the State Adviser by the date given on the Calendar of Activities.

**STATE CONTEST**

- The State Adviser will select a committee consisting of NC Executive Board members and current NC FBLA State Officer Team to judge the eight (or fewer, if all regions did not participate) regional winning entries for the Chant/Cheer/Slogan contest submitted to the State Adviser by the deadline on the Calendar of Activities.

**REGIONAL/STATE/NATIONAL RECOGNITION**

- All regional winners from the **Chant/Cheer/Slogan contest** will appear onstage at the NC SLC Opening Session.
- **The top three winners will receive awards.**
- The winning Chant/Cheer/Slogan will be used for the **State's NLC chant/cheer/slogan.**

## SPIRIT EVENT- TEE SHIRT DESIGN CONTEST

### Local/Regional/State Event and Used at National

This event will help to unify, build and amplify the spirit of North Carolina FBLA participants at the summer National Leadership Conference (NLC) by annually selecting a tee shirt design. The tee shirt design will be included in the NC FBLA Spirit Pack that participants to the NLC will be able to purchase.

#### ELIGIBILITY

Each active local chapter on record in the FBLA state office as having paid dues by the first semester membership dues deadline of the current school year may submit one (1) entry for the Tee Shirt Design contest. Up to three (3) members may participate. Participation will not preclude FBLA members from competing in another category. Only **NC FBLA** members are eligible to submit entries for the Tee Shirt Design competition. The Tee Shirt Design competition entry *MUST* be an **original work**.

#### TEE SHIRT DESIGN CONTEST

- The **Tee Shirt Design** *MUST* be submitted for judging on a CD ROM or DVD Disc in JPG format (maximum of 1 Megabyte in size). A printed copy of the design should also be included. The disc should be labeled with the following information:
  - Contestant's Name
  - Competition – Chant/Cheer/Slogan
  - FBLA Chapter
  - Chapter Number
  - Adviser's Name
- FBLA local chapters may enter both contests (Cheer/Chant/Slogan and/or Tee Shirt Design) but a separate entry form must be used for each of the two contests.
- A maximum of two ink colors may be used on the tee shirt design and no hand drawn entries will be accepted. Designs for front and back should be submitted on application software.

#### LOCAL CONTEST

- Each local chapter will conduct Tee Shirt Design contest.
- **Only NC FBLA members** are eligible to participate in the contest. The local contest will be judged by a committee selected by the local Adviser and/or the local Advisory Committee
- The winning local Tee Shirt Design will be submitted into the **Regional Contest**. The local judging must be done in time to submit the events to the board member on the date home site tests are due for Regional Competition.

#### REGIONAL CONTEST

- All local chapter-winning entries for the Tee Shirt Design contest *MUST* be submitted to the **Regional Board Member** on the date home site tests are due for Regional Competition according to the Calendar of Activities.
- The Regional Board Member will organize a committee to judge all winning local entries submitted in a timely manner.
- **One Regional entry** will be selected to compete with other Regional winning entries at the State level.
- Regional Board Members must submit the Region's winning entry to the State Adviser by the date given on the Calendar of Activities.

#### STATE CONTEST

- The State Adviser will select a committee consisting of NC Executive Board members and the current NC FBLA State Officer Team to judge the eight (or fewer, if all regions did not participate) regional winning entries for the Tee Shirt Design contest submitted to the State Adviser by the deadline on the Calendar of Activities.

*Spirit Event – Tee Shirt Design Contest Continued*

**REGIONAL/STATE/NATIONAL RECOGNITION**

- All regional winners from the **Tee Shirt Design contest** will appear on stage at the NC SLC Opening Session.
- The top three winners will receive awards.
- The winning Tee Shirt Design will be used for the **State's Tee Shirt Design** for NLC.



PLEASE KEY

<b>NC FBLA SPIRIT CHEER/CHANT/SLOGAN &amp; TEE SHIRT CONTEST FORM</b>		
Place a Check ( ✓ ) Mark Beside the Contest That You Are Entering. <b>Use a separate form for each contest.</b>		
<input type="checkbox"/> <b>NC FBLA Spirit Cheer/Chant/Slogan Contest</b> <input type="checkbox"/> <b>NC FBLA Spirit T-Shirt Contest</b>		
Member(s) Participating in this Contest 1.  2.  3.		
Chapter #	Number of Members	Name of School
Region		City
Adviser's Name		
Adviser's School Phone Number (     )		Adviser's Home Phone Number (     )
Advisers School FAX Number (     )		Adviser's E-mail Address
I have not previously entered this contest at an FBLA Local, Regional, or State Leadership Conference. My adviser and I have read the North Carolina State FBLA Spirit Contest Guidelines and based on the guidelines, I am eligible to compete.		
President's or Secretary's Signature		
Adviser's Signature	For Office Use Only	
Planning Period		
Best Time to Call at Home		



# FBLA SPIRIT CHANT/CHEER/SLOGAN

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENTS</b>					
<b>Identification</b>					
Clearly identifies NC	0	1-2	3-4	5	
Includes NC FBLA Theme	0	1-2	3-4	5	
<b>Originality</b>					
High evidence of individual's or team's original creativity	0	1-2	3-4	5	
<b>Chant/Cheer/Slogan</b>					
Is catchy, lively, short (no more than 30 seconds-1 minute)	0	1-2	3-4	5	
<b>Effects</b>					
Sparks emotions & excitement	0	1-2	3-4	5	
Convincing and believable	0	1-2	3-4	5	
<b>Total Points</b>				<b>(30 max)</b>	

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

Address: \_\_\_\_\_ Region: \_\_\_\_\_

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

Judge's Comments:



# NC FBLA SPIRIT TEE SHIRT

## Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>CONTENTS</b>					
<b>Identification</b>					
Clearly identifies NC	0	1-2	3-4	5	
Includes all or part of NC FBLA Theme	0	1-2	3-4	5	
Includes the name of the city where the NLC will be held	0	1-2	3-4	5	
<b>Originality</b>					
High evidence of individual's or team's original work and creativity	0	1-2	3-4	5	
<b>Craftsmanship/Skill</b>					
Design reflects craftsmanship, creativity and purposeful regard for the membership of NC FBLA (two colors maximum)	0	1-2	3-4	5	
<b>Suitable for the Purpose</b>					
Design is suitable for the purpose for which it is intended (public display on T-Shirts to be worn by NC FBLA participants attending the NLC).	0	1-2	3-4	5	
<b>Total Points</b>					<b>(30 max)</b>

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

Address: \_\_\_\_\_ Region: \_\_\_\_\_

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

Judge's Comments:

# **SCHOLARSHIP EVENTS HIGH SCHOOL**

## ALSUP BUSINESS SCHOLARSHIP AWARD

---

This scholarship award is designed to provide financial assistance to an outstanding FBLA member who plans to further his/her education in business.

### ELIGIBILITY

Each local chapter may enter one (1) contestant who is on record as having paid dues by the second semester membership dues deadline.

Only high school seniors who are active members of an FBLA chapter and take an active part in the State Leadership Conference are eligible.

All applicants should plan to work toward a degree in business at an accredited North Carolina two- or four-year institution of higher learning.

A committee composed of members of the high school business faculty, and either the principal, guidance counselor or both should select each eligible applicant.

Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

Participants must not have entered this event previously.

### OVERVIEW

The funds for this \$500 scholarship are made possible by a gift from a supporter of FBLA and business education.

### REGULATIONS

A four-part application package must be completed and received by the state office no later than the deadline indicated on the Calendar of Activities.

Along with the Event Entry Form, a four-part application package should be submitted, consisting of the following:

1. Information Form
2. Letter of Recommendation from the school principal
3. Applicant's Essay
4. Official Transcript

Four (4) copies of the above materials should be submitted. Each copy of the materials must be

submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.

### PROCEDURE

#### Administration

The FBLA state chairman and state adviser will administer the award.

Winners will be notified in writing of the steps to follow in obtaining the remittance.

#### Application

Students applying must write an essay (maximum of two (2) pages, single- or double-spaced lines) in which they discuss their career goals and why they chose their selected career.

### SELECTION

Applications will be screened and at least five (5) finalists will be selected. These finalists will be notified by letter, telephone, or e-mail at least one week before the State Leadership Conference. The finalists must be available for interviews at the State Leadership Conference. Interview times will be determined through a random drawing.

### JUDGING

A panel of judges will conduct and evaluate the interviews and determine the recipient. All decisions of the judges are final.

### STATE AWARD

The recipient of the scholarship award will be announced at the State Leadership Conference.

## Scholarship Event Entry Form

### PLEASE KEY

## NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

**Business Subjects Enrolled in this Year**

**Grade**

**Chapter #**

**Number of  
Members**

**Name of School**

**Region**

**City**

**Adviser's Name**

**Adviser's School Phone Number**

(   )

**Adviser's Home Phone Number**

(   )

**Adviser's School Fax Number**

(   )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**

## INFORMATION FORM ALSUP BUSINESS SCHOLARSHIP

School Year \_\_\_\_\_

Name (Mr., Miss) \_\_\_\_\_  
Last
First
Middle

High School \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Other Children in the Family**

Name	Age	School/College	Grade/College Level

Career Choice \_\_\_\_\_

Why did you choose this career? \_\_\_\_\_

List your three (3) most significant high school extracurricular activities.

---

List outstanding honors received.

---

List community or volunteer activities.

---

List other scholarships received

**Information concerning family income and resources:**

Name	Address	Occupation	Yearly Income

Please explain any special circumstances of which the committee should be aware.



# **ALSUP BUSINESS SCHOLARSHIP AWARD** **Rating Sheet**

Points given may range between zero and the maximum number indicated.

## **ESSAY**

Evidence of career planning	_____	10
-----------------------------	-------	----

## **TRANSCRIPT**

Scholastic Aptitude	_____	20
---------------------	-------	----

<b>Subtotal</b>	_____	<b>30</b>
-----------------	-------	-----------

## **INTERVIEW**

Proper greeting, introduction and closing	_____	10
---	-------	----

Poise, maturity, enthusiasm, and personal appearance	_____	10
--	-------	----

Communication skills	_____	10
----------------------	-------	----

Self-confidence, initiative, and assertiveness	_____	10
--	-------	----

Financial need	_____	30
----------------	-------	----

<b>Subtotal</b>	_____	<b>70</b>
-----------------	-------	-----------

<b>Total Score</b>	_____	<b>100</b>
--------------------	-------	------------

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

High School Attending: \_\_\_\_\_

College Planning to Attend: \_\_\_\_\_

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

Judge's Comments:



## FBLA PROFESSIONAL DIVISION SCHOLARSHIP AWARD

This scholarship award, made possible through the efforts of the FBLA Professional Division, will be presented to one or more outstanding FBLA members who plan to further their education.

### ELIGIBILITY

Each local chapter may enter one (1) contestant who is on record as having paid dues by the second semester membership dues deadline.

- Only high school seniors who are active members of an FBLA chapter which takes an active part in the State Leadership Conference are eligible.
- All applicants should plan to work toward a degree at an accredited four-year institution of higher learning.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

### OVERVIEW

Funds for this award will come from State Leadership Conference t-shirt sales conducted by the FBLA Professional Division.

The amount and number of scholarships will be determined by the availability of funds and the FBLA Professional Division's approval.

### REGULATIONS

1. An application package must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
2. Along with the Event Entry Form, a four-part application package should be submitted, consisting of the following:
  - a. Information Form
  - b. 2 Letters of Recommendation
  - c. Applicant's Essay
  - d. Official Transcript
  - e. Resume
3. Awarded scholarships must be claimed by January 30 of the following year.
4. Participants selected for an interview and failing to report on time may be disqualified.

### JUDGING

5. In order to receive the award, the student must enroll on a full-time basis, in the fall semester of the calendar year in which the initial award was announced and continue that status through the spring semester of the following year.

### CRITERIA

- Criteria to be considered in the selection of the local chapter's nominee for this event should include:
- Contributions to the local FBLA chapter.
- Leadership ability/potential
- Benefits derived from FBLA membership
- Academics
- Community Service

### PROCEDURE

- Students must write an essay (maximum of two (2) pages, double-spaced, one-inch margins, name, school, and title keyed on separate title page). In their essay, applicants should discuss the importance of FBLA in their lives and how this scholarship would help them to obtain their future goals.
- Students must submit two letters of recommendation one from their FBLA adviser and one from another school official (principal/vice-principal/teacher).
- Students must provide a brief résumé (original or copy) not to exceed two (2) pages. Photographs are not allowed.
- Students applying for this scholarship should have maintained at least a 3.0 grade point average in high school which they can demonstrate through a certified high school transcript.
- Four (4) copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.

*FBLA Professional Division Scholarship Award Continued*

- Applications will be screened and at least five (5) finalists will be selected. These finalists will be notified at least one week before the State Leadership Conference.

The finalists must be available for interviews at the State Leadership Conference.

A panel of judges will conduct and evaluate the interview and determine the recipients. All decisions of the judges are final.

**STATE AWARD**

The recipient(s) of the scholarship will be announced at the State Leadership Conference.

## Scholarship Event Entry Form

**PLEASE KEY**

## NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)****Business Subjects Completed****Business Subjects Enrolled in this Year****Grade****Chapter #****Number of  
Members****Name of School****Region****City****Adviser's Name****Adviser's School Phone Number**

(    )

**Adviser's Home Phone Number**

(    )

**Adviser's School Fax Number**

(    )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature****President's or Secretary's Signature****Adviser's Signature****For Office Use Only****Planning Period****Best Time to Call at Home**

## INFORMATION FORM

### FBLA PROFESSIONAL DIVISION SCHOLARSHIP

School Year \_\_\_\_\_

Name (Mr., Miss) \_\_\_\_\_  
Last
First
Middle

High School \_\_\_\_\_

Date of Birth \_\_\_\_\_

Other Children in the Family

Name	Age	School/College	Grade/College Level

Career Choice \_\_\_\_\_

Why did you choose this career? \_\_\_\_\_

List your three (3) most significant high school extracurricular activities.

\_\_\_\_\_  
 List outstanding honors received.

\_\_\_\_\_  
 List community or volunteer activities.

\_\_\_\_\_  
 List other scholarships received

Information concerning family income and resources:

Name	Address	Occupation	Yearly Income

Please explain any special circumstances of which the committee should be aware.



# FBLA PROFESSIONAL DIVISION SCHOLARSHIP AWARD

## Rating Sheet

Points given may range between zero and the maximum number indicated.

### Essay

Evidence of career planning	_____ (5)
Correct Form (spacing, margins, length, organization, and neatness)	_____ (5)
Evidence of how student has benefited from FBLA	_____ (5)

### Application Materials

Scholastic aptitude	_____ (10)
Participation in FBLA	_____ (10)
Other Activities	_____ (5)
Letters of Recommendation	_____ (5)
Effectiveness of Application Materials (e.g. correct format, error free)	_____ (5)

### Interview

Poise, maturity, enthusiasm	_____ (10)
Self-confidence, initiative, and assertiveness	_____ (10)
Communication Skills	_____ (10)
Professional Appearance (grooming and appropriate business attire)	_____ (5)
Need	_____ (15)

**TOTAL SCORE** \_\_\_\_\_ **(100)**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Date \_\_\_\_\_

Judge's Comments:

## JAMES L. WHITE SCHOLARSHIP AWARD

This scholarship award, made possible through the efforts of the local chapter members, will be presented to one or more outstanding FBLA members who plan to further their education in business. This award is named in honor of Dr. James L. White, the first state adviser of NC FBLA.

### ELIGIBILITY

Each local chapter may enter one (1) contestant who is on record as having paid dues by the second semester membership dues deadline.

- Only high school seniors who are active members of an FBLA chapter which takes an active part in the State Leadership Conference are eligible.
- All applicants should plan to work toward a degree in business at an accredited North Carolina two- or four-year institution of higher learning.
- Each eligible applicant should be selected by a committee composed of members of the high school business faculty, and either the principal, guidance counselor or both.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.
- Participants must not have entered this event previously.

### OVERVIEW

Funds for this award will come from state membership dues – 10 cents per member. Individual chapters are encouraged to make special contributions to the scholarship fund if they so desire. Special contributions should be sent to the state office. All chapters contributing to the fund prior to the State Leadership Conference will be given special recognition in the conference program.

The amount and number of scholarships will be determined by the availability of funds and the Board of Directors' approval.

### REGULATIONS

1. An entry form must be completed and received by the state office no later than the close of business on the date given on the

Calendar of Activities.

2. **Along with** the Event Entry Form, a four-part application package should be submitted, consisting of the following:
  - a. Information Form
  - b. Letter of recommendation from the school principal
  - c. Applicant's essay
  - d. Official transcript
3. Four copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.
4. Awarded scholarships must be claimed by January 30 of the following year.

### PROCEDURE

#### Administration

The award will be administered by the FBLA state chairman and state adviser. Winners will be notified in writing of the steps to follow in obtaining the remittance.

#### Application

Students applying must write an essay (maximum of two (2) pages, single- or double-spaced) in which they discuss their career goals and why they choose their selected career.

#### Selection

Applications will be screened and at least five (5) finalists will be selected. These finalists will be notified by letter, telephone, or e-mail at least one week before the State Leadership Conference. The finalists must be available for interviews at the State Leadership Conference. Interview times will be determined by a random drawing.

### JUDGING

A panel of judges will conduct and evaluate the interview and determine the recipients. All decisions of the judges are final.

### STATE AWARD

The recipient(s) of the scholarship award will be announced at the State Leadership Conference.

## Scholarship Event Entry Form

### **PLEASE KEY**

## **NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION**

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

**Business Subjects Enrolled in this Year**

**Grade**

**Chapter #**

**Number of  
Members**

**Name of School**

**Region**

**City**

**Adviser's Name**

**Adviser's School Phone Number**

(     )

**Adviser's Home Phone Number**

(     )

**Adviser's School Fax Number**

(     )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**

## INFORMATION FORM JAMES L. WHITE SCHOLARSHIP

School Year \_\_\_\_\_

Name (Mr., Miss) \_\_\_\_\_  
Last
First
Middle

High School \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Other Children in the Family**

Name	Age	School/College	Grade/College Level

Career Choice \_\_\_\_\_

Why did you choose this career? \_\_\_\_\_

List your three (3) most significant high school extracurricular activities.

\_\_\_\_\_  
 List outstanding honors received.

\_\_\_\_\_  
 List community or volunteer activities.

\_\_\_\_\_  
 List other scholarships received

**Information concerning family income and resources:**

Name	Address	Occupation	Yearly Income

Please explain any special circumstances of which the committee should be aware.





# JAMES L. WHITE SCHOLARSHIP AWARD

## Rating Sheet

Points given may range between zero and the maximum number indicated.

### ESSAY

Evidence of career planning \_\_\_\_\_ 10

### TRANSCRIPT

Scholastic Aptitude \_\_\_\_\_ 20

Activities \_\_\_\_\_ 10

**Subtotal** \_\_\_\_\_ **40**

### INTERVIEW

Proper greeting, introduction, and closing \_\_\_\_\_ 10

Poise, maturity, enthusiasm, and personal appearance \_\_\_\_\_ 10

Communication skills \_\_\_\_\_ 10

Self-confidence, initiative, and assertiveness \_\_\_\_\_ 10

Need \_\_\_\_\_ 20

**Subtotal** \_\_\_\_\_ **60**

**TOTAL SCORE** \_\_\_\_\_ **100**

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

High School Attending \_\_\_\_\_

College Planning to Attend \_\_\_\_\_

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

Judge's Comments:

## KING'S COLLEGE/SONJA H. LITTON

### **CHI ALPHA KAPPA SCHOLARSHIP**

This scholarship award, made possible through the joint efforts of Chi Alpha Kappa Chapter of Phi Beta Lambda and King's College, will be presented to one outstanding FBLA member who plans to further his or her education at King's College in Charlotte, North Carolina.

This award is made in honor of Sonja H. Litton, the founder of the Phi Beta Lambda Chapter of King's College and a longtime supporter of business education in North Carolina.

#### **ELIGIBILITY**

- Only high school seniors who are active members of FBLA are eligible to enter.
- All applicants should plan to work toward a diploma or associate's degree in one of the career areas offered at King's College in Charlotte, North Carolina.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

#### **OVERVIEW**

The funds for this \$1000 scholarship award are made possible by the joint efforts of the Chi Alpha Kappa Chapter of Phi Beta Lambda and King's College. The scholarship award will be applied to the tuition at King's College in Charlotte, North Carolina. One scholarship will be awarded each year.

#### **GUIDELINES**

1. An application package and entry form must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.

2. A four-part application package should be completed, consisting of the following:
  - a. Event Entry Form.
  - b. Adviser's letter of recommendation.
  - c. Official copy of applicant's transcript.
  - d. Original essay on the importance of post-secondary business education. The essay should not exceed two double-spaced keyed pages.
3. Four (4) copies of the above materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.
4. All applicants will be scheduled for an interview during the State Leadership Conference.

#### **PROCEDURE**

The award will be administered by a representative from King's College.

The winner will be notified in writing of the steps to follow in obtaining remittance.

#### **JUDGING**

Applications will be reviewed by a screening committee. All applicants must be available for interviews at the State Leadership Conference. A panel of judges, at least one of whom is a representative of King's College, will conduct the interview and determine the winner. The decision of the judges is final.

#### **STATE AWARD**

The recipient of the scholarship will be announced at the State Leadership Conference

## Scholarship Event Entry Form

### **PLEASE KEY**

## **NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION**

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

**Business Subjects Enrolled in this Year**

**Grade**

**Chapter #**

**Number of  
Members**

**Name of School**

**Region**

**City**

**Adviser's Name**

**Adviser's School Phone Number**

(   )

**Adviser's Home Phone Number**

(   )

**Adviser's School Fax Number**

(   )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**



**KING'S COLLEGE/SONJA H. LITTON  
CHI ALPHA KAPPA SCHOLARSHIP  
Rating Sheet**

Points given may range between zero and the maximum number indicated.

**APPLICATION PACKAGE**

Scholastic Aptitude and Achievement \_\_\_\_\_ 30

**ESSAY ON POST-SECONDARY BUSINESS EDUCATION**

Organization and Neatness \_\_\_\_\_ 10

Knowledge and Insight in Business Education \_\_\_\_\_ 10

Evidence of career planning \_\_\_\_\_ 10

**Subtotal** \_\_\_\_\_ **60**

**INTERVIEW**

Attitude \_\_\_\_\_ 10

Articulation \_\_\_\_\_ 10

Poise \_\_\_\_\_ 5

Self-confidence \_\_\_\_\_ 5

Personal Appearance \_\_\_\_\_ 10

**Subtotal** \_\_\_\_\_ **40**

**TOTAL SCORE** \_\_\_\_\_ **100**

Name \_\_\_\_\_

School \_\_\_\_\_

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

Judge's Comments:

## NC ACTE-BUSINESS ED. DIV. BROYHILL LEADERSHIP SCHOLARSHIP

This scholarship award, made possible by the North Carolina Association for Career and Technical Education, honors a local chapter officer or any freshman or sophomore FBLA member even if they do not hold an office by providing tuition assistance for attending the Broyhill Leadership Conference. The amount of the scholarship will be determined by availability of funds and MCACTE-BE Executive Board approval.

### ELIGIBILITY

Each local chapter may enter one (1) participant who is an active member. The one scholarship is designated for a local chapter officer (president, vice-president, secretary, treasurer, historian, reporter, or parliamentarian) who is not in their senior year or for any freshman or sophomore. This applicant does not have to hold an office.

A member is eligible to apply for this scholarship each year he or she is a local officer except during their senior year. A freshman who has applied for this scholarship may also apply when he or she is a sophomore.

### OVERVIEW

1. A member entering this event must be currently classified below the senior grade level.
2. A member entering this event may also enter another event at the State Leadership Conference.
3. The applicant for this award must submit the following materials along with the entry form to the FBLA state office:
  - a. A two to four (2-4) page, double spaced essay entitled, "Why I Would Like To Attend The Broyhill Leadership Conference."
  - b. The essay must be in manuscript form, double spaced, one-inch side margins, name, school, and title keyed on separate title page.
  - c. The following should be included in the essay:
    - Activities in which the applicant has participated where leadership skills were needed.

- Opportunities the applicant has had to use leadership skills (emphasis should be given to current year activities).
  - Situations where the applicant felt a need for better leadership skills.
  - How attendance and participation in the Broyhill Leadership Conference would benefit the applicant.
  - How the local chapter would benefit from the applicant's participation in the Conference.
- d. The student must sign, as part of the entry form, a statement of originality for the essay submitted.
  4. Four (4) copies of the materials should be submitted. Each copy of the materials must be submitted in a standard file folder labeled with the participant's name, school, and event name. Include participant's name on all pages submitted.

### CRITERIA

Criteria to be considered in the selection of the local chapter's nominee(s) for this event should include:

Contributions to the local FBLA chapter.  
Leadership ability/ potential.  
Benefits derived from FBLA membership.

### JUDGING

Applications will be reviewed by a screening committee and eight (8) finalists will be selected and notified prior to the State Leadership Conference. These finalists must be available for interviews at the State Leadership Conference. A separate panel of judges will interview the finalists using the rating sheet for this event.

All decisions of the judges are final.

### STATE AWARDS

The one scholarship award will be announced at the State Leadership Conference. The winner will be required to submit a photo to the NCACTE-BE for publication in the division newsletter. The winner will also be required to submit an article to the NC ACTE-BE after they

*Broyhill Leadership Scholarship Continued*

have attended the Broyhill Conference. His article should highlight their experience at the conference. The article will be published in the first available NCACTE-BE Newsletter. Contact the NCACTE-BE at [ncactebe@gmail.com](mailto:ncactebe@gmail.com).

## Scholarship Event Entry Form

### PLEASE KEY

## NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

**Business Subjects Enrolled in this Year**

**Grade**

**Chapter #**

**Number of  
Members**

**Name of School**

**Region**

**City**

**Adviser's Name**

**Adviser's School Phone Number**

(   )

**Adviser's Home Phone Number**

(   )

**Adviser's School Fax Number**

(   )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**



# NC ACTE-BE BROYHILL LEADERSHIP SCHOLARSHIP

## Rating Sheet

Points given may range between zero and the maximum number indicated.

### ESSAY

Correct form (spacing, margins, length, organization, and neatness) \_\_\_\_\_ 10

Evidence of activities using leadership skills\* \_\_\_\_\_ 20

Evidence of how student and chapter would benefit from  
Broyhill Leadership Conference\*\* \_\_\_\_\_ 20

**Subtotal** \_\_\_\_\_ **50**

### INTERVIEW

Communication skills \_\_\_\_\_ 15

Presentation of facts in an orderly manner \_\_\_\_\_ 10

Personal appearance \_\_\_\_\_ 5

Self-confidence, initiative, and assertiveness \_\_\_\_\_ 10

Poise and maturity \_\_\_\_\_ 10

**Subtotal** \_\_\_\_\_ **50**

**TOTAL SCORE** \_\_\_\_\_ **100**

Name \_\_\_\_\_

Region \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Date \_\_\_\_\_

Judge's Comments:



## UNCG-BRYAN SCHOOL OF BUSINESS AND ECONOMICS SCHOLARSHIP

This scholarship award is designed to provide financial assistance to FBLA members planning to attend the University of North Carolina - Greensboro and declare a business major in the Bryan School of Business and Economics. This one thousand dollar (\$1,000) scholarship may be renewable for four (4) years.

### ELIGIBILITY

Each local chapter that is on record as having paid dues by the second semester membership dues deadline may enter one (1) contestant.

- Only high school seniors who are active members of an FBLA chapter and take an active part in the State Leadership Conference are eligible.
- The student is expected to have an SAT score of 1200 or higher. However, if the high school GPA is high and/or the student is in the top 10% of the graduating class, a SAT score of 1100 or above may be considered. The high school GPA should be at least 3.5.
- All applicants should have applied for admission to the University of North Carolina - Greensboro and plan to work toward a degree with a business major in the Bryan School.
- A committee composed of members of the high school business faculty and either the principal, guidance counselor, or both, should select each eligible applicant.
- Students applying for this scholarship may also enter another non-scholarship event at the State Leadership Conference.

### OVERVIEW

1. A four (4) part application package must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
2. The four (4) part application package consists of:
  - a. Event Entry Form.
  - b. Letter of Recommendation from the school principal.
  - c. Applicant's Essay.
  - d. Official Transcript.
3. Four (4) copies of the above materials should be submitted. Each copy of the

materials must be submitted in a standard file folder labeled with the participants name, school, and event name. Include participant's name on all pages submitted.

4. Participants **must not** have entered this event previously.
5. Participants selected for an interview and failing to report on time may be disqualified.
6. In order to receive the award, the student must attend UNCG and enroll in the Bryan School of Business and Economics on a full-time basis, in the fall semester of the calendar year in which the initial award was announced and continue that status through the spring semester of the following year.

### PROCEDURE

The award will be administered by the FBLA state chairman/adviser.

Winners will be notified in writing of the steps to follow in obtaining the remittance.

Students applying must write an essay (maximum of two (2) pages, single- or double-spaced) in which they discuss why they wish to pursue a degree in one of the programs at the Bryan School of Business and Economics and how it relates to their career goals.

This award may be renewable each year for \$1,000 for up to three additional years of continuous full-time enrollment. (Maximum total award \$4,000) if the scholar performs well academically and sufficient funds are available. The recipient must maintain at least a 3.0 grade point average, make normal progress toward an undergraduate degree in the Bryan School of Business and Economics, show evidence of benefiting from participation in co-curricular activities and continue to meet eligibility and initial selection criteria.

*UNCG Bryan School of Business and Economics Scholarship Continued*

**JUDGING**

A screening committee will review applicants and five (5) finalists will be selected. These finalists will be notified by letter or telephone at least one week before the State Leadership Conference. The finalists must be available for interviews at the State Leadership Conference. A panel of judges will conduct interviews and determine the winner and alternate(s).

The final decision on the award will be with the Bryan School of Business and Economics.

**STATE AWARDS**

The recipient of the scholarship award will be announced at the State Leadership Conference.

## Scholarship Event Entry Form

### **PLEASE KEY**

## **NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION**

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

**Business Subjects Enrolled in this Year**

**Grade**

**Chapter #**

**Number of  
Members**

**Name of School**

**Region**

**City**

**Adviser's Name**

**Adviser's School Phone Number**

(   )

**Adviser's Home Phone Number**

(   )

**Adviser's School Fax Number**

(   )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**



# UNCG BRYAN SCHOOL OF BUSINESS SCHOLARSHIP Rating Sheet

Points given may range between zero and the maximum number indicated.

## ESSAY

Evidence of career planning \_\_\_\_\_ 10

## TRANSCRIPT

Scholastic aptitude \_\_\_\_\_ 20

## INTERVIEW

Personal appearance \_\_\_\_\_ 10

Proper greeting, introduction, and closing \_\_\_\_\_ 10

Poise, maturity, and enthusiasm \_\_\_\_\_ 10

Communication skill \_\_\_\_\_ 10

Self-confidence, initiative, and assertiveness \_\_\_\_\_ 10

Need \_\_\_\_\_ 20

**TOTAL SCORE** \_\_\_\_\_ **100**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Date \_\_\_\_\_

Judge's Comments:

# RECOGNITION EVENTS HIGH SCHOOL

## ADVISER OF THE YEAR AWARD

---

### State Event

The purpose for this award is to recognize an outstanding FBLA local chapter adviser.

#### ELIGIBILITY

Nominations may come from local chapter advisers, FBLA members, and local administrators. When nomination forms are received in the state office, each nominee will be contacted by the state office for further information.

Nomination forms must be emailed to the state adviser no later than the close of business on the date given on the Calendar of Activities.

#### OVERVIEW

A selection committee of the previous recipients will review information according to stated criteria, with emphasis being given to that adviser who:

- Has a deep commitment to FBLA and the members.
- Uses a fair and democratic approach in leading the chapter.
- Actively promotes interaction of FBLA activities with all business teachers in the department.
- Works with business persons and civic groups in the community.
- Uses businesslike methods in coordinating the work of FBLA.
- Uses sound planning and evaluation of local chapter activities.
- Provides opportunities for members to participate in FBLA activities beyond the local level.
- Has served as a local chapter adviser for at least three (3) years.

**PLEASE KEY**

**NC FBLA STATE COMPETITIVE EVENTS ENTRY FORM  
NC FBLA ADVISER OF THE YEAR**

Name of Adviser Nominee:

School:

Region:

Complete School Address

School Address:

City, State Zip:

School Telephone: (     )

Complete Home Address

Street Address:

City, State Zip:

Home Telephone

(     )

Nominee's e-mail:

Name of Nominator:

Region:

Complete School Address

School Address:

City, State Zip:

***Please return this form to the state office by the postmark deadline specified on the NC FBLA Calendar of Activities.***

For Office Use Only

## BUSINESS PERSON OF THE YEAR AWARD

### Regional/State/National Event

This event recognizes outstanding leaders from the business sector throughout the state who have contributed to the success of Future Business Leaders of America - Phi Beta Lambda on the local, state, and national levels.

#### ELIGIBILITY

Each chapter, having met the fall dues deadline, may enter one (1) person in the Businessperson of the Year Event. The nominees **must** be members of the private business sector—not students or educators.

#### OVERVIEW

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

Years of participation in FBLA-PBL activities.  
Promotion of FBLA-PBL through presentations and seminars.  
Contribution to 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.

#### REGULATIONS

Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award; such nominees will be disqualified.

- Nominees must be selected in accordance with the regulations of the state chapter and national association.
- Nominees must not have received state recognition in this event at a previous State Leadership Conference.
- Regional recipients, along with any nominees from the state office will be considered for the state award.
- The entry form must be completed by the local chapter adviser and submitted to the regional board member with each nominee's biographical sketch. The material must be received no later than the close of business on the date given on the Calendar of Activities.

#### JUDGING

A panel of judges appointed by the regional board member shall evaluate the information submitted for each nominee and determine the recipient of the regional award.

The state recipient of this award will be determined by a majority vote of the NC FBLA Board of Directors.

#### REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

The Regional Businessperson will be recognized at the State Leadership Conference. The recipient of the state award will be announced at the State Leadership Conference. This person will represent the state at the National Leadership Conference.



<b>NC FBLA STATE COMPETITIVE EVENTS ENTRY FORM BUSINESSPERSON OF THE YEAR</b>	
Name of Businessperson	
Occupation	
Type of Business	
Complete Business Address	
Business Telephone	
Home Telephone	
Name of Nominator	
School	Region
Complete School Address School Address:  City, State Zip:	
Adviser's Signature and Date	Adviser's School FAX
Adviser's School Phone	Adviser's E-mail
Adviser's Planning Time	Adviser's Home Phone
Please return this form, the businessperson's résumé, and supporting materials as outlined under the criteria in the NORTH CAROLINA STATE AWARDS PROGRAM GUIDELINES to your Regional Board Member by <b>December 1</b> .	

## LARGEST LOCAL CHAPTER MEMBERSHIP AWARD

---

### State Event

Effective state and national programs depend upon membership support and growth from all divisions. An increased membership base on the local level provides resources for the expansion of services to local chapters. Membership recruitment offers chapters a worthwhile experience in public relations and leadership. Recognition of this award is given to the chapter which has attained the largest listing of members.

### ELIGIBILITY

All active local chapters are eligible.

### OVERVIEW

Official membership records are audited in the state and national offices; therefore, no entry form is required for this event.

Winners in this event are determined by the state and national office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state and national offices of the current school year by the second semester dues deadline.

### STATE AWARDS

Awards are presented at the State Leadership Conference to the highest membership chapters in each region and to the highest chapter membership in the state. Two local chapters from each of the national regions will be recognized at the National Leadership Conference.

## NC FBLA HONORARY LIFE MEMBER AWARD

---

Honorary life members shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA. Honorary life members shall not vote or hold office and shall not be required to pay dues.

### ELIGIBILITY

Honorary life membership may be awarded to educators, business or civic leaders who are not actively engaged in business education, and have given support and encouragement to the further development of FBLA. Educators with previous service in FBLA may be eligible upon termination of service.

### OVERVIEW

Criteria for selection of nominees at the local and state level should include:

Years of participation in FBLA activities.

Promotion of FBLA through presentations, seminars, and workshops.  
Contribution to chapter projects and activities at the local, regional and state levels.  
Financial assistance to local and/or state chapter.  
Donations and sponsorships of activities.

The biographical sketch of each nominee should address the areas listed above. The sketch should be limited to no more than five keyed pages and received by the state office **no later** than the close of business on the date given on the Calendar of Activities.

### STATE AWARD

State chapter honorary life membership(s) will be determined by a majority vote of the NC FBLA Board of Directors. The recipient(s) of the award will be announced at the State Leadership Conference.

## NCBEA OUTSTANDING STUDENT SERVICE AWARD

### State Event

To develop and promote local chapter involvement, the North Carolina Business Education Association recognizes an outstanding student of a local FBLA chapter.

### ELIGIBILITY

Each local chapter may enter one (1) participant at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester dues deadline.

The winner from each region will be entered in competition at the State Leadership Conference

### OVERVIEW

1. The award is based only on the current school year.
2. The participant may not enter the Who's Who in FBLA event.
3. The participant should submit the following supporting materials along with the entry form to the regional board member.
  - a. A one (1) page double-spaced essay stating, "Why I Am Applying For This Award."
  - b. A narrative report listing the participant's contribution to the local chapter and service given which strengthened and implemented the chapter's Program of Work and support the Goals of FBLA. Information in this report should be listed in the order indicated on the rating sheet.
  - c. Copy of the local chapter's program of work.

### CRITERIA

Criteria to be considered in the selection of the local chapter's nominee for this event should include:

- Contributions to or participation in local chapter projects that support the Program of Work and the FBLA Goals.

- Offices, chairmanships and local committee memberships held.
- Contributions to local, state and national projects.

### 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 that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

### JUDGING

A panel of judges appointed by the regional board member will judge this event on the regional level. All judges' decisions are final.

A panel of judges at the State Leadership Conference will evaluate the regional winners and select a first-place winner.

### STATE AWARDS

A first-place certificate will be presented at the Regional Competitive events. The finalists from each region will receive a medallion and a plaque. The first-place winner at the state level will receive a plaque at the State Leadership Conference

## Scholarship Event Entry Form

### PLEASE KEY

## NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION

Check the Event That You Are Entering. **(Only one student per form)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alsup Business Scholarship | <input type="checkbox"/> Professional Division Scholarship | <input type="checkbox"/> NCBEA Outstanding Student |
| <input type="checkbox"/> James L. White Scholarship | <input type="checkbox"/> King's College Scholarship        | <input type="checkbox"/> Who's Who in FBLA         |
| <input type="checkbox"/> NCACTE-BE Scholarship      | <input type="checkbox"/> UNC-G Scholarship                 |  |

**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

**Business Subjects Enrolled in this Year**

**Grade**

**Chapter #**

**Number of  
Members**

**Name of School**

**Region**

**City**

**Adviser's Name**

**Adviser's School Phone Number**

(   )

**Adviser's Home Phone Number**

(   )

**Adviser's School Fax Number**

(   )

**Adviser's E-mail Address**

**I have not previously entered this event at an FBLA Leadership Conference. I am eligible to compete; my adviser and I have read the North Carolina State Awards Program Guidelines.**

**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**



## NCBEA OUTSTANDING STUDENT SERVICE AWARD

### Rating Sheet

Points given may range between zero and the maximum number indicated.

Evaluation Criteria	POOR	GOOD	EXCELLENT	SCORE
<b>Essay ~ "Why I am applying for this award"</b>				
One Page/Double Spaced	0 1 2 Does not follow guidelines as stated.	3 4 Partially follows guidelines as stated	5 Follows guidelines as stated	
Essay content addresses question	0 1 2 Does not address question	3 4 Partially addresses question	5 Completely addresses question	
<b>Narrative Report ~ Listing the participant's contributions which strengthened &amp; implemented Program of Work &amp; FBLA Goals</b>				
Contributions & service which strengthened the chapter's program of work	0 1 2 3 4 5 6 7 8 Limited participation in chapter activities	9 10 11 12 13 Partial participation in chapter activities	14 15 Outstanding participation in all chapter activities.	
Goal #1: Develop competent, aggressive business leadership	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #2: Strengthen the confidence of students in themselves and their work	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #3: Create more interest in and understanding of American business enterprise.	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #4: Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.	0 No activities to promote this goal	2 3 4 activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #5: Develop character, prepare for useful citizenship, and foster patriotism	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #6: Encourage scholarship and promote school loyalty	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	

NC FBLA COMPETITIVE EVENTS PROGRAM

Evaluation Criteria	POOR	GOOD	EXCELLENT	SCORE
Goal # 7: Assist students in the establishment of occupational goals.	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
Goal #8: Facilitate the transition from school to work.	0 No activities to promote this goal	2 3 4 Some activities to promote this goal	5 Outstanding activities to promote this goal.	
<b>Participation ~ Offices, Chairmanships, Committee Memberships</b>				
Officer positions held	0 No officer positions held	9 10 11 12 13 Chapter officer position(s) held	14 15 State and/or National officer positions held	
Chairmanships held	0 No Chairmanship positions held	2 3 4 5 6 Chapter chairmanship position(s) held	7 8 9 10 State and/or National chairmanship position(s) held	
Committee Memberships held	0 No committee memberships positions held	2 3 4 Chapter committee memberships position(s) held	5 State and/or National committee memberships position(s) held	
<b>Contributions ~ Contributions to local, state &amp; national projects</b>				
Contributions made	0 No contributions made	2 3 4 Some contributions made	5 Significant contributions made	
<b>Total Score</b>				

Name \_\_\_\_\_

Region \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City (Zip) \_\_\_\_\_

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

Judge's Comments:

## Who's Who In FBLA

### State/National Event

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

#### ELIGIBILITY

Each local chapter may enter one (1) participant who is an active member and is on record in the FBLA State Office as having paid dues by the second semester membership dues deadline. Local chapters that have a state officer may have up to two (2) participants.

#### OVERVIEW

- An Event Entry Form must be completed and received by the state office no later than the close of business on the date given on the Calendar of Activities.
- Participants must be enrolled in their senior year of school and are required to submit an official transcript along with the entry form.

#### CRITERIA

Criteria for selection of nominees at the state level should include:

- Years of participation in FBLA activities.
- Extent of participation in conferences sponsored by the state chapter and national association.
- Offices, chairmanships, and committee memberships held.
- Contributions to local, state, and national projects.
- Participation in other activities.
- Recommendations supportive of the member's involvement in FBLA.
- Complete the "Future" level of the Business Achievement Awards.

#### GUIDELINES

Nominee(s) shall prepare and submit a narrative report along with the Event Entry Form.

The narrative should follow the report format given in the front of the guidelines.

The narrative will be *much shorter* than business reports in other events.

#### JUDGING

Reports will be evaluated by a panel of judges who will select the winners. All decisions of the judges are final.

#### STATE AWARDS AND NATIONAL ELIGIBILITY

The ten (10) finalists will receive medallions and the first-place winner will receive an award at the State Leadership Conference. The first-place winner will be recognized at the National Leadership Conference



## Scholarship Event Entry Form

### **PLEASE KEY**

## **NC FBLA SCHOLARSHIP EVENTS ENTRY FORM STATE-LEVEL COMPETITION**

Check the Event That You Are Entering. **(Only one student per form)**

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|---|--|--|
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**Name of Contestant (Only One Name per Form)**

**Business Subjects Completed**

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**Grade**

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**Contestant's Signature**

**President's or Secretary's Signature**

**Adviser's Signature**

**For Office Use Only**

**Planning Period**

**Best Time to Call at Home**

## WHO'S WHO IN FBLA

### RATING SHEET

Points given may range between zero and the maximum number indicated.

#### SERVICE

Number of years in FBLA	_____	3 pts. each year
Local chapter committee member	_____	3 pts. each committee
Local chapter committee chairman	_____	5 pts. each chaired
Local chapter officer	_____	6 pts. each year
State officer	_____	40 pts. each office
National officer	_____	50 pts. each office

**Subtotal** \_\_\_\_\_

#### PARTICIPATION

Number of Fall Regional Leadership		
Conferences Attended	_____	5 pts. each conference
Number of State Leadership		
Conferences Attended	_____	10 pts. each conference
Number of National Leadership		
Conferences Attended	_____	10 pts. each conference
Number of Regional/ State/		
National Competitive Events Entered	_____	5 pts. each event
Number of Regional/ State		
National Competitive Events Won	_____	5 pts. each event

**Subtotal** \_\_\_\_\_

#### OTHER CONTRIBUTIONS

FBLA contributions (service you specifically gave)		
which strengthened and implemented your		
chapter's program of work	_____	2 pts. each (list)

**TOTAL SCORE** \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_

School \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Date \_\_\_\_\_

Judge's Comments: