

A **WORLD** OF **OPPORTUNITY**



FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA | 2019-20



Chapter Planning Guide 2019-2020



We are Maryland FBLA

Your premier student-to-student business association!



Membership Dues

FBLA Dues: \$14 (\$6 national and \$8 state)

Middle Level Dues: \$10 (\$6 national and \$4 state)

Renew dues online at fbla-pbl.org

Send payment with invoice to

National Membership Dues

FBLA-PBL, Inc.

P.O. Box 79063

Baltimore, MD 21279-0063

Dues must be **received** in the national office by the following dates to participate in the following conferences:

Region Leadership Conference: Prior to registering for conference (registration deadline is 11/8/19)

State Leadership Conference: Prior to registering for conference (registration deadline is 2/12/20)

National Leadership Conference: March 1, 2020

Please note that the above deadlines are RECEIPT deadlines. Therefore, you need to mail your dues one week prior to the deadlines to ensure that they are received in time. Because the national office uses a lockbox system in processing dues, please allow up to two (2) weeks for dues to post to your account.

New or Reactivating Chapters

If you are a new chapter, contact the national office to obtain a Chapter Organization Packet by going to the following website: <https://www.fbla-pbl.org/chapter-organization-packet/> You should then send dues, for at least five members, with your charter application, along with a \$20 application fee.

If you are a reactivating chapter, please submit a request for a database login <https://www.fbla-pbl.org/account-activation/>

Chapter Management Handbook

The Chapter Management Handbook will now be published online. Chapters will no longer be sent physical hard copies of the CMH updates.

FBLA - <https://www.fbla-pbl.org/fbla/chapter-management-handbook/> or ML - <https://www.fbla-pbl.org/middle-level/chapter-management-handbook/>

Maryland FBLA Resources

All resource documents for MDFBLA can be accessed on the MDFBLA website. Feel free to share this information with members, administrators, and CTE directors.

<http://www.mdfla.org/resources.html>

Important Contact Information

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National Office

FBLA-PBL, Inc.

1912 Association Drive

Reston, VA 20191-1591

Phone: 1-800-FBLAWIN (800-325-2946)

Contact the national office for questions regarding membership registration and all national awards/recognition programs.



Maryland FBLA Website

mdfla.org

Check our website for the latest chapter news throughout the state. Links to the online conference registration systems and to the online testing systems will be posted on this website.

National FBLA Website

fbla-pbl.org

Use this site to enter members, renew your membership, register members for Business Achievement Awards, complete Membership Madness and Mania applications, register for national conferences, and to access the restricted Adviser Area section.



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SINCE 1957

Maryland FBLA was established in April 1957, with the first chartered chapter at Forest Park High School in Baltimore.

Maryland FBLA is preparing almost 3,000 future leaders, and over 1,000 students attend our State Leadership Conference each year.

There are five administrative regions in Maryland FBLA, each headed by a Regional Vice President. In January, each region holds a competition to decide the members eligible to compete at the State Leadership Conference (SLC) in the spring.

Members who place in the top four, in their competitive event at the SLC, are eligible to compete at the National Leadership Conference hosted by National FBLA.



Facebook.com/MDFutureBusinessLeaders



@mdfbla



@mdfbla



Youtube.com/user/MDFBLA



August 27, 2019

Dear Local Chapter Advisor,

I hope everyone has had an amazing summer! Everyone can now look forward to an exciting new year with Maryland FBLA and the State Officer Team. This year, Maryland FBLA brings so many new opportunities to the table, especially since the 2019-2020 National FBLA theme is “A World of Opportunity”.

During this past summer, close to 300 Maryland FBLA members and advisors were able to attend the National Leadership Conference in San Antonio, Texas. Attending this conference was an amazing experience, and Maryland FBLA members were recognized for placing top 10 in their events. Congratulations to all the winners who were able to participate in this great opportunity!

Maryland FBLA is going to offer a world of opportunities to our members through conferences and resources. We are focusing on creating resources to assist our members in competitive events, working on our partnership with the March of Dimes, and engaging our members on social media. However, there are many other goals in our Program of Work that are intended to provide more opportunities that are beneficial to our members, so we encourage your members and you to check out the “Member Center” at www.mdflb.org each month.

Furthermore, Maryland FBLA wants to continue engagement with our members. If anyone has questions, concerns, or would just like to have conversations about our organization, feel free to contact me anytime at hannah.klein@mdfbla.org. It is also important to engage with our social media this year. We are going to be more active than ever on social media, so follow our Facebook – Maryland FBLA, instagram @mdfbla and our twitter @MDFBLA for updates and information.

Finally, I recommend everyone participates in the opportunities they are given this year. Try and attend all our conferences this year. Especially the National Fall Leadership Conference which will be right next door to Maryland in Washington, D.C. Focus on your competitive event; you can go far if you work hard. Look into running for office, whether it’s for your local chapter, or even the state!

Good luck this year, make sure to take advantage of Maryland FBLA’s “A World of Opportunity”, and you can always reach out to me, or to the State Officer Advisor, Dr. Jessica McGowan, at jessica.mcgowan@mdfbla.org, with any questions as well.

Sincerely,

A handwritten signature in purple ink that reads "Hannah Klein".

Hannah Klein
Maryland FBLA State President

Chapter/Individual Challenges

Early Bird - Have five or more dues-paid members to National FBLA by October 20, 2019. Chapters will receive a ribbon at the SLC. *Note: This is also a requirement to obtain Gold Seal Chapter. (Chapter – **Deadline October 20, 2019**) *See page 327*

BAA Rockstar - Any chapter who has at least 15% of their members complete any level of the Business Achievement Awards will receive a ribbon at the State Leadership Conference. (Chapter – **Deadline February 7, 2020**) *Note: The National deadline for BAAs is March 1, 2019, any BAAs submitted after February 7, 2019 will not count towards the Rockstar Challenge.

See page 328

MDFBLA Spirit Week - Choose one activity each day to complete and post an image to the MDFBLA's Instagram from your chapter's Instagram with #MDFBLASpirit for Spirit Week Challenge. Chapters will receive a ribbon at the SLC. (Chapter – **November 11 to 15, 2019**)

See page 29

Media Madness - Use your chapter's Instagram account and participate in the daily post challenge for the month of November, uploading a *minimum of 12 posts*. You must use #MDFBLAMediaMadness. Chapters will receive a ribbon at the SLC. (Chapter – **November 1 to 26, 2019**)

See page 30

Pay It Forward A member who acquires 50 hours of community service to complete the first level of the National Community Service Award (CSAs) will receive a ribbon at the SLC. Individuals will receive a ribbon at the SLC. (Individual – **Deadline February 7, 2020**)

See page 31

Outstanding Chapter/Chapter of the Year

UPDATD for 2019-20 This award recognizes local chapters that, through ongoing activities, exemplify the goals of FBLA. The chapter that receives the highest number of points is awarded Maryland's FBLA Chapter of the Year. Other qualifying chapters are named Outstanding Chapter based upon their tier level of Honorable Mention, Bronze, Silver, or Gold. (Chapter – **Deadline February 7, 2020**)

See pages 19-23

Gold Seal

The Hollis and Kitty Guy Award (Gold Seal Chapter Award of Merit) recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL. (Chapter – **Deadline February 7, 2020**) *See pages 24-25*

FBLA-PBL Week

FBLA-PBL Week sets aside the second week of February (2-8, 2020) as FBLA-PBL Week. Chapters are encouraged to use this time to publicize their activities and successes, boost their membership, and gear up for their spring activities. In addition, FBLA-PBL recognizes the Wednesday of this week as Adviser Appreciation Day. Members are encouraged to use this day to pay special tribute to the dedicated individuals who make the association possible on the local level. This event will now be submitted as a multimedia presentation, not a report. (Chapter – **Deadline February 14, 2020**) *See page 26*

Chapter Scrapbook

A chapter scrapbook is a pictorial and essay account of all the activities of their chapter since the previous State Leadership Conference. Suggestions for preparing and submitting the scrapbook and the basis for their judging are located in the MDFBLA Competitive Events Guide. (Chapter – **Registration February 12, 2020**) *Note: Physical scrapbooks will be turned in at the SLC, but event registration must occur by the deadline above

March of Dimes

This year we are developing new March of Dimes Projects for MDFBLA. We are providing social media toolkits, going purple for World Prematurity Day, and more! Also, we're still continuing Baskets for Babies...look for more information in the Member Center at www.mdfla.org.

MDFBLA Scholarships

Maryland FBLA will offer up to three scholarships at the 2019 State Leadership Conference. The John Harvey Memorial Scholarship will be in the amount of \$1000, and two additional scholarships of \$500 each. Each chapter is eligible to nominate up to two (2) current senior members to apply for the scholarships. **Deadline TBD**

Who's Who in FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local and state levels. Each chapter may submit one (1) participant at the SLC, and must be a senior with three or more years of involvement in FBLA. The winner will represent Maryland at the 2019 NLC. More information is located in the MDFBLA Competitive Events Guide. **Deadline February 7, 2020**

Chapter Challenges

Super Sweeps - FBLA Super Sweeps is Part 1 of the 3-part Chapter Challenge contest. FBLA chapters must complete a total of 10 tasks focused on recruitment and retention. Register at fbla-pbl.org (Start August 1 – **Deadline October 20 by 5pm**)

Non-Stop November – FBLA Non-Stop November is Part 2 of the 3-part Chapter Challenge contest. FBLA chapters must complete five activities that focus on membership engagement. Register at fbla-pbl.org (Start November 1 – **Deadline December 10 by 5pm**)

Action Awareness - FBLA Action Awareness is Part 3 of the 3-part Chapter Challenge contest. FBLA chapters complete tasks focused on FBLA-PBL Week, CTE month, and FBLA programs. Register at fbla-pbl.org (Start January 1 – **Deadline March 1 by 5pm**)

Membership Awards

Madness - FBLA members who recruit at least five (5) new members receive a certificate of recognition and are recognized on the national website. (**Deadline April 1 by 5pm**)

Mania - FBLA members who recruit at least ten (10) new members receive a certificate of recognition and are recognized on the national website. (**Deadline April 1 by 5pm**)

Membership Achievement Award - Awarded to local FBLA chapters that increase membership over last year's total. Winning chapters receive an online certificate of recognition. This award also meets one of the criteria for the FBLA Outstanding Chapter Award. (**Deadline April 1 by 5pm**)

100% Class Participation - Awarded to local FBLA chapters that recruit 100 percent of a single class as chapter members. A copy of the class roster must be submitted, along with a copy of your chapter's membership list. This award also meets one of the criteria for the FBLA Outstanding Chapter Award. (**Deadline April 1 by 5pm**)

FBLA Distinguished Leader Scholarship

This scholarship is designed to recognize outstanding FBLA members for their activity and involvement in the association. The number of scholarships given depends on yearly contributions to the FBLA scholarship fund.

Individual Award: Minimum of \$500; half will be awarded at the NLC and the other half upon joining Phi Beta Lambda.

Criteria: Open to graduating FBLA members who plan to pursue a post-secondary education and become actively involved in PBL at the postsecondary level. (**Deadline April 1, 2019**)

Business Achievement Awards

The FBLA Business Achievement Awards (BAA) is an intensive leadership development program that recognizes FBLA members for achievements in a variety of career-related projects, goals, and programs. High school students create a portfolio of real-world accomplishments and develop their business and leadership skills across four levels: Future, Business, Leader, and America. *Note: Advisers must register each chapter member for each level as needed at fbla-pbl.org, and submit final entry (**Deadline for Future, Business, & Leader – March 1, and Deadline for America – April 25**)

Community Service Awards

The Community Service Awards (CSA) recognize members with extraordinary commitment to community service. It has three levels:

- CSA Community (50 hours)
- CSA Service (200 hours)
- CSA Achievement (500 hours)

Hours for the CSA are cumulative and build throughout a student's FBLA career. *Note: Advisers must register each chapter member for each level as needed at fbla-pbl.org, and submit final entry (**Deadline for Community & Service – March 1, and Deadline for Achievement – April 25**)

Outstanding Chapter

FBLA chapters must complete twenty (20) membership, community service, and education activities. Go to fbla-pbl.org to register (**Deadline April 1 by 5pm**)

Other Sponsored Challenges

Virtual Business Finance Challenge -The Virtual Business Finance Challenge, members will use this simulation to test their skills at managing their own financial lives and will compete against students across the country. This is 100% web-based. Go to fbla-pbl.org for more information and registration (Individual or Team – **Fall Oct 22 to Nov 15 & Spring Feb 4 to Mar 1**)

Virtual Business Management Challenge - This event is based on the Virtual Business Management web-based simulation where FBLA students test their skills at managing businesses individually or as a team. No downloads are required for this online application. Each challenge focuses on different business concepts. Go to fbla-pbl.org for more information (Individual or Team – **Fall Oct 22 to Nov 15 & Spring Feb 3 to Feb 28**)

LifeSmarts - This online event challenges students to integrate multiple areas of business knowledge and skills, using critical-thinking skills and teamwork during the competition. Go to fbla-pbl.org for more information (Team – **Fall Oct 14 to Nov 8 & Spring Feb 3 to Feb 28**)

National Fall Leadership Conference

The National Fall Leadership Conference will be at the Washing Hilton in Washington, DC. MDFBLA will not be holding a State Fall Leadership Conference and encourage chapters to attend the NFLC. This two-day leadership conference will allow students to participate in workshops and discover the opportunities of FBLA.

Important Facts and Dates: November 1-2, 2019

Registration Fee:

Early Bird - \$65 by October 4

Regular - \$75 by October 25

Onsite - \$85 from October 26 - Onsite

Where to Register: <https://www.fbla-pbl.org/conferences/nflc/>

Region Leadership Conferences

Region Leadership Conferences (RLC) will be held throughout the state in January 2020. All objective testing events will be tested through school-site testing prior to the RLC. Members in performance events will compete at the RLC. Each RLC will offer exciting and informative experiences.

Important Facts and Dates:

Region 1 – Dr. Henry A. Wise Jr. HS – Jan 11 (Snow Date Jan 13)

Region 2 – Dulaney HS – Jan 9 (Snow Date Jan 16)

Region 3 – Century HS – Jan 15 (Snow Date Jan 23)

Region 4 – North County HS – Jan 4 (Snow Date Jan 7)

Region 5 – Applications & Research Lab – Jan 18 (Snow Date Jan 21)

Registration Fee: \$5 per student competing

Dues Eligibility Deadline: November 8, 2019

Registration Deadline: November 8, 2019

Payment RECEIPT Deadline: November 27, 2019

Where to Register: <http://app.gobluepanda.com>

RLC Online Testing Window: 11/18-12/20, 2019

****Note:** Other fees may be charged by individual regions for food, conference items, etc.

State Leadership Conference

This year's State Leadership Conference will be held at our **new venue**, Baltimore Renaissance in Baltimore, MD. This will provide an opportunity for your students and chapter to achieve as they compete among the best in the state in competitive events, as well as campaign and elect the 2020-21 State Officer Team. Also, we will have information workshops, a keynote event, and other exciting activities!

Important Facts and Dates:

Thursday, March 12 to Saturday, March 14

Registration Fees: Single - \$415 (Adviser/Chaperon/Guest ONLY); Double - \$340 per student; Triple - \$3100 per student; Quad - \$295 per student

Late Fee: 3/21-28 - \$50; after 3/28 - \$100

Dues Eligibility Deadline: February 12, 2020

Registration Deadline: February 12, 2020

Modifications to Registration Deadline: TBD

Payment RECEIPT Deadline: March 4, 2020

Where to Register: <http://app.gobluepanda.com>

Pre-judge Event Deadline: February 7, 2020*

***Note:** FBLA Week is due February 14

SLC Online Testing Window: 2/17 – 3/6, 2020

SLC Production Testing Deadline: 3/2/20

National Leadership Conference

Join over 13,000 FBLA members from across the world at the 2020 National Leadership Conference (NLC) in Salt Lake City, Utah. The NLC concludes this year's activities and sets the stage for the upcoming school year. FBLA members and advisers participate in business-related and leadership development workshops, tour the destination city, elect national officers, and participate in the national competitive events program.

Important Facts and Dates:

Jun 29 to July 2, 2020

Information will be provided in Spring 2020.

Maryland FBLA has an excellent reputation throughout Maryland and the nation.

Your behavior reflects on how others see this fine organization.

Each conference attendee is expected to follow these practices and procedures.

- Members are expected to attend all general sessions and conference activities.
- Members should report to the proper location and be on time for all activities.
- Conference name badges must be worn at all times.
- The dress code will be enforced at all times.
- No member shall leave the conference site unless permission has been received from their local adviser or the state adviser.
- This is a smoke-free conference. Smoking and the use of tobacco products are not permitted during the conference.
- Alcoholic beverages or illegal drugs, in any form, shall not be possessed and/or used at any time, under any circumstances. In the event a member is found to be in possession of drugs or alcohol, the situation will be turned over to the local police immediately.
- Cell phones and other electronic devices are to be silenced during conference workshops and general sessions.
- There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual or chapter responsible.
- Members shall keep their adult advisers informed of their activities at all times.
- The hotel room that you have been recorded. Do not change rooms. If there is an emergency, it will be necessary to locate you according to your room number.
- At curfew, all members must be in their assigned hotel room, quiet, and remain there until 6 a.m. Curfew will be strictly enforced.
- Conference activities are limited to those registered. Any individual not registered for the conference and displaying a name badge will not be permitted to participate in conference activities and will be asked to leave.
- All local school rules and regulations are in effect during this conference.
- Local chapter advisers are responsible for their students' conduct.
- Members violating or ignoring any of the conduct practices and procedures will subject their chapter delegation to dismissal, and their candidates or competitive event contestants to be disqualified. Individual students may be sent home immediate at their own expense.

Appearing in MDFBLA Media

Social Media

All Chapter of the Month and Student of the Month submissions may be used for social media posts by MDFBLA. If you have an item you would like posted on MDFBLA Social Media, please send it to the Reporter-Historian, Andrei Mapilisan, Andrei.mapilisan@mdfbla.org.



Facebook.com/MDFutureBusinessLeaders



@mdfbla



@mdfbla



Youtube.com/user/MDFBLA



Professional Division Membership

Advisers, parents, and FBLA supporters are encouraged to join the Professional Division of FBLA-PBL. Membership dues are only \$25 a year. Chapters recruiting the most Professional Division members will be recognized at the State Leadership Conference. For more information and to register, go to: <https://www.fbla-pbl.org/pd/>

Maryland FBLA Foundation

The Maryland FBLA-PBL Foundation, founded in 2012, is a volunteer-based, not-for-profit organization that generates and disburses funds to support the leadership development of Maryland business students in middle school, high school, and college. The Foundation awards scholarships to FBLA-PBL students to participate in national leadership programs and competitive events. www.mdfbla.org/foundation.html

Conference Photo Submissions

To appear in the slide shows at the State Leadership Conferences, following these guidelines:

- Submit pictures using the following link upload to <http://upload.mdfbla.org/>
- Send pictures representing multiple activities.
- Send pictures other than group poses.

Pictures for SLC Slide Show are due **TBD**.



Tomorrow's Business Leader Submissions

To submit your chapter news to the national FBLA magazine, *Tomorrow's Business Leader*, submit your information by:

- Submit your news items by completing the form link below <https://www.fbla-pbl.org/about/communications/chapter-news/>
- Please note that only a few of the many articles submitted will actually be published.



Running for State Office 2020-2021

One of the greatest experiences FBLA offers is serving as a Maryland FBLA state officer. This allows students to grow and serve Maryland FBLA by assisting members to enter A World of Opportunity. All interested individuals should review the State Officer Candidate Handbook and application materials. All state officers will be elected at the 2020 State Leadership Conference.

More information will be forthcoming!

List of Key Events & Deadlines

	Event
August	
	1 National Membership Registration Opens
	1 Super Sweeps Begins - National FBLA (Aug 1 - Oct 20)
September	
	Tomorrow's Business Leader - Fall Issue Submissions DUE (National FBLA by 25pm)
October	
	14 RLC 2020 Registration Opens
	14 LifeSmarts Competition Begins
	20 Early Bird Registration - MDFBLA Chapter Challenge DUE
	20 Super Sweeps Ends (National FBLA by 5pm)
	22 Virtual Business Finance & Management Fall Challenges Begin
	25 National Fall Leadership Conference – LAST DAY to register
November	
	1-30 Prematurity Awareness Month
	1-26 Media Madness - MDFBLA Chapter Challenge
	1 Non-Stop November Begins - National FBLA (Nov 1- Dec 10)
	1-2 NFLC – Washington, DC
	8 MDFBLA Dues Deadline for Registering for the RLC
	8 RLC 2020 Registration Deadline
	8 LifeSmarts Fall Competition Ends
	11-15 MDFBLA Spirit Week - Chapter Challenge
	15 American Enterprise Day
	Tomorrow's Business Leader - Winter Issue Submissions DUE (National FBLA by 5pm)
	15 Virtual Business Finance & Management Fall Challenges Ends
	16 March of Dimes - World Prematurity Awareness Day
	18 RLC 2020 Testing Window Opens
	27 RLC 2020 Payment Receipt Deadline
December	
	10 Non-Stop November Ends (National FBLA by 5pm)
	20 RLC 2020 Testing Window Closes at 5pm
January	
	1 Action Awareness Begins - National FBLA (Jan 1 - Mar 1)
	4 Region 4 Leadership Conference – North County HS (Snow Date Jan 7)
	9 Region 2 Leadership Conference – Dulaney HS (Snow Date Jan 16)
	11 Region 1 Leadership Conference – Dr. Henry A. Wise Jr. HS (Snow Date Jan 13)
	15 Region 3 Leadership Conference – Century HS (Snow Date Jan 23)
	15 March of Dimes Grant: Application Deadline
	Region 5 Leadership Conference – Applications and Research Lab (Snow Date Jan 21)

List of Key Events & Deadlines

	Event
February	
	1-28 National Career & Technical Education Month
	2-8 National FBLA-PBL Week
	3 Virtual Business Finance & Management and LifeSmarts Spring Challenges Begin
	7 SLC 2020 Pre-judge Event Deadline
	7 BAA Rockstar - MDFBLA Chapter Challenge DUE
	7 CSA Pay It Forward - MDFBLA Individual Challenge DUE
	7 MDFBLA Outstanding & Gold Seal Chapter Criteria DUE
	12 MDFBLA Dues Deadline for Registering for SLC
	12 SLC 2020 Registration Deadline
	14 SLC 2020 Pre-judge Event Deadline – FBLA-PBL Week ONLY
	17 SLC 2020 Testing Window Opens
	Tomorrow's Business Leader - Spring Issue Submissions DUE (National FBLA by 5pm)
	21
	29 Virtual Business Finance & Management and LifeSmarts Spring Challenges Ends
March	
	1 MDFBLA Dues Deadline for Registering for the NLC
	1 MDFBLA Scholarships Deadline
	Business Achievement Awards - Future, Business, & Leader Levels DUE (National FBLA by 5pm)
	1
	Community Service Awards - Community & Service Awards DUE (National FBLA by 5pm)
	1
	1 Action Awareness Ends
	2 MDFBLA Production Event Submission Due
	4 SLC 2020 Payment Receipt Deadline
	6 SLC 2020 Online Testing Window Closes
	12-14 MDFBLA State Leadership Conference
April	
	1 Membership Madness and Membership Mania DUE (National FBLA by 5pm)
	1 Membership Achievement Award DUE (National FBLA by 5pm)
	1 100 Percent Class Participation DUE (National FBLA by 5pm)
	1 Outstanding Chapter DUE (National FBLA by 5pm)
	1 Distinguished Business Leader Scholarship DUE (National FBLA by 5pm)
	25 Business Achievement Awards - America Level DUE (National FBLA by 5pm)
	25 Community Service Awards - Achievement Level DUE (National FBLA by 5pm)
May	
	8 National FBLA Pre-judged Competitive Events DUE by 5pm
	15 National FBLA All competitive events computer production tests DUE by 5pm
June	
	22-23 PBL - Institute for Leaders
	24-27 PBL Salt Lake City, UT
	28-29 FBLA - Institute for Leaders
	29-2 FBLA/ML NLC - Salt Lake City, UT

National FBLA Competitive Events Information

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

Maryland FBLA Competitive Events Guide

<http://www.mdflba.org/competitive-events.html>

How to Choose Your Competitive Event

<https://www.fbla-pbl.org/media/FBLA-Choose-Your-Competitive-Event-Flow-Chart.pdf>

National FBLA Events at a Glance

<https://www.fbla-pbl.org/media/FBLA-Events-At-A-Glance.pdf>

Grade 9 & 10 Events

<https://www.fbla-pbl.org/fbla/competitive-events/grade-9-10/>

New & Modified Events

<https://www.fbla-pbl.org/fbla/competitive-events/new-modified/>

Online Testing for Maryland FBLA

All FBLA written test competitive events this year will be conducted online.

2019-2020 Testing Windows

RLC: 11/18 – 12/20, 2019

SLC: 2/17 – 3/6, 2020

Who advances from RLC to SLC to NLC?

Please refer to the MDFBLA 19-20 Competitive Events Guide for specific advancements for each level of competition.

<http://www.mdflba.org/competitive-events.html>



National Leadership Conference

Open Events:

Sanket Vaja - Digital Photography; 1st Place

Competitive Events:

Allen Chen and Steven Zhang - 3-D Animation; 10th Place

Sophie Dong - Accounting II; 8th Place

Tyler Batts, Brennan Deibel, and Cole Hamlett - Banking and Financial Systems; 9th Place

Lucy Ramos - Client Service; 7th Place

Jalen Geason - Digital Video Production; 6th Place

William Lee and Ashna Sandoze - E-Business; 8th Place

Khiem Doan - Journalism; 4th Place

Aroni Gupta and Erik Mechtel - Mobile Application Development; 4th Place

Jeffrey Thewsuvat - Networking Concepts; 4th Place

Jordan Abrams - Securities and Investments; 4th Place

Max Holzman - Sports and Entertainment Management; 6th Place

Joe Demario - Spreadsheet Application; 8th Place

Business Achievement Awards - America

Sarah Goncalves

Neha Mupparapu

Lijon Guiyab

Krystal Shaw

Jamar Tolbert

Community Service Awards - Achievement

Annika Pierre Michel



	Event Name	Event Type	Level	Regional	State	National
1	3D Animation	Individual or Team of 2 or 3		No	Yes	Yes
2	Accounting I	Individual		Yes	Yes	Yes
3	Accounting II	Individual		Yes	Yes	Yes
4	Advertising	Individual		Yes	Yes	Yes
5	Agribusiness	Individual		Yes	Yes	Yes
6	American Enterprise Project**	Chapter		No	Yes	Yes
7	Banking & Financial Systems	Individual or Team of 2 or 3		Objective test only	Yes	Yes
8	Broadcast Journalism	Individual or Team of 2 or 3		Yes	Yes	Yes
9	Business Calculations	Individual		Yes	Yes	Yes
10	Business Communication	Individual		Yes	Yes	Yes
11	Business Ethics	Individual or Team of 2 or 3		Yes	Yes	Yes
12	Business Financial Plan**	Individual or Team of 2 or 3		No	Yes	Yes
13	Business Law	Individual		Yes	Yes	Yes
14	Business Plan**	Individual or Team of 2 or 3		No	Yes	Yes
15	Businessperson of the Year**	Nomination		No	Yes	Yes
16	Client Service	Individual		Yes	Yes	Yes
17	Coding and Programming	Individual		Yes	Yes	Yes
18	Community Service Project**	Chapter		No	Yes	Yes
19	Computer Applications	Individual		Objective test only	Yes	Yes
20	Computer Game & Simulation Programming	Individual or Team of 2 or 3		Yes	Yes	Yes
21	Computer Problem Solving	Individual		Yes	Yes	Yes
22	Cyber Security	Individual		Yes	Yes	Yes
23	Database Design & Applications	Individual		Objective test only	Yes	Yes
24	Digital Video Production**	Individual or Team of 2 or 3		No	Yes	Yes
25	E-business	Individual or Team of 2 or 3		Yes	Yes	Yes
26	Economics	Individual		Yes	Yes	Yes
27	Electronic Career Portfolio	Individual		Yes	Yes	Yes
28	Emerging Business Issues	Individual or Team of 2 or 3		Yes	Yes	Yes
29	Entrepreneurship	Individual or Team of 2 or 3		Objective test only	Yes	Yes
30	FBLA-PBL Week**	Chapter		No	Yes	No
31	Future Business Leader**	Individual		Objective test only	Yes	Yes
32	Global Business	Individual or Team of 2 or 3		Objective test only	Yes	Yes
33	Graphic Design	Individual or Team of 2 or 3		Yes	Yes	Yes

Competitive Events at a Glance

	Event Name	Event Type	Level	Regional	State	National
34	Gold Seal Chapter Award of Merit**	Recognition - Chapter		No	Yes	Yes
35	Health Care Administration	Individual		Yes	Yes	Yes
36	Help Desk	Individual		Objective test only	Yes	Yes
37	Hospitality Management	Individual or Team of 2 or 3		Objective test only	Yes	Yes
38	Impromptu Speaking	Individual		Yes	Yes	Yes
39	Insurance & Risk Management	Individual		Yes	Yes	Yes
40	Introduction to Business	Individual	Grades 9 & 10	Yes	Yes	Yes
41	Introduction to Business Communication	Individual	Grades 9 & 10	Yes	Yes	Yes
42	Introduction to Business Presentation	Individual or Team of 2 or 3	Grades 9 & 10	Yes	Yes	Yes
43	Introduction to Business Procedures	Individual	Grades 9 & 10	Yes	Yes	Yes
44	Introduction to FBLA	Individual	Grades 9 & 10	Yes	Yes	Yes
45	Introduction to Financial Math	Individual	Grades 9 & 10	Yes	Yes	Yes
46	Introduction to Information Technology	Individual	Grades 9 & 10	Yes	Yes	Yes
47	Introduction to Parliamentary Procedure	Individual	Grades 9 & 10	Yes	Yes	Yes
48	Introduction to Public Speaking	Individual	Grades 9 & 10	Yes	Yes	Yes
49	Job Interview**	Individual		Yes	Yes	Yes
50	Journalism	Individual		Yes	Yes	Yes
51	LifeSmarts	Team of 2		No	No	Yes
52	Local Chapter Annual Business Report**	Chapter		No	Yes	Yes
53	Management Decision Making	Individual or Team of 2 or 3		Objective test only	Yes	Yes
54	Management Information Systems	Individual or Team of 2 or 3		Objective test only	Yes	Yes
55	Marketing	Individual or Team of 2 or 3		Objective test only	Yes	Yes
56	Mobile Application Development	Individual or Team of 2 or 3		Yes	Yes	Yes
57	Network Design	Individual or Team of 2 or 3		Objective test only	Yes	Yes
58	Networking Concepts	Individual		Yes	Yes	Yes
59	Open Event: Data Security	Individual		No	Yes	No
60	Open Event: Digital Photography	Individual		No	Yes	No
61	Open Event: Human Resource Management	Individual		No	Yes	No
62	Open Event: Project Management	Individual		No	Yes	No
63	Open Event: Public Relations	Individual		No	Yes	No
64	Open Event: Python Programming	Individual		No	Yes	No
65	Organizational Leadership	Individual		Yes	Yes	Yes
66	Outstanding Chapter/Chapter of the Year**	Recognition - Chapter		No	Yes	No
67	Parliamentary Procedure	Team of 4 or 5		Objective test only	Yes	Yes

Competitive Events at a Glance

	Event Name	Event Type	Level	Regional	State	National
68	Partnership with Business Project**	Chapter		No	Yes	Yes
69	Personal Finance	Individual		Yes	Yes	Yes
70	Political Science	Individual		Yes	Yes	Yes
71	Public Service Announcement	Individual or Team of 2 or 3		Yes	Yes	Yes
72	Publication Design	Individual or Team of 2 or 3		Yes	Yes	Yes
73	Public Speaking	Individual		Yes	Yes	Yes
74	Sales Presentation	Individual		Yes	Yes	Yes
75	Securities & Investments	Individual		Yes	Yes	Yes
76	Social Media Campaign	Individual or Team of 2 or 3		Yes	Yes	Yes
77	Scrapbook	Chapter		No	Yes	No
78	Sports & Entertainment Management	Individual or Team of 2 or 3		Objective test only	Yes	Yes
79	Spreadsheet Applications	Individual		Objective test only	Yes	Yes
80	Virtual Business Finance Challenge	Individual or Team of 2 or 3		No	No	Yes
81	Virtual Business Management Challenge	Individual or Team of 2 or 3		No	No	Yes
82	Website Design	Individual or Team of 2 or 3		Yes	Yes	Yes
83	Who's Who in FBLA**	Nomination		No	Yes	Yes
84	Word Processing	Individual		Objective test only	Yes	Yes

**Indicates events with prejudged materials and/or reports. The prejudged materials and/or reports must be received by the Competitive Events Committee by 5 pm on February 7, 2020 (FBLA-PBL Week by 5 pm on February 14, 2020). Refer to the individual guidelines for each of these events for the specific information required to be submitted. Also review the Appendix for submission instructions.

2019-2020 competitive events with Johnson and Wales University scholarships

The 1st, 2nd, and 3rd place state level winners for Accounting II, Banking & Financial Systems, Graphic Design, Hospitality Management, and Sports & Entertainment Management will receive an annual scholarship from Johnson and Wales University. The scholarships are renewable each year for four years and are in the following annual amounts: 1st Place = \$1,000, 2nd Place = \$750, and 3rd Place = \$500.

Competitive Events at a Glance

The following information has been gathered and consolidated for information purposes only. The Maryland FBLA Competitive Events Handbook is the ONLY definitive source of information for information that relates to our State Awards Program and the administration of competitive events in the state of Maryland.

Objective Tests

Students in the following events will complete a multiple choice, online test for RLC and SLC.

- Advertising
- Agribusiness
- Business Calculations
- Business Communication
- Business Law
- Computer Problem Solving
- Cybersecurity
- Economics
- Healthcare Administration
- Insurance & Risk Management
- Journalism
- Networking Concepts
- Organizational Leadership
- Personal Finance
- Political Science
- Securities & Investments

Performance Events

Students will complete a judged performance at RLC and SLC.

- Broadcast Journalism
- Business Ethics
- Client Service
- Emerging Business Issues
- Impromptu Speaking
- Job Interview
- Public Speaking
- Sales Presentation

Objective & Production Events

Students in the following events will complete a multiple choice, online test at RLC, and again a multiple choice, online test for SLC as well as use software specific to their event to produce required materials to demonstrate software knowledge usage.

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

Chapter Events

These events are for chapter to complete in, and do not prohibit an FBLA member from competing in an individual team event.

- American Enterprise Project
- Community Service Project
- FBLA-PBL Week (state only)
- Gold Seal (state only)
- Local Chapter Annual Business Report
- Outstanding Chapter/Chapter of the Year
- Partnership with Business Project
- Scrapbook

Objective & Performance Events

Students in the following events will complete a multiple choice, online test at RLC, and again a multiple choice, online test for SLC and case study performance at SLC if in the top 10.

- Banking & Financial Systems
- Entrepreneurship
- Future Business Leader
- Global Business
- Help Desk
- Hospitality Management
- Management Decision Making
- Management Information Systems
- Marketing
- Network Design
- Parliamentary Procedures
- Sports & Entertainment Management

9th & 10th Only Events

The following events are only for 9th and 10th grade FBLA members at the RLC and SLC. They are either objective tests (O) or performance events (P).

- Accounting I (O)
- Introduction to Business (O)
- Introduction to Business Communication (O)
- Introduction to Business Presentation (P)
- Introduction to Business Procedures (O)
- Introduction to FBLA (O)
- Introduction to Financial Math (O)
- Introduction to Information Technology (O)
- Introduction to Parliamentary Procedures (O)
- Introduction to Public Speaking (P)

Production & Performance Events (Presentation/Demonstration)

Students in the following events will develop the require materials/product for the event and complete a judge performance at RLC, and repeat the judged performance at the SLC.

- 3D Animation
- Coding & Programming
- Computer Game & Simulation Programming
- E-business
- Electronic Career Portfolio
- Graphic Design
- Mobile Application Development
- Public Service Announcement
- Publication Design
- Social Media Campaign
- Website Design

SLC ONLY Events

Students in the following events will develop the require materials/product for the event and send their product for pre-judge prior to the SLC. At the SLC, if a student has made the top 10 (based off pre-judged product), they will complete a judged performance.

- Business Financial Plan
- Business Plan
- Digital Video Production

Competitive Event Topics

3-D Animation

Category: Prejudged Projects & Presentation

Type: Individual or Team

Topic: Using 3-D animation, create an informational video to train new FBLA chapter officers. The video should include:

Team building

Officer duties

Developing a Program of Work

Broadcast Journalism

Category: Presentation with Equipment

Type: Individual or Team

Topic: You and/or your team are part of your school's broadcast team. Create a live broadcast event that includes the following:

Social media/cell phones on campus

Financial literacy story for your audience

Sports story from your campus

Business Ethics (FBLA)

Category: Presentation without Equipment

Type: Individual or Team

Topic: Research the ethical issues of photo manipulation related to journalistic practices and public opinion.

Business Financial Plan

Category: Prejudged Reports & Presentation

Type: Individual or Team

Topic: Create a Business Financial Plan for a local rental business that will also do business online. The business should be specifically targeted for your community. The Business Financial Plan should include a name for the business, what items you will be renting, plans for needed construction and/or renovation to the building, equipment to be purchased, inventory for your launch date, hours of operation, staffing requirements, information on developing your e-business website, a promotional plan, and a social media plan.

Coding & Programming

Category: Demonstration

Type: Individual

Topic: Develop an original computer program to track hours for the Community Service Awards program for your chapter members. The program must complete a minimum of the following tasks:

- Track student name, student number, and grade in school with ability to enter/view/edit.
- Track the total of community service hours per student with ability to enter/view/edit.
- Track the Community Service Award program category per student with the ability to enter/view/edit.
- Generate or print weekly/monthly report to show total number of community service hours per student.
- Generate or print weekly/monthly report to show Community Service Award program categories and total hours.
- Data must be stored persistently. Storage may be in a relational database, a document-oriented NoSQL database, flat text files, flat JSON, or XML files.
- The user interface must be a GUI with a minimum of five different control types including such things as drop-down lists, text fields, check boxes, emails, or other relevant control types.
- All data entry must be validated with appropriate user notifications and error messages including the use of required fields.

Computer Game & Simulation Programming

Category: Demonstration

Type: Individual or Team

Topic: Develop a 2D side scrolling game about the FBLA Business Achievement Awards (BAA) Program.

- Give the game a name. The game must have a winning condition (points). You must implement a system of rewards (tokens), obstacles (penalties), a minimum of four levels, and lives. There must be an increase in difficulty as the levels increase.
- The game should be secure and bug free.
- The game should utilize two of the following: keyboard, touchscreen, and/or mouse.
- The game must be compatible for a maximum ESRB rating of E10+.
- The game should have an instructional display.
- The game should have a menu with start and exit/quit at any point and a score board at the end.



Competitive Event Topics

Digital Video Production

Category: Prejudged Projects & Presentation

Type: Individual or Team

Topic: Create a video promoting a new discount airline.

The airline serves the states surrounding the one in which you live. The video should promote the new airline, include a theme/slogan, share information about flight schedules, and describe the frequent flyer program.

E-business

Category: Demonstration

Type: Individual or Team

Topic: Create an E-business website for a local rental business that will also do business online. The business should be specifically targeted for your community. The E-business site should include a name for the business and what items you will be renting. Include pictures and descriptions of items for rent. The site needs to include purchase and shipping information, a shopping cart, and social media links. (NOTE: No live social media accounts should be created for this event.)

Emerging Business Issues (FBLA)

Category: Presentation without Equipment

Type: Individual or Team

Topic: The traditional work environment is changing as technology provides employees the ability to work from anywhere. How is this trend positively and negatively, affecting the modern business environment and employee collaboration?

Graphic Design

Category: Presentation with Equipment

Type: Individual or Team

Topic: Your company has been hired to create the name for a new and upcoming music artist/band. You and/or your team will develop the promotional/branding graphics for the new artist/band. The artist/band will need an identity with a name, logo, and webpage banner. The package should also include graphics for a t-shirt, the cargo vehicle graphics (vehicle to move equipment from one performance to another), and the stage design.

Introduction to Business Presentation

Category: Presentation with Equipment

Type: Individual or Team

Topic: Prepare a presentation discussing how the news/media industry can recover from a tarnished image.

Mobile Application Development (FBLA)

Category: Demonstration

Type: Individual or Team

Topic: Develop an app for local chapters to manage their chapters.

- The app must include: App Name, About FBLA, Join FBLA (form), Calendar, links to FBLA websites, Local Officer Team, links to Social Media, Competitive Events, Current Events, Sign-up for a current event (form for either competitive event, fundraiser, or community service), Q & A, and Contact Us.
- The app must include a way to track chapter meeting attendance.
- The app must be designed for a phone/tablet.
- The operating system must be mobile based such as Android or iOS.
- The app should state its licensing and terms of use.

Public Service Announcement

Category: Presentation with Equipment

Type: Individual or Team

Topic: Create a Public Service Announcement about the importance of financial literacy for teens.

Publication Design

Category: Presentation with Equipment

Type: Individual or Team

Topic: Your company has been hired to create the name for a new and upcoming music artist/band. You and/or your team will develop publication items for the new artist/band. You and/or your team will create the name and logo of the artist/band. In addition, an event poster, an event banner, an event venue setup/layout, and a news release must be created.

Social Media Campaign

Category: Presentation with Equipment

Type: Individual or Team

Topic: Financial literacy is important for financial health in the future. Plan a social media campaign to increase an FBLA member's knowledge of finances and the impact of personal financial literacy training. (NOTE: No live social media accounts should be created for this event.)

Website Design (FBLA)

Category: Demonstration

Type: Individual or Team

Topic: Create a website for a new discount airline. This airline serves the states surrounding the one in which you live. The airline has hired you to create a website. The website must include:

- Airline name and theme/slogan
- Introduction to the airline that includes animation
- Flight schedules, with the ability to book flights
- Information on the frequent flyer program
- How to apply for a job with the airline
- Social media links (NOTE: No live social media accounts should be created for this event.)



National Dress Code

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

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, 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.

Dress for Success



ACCEPTABLE

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

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

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



OUTSTANDING CHAPTER/CHAPTER OF THE YEAR

Miriam B. Dyer Award

The Outstanding Chapter Award recognizes local chapters that, through ongoing activities, exemplify the goals of FBLA. The chapter that receives the highest number of points in this event is awarded the title as Maryland FBLA's Miriam B. Dyer Chapter of the Year. Other qualifying chapters are named as Outstanding Chapters for the levels of Honorable Mention, Bronze Chapter, Silver Chapter, and Gold Chapter.

CONTENT

Chapters receive points for their work in Chapter Management, Membership Recruitment, Public Relations, Community Service, Conference Participation, Programs & Projects, and Leadership & Career Development.

ELIGIBILITY

All active local chapters are eligible to enter this event. The Honorable Mention recognition level is only available to a new or reactivated chapter in its first or second year.

REGULATIONS

1. Chapters must complete a fillable PDF entry form through the link provided in the appendix by the deadline established in the General Guidelines of this publication. Chapters must also provide all supporting documents to certify that the chapter has met the minimum criteria.
2. There is a maximum of 250 possible points in this event.
3. New or reactivated chapters must meet a minimum of 100 points and current chapters must meet a minimum of 150 points to qualify for recognition as a Bronze, Silver, or Gold Outstanding Chapter.

PROCEDURE

1. Chapters entering this event must submit a Local Chapter Annual Business Report to support all point values and to provide documentation as described for each category.
2. Chapters must submit an entry form to be received no later than the deadline established in the General Guidelines section of this publication. The entry form must be submitted online using a fillable PDF. The link for submitting the online entry form and other event materials is in the Appendix of this document.
3. All chapters that meet the minimum criteria of 150 points will receive the designation as an Outstanding Chapter. A Bronze Chapter must obtain at least 150 points; a Silver Chapter must obtain at least 175 points; and a Gold Chapter must obtain at least 200 points. Honorable Mention is designated for new or reactivated chapters with at least 100 points.
4. The chapter receiving the highest point total for this event will be awarded Chapter of the Year. In the event of a tie, the chapter whose Local Chapter Annual Business Report ranks higher in judging will be awarded the title.

JUDGING

A panel of judges will screen all entries to determine eligibility to receive the Outstanding Chapter designation levels. Based upon point totals, the judges will determine the winner for Chapter of the Year.

AWARDS

All chapters that meet a minimum of 150 points will receive the designation of Outstanding Chapter. Levels are: Bronze Chapter – 150 points; Silver Chapter – 175 points; and Gold Chapter – 200 points. Winners will receive a conference certificate and special conference ribbon for members at the SLC. The chapter receiving the highest point total will receive the award as Maryland FBLA's Miriam B. Dyer Chapter of the Year.



Outstanding Chapter/Chapter of the Year

Miriam B. Dyer Award

2019-2020 Maryland FBLA Outstanding Chapter/Chapter of the Year					
Name of School:		Chapter President:			
Adviser's Name:		Adviser's Email:			
	No.	Activity	Page in LCABR	Max	Points
Chapter Management	1	Compete in the Local Chapter Annual Business Report event (score of 50pts min) *REQUIRED* -GS	Submit report	5	
	2	Develop a local chapter Program of Work -NOC		3	
	3	Hold a local chapter officer planning session -NOC		2	
	4	Complete a chapter Income Statement (March 2019 - February 2020) -NOC	Attach to this document	2	
	5	Conduct chapter meetings with workshop (1pt per workshop; max 3) -BAAL		3	
	6	Conduct an FBLA Emblem Ceremony -NOC, BAAB		2	
	7	Hold a local chapter end of year banquet or recognition event		2	
	8	Submit four (4) agendas and minutes for local chapter meetings -NOC, BAAF, BAAB, SS	Attach to this document	2	
	9	Complete a local chapter calendar listing meetings and chapter event - BAAB	Attach to this document	1	
	10	Complete an icebreaker for a local chapter meeting - BAAB	Attach Image and Agenda with Icebreaker	1	
TOTAL - CHAPTER MANAGEMENT				23	
Membership Recruitment	11	Pay dues for at least five 5 members to National FBLA by October 20 & Complete MDFBLA "Early Bird Challenge" -GS, SS		5	
	12	Have at least five (5) professional division members on record by January 31 -GS, BBAF, BAAB, BAAL Names of PD Members: _____		5	
	13	Increase chapter membership and complete the National FBLA Membership Achievement Award application -NOC, SS	Attach confirmation	2	
	14	Charter or reactivate a high school, middle level, or college chapter (3 pts per chapter) - NOC Chapter Name & Date _____		3	
	15	Participate in National FBLA membership awards - Mania, Madness, 100% Participate, Market Share, etc. (1 pt per award; max 4) -BAAL		4	
	16	Develop a chapter recruitment video, brochure, flyer, invitation, etc. (1 p per item; max 3) -BAAF, BAAB, BBL, SS		3	
	17	Design an FBLA Bulletin Board -BAAF, SS		1	
	18	Prepare a "Benefits of FBLA" presentation and present to freshmen or business students not in FBLA -NOC, BAAB		2	
TOTAL - MEMBERSHIP RECRUITMENT				25	
Public Relations	19	Submit articles to MDFBLA Newsletter (1 pt per article; max 3) - GS		3	
	20	Participate in Maryland FBLA Media Madness Challenge (November)		3	
	21	Submit an article to National FBLA's <i>Tomorrow's Business Leader</i> -NOC, BAAB, BAAL	Attach confirmation	2	
	22	Provide evidence of publicity of conference competition winners in local news source (not school sponsored)		2	
	23	Provide evidence of publicity of FBLA events within your school; i.e. school newspaper, school news show, social media (1 pt per evidence; max 4) -GS		4	
	24	Submit images to MDFBLA conference slideshow (1 pt per picture; max 5)	Submission confirmation	5	
	25	Provide evidence of publicity from a community service project in local news source (not school sponsored) (2 points per article; max 2 articles) -BAAL		4	
	26	Chapter Communication Plan to provide information to members	Attach to this document	2	
	27	Maintain a chapter website -NOC URL: _____		2	20



Outstanding Chapter/Chapter of the Year

Miriam B. Dyer Award

28		Maintain chapter social media sites, i.e. Facebook, Instagram, Twitter, etc. (1pt per site; max 3) –SS		3	
29		Create and distribute a chapter newsletter (2 times during school year) -SS		4	
TOTAL – PUBLIC RELATIONS				34	
Community Service	30	Submit member(s) for the National Community Service Awards Program (CSAs) (submit up to 5 members; points vary by submission level: Community Level - 1pt, Service Level - 2pts, Achievement Level - 3pts)		15	
	31	Participate in Maryland or National FBLA March of Dimes project (2 points per project; max 2 projects) – NOC, BAAF, BAAL		4	
	32	Conduct a local chapter community service project; different from MDFBLA sponsored Community Service projects (1 pt per activity; max 5) – BAAL, NSN		5	
	32	Have at least 6 members participate in Maryland FBLA "Pay It Forward" Challenge (up to 6 chapter members; 1pt per member)		6	
	34	Partner with another school group in a service project (1 pt per project; max 2) – NOC		2	
	35	Complete the Community Service Project competitive event		5	
	36	Conduct a March of Dimes awareness activity at your school – NOC, BAAF, NSN		3	
	37	Donate to Maryland FBLA Foundation (1pt per \$25; max \$250)		10	
	38	Honor teachers during American Education Week (May) or National FBLA Week (Feb)		2	
	39	Contribute service hours or hold a canned food drive for a food bank/soup kitchen		3	
	40	Sponsor an activity the honors/supports the Armed Forces or Veteran		3	
	41	Sponsor a no texting while driving awareness activity in your school		2	
	42	Sponsor a bullying or cyber bullying awareness activity in your school		2	
	43	Sponsor a literacy project for elementary students or book drive – NOC, BAAB		2	
	44	Sponsor a Go Green or environmental service project in your school or community – NOC, BAAL		2	
	45	Sponsor a financial literacy workshop in your school		2	
TOTAL – COMMUNITY SERVICE				68	
Conf. Participation	46	Attended your Regional Leadership Conference (January 2020) (1 point per attendee; max 7)		5	
	47	Attended National Leadership Conference (June 2020) (1 point per attendee; max 4)		4	
	48	Attended State Leadership Conference (March 2019) (1 point per attendee; max 5)		5	
	49	Attended National Fall Leadership Conference (November 2018) (1 point per attendee; max 2) – NOC, NSN		2	
	50	Attended Institute for Leaders (June 2018) (1 point per attendee; max 2)		2	
TOTAL – CONFERENCE PARTICIPATION				18	
FBLA Programs/Projects	51	Complete the Maryland FBLA BAA "Rockstar" Challenge		5	
	52	Participate in National FBLA-PBL Week - February and submit entry – NOC, BAAF, BAAB, AA		4	
	53	Participate in LifeSmarts, Lead2Feed, or Virtual Business Challenges (1pt per program; max 4) – BAAB		4	
	54	Complete the American Enterprise Project competitive event		5	
	55	Hold a local chapter event for American Enterprise Day – NOC, BAAF, BAAB, NSN		2	
	56	Complete the FBLA Chapter Challenges from National FBLA - Super Sweeps, Non-Stop November, and Action Awareness (2 points per challenge; max 3) – NOC, BAAF, BAAB		6	
	57	Submit an application for Maryland FBLA Scholarship Name of Student: _____		1	
	58	Submit an application for National FBLA Scholarship	Attach confirmation	1	



Outstanding Chapter/Chapter of the Year

Miriam B. Dyer Award

59		Have two (2) students complete any level of the Business Achievement Awards (BAAs) (Future - 1pt, Business - 2pts, Leader 3pts) – GS Student Names & Levels: _____ _____		6	
60		Have one student complete the America Level of BAAs – NOC Name of Student: _____		4	
TOTAL – FBLA PROGRAMS/PROJECTS				39	
Leadership & Career Development	61	Submit a candidate for Businessperson of the Year – GS Name of Person: _____		5	
	62	Perform Officer Installation or New Member Ceremony – GS, NOC, BAAB, NSN, AA		2	
	63	Involved businesspersons and other professionals as guest speakers in chapter activities (1 pt per speaker; max 3) – NSN, AA		3	
	64	Submit a candidate for 2020 Who's Who in FBLA Award Name of Student: _____		2	
	65	Chapter member running for '20-'21 State Office (candidate or elected) – BAAL Name of Student: _____		4	
	66	Planned and conducted visitations to business and industry (in business attire for BAA) (1 pt per visit; max 2) – BAAB, SS		2	
	67	Complete the Partnership with Business Project competitive event		5	
	68	Obtain local or state proclamation for FBLA-PBL Week	Attach documentation	4	
	69	Have a school administrator or school board member in attendance at an FBLA event – NOC Name of Person: _____		2	
	70	Have a local or state government official in attendance at an FBLA event and discuss FBLA (1 pt per event; max 2) – NOC		2	
	71	Make a presentation to a civic or business groups, such as Rotary, Chamber of Commerce, etc. (1 pt per presentation; max 2)		3	
	72	Maintain a Local Chapter Advisory Council		4	
	73	Have a state officer conduct a workshop at a local chapter meeting (chapter visit) Name of State Officer: _____		2	
	74	Attend a civic or business groups meeting, such as Rotary, Chamber of Commerce, school board, etc. (1 pts per visit; max 3)		3	
TOTAL – LEADERSHIP & CAREER DEVELOPMENT				43	
TOTAL POINTS		Chapter Membership		23	
		Membership Recruitment		25	
		Public Relations		34	
		Community Service		68	
		Conference Participation		18	
		FBLA Programs & Projects		39	
		Leadership & Career Development		43	
		FINAL TOTAL		250	



Outstanding Chapter/Chapter of the Year

Miriam B. Dyer Award

Award Levels			<i>Minimum Points</i>		Check Box
		Honorable Mention*	100 Points		
		Bronze Level*	150 Points		
		Silver Level*	175 Points		
		Gold Level* (Different from Gold Seal)	200 Points		
		<i>*Note: All chapter members will receive a conference ribbon at the SLC designating their award level.</i>			
Cross Reference Codes		<i>Other MDFBLA or National FBLA Programs</i>	<i>Code</i>		
		Maryland Gold Seal	GS		
		National Outstanding Chapter	NOC		
		Business Achievement Awards – Future	BAAF		
		Business Achievement Awards – Business	BAAB		
		Business Achievement Awards – Leader	BAAL		
		Super Sweeps (Aug 1 – Oct 20)	SS		
		Non-Stop November (Nov 10 – Dec 10)	NSN		
		Action Awareness (Jan 1 – Mar 1)	AA		



Gold Seal Chapter Award of Merit

Hollis and Kitty Guy Award

The Hollis and Kitty Guy Award recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL.

ELIGIBILITY

All active local chapters are eligible. Each local chapter must:

1. Upload a copy of the Local Chapter Annual Business Report and entry form following the instructions in the Local Chapter Annual Business Report section of this handbook.
2. Complete and submit online the Gold Seal Chapter Award of Merit nomination form (sample included below) to the Competitive Events Committee to be received by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document.
3. Be on record in the FBLA national office as paying dues for at least five members by October 20 of the current school year.
4. Have at least five (5) professional members on record with National FBLA-PBL by December 31.
5. Have at least two (2) student members complete the activities of the Business Achievement Awards Program in the current school year and submit the required paperwork to National FBLA-PBL to receive the award.
6. Submit a candidate for Businessperson of the Year
7. Have at least five (5) student members attend the National Fall Leadership Conference for the current school year.
8. Meet a minimum of three suggested criteria listed under guidelines.

GUIDELINES

The suggested criteria for the Gold Seal Chapter Award of Merit will serve as a guide for the judges in the evaluation process. Criteria may include:

- ☐ Maintained or increased local chapter membership over last year's total and submit to National FBLA the Membership Achievement Award application
- ☐ Participated in FBLA Week and submitted the FBLA Week Entry Form to Maryland FBLA
- ☐ Planned and conducted visitations to business and industry
- ☐ Involved businesspersons and other professionals in chapter activities
- ☐ Conducted a Community Service Project
- ☐ Conducted a FBLA public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage
- ☐ Participated in the LifeSmarts event
- ☐ Participated in the Virtual Business Challenge event
- ☐ Submitted an article to the Maryland FBLA state newsletter

Upon receipt of the entry form, the judges will audit state office records for adherence to regulations.

AWARDS

State: The number of awards presented at the State Leadership Conference is determined by the number of nominations verified by the judges.

National: Maryland State FBLA may enter up to 15 percent of its total active chapters for national honors.



Gold Seal Chapter Award of Merit

Hollis and Kitty Guy Award

ENTRY FORM

1. Complete the information requested below online using a link provided by Maryland FBLA. The link for submitting the online entry form and other event materials is in the Appendix of this document.
2. Paid state and national dues by October 20 for at least five (5) members. List the names of these members.
3. Upload a copy of the Local Chapter Annual Business Report and entry form following the instructions in the Local Chapter Annual Business Report section of this handbook. The state judges' score on the Local Chapter Annual Business Report must be a minimum score of 50 points.
4. Indicate the names of the at least five (5) professional members on record with National FBLA-PBL by January 31.
5. Have at least two (2) student members complete the activities of the Business Achievement Awards Program in the current school year and submit the required paperwork to National FBLA-PBL to receive the award. Indicate the names of the students and award level. Upload a copy of the confirmation page received from National FBLA-PBL.
6. Submit a candidate for Businessperson of the Year (submit form and required documentation)
7. Have at least five (5) student members attend the National Fall Leadership Conference for the current school year. Indicate the names of five (5) student members who attended the National Fall Leadership Conference.
8. List the pages of your Local Chapter Annual Business Report that support at least three of the following suggested criteria:

Page #	
_____	a. Maintained or increased local chapter membership over last year's total and submit to National FBLA the Membership Achievement Award application. (upload a PDF of the confirmation page received from National FBLA-PBL)
_____	b. Participated in FBLA Week and submitted the FBLA Week Entry Form to Maryland FBLA
_____	c. Planned and conducted visitations to business and industry
_____	d. Involved businesspersons and other professionals in chapter activities
_____	e. Conducted a Community Service Project
_____	f. Conducted a FBLA public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage (documentation must be included in Annual Report)
_____	g. Participated in the LifeSmarts event. List student(s) names
_____	h. Participated in the Virtual Business Challenge event. List student(s) names
_____	i. Submitted an article to the Maryland FBLA state newsletter (upload a PDF of the article submitted)

9. This form, your Local Chapter Annual Business Report, and any other required information must be uploaded using the link in the Appendix or on Maryland FBLA's website by the deadline established in the General Guidelines section of this publication.



FBLA-PBL Week

The second week of February is FBLA-PBL Week. Chapters are encouraged to plan and implement activities that promote FBLA in their school and local community. FBLA-PBL Week also coincides with National Career and Technical Education (CTE) Month. This is an excellent opportunity to inform the public about the purpose of school-to-work activities and programs.

GUIDELINES

Chapters shall develop a multimedia presentation (a video with narration/music and/or an animated slideshow with narration/music) that is no more than three (3) minutes in length. Activities must be centered around the current FBLA-PBL National theme. Chapters are strongly encouraged to post your local chapter activities each day to Maryland FBLA Instagram using #MDFBLAWeek.

SUGGESTED DAILY ACTIVITIES

Chapters can use the designated days below to develop activities unique to the local FBLA chapter, school, and/or local community. The local FBLA chapter may also develop their own designated days which best represent their chapter and school. In either case, the chapter must plan activities for only Monday through Friday.

Monday – Kick off FBLA-PBL Week with your local chapter FBLA story

Tuesday – Career and Professionalism Day

Wednesday – Adviser/Teacher Appreciation Day

Thursday – FBLA Spirit/Member Appreciation Day

Friday – Community Service Day

CRITERIA

FBLA-PBL Week activities will be judged on the following criteria:

1. The theme and originality of the activities emphasizes the importance of FBLA.
2. The activities involve members of school, community, businesspersons, parents, other CTE programs, and other interested members of the public.
3. All state and national FBLA dues must be paid prior to participating in FBLA-PBL Week.

ENTRY FORM

The entry form and URL link must be submitted by the deadline established in the General Guidelines section of this publication. The link for submitting the online entry form and other event materials is in the Appendix of this document. The website must be available for viewing on the Internet at the time of judging and not changed after the submission deadline date. Follow all guidelines as listed for this event.

Winners will be selected based upon the above-mentioned criteria, the quality of the chapter's activities, and the content of the multimedia presentation. A maximum of five (5) places will be awarded at the SLC. Chapters who enter and are recognized in the top five will receive an event recognition ribbon at the SLC.

MIDEBLA

Early Bird Challenge

Have 5 or more dues-paid
members submitted to
National FBLA

DUE BY OCTOBER 20

*The Early Bird Challenge is required to
earn the Gold Seal Chapter Award.





Any chapter that has 10% of their members complete any level of the Business Achievement Awards will receive a ribbon at the State Leadership Conference.



SUBMISSION DEADLINES

Maryland: 2/7/20

National: 3/1/20



Maryland FBLA Spirit Week

November 11-15

Celebrate MDFBLA Spirit Week and complete the challenge by choosing one activity (listed below daily event) each day to participate in. Post an image onto Instagram using your chapter's Instagram and use #MDFBLASpirit for your progress to be recorded!

Maryland FBLA Spirit Week

FBLA CELEBRATION

11/11

CREATE POSTERS, SOCIAL MEDIA POSTS TO SHOWCASE CHAPTER ACHIEVEMENTS; WEAR FBLA SHIRTS; CELEBRATE FBLA IN YOUR OWN WAY!

MEMBER APPRECIATION

11/12

HOST AN ICE CREAM PARTY; SEND BREAKFAST BAGS TO YOUR MEMBERS; SPONSOR A SECRET SANTA; CELEBRATE MEMBERS IN YOUR OWN WAY!

ADVISER/TEACHER APPRECIATION

11/13

MAKE SNACK BAGS FOR TEACHERS/ADVISERS; WRITE THANK YOU CARDS TO GIVE TO THEM; CELEBRATE TEACHERS/ADVISERS IN YOUR OWN WAY!

MARCH OF DIMES AWARENESS

11/14

CREATE YOUR OWN EVENT TO EDUCATE, FUNDRAISE AND RAISE AWARENESS FOR PREMATURE BIRTH (REFER TO THE MARCH OF DIMES WEBSITE FOR IDEAS)

AMERICAN ENTERPRISE DAY

11/15

CELEBRATE THE DAY BY CREATING YOUR OWN EVENT THAT REPRESENTS THE IDEAS OF FREE MARKET ECONOMY, ECONOMICS, AND/OR ENTREPRENEURSHIP!

MD FBLA November Media Madness

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Your local Chapter	2
3	4 Chapter meeting	5 With an administrator	6 FBLA bulletin board	7 Freshman members	8 Chapter officer team	9
10	11 FBLA T-shirts	12 Celebrate FBLA	13 Member Appreciation	14 Advisor Appreciation	15 American Enterprise Day	16
17	18 March of Dimes Awareness	19 NEW Member Appreciation	20 Sophomore Members	21 Seniors Members	22 Chapter Service Project	23
24	25 Junior Members	26 Chapter Choice	27	28	29	30

Use your chapter's Instagram account to participate in a minimum of 12 daily challenges. You must use **#MDFBLAMediaMadness**. All participating chapters will receive ribbons at SLC.

MD FBLA

The Community Service Awards Program (CSAs) recognizes Members with extraordinary commitment to community service.

Forward

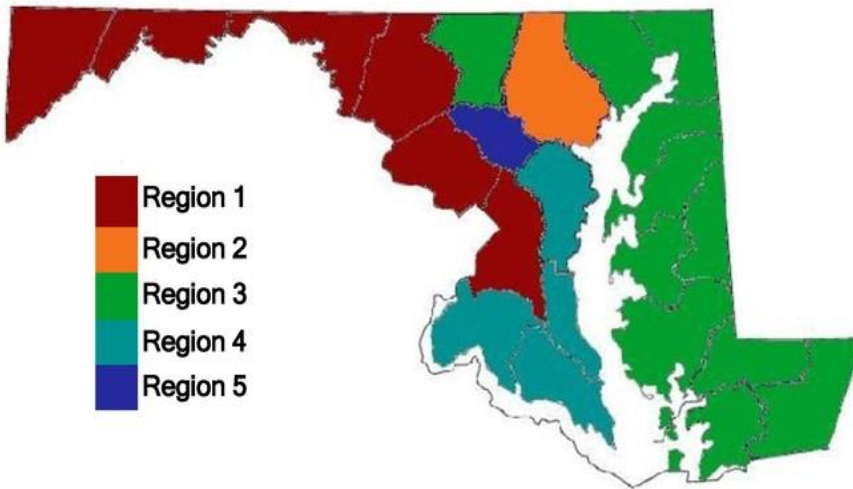
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pay

A member who acquires **50 hours** of community service to complete the first level of the National FBLA CSAs, **COMMUNITY**, will receive a ribbon at SLC.

Due
2/7/20 for MDFBLA
3/1/20 for National

Chapter Challenge



MARYLAND FBLA REGIONS BY COUNTY

Region 1

Allegany
Frederick
Garrett
Montgomery
Prince George's
Washington

Region 2

Baltimore City
Baltimore Co.

Region 3

Caroline
Carroll
Cecil
Dorchester
Harford
Kent
Queen Anne's
Somerset
Talbot
Wicomico
Worcester

Region 4

Anne Arundel
Calvert
Charles
St. Mary's

Region 5

Howard

Board of Directors

David Jones , Chairman

Chief Financial Officer

Maryland Worker's Compensation Fund

Alan Rzepkowski, Vice Chairman

President

Spartan Promotional Group

Nancy Tassa, Secretary

FBLA Chapter Adviser

Northern High School

Dr. Jessica McGowan, Treasurer

FBLA Chapter Adviser

North East High School

Alex Cooley

Labor Market Research Manager

Northern Virginia

Community College

Tamarra Edwards

FBLA Chapter Adviser

Allegany High School

Tracy Jamison

Director of Articulation and Enrollment

Services

University System Maryland, Office of

Academic Affairs

Karthik Krishnan

Director of Operations

Innovacore, Inc.

Nisa Mehta

Business Development

Lockheed Martin

Andrew Ondish

Senior Accountant

Weyrich, Cronin & Sorra

Stacey Roig

Secretary of the Commission

Maryland Worker's Compensation Fund



FBLA-PBL Mission

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

FBLA-PBL Creed

- I believe education is the right of every person.
- I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- I believe every person should actively work toward improving social, political, community and family life.
- I believe every person has the right to earn a living at a useful occupation.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL Pledge

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

FBLA-PBL Goals

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

FBLA Code of Ethics

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

Maryland Future Business Leaders of America

Online at www.mdfla.org



Facebook.com/MDFutureBusinessLeaders



@mdfla



@mdfla



Youtube.com/user/MDFBLA