

**FBLA – Get the Edge!
Competitive Event Guidelines
& Adviser’s Handbook**

**2008-2009
State Awards Program**

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Wisconsin FBLA Website
www.dpi.wi.gov/fbla/

INTRODUCTION TO FBLA

Future Business Leaders of America (FBLA) is the national organization for all secondary school students participating in business education programs. It functions as an integral part of the instructional program of the business education curriculum in secondary schools.

Purpose

The purpose of FBLA is to provide, as an integral part of the instructional program, additional integrated learning opportunities for students in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Goals

Develop competent, aggressive business leadership.

Strengthen the confidence of students in themselves and their world.

Create more interest in and understanding of the American business enterprise.

Encourage members in the development of individual projects that contribute to the improvement of home, business and community.

Develop character, prepare for useful citizenship and foster patriotism.

Encourage and practice efficient money management.

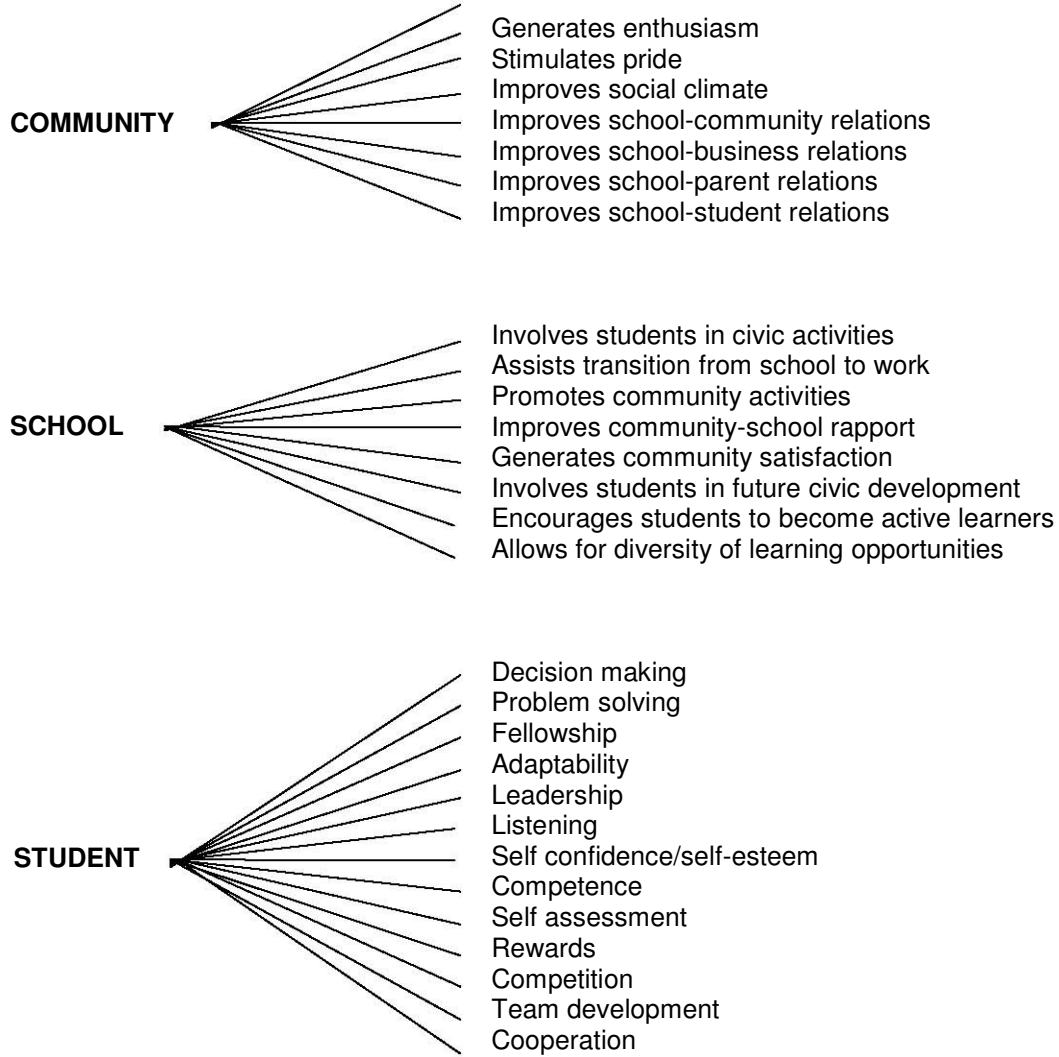
Encourage scholarship and promote school loyalty.

Assist students in the establishment of occupational goals.

Facilitate the transition from school to work.

FBLA Student Organization Benefits

Offers an additional teaching/facilitating tool



FBLA Creed

I believe education is the right of every person.

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

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

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

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

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

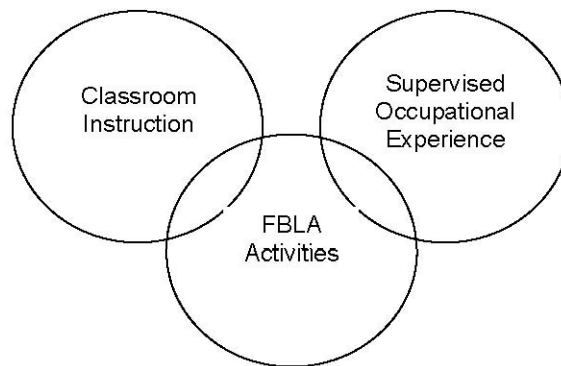
I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

(Revised, FBLA, Inc., Board of Directors, May 9, 1984)

FBLA Relationship to Business Education

Career and technical student organizations (CTSO) are an integral part of vocational education. Being an integral part means CTSOs are tools of instruction which reinforce through activities what the student learns in the classroom and/or on the job. Integrated chapter activities improve the effectiveness of every educational program and help the student become more prepared to make the transition from school to work and/or postsecondary education.

CTSOs, classroom instruction, and/or supervised occupational experiences are components in the total **comprehensive and applied** vocational program and should be directly related to one another.



Classroom instruction involves the organized presentation and application of knowledge, skills, and attitudes. Supervised occupational experiences require the individual student to apply in an actual work setting the knowledge, skills, and attitudes acquired through classroom instruction. CTSO activities are part of classroom instruction and supervised occupational experiences. Integrated chapter activities improve and tie together the existing curriculum.

CTSOs make teaching more effective by providing invaluable experiences in group dynamics that enable students to accept themselves within the total group situation. Chapter activities can also provide for the development of leadership, development of a dignity for work, promotion of standards of excellence, encouragement of broader educational experiences and encouragement of cooperative efforts. In addition, student organizations provide motivation toward the development of skills through the use of techniques such as competitive events, recognition events, and awards programs.

History

Wisconsin's first chapter was formed in 1942 at West Bend High School and was issued national chapter #39. More and more schools formed FBLA chapters as the years progressed.

Wisconsin FBLA was organized after the first ten chapters were formed. Ray Ruppel, adviser at Waukesha High School, and his wife Murl assisted in this organization through their continuous support and enthusiasm.

The first state leadership conference was held at Waukesha High School during the 1953-54 school year. Seven chapters were represented by a total of 135 delegates.

Later in 1954 the first executive board meeting was hosted by the Beaver Dam FBLA chapter, also the site of the second annual state conference. Nine of the ten chartered chapters attended this conference.

Lorraine Missling, adviser at Nicolet High School, became the first state adviser for FBLA in 1959. Ray Ruppel continued as the state chairperson.

Attendance at Wisconsin leadership conferences continued to increase, as did the number of competitive events and other special activities. The ninth annual leadership conference was held in a larger facility at Green Lake Center, Green Lake, Wisconsin. The ninth through the twenty-fourth annual leadership conferences were held in Green Lake.

Bill Dregler from Shawano High School, state president in 1968, became Wisconsin's first national president. In 1970, Preston Smeltzer became the state adviser and Ruel Falk was appointed state chairperson. They were employed by the Wisconsin Department of Public Instruction.

In 1978, 1,200 FBLA members and advisers celebrated the 25th annual state leadership conference in Green Bay. The theme was: "Silver Standards with Golden Ideals."

The Brown County Arena was the home of the Wisconsin State Leadership Conference until 1985. From 1985 to 2007, the FBLA SLCs have been held at the Regency Suites Convention Center in Green Bay. Since then, the SLCs have been held in different locations around the state.

An important reason for the success we share is that we all believe in our organization and in each other. We believe in our Creed, our goals, and our personal commitments to our national student organization for business education.

FBLA-PBL Fact Sheet

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA is a non-profit career and technical student organization interested in or preparing for careers in business or business education. It is composed of three divisions: FBLA at the middle and secondary level, PBL at the post-secondary and college level, and Professional. There are approximately 235,000 active members in over 6,200 chartered chapters across the nation.

FBLA gives students the chance to learn, first hand, about the business community as they prepare to become a part of it by developing competencies. They learn to lead and participate actively in group discussions, preside at meetings and conferences, work effectively within teams, and engage in practical problem-solving and decision-making.

Chapter advisers and advisory committees—composed of school officials, appropriate businesspersons and other community representatives—help students become more aware of the intricacies of the American free enterprise system, global competition and interdependence, and how it affects their lives in the present and future.

Projects involving FBLA-PBL members include professional, civic, service, career development, and social awareness activities. State advisers help to coordinate the numerous chapter activities. They, in turn, report to the national association headquarters in Reston, Virginia, outside Washington, D.C. Headed by the President and Chief Executive Officer (Jean M. Buckley), the national staff works to help chapters and advisers and acts as liaison among student organizations, professional and business organizations, and government agencies.

Since competition is recognized as a major part of the free enterprise system, FBLA-PBL sponsors a National Leadership Conference (NLC) which begins with competition at the local, regional, and state levels. Inter- and intra-chapter warm-ups prepare members for the NLC, which emphasizes individual and team effort with awards for those who excel in both.

FBLA-PBL is financed almost entirely by dues and local chapter fundraising. Donations and grants also play an important part.

Publications supplied include Tomorrow's Business Leader, a student-oriented magazine; FBLA Adviser's Hotline, a newsletter for advisers; program packets with suggested projects to be developed at the local level; and an organizational manual. In addition, billboards, posters and brochures are included in supplemental materials provided by the national office.

The FBLA concept was developed in 1937 by Hamden L. Forkner of Teachers College, Columbia University, New York City. In 1940 FBLA became a part of the national Council for Business Education. The first chapter, in Johnson City, Tennessee, began in 1942.

MAILING ADDRESSES:

National: FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
1-800-325-2946 (FBLA WIN)

State: Wisconsin FBLA State Office
125 South Webster Street
Madison, WI 53703
608-266-2348 (State Adviser)
608-267-9259 (Office Operations Associate)
608-267-9275 (FAX)

E-MAIL ADDRESSES:

National: general@fbla.org
market@fbla.org (MarketPlace)

State: Jennifer Wegner, State Adviser
jennifer.wegner@dpi.wi.gov

Erik Sitts, Office Operations Associate
erik.sitts@dpi.wi.gov

2008-2009 Executive Board Directory

Office	Officer	Advisers	School
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Region V Vice President	Kaitlyn Teal wifblaregion5vp@gmail.com tealk@mail.milton.k12.wi.us	Joshua Firgens firgensj@mail.milton.k12.wi.us	Milton High School 114 West High Street Milton, WI 53563 (608) 868-9320 (fax) (608) 868-9300, Ext. 1105
Region VI Vice President	Amber Zhou wifblaregion6vp@gmail.com 10zhoua@elmbrookschoools.org	Allison Holtzer holtzera@elmbrookschoools.org	Brookfield East High School 3305 North Lilly Road Brookfield, WI 53005 (262) 790-5445 (fax) (262) 781-3500, Ext. 224
State Office Staff	Jen Wegner, State Adviser jennifer.wegner@dpi.wi.gov 608-266-2348	Erik Sitts, Office Operations Associate Erik.Sitts@dpi.wi.gov 608-267-9259	FBLA State Office 125 S. Webster Street Madison, WI 53702 608-267-9275 (fax)
National Office FBLA-PBL, Inc.	800-FBLA-WIN [800-325-2946] 703-758-0749 (fax)	www.fbla-pbl.org	Future Business Leaders of America-PBL 1912 Association Dr. Reston, VA 20191-1591

Career and Technical Student Organizations

The Department of Public Instruction recognizes the following career and technical student organizations:

SECONDARY LEVEL



DECA (An Association of Marketing America) prepares students for rewarding careers in marketing, management, and entrepreneurship. Students achieve personal and professional success through academic and leadership activities.



FBLA (Future Business Leaders of America) mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Co-curricular activities for high school students include career exploration, civic service, economic education, and fostering entrepreneurship.



FCCLA (Family, Career and Community Leaders of America) helps young men and women become strong leaders in families, careers and communities through family and consumer education. The mission of FCCLA is to promote personal growth and leadership development. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communications, practical knowledge and vocational preparation. Many co-curricular activities are provided through FCCLA.



FFA (An Association of Agriculture Students) makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education. There are over 250 FFA chapters in Wisconsin with over 16,300 members.



HOSA (Health Occupations Students of America) provides opportunities for students to plan, prepare and participate in educational experiences that focus on health careers.



SkillsUSA-VICA (Vocational Industrial Clubs of America) prepares America's high performance workers currently enrolled in technical and technology education programs. Tomorrow's workers participate in team work, citizenship, leadership and character development activities. Over forty industry sponsored competitive events are featured at the state conference. SkillsUSA emphasizes total quality of work: high ethical standards, superior work skills, lifelong education, pride, and dignity of work. Award winning programs include: Total Quality Curriculum and Professional Development Program.

Cooperation and involvement with other career and technical student organizations can enhance local chapter activities while promoting the common goals of these organizations. The following list may give your chapter members some ideas for planning activities.

1. Share in transportation and attendance at workshops and leadership labs.
2. Co-sponsor professional workshops for the community or school. Use special skills of the various CTSO's members in order to integrate curriculum competencies in the planning and implementation activities.
3. Share in the construction and cost of building parade floats or school display materials.
4. Co-sponsor a "career night" for all students. Point out the interdependence found in the "real world" of work.
5. Co-sponsor an awards night for "non athletic organizations."
6. Participate together in community service projects (i.e., March of Dimes, Muscular Dystrophy, Needy Families, etc.)
7. Cooperate in developing a plan to welcome new students to your school, providing them with information that will make them feel welcome, AND know more about your FBLA chapter.
8. Share in projects for people in need.
9. Work on professional workshops/in-services together; along with technical college organizations.
10. Publicize curriculum projects and corresponding chapter activities during Career and Technical Education Week in February.

POST-SECONDARY LEVEL

Business education students have the opportunity to continue their involvement in a vocational student organization at the post-secondary level. Wisconsin recognizes the following organizations:



Phi Beta Lambda (PBL)--oriented to business occupations for college or university students



Business Professionals of America (BPA)--oriented to business occupations for vocational, or technical school students

Local FBLA chapters are encouraged to utilize the expertise of the members of the post-secondary career and technical student organizations. Some suggestions are listed below.

1. Invite these people as speakers, judges, panelists, mentors, counselors, consultants, evaluators, etc.
2. Share the sponsorship of service projects.
3. Participate in competitive events sponsored by these chapters.
4. Co-sponsor professional level activities.
5. Arrange a tour of a post-secondary campus.
6. Ask them to serve as advisory committee members.
7. Work on innovative and integrated activities, i.e., set up computer networks between classrooms, establish joint budgets for specific activities, fundraise jointly, etc.
8. Hold joint alumni meetings.

HOW TO START A CHAPTER

The steps for starting or reactivating an FBLA chapter are basically the same. The first thing you should do is learn all you can about the organization. There are a variety of sources available. If you were previously an FBLA or Phi Beta Lambda member, your experiences will be beneficial.

1. Obtain Information

Contact the FBLA state office in Madison or the national office in Reston, Virginia, and indicate your desire to start a chapter. You will receive a packet containing membership information and forms required of your chapter. You can also contact a nearby local chapter adviser, who will be more than willing to help you start your chapter. The state office can supply you with a list of names of all the advisers in your local area.

2. Become Enthusiastic

After you have studied all available information, the next step should be very easy. Be an enthusiastic role model! When you realize how much FBLA can do for your students, your business education department, your school, your community, and yourself as adviser, you will be enthusiastic. Enthusiasm is an important part of any FBLA program—you will find that it is quite contagious. In order to have your students, administration, and fellow business education teachers become enthusiastic, you must show your enthusiasm.

3. Discuss FBLA with Other Business Teachers and Administration

The next step is to work with the other business teachers in your school to start a chapter. You may find that some of them will wish to serve as co-advisers or offer their services for future projects. Remind them that FBLA is an important and integral part of the total business education program and ask for their support as you approach the administration to start your chapter.

In order to have a successful FBLA program, you will need not only the permission of your administration but also their support! Before you approach them, be sure you are well organized, knowledgeable, and enthusiastic. Be sure to explain to them the added publicity and positive student response neighboring schools are receiving because of their FBLA chapters.

4. Inform Business Students of FBLA

Invite business students who can serve as the nucleus of your chapter. Choose students who are potential leaders. When explaining FBLA to these students, utilize all available resources. Invite FBLA members from another chapter to discuss the purposes and activities of FBLA. Generate strong interest and commitment in this nucleus, since they will be the catalyst for encouraging other students to be active members.

This nucleus, in groups of two or three, should then visit other classes. This is one time that you will need the support of the other teachers in your school. While visiting the classes, the students might distribute a student-prepared handout including the purposes, special projects, competitive events, and other activities of FBLA. The excitement from the nucleus will radiate enthusiasm to the other students. The time and place of an organizational meeting should be announced and all students should be invited.

5. Publicize and Plan Organizational Meeting

Be sure that the organizational meeting is publicized well in advance. Post signs, make announcements, and encourage teachers to “talk it up” in their classes. At this meeting, you should continue to explain the FBLA program.

6. Conduct Organizational Meeting

At this organizational meeting, chapter officers may be elected. Suggested officers are president, vice-president, secretary, treasurer, and reporter. The chapter may also want an historian and parliamentarian.

Your members must also decide on the dues for the year. State and national dues are listed on the current membership forms. Local dues are optional; however, you will need funds in your treasury as you begin chapter activities. Before the members leave this meeting, be sure they sign a membership list if they are interested in joining. This will give you an idea of how many students are interested. Follow-up is critical!

7. Work with Newly Elected Officers and Committees

After the organizational meeting, the treasurer should start collecting dues from interested students. The treasurer may have to contact some students personally and encourage them to pay their dues by the deadline. After the dues are paid, the treasurer should prepare a membership list.

Select at least three committees: constitution, fundraising, and installation ceremony. Additional committees may be formed as needed. These committees will make the starting of an FBLA chapter much easier for the adviser. Involve members as soon as possible!

The constitution committee should write a constitution modeled on the state constitution. After the constitution is written, the entire membership will need to adopt it at a chapter meeting. The fundraising and installation ceremony committees should also work on their plans for upcoming projects. Be sure every chapter member is functioning as an officer, committee chairperson, or an active committee member.

8. Submit Items to the FBLA State Chair

As directed in the packet received from the state or national office, the following items should be sent to the FBLA State Chair:

- Application for charter.
- List of charter members.
- Copy of chapter's constitution and bylaws.
- A check for state dues, national dues, and national charter fee.

9. Plan and Conduct Installation Ceremony

The installation ceremony is usually a formal, candlelight ceremony. At this time the chapter's charter is issued and your officers are installed by members of another active FBLA chapter. An outline of the ceremony is provided in the appendix of this handbook.

One of the first things you must do as you start planning your ceremony is to set a time and place. Usually a night during the week in the school auditorium or cafeteria serves the purpose. You may like to consider a business site to provide for a professional setting and to strengthen your partnerships. You should invite a guest speaker, either from FBLA or from the local community, that you feel will establish the enthusiasm for a successful beginning for your chapter. Invite teachers, LVEC, administration, school board, advisory committee, parents, and people from the media. Be sure to have the installation ceremony publicized. At the conclusion of the program, leave time for refreshments and socializing.

10. Plan and Conduct Additional Activities

Some project or activity should be started as soon as possible after the official chapter installation ceremony to avoid losing any enthusiasm. Refer to the "Chapter Activities" and "Integrating FBLA Into the Curriculum" sections of this handbook for additional activities and projects to keep students involved within the chapter. Start making plans for the regional, state, and national leadership conferences. Continue working with neighboring FBLA chapters and with your advisory committee. Keep your media people informed of all chapter activities. Keep your members busy and happy! Good Luck!

Important Resources

Contact the FBLA national office (800-325-2946) for the Chapter Management Handbook which would be extremely beneficial in the establishment and management of your chapter.

Sample

NEW CHAPTER/REACTIVATION APPLICATION FUTURE BUSINESS LEADERS OF AMERICA

Complete and return this application packet to your state chairman.

- Constitution and Bylaws State Remittance (separate check)
 Listing of Members National Remittance (separate check)

Upon receipt of this information from your state chairman, the national office will issue you a charter certificate, membership cards, and a *Chapter Management Handbook* to assist your chapter.

APPROVED:

State _____ Date _____

National _____ Date _____

Charter number _____

I. CHAPTER INFORMATION

Complete School Name: _____ Phone: (____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

Adviser(s): _____

Administrative Head: _____

II. MEMBERSHIP LIST

(If additional space is needed, list names on school letterhead, and attach to this application packet.)

- | | |
|---------------------------|-----------|
| 1. (President) _____ | 16. _____ |
| 2. (Vice President) _____ | 17. _____ |
| 3. (Secretary) _____ | 18. _____ |
| 4. (Treasurer) _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

We agree to communicate with the FBLA state chairman in complying with this and other state regulations. Local, state, and national memberships are unified and not available separately.

Signed: _____ Sponsoring Chapter: _____
(President)

Approved: _____ City: _____ State: _____
(Adviser)

III. STATE REMITTANCE

Make STATE check payable to your state chapter.

Cost per member (use this area to calculate state dues).

_____ FBLA members @ \$_____ per year = \$_____

IV. NATIONAL REMITTANCE

Make NATIONAL check payable to FBLA.

_____ FBLA members @ \$ 6 each per year = \$_____

NEW CHARTER FEE (\$20) = \$_____

or

REACTIVATION FEE (\$20) = \$_____

(if applicable give original charter number) _____

TOTAL - \$_____

Sample Bylaws

THESE suggested FBLA local chapter bylaws are intended as a guide. Local chapter bylaws must be consistent with state and national bylaws and with the FBLA-PBL, Inc. charter. Those provisions in the local chapter bylaws which derive from these higher authorities are not amendable at the local level.

ARTICLE I. NAME

The name of this organization shall be the _____ Chapter of Future Business Leaders of America.

ARTICLE II. PURPOSE

Section 1. The purpose of the FBLA chapter is to provide additional opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. FBLA is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of FBLA are to:

- 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.

ARTICLE III. MEMBERSHIP

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA except, in the case where there is no state chapter, the member shall be recognized by the national association.

Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members:

Active members shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its

creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA and may participate in national events, in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

ARTICLE IV. DUES AND FINANCE

Section 1. Dues. National dues shall be based on fiscal reports by the national center and on recommendations by the national executive council and the board of directors and shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA national center or shall be submitted through state chapters at the discretion of the state chapter. Membership dues are unified on local, state, and national levels and are not available separately.

Section 2. The membership dues in Future Business Leaders of America shall be \$_____ a year, of which \$ 6.00 shall be remitted to the FBLA national center in payment of the national dues and \$_____ to the FBLA state chapter in payment of state dues.

Section 3. The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

Section 4. An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

ARTICLE V. OFFICERS AND ELECTIONS

Section 1. Officers of the chapter shall be: president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. These officers with the adviser as *ex officio* member shall constitute the executive committee. Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. The chapter shall have an adviser who shall be a faculty member from the business department. This chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to accommodate the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 3. The chapter shall have an advisory council, which shall consist of educators, alumni, and other area business leaders.

ARTICLE VI. DUTIES OF FBLA OFFICERS

Section 1. The president shall (a) preside over all meetings of the chapter, (b) appoint all committees and serve as an *ex officio* member of these committees, and (c) promote the growth and development of FBLA.

Section 2. The vice president shall (a) preside in the absence of the president, and (b) assist the president.

Section 3. The secretary shall (a) keep an accurate record of the chapter and executive committee meetings, and (b) submit the required reports to the state chapter and the national center.

Section 4. The treasurer shall (a) act as custodian of the funds of the organization, collect dues, and give financial reports, and (b) send the membership list with dues to the state and national offices.

Section 5. The historian shall (a) maintain records of the chapter, including an annual report of its activities, awards, and publicity.

Section 6. The parliamentarian shall (a) serve in any capacity as directed by the president, and (b) advise the president or presiding officer on points of parliamentary procedure.

Section 7. The reporter shall (a) act as public relations officer for the chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin, and the *Tomorrow's Business Leader*, and (c) cooperate with the school official concerning assembly, radio, and television programs.

Section 8. The officers shall serve on the executive committee, and perform such duties as directed by the president and the adviser and not inconsistent with these bylaws or other rules adopted by the chapter.

ARTICLE VII. MEETINGS

Section 1. There must be at least one regular meeting a month during the school year. The regular _____ meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the president with the approval of the executive committee.

Section 2. Quorum. _____ members of the chapter shall constitute a quorum.

ARTICLE VIII. COMMITTEES

Section 1. The president, on consultation with the adviser, shall appoint the following committees: (a) nominating, (b) auditing, (c) ways and means, (d) social, and (e) finance and fundraising. The president shall appoint additional committees as authorized by the executive committee. Duties of committees shall be determined by the executive committee and the adopted parliamentary authority.

Section 2. Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

ARTICLE IX. EMBLEMS, INSIGNIA & COLORS

Section 1. The chapter emblems shall be the emblems of the national organization.

Section 2. The official emblem and insignia items and designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA shall be blue and gold.

ARTICLE X. PARLIAMENTARY AUTHORITY

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

ARTICLE XI. AMENDMENT OF THE BYLAWS

Amendments to the bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.

Terminology

Adviser - Person responsible for the management of the career and technical student organization.

Advisory Committee - A consulting body selected by the appointing authority to advise on Business Education. This committee serves as a sounding board and resource unit for planning and operating procedures. The committee assists in public relations, curriculum development, equipment selection, developing partnerships within business and industry, program evaluation, and other related activities.

Articulation - The state of interrelating parts fitting into a systematic whole. Also deals with “articulation” between technical college, university, and secondary teachers in order to provide meaningful curriculum efforts, credit transfer, staff development, and much more.

Career and Technical Student Organization - A student organization consisting of students interested in a particular area (business, agriculture, family and consumer education, marketing education, technology education, health and service education) and functions as an integral part of the instructional programs in the secondary schools.

Chapter - A term used to identify the local career and technical student organization. Because of our “co-curricular and integrated” nature of the organization, the term club is never used for our FBLA chapters.

Chapter Event - An event designed for total chapter membership involvement, and is typically part of the annual program of work.

Competitive Events - Leadership activities which are included as part of the Regional, State, and National Leadership Conferences.

Ex Officio - A person in an advisory capacity without voting privileges.

Future Business Leaders of America (FBLA) - A career and technical organization with state and national affiliations for students.

Individual Event - An event designed for an individual from a chapter to participate in.

Intra-Curricular/Inter-Curricular - Activities which occur within an established curriculum of a particular program area. Current educational initiatives, authentic assessment, competency development, other school to work transitional needs, and more are part of the chapter activities.

Leadership Conferences - Conferences at the regional, state, and national levels designed to promote leadership development and assessments of competencies demonstrated by individual and/or teams of students.

Local Vocational Education Coordinator (LVEC) - A qualified vocational education staff member who has overall responsibilities for all vocational education programs. This person works with **all** educational departments relating to the vocational education programs, works to develop integrated and applied curriculums, conducts or assists with in-service programs, helps establish and utilize steering and advisory committees, acts as the liaison with community resources including employment services, the technical colleges, labor and employer groups, develops business and industry partnerships on behalf of staff and students, and much more.

National Office/National Staff/National Representatives - Personnel responsible for the operation of FBLA at the National level.

Program of Work - A document designed to help chapters systematically plan their activities for the year as they relate to the goals of FBLA.

Public Relations - A method of improving and/or maintaining the image of the chapter/organization.

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Records Management - A systematic approach to filing, recording, and managing a chapter's records. Current technology is utilized.

Resource People - Persons of the community who share their expertise with FBLA students and advisers.

Team Event - An event designed for two or more members from a chapter to participate in.

Wisconsin FBLA e-Bulletin - An electronic newsletter published periodically in order to provide information to local FBLA chapters.

Frequently Used Acronyms -

CTE - Career and Technical Education Team

DPI - Department of Public Instruction

FLL – Fall Leadership Lab

NFLC - National Fall Leadership Conference

NLC - National Leadership Conference

RLC - Regional Leadership Conference

SLC - State Leadership Conference

Chapter Ceremonies

Planned ceremonies heighten awareness of the importance and impact of an occasion. On the following pages are suggested formats for chapter installation and installation of officers.

For chapter installation, the following setting is often utilized: individual tables for four speakers representing the written words Future, Business, Leaders and America; one long rectangular table for the president, adviser or installing officer.

Many chapters have impressive candlelight services. Candles lend a soft light to the setting and symbolize sealing of pledges. Candles of various colors may be used to represent certain offices as specified in some of the services. The candle on the table of the installing official should be the tallest candle used.

Background music (especially if provided by the music department of the chapter's school) adds to the effectiveness of the ceremony. Appropriate music, media/computer generated visuals, or other creative activities may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the creed or at the end of the program.

In more formal ceremonies, the officers and members may wish to dress appropriately. Otherwise, business attire is recommended.

Chapter Installation

Whenever possible, the installation ceremony should take place before a large group such as a school assembly, assembly of business students, or a special meeting to which parents and business people are invited. Members of the installation team should be seated on a stage or a raised platform.

Materials Needed:

- One tall white candle
- Shorter candles: one each in gray, green, violet, blue, yellow, orange, and red
- Official charter
- Names of charter members

Installing Official:

(Standing) FBLA is a national organization for business students who are preparing for careers in business or business education. I have been authorized to conduct the installation of (school name) into the national organization Future Business Leaders of America.

Since the letters FBLA are used to designate the organization, its units and members, it is fitting that we consider what these letters and the words they represent mean to our organization.

Future:

Our daily educational experiences and our involvement in leadership activities prepare us for the future—a time to accept challenges.

In FBLA, we will find the tools to prepare for the future. We will profit from the experiences of others, those who have preceded us, as well as our teachers and others with whom we associate. Our studies and activities will help us meet changing conditions and further our understanding of the world's varied economic systems.

Business:

We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

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Leaders:

The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

America:

If America is to remain a world leader, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA, we will strive for leadership in the field of business, thereby helping to strengthen America.

(Suggestion: At this point in the ceremony, it may be helpful to provide a brief history of FBLA.)

Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals. (See FBLA Goals on page 1.)

Assistant Installing Official: (Standing, reads the goals)

Installing Official:

Will the new officers of the (school) chapter of FBLA please rise and remain standing as I announce each office name. (Installing officer calls name and title of each officer.)

You have been chosen from among members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I now challenge you to accept the responsibility that has been given to you. Please raise your right hand and repeat after me.

I, as an officer of the (school) chapter of FBLA do solemnly promise that I will fulfill the responsibilities of my office to the best of my ability, and that I shall carry them out in accordance with the bylaws of FBLA.

(While lighting the tall candle.) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (school) chapter of FBLA for the year, .

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter.) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and the responsibility of operating under the name Future Business Leaders of America and as a part of the state chapter and the national organization. The responsibility of making (school) chapter a success rests with its members and officers.

Installing Official:

The FBLA chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

Chapter President:

The secretary will now read the names of the charter members of (school) chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented. Please wait to applaud the entire chapter membership.

Chapter Secretary:

(Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

Chapter President:

Each of you, please raise your right hand and repeat the oath of membership in unison after me.

I do solemnly promise to uphold the aims and responsibilities of FBLA and, as an active charter member, I shall strive to develop the qualities necessary to become a leader in business and in the community in which I live.

As president of (school) chapter of FBLA, I declare you duly inducted as charter members.

Installing Official:

(Name of assistant installing official or member of installation team) will lead members in reciting in unison the FBLA Creed. (The creed is recited.) (See FBLA Creed on page 3.)

Installing Official:

Will the newly elected officers of the (school) chapter of FBLA please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol, we shall charge each officer to do the job for which he or she has been elected.

(Name of Parliamentarian), Parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (school) chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Installing Official:

I now declare you in the name of FBLA, the parliamentarian (gray candle is lit by white candle). This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of Historian), Historian. (Historian comes forward.) You have been elected historian of the (school) chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter including a report of activities, awards and publicity. Through your efforts, people see the progress and activities of your chapter. Do you accept this responsibility?

Historian: I do.

Installing Official:

I now declare you in the name of FBLA, the historian (green candle is lit by white candle). This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present while preparing for the future.

(Name of Reporter), Reporter. (Reporter comes forward.) You have been elected reporter of the (school) chapter of FBLA. As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

Reporter: I do.

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Installing Official:

I now declare you in the name of FBLA, the reporter. (Reporter selects violet candle from table, and installing official lights it with white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the FBLA chapter of (school).

(Name of Treasurer), Treasurer. (Treasurer comes forward.) You have been elected treasurer of the (school) chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you agree to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

Treasurer: I do.

Installing Official:

I now declare you in the name of FBLA, the treasurer. (Treasurer selects blue candle from the table, and installing official lights it with white candle.) This lighted blue candle symbolizes the trust and confidence, which the members have, in your ability to safeguard all funds.

(Name of Secretary), Secretary. (Secretary comes forward.) You have been elected secretary of the (school) chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Installing Official:

I now declare you in the name of FBLA, the secretary. (Secretary selects yellow candle from table, and installing official lights it with white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(Name of Vice President), Vice President. (Vice President comes forward.) You have been elected vice president of the (school) chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

Vice President: I will.

Installing Official:

I now declare you in the name of FBLA, the vice president. (Vice President selects orange candle from table, and installing official lights it with the white candle.) This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of the chapter.

(Name of President), President. (President comes forward.) The members of the (school) chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibilities are to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

President: I do.

Installing Official:

I now declare you in the name of FBLA, the president. (President takes red candle from the table, and installing official lights it with the white candle.) This red candle is the symbol of your duties and obligations to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare these individuals officially installed as officers of the (school) chapter of FBLA for the coming year. (Candle can be extinguished.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

INTEGRATING FBLA INTO THE CURRICULUM

In an attempt to share ideas on how FBLA can and should become a part of the school day and the business education curriculum, the following ideas are offered to assist with this implementation.

It should be indicated that every chapter, every adviser, and every member may suggest new ideas that should become a part of the instructional program. Use the suggestions to build your chapter and create an interest in the organization of, by, and for students enrolled in business education programs.

Why not try a few of these ideas?

1. For keyboarding warm-up exercises, supply students with items that contain current information about the activities of FBLA.
2. Consider the various educational reports and initiatives, and make every effort to provide students, during their FBLA activities, the opportunity to develop the skills and competencies mentioned as critical—decision making, problem solving, listening, team building, etc. You may want to:
 - a. work with your local chamber and/or economic development people on a project for the community
 - b. assist with a local business expansion project
 - c. help with developing brochures and other items for community need
 - d. work with other civic organizations in helping with one or more community need
3. Monitor and evaluate the activities based upon the specific competency and skill development expected for both the chapter and individual members.
4. Have your chapter and members volunteer to use their computer skills (desktop publishing, data entry, etc.) on behalf of other school groups and community organizations. Develop creative and innovative materials in preparing and printing programs, as well as actually doing the planning and printing for FBLA conferences, meetings, workshops, and more.
5. Provide for MAD (Meet And Discuss) opportunities for your members to “brainstorm” how they feel they can utilize what they are learning within their classrooms through FBLA activities. Perhaps have a single concern (serving single parent children, civic pride, environmental issues, bicycle safety, ?) to keep student discussion “focused.”
6. Assist with writing/keying business plans for entrepreneurs who are attempting to acquire capital. Formatting, graphics, and other needs could be completed by the students—while learning more of the process of developing a new business venture. Ethics and confidentiality would also be part of the learning process.
7. Assist a local business, as a fundraising possibility, to enter data and/or information—could include a business consulting firm that needs brochures developed, curriculum keyed, mailers and/or surveys completed, etc.
8. As part of your automated accounting curriculum, have students develop ways to automate your FBLA accounting procedures.
9. When requesting a variety of assigned correspondence within various curriculum, i.e., memos, letters, surveys, telephone skill development, follow up, e-mail, facsimile, etc., complete needed FBLA responsibilities as part of the learning process.
10. Provide a “seminar” for local businesses and civic groups in using proper parliamentary procedures for specific business meetings. Many skills would be needed by the chapter members and would include planning, scheduling, program/agenda development, and more. Could work with other local professionals or civic groups in the hosting of this activity.
11. Host “career times” for students which could include: “mock interviews” by local business people, round table discussions of new and emerging careers, how to put together “resumes that work,” and more. Could invite chapter members, other students of school, and community people who need help in changing careers.

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12. Utilize computer records management concepts for keeping track of all FBLA correspondence.
13. Consider co-hosting a "Business After 5" meeting with a local business and/or chamber. Most communities have a process for involvement in this type of activity through chambers or economic development groups.
14. Establish "consulting teams" of members within your chapter and provide them with ongoing challenges that confront your chapter, school, community, etc.
15. Continue the current initiatives (Tech Prep, Applied/Integrated Instruction, Cooperative Learning and much more) in developing creative and effective ways to enhance the skills and knowledge through a variety of FBLA activities.

MANAGEMENT OF A CHAPTER

A well-managed chapter leads to student growth. Being involved as a chapter adviser requires dedication, time management skills, and being organized. The total situation must be realistically reviewed and decisions made in order to obtain maximum student educational benefits and growth!

A Program of Work is an excellent way to develop activities and programming for your chapter's year. This document allows your officers and adviser to plan events that meet the needs of each member and follow the goals of FBLA. Program of Work forms can be found on the Wisconsin FBLA website. Each chapter's Program of Work is due to the State Office by December 1. An End-of-the-Year Report, outlining the successes of your chapter, should be submitted by May 1 of each year. This document can also be found at the Wisconsin FBLA website.

Chapter Meeting Time

If your chapter is unable to meet before or after school, these suggestions might be helpful.

A. One Day Per Week Activity Period, Scattered Scheduling

For schools that provide various student organization opportunities for their students, an activity period brings benefits not only to the success of the chapters or clubs, but to the individual members. Time set aside can be used effectively when the cooperation of all instructors and personnel is prevalent.

Try this procedure:

- A1. Advisers of all chapters or clubs determine how many times their groups should meet to operate the groups effectively. Remember, determine how many GENERAL MEETINGS—at this stage, do not plan committee or officer meetings. Some meetings may be beneficial to be held off school grounds, i.e., brown bag lunch at a business site, meet in a professional setting at a corporate office or other appropriate learning environment.
- A2. Submit the meeting time requirements to a main coordinator. This coordinator will then prepare a schedule for the entire school year and/or semester.
- A3. One day per week (may vary from month to month) serves as the meeting day. From there the specific class time used is determined. For an example, Friday fourth hour is shortened 20 minutes (activity period). Another Friday second hour may be shortened 20 minutes. In this way, no class is interrupted more than once a quarter in most cases.
- A4. If students do not wish to participate in an organization meeting, the student stays in the classroom and works on homework, independent study, or special assignments.
- A5. A schedule set up at the beginning of the year is an advantage for all. Instructors know when their class will be shortened (the EXACT day, date, and time). Their curriculum plans can then reflect the adjustments without much difficulty.
- A6. The organization planning to meet should plan ahead—perhaps invite a special resource person to the meeting or plan details for a particular project.
- A7. Encourage all to attend meetings; attendance should be taken.
- A8. When the schedule is known at the beginning of the year, students and advisers can plan the entire year/semester program of work centered around those meetings.
- A9. Committee meetings can be called when the need arises. In this case, committee members can plan smaller meetings “on their own” (after school, before school, during lunch, in the evening or weekends at home or some other meeting place).
- A10. Officers can meet independently or with the adviser(s) to prepare for the general meetings. All business can be prepared for presentation during the activity period meetings.
- A11. Depending upon school policies, building principals can be of assistance when an instructor must leave his/her class to attend a meeting during the activity period. Don't just communicate to the administration—**involve them!**

- A12. If implementation is feasible, more than 20 minutes set aside for this activity period each week would prove even more beneficial.
- A13. Any one group cannot meet more than once a month. This does not include committee meetings. Proper planning will ensure proper use of this class time set aside for student activities.
- A14. Special consideration should be given in determining which meetings are scheduled opposite each other. For example, not more than four meetings at once should be a consideration. Some students will be members of more than one group. Two or more career and technical student organizations should not meet opposite each other. It may be feasible for a combination such as the following to be in operation:
- Library Club
 - Booster Club
 - One Career and Technical Student Organization
 - Letter Club
- A15. For this idea to be successful, the administration, students, and instructors must all be aware of the NEED for this important part of the school's curriculum offerings. To keep the operation moving ahead, be sure to share with all people concerned how the plan is working—or why it is not. Seek solutions and determine from any problems what the most advantageous procedures prove to be.

B. Last Hour Activity Period

Some schools have realized tremendous success with scheduling the last hour of class every day, or on a more scattered schedule, to be the time set aside for chapter or club meetings. Let us take a brief look at the advantages and disadvantages of this idea:

- B1. Members of the chapter know the exact time and date of their meetings well in advance. Plans can be made to attend and use the time slot to its full advantage.
- B2. Many, or in some cases all, students are in attendance at the school during the last hour of the school day. Attendance at the chapter meetings is thus encouraged as it conflicts with few other schedules.
- B3. It may be probable, however, that some students are permitted to leave sometime during the day for their work experiences. In that case, those students would miss the business conducted at these meetings and would experience great difficulty in retaining an active role within the chapter.
- B4. All students would not choose to be members of a particular organization. In that case, they would either have to be scheduled for study hall or lab, permitted to leave school, or some other alternative. This flexibility would cause opposition to the last hour activity period attendance as many times “finishing” the school day a little early sounds more satisfying than attending a meeting.
- B5. All groups would be meeting at the same time for some schools. Therefore, students would experience difficulties attending all meetings for any one organization if they were members of more than one.
- B6. One advantage of the last hour activity period would be that if more than the time set aside was needed, many members may find it possible to stay at the school longer. They would not be asked to report to another class at the end of the activity period.
- B7. With the cooperation of the school administration, students, and all instructors, the last hour activity period can be adjusted to accommodate the needs of most schools and their organizations.

C. Homeroom Activity Period

The homeroom activity period has many of the same advantages and disadvantages as the last hour activity period. However, let us note its variation:

- C1. It could be assumed that more students would be at the school for homeroom than for the last period of the day. Therefore, attendance at the organization meetings should consequently be larger.
- C2. Students could be given the option of attending an organization meeting or homeroom. For the meetings to be effective, though, the school should consider an activity period of at least 20 minutes or more. For students and instructors in the “regular” homeroom, the time could be used for a variety of purposes—studying, preparing curriculum resources, etc.

- C3. If every organization turned in a list of its members in attendance to the school office following the homeroom activity period, it would be possible to still determine which students were in attendance at the start of the day. To ease the work load of the school administrative secretary, organizations should maintain an up-to-date list of members for the secretary and only turn in a report of who was NOT present, just as is done for regular classes. Most schools could identify the quickest and most accurate procedure for all concerned.
- C4. An important point for the homeroom activity period concept: Difficulty is again experienced in selecting which meeting to attend. All organizations would again be meeting simultaneously.
- C5. Variations of the homeroom activity period concept are feasible. Spend time analyzing the idea to adapt it to your school's needs.

D. Midday Activity Period

Once again, the mid-day activity period faces many of the same good and bad points as do the last hour and homeroom periods. A few more advantages:

- D1. With even more students still at the school during midday, more students would be available for organizational meetings.
- D2. Resource persons, speakers, and guests may find it more convenient to come to the school at this time of day rather than early morning or late afternoon
- D3. The midday activity period could be planned either before or after the lunch period; thus, encouraging students to conduct pre-meeting or post-meeting discussions related to activities or projects of their organization.

E. Committee Concept

Let us presuppose that an activity period cannot be implemented into your school day. Let's further assume that it is extremely difficult for the chapter to meet as a full group before school, after school, in the evening, or on weekends. One point is still prevalent: **The students deserve the opportunities available through membership in the organization!** We, therefore, must plan a chapter structure based on the "committee concept."

- E1. Develop a program of work at the beginning of the year. Base its format on committee responsibilities, however large or small any one committee may need to be.
- E2. Involve **all** members in a minimum of one committee.
- E3. Provide the leadership and communication process necessary to explain, in detail, exactly what each and every member is expected to do as integral segments of any one committee.
- E4. Provide encouragement and guidance to assist the committee chairperson in accomplishing the task he/she is expected to do.
- E5. Identify **IN DETAIL** the duties and responsibilities of the officers.
- E6. Encourage committees to meet independently at times that meet the schedules of those particular members.
- E7. Encourage chapter officers to do the same.
- E8. The adviser should receive written (or verbal) reports from each working group on the progress of committee work. Assistance should be given if it is needed. The adviser should be prepared to offer suggestions on other individuals who could provide further direction if this applies to the situation. One example would be a committee working on a March of Dimes walk-a-thon—refer the committee to a particular individual who is employed by MOD to assist our FBLA members with their project(s).
- E9. The members should also receive up-to-date progress reports. These reports can be disseminated via homeroom, student mailboxes, one central location (FBLA desk in business education room), on or near the FBLA bulletin board, or through a computer network system.
- E10. Most projects (such as the walk-a-thon) require the cooperation of the entire membership. With committee leadership conducted effectively, the end product is the day of the walk-a-thon—everyone prepared and ready to walk. This brings the entire membership together, although the planning was a product of committee work.
- E11. When a committee plans a field trip, special evening meeting with a speaker, video, or demonstration, the entire membership should be informed and asked to attend. These could include a "cooperative meeting" with another organization such as a civic group. They then serve as the chapter's full-group meeting.

Local Officers' Responsibilities

President

- Presides over and conducts meetings according to accepted parliamentary procedure.
- Keeps members and discussion on track.
- Appoints committees and serves as an ex-officio member to each.
- Coordinates charter activities by keeping in close touch with the other officers, the membership, and the adviser.
- Calls special meetings as needed.

Vice President

- Assists the president in the discharge of duties.
- Presides at meetings in the absence of the president.
- Prepared to assume the duties and responsibilities of the president should the need arise.
- Oversees all committee work and management of assignments.
- Serves as an ex-officio member of chapter committees.

Secretary

- Prepares and reads the minutes of meetings.
- Provides the president with an agenda for each meeting.
- Attends to official correspondence and distributes meeting notices.
- Counts and records votes when taken.
- Prepares chapter reports.
- Works with the treasurer in keeping an accurate membership roll.
- Reads communications at meetings.

Treasurer

- Receives and acts as custodian of chapter funds.
- Collects all state and national dues and is responsible for their disbursement by the appropriate deadlines.
- Keeps financial records neat and current.
- Plans, with the assistance of the chapter and adviser, appropriate fundraising activities.
- Handles the chapter's receipts and expenditures.
- Encourages efficient money management.
- Assist as in the preparation of annual statement of receipts and expenditures.

Reporter and/or Public Relations Officer

- Develops media lists for chapter mailings.
- Gathers, classifies, and stores chapter news.
- Prepares news releases and articles for publication in school and local newspapers.
- Assists with planning and arranging chapter exhibits.
- Prepares news and feature stories of the chapter's activities for the state newsletter, the Wisconsin FBLA e-Bulletin, and for the national publication, Tomorrow's Business Leader.

Historian

- Maintains a history of the chapter, including an annual report of chapter activities, awards, and publicity.
- Files clippings and pictures of the chapter's activities.
- Keeps a chapter publicity and activity scrapbook.

Parliamentarian

- Assists chapter members in understanding the basic purpose of parliamentary procedure.
- Is prepared to advise the presiding officer and other chapter members on parliamentary procedure.
- Has reference materials pertaining to parliamentary procedure available for each meeting.

Local Chapter Advisers' Responsibilities

1. Advise and guide—do not dictate.
2. Positively assume that chapter activities will be successful. Know that chapter activities are strong teaching/learning tools. Show enthusiasm!
3. Establish basic ground rules and high expectations that help students lead themselves.
4. Be knowledgeable about FBLA—goals, purpose, structure, constitution and bylaws.
5. Provide leadership development experiences for all members.
6. Assist students in developing a meaningful program of work and a calendar of events.
7. Remember that chapter activities are student centered activities and not teacher centered.
8. Submit membership dues promptly at the beginning of the year to assure full service for members.
9. Provide training for chapter officers and committee chairpersons.
10. Oversee the keeping of records and financing of activities.
11. Assist in setting up chapter files and a library of chapter materials.
12. Keep school administration, local businesses, community, parents, teachers, school staff, and media people informed of chapter activities.
13. Establish a link between the school program and business community.
14. Encourage members to participate in all levels of FBLA.
15. Recognize outstanding members.
16. Keep chapter members informed of FBLA activities at the regional, state, and national levels.
17. Be committed to each student, welcome the diversity, and be a positive role model in actions and deeds.
18. Be knowledgeable of educational initiatives and how FBLA “fits” the needs and opportunities provided by those initiatives. Communicate this information to appropriate individuals and groups.
19. Enjoy your role of mentor. You are providing opportunities for students to develop strong self images in becoming active, positive citizens.
20. Congratulate Yourself!

HOW TO CONDUCT A MEETING

Parliamentary procedure assists in preparing for leadership in the world of work. Regardless of the vocation people choose, they owe it to themselves and their chosen field of work to demonstrate their full potential of leadership qualities.

By learning to develop and present their own ideas through parliamentary procedure, members become more effective leaders and/or participants.

PURPOSES AND PRINCIPLES

The purposes of parliamentary procedure are:

1. To enable the deliberative assembly (a gathering of individuals with similar interests) to conduct business with efficiency and harmony.
2. To protect the rights of each individual.

Accordingly, there are some basic principles to consider in achieving the above purposes:

1. Only one person may claim the attention of the meeting at one time.
2. Many motions are debatable. See the "Book."
3. Every member has equal rights; i.e., the right to vote.
4. The will of the majority must be carried out, and the rights of the minority will be preserved.

SUGGESTED ORDER OF BUSINESS FOR A CHAPTER MEETING - "What's on the Agenda?"

Most groups establish a basic order of business for meetings. Below is a suggested order if your chapter has not adopted a standard order of business:

1. Call the meeting to order

"The meeting will come to order."

2. Recite Creed
3. Read and approve secretary's minutes

"The secretary will read the minutes of the last meeting." "Are there any corrections to the minutes?" "There being no corrections, the minutes will stand approved as read."

OR

If there are corrections: "are there any further corrections to the minutes?" "There being no further corrections, the minutes will stand approved as corrected."

4. Treasurer's report

After the report is presented by the treasurer, the chair asks: "Are there any questions on the treasurer's report? (Pause for questions, if any.) The treasurer's report will be placed on file for audit."

5. Officer and standing committee reports

The presiding officer and committee chairpersons should inform each other in advance of the meeting as to whether a particular committee will report. For those wishing to do so, the chair simply calls on the chairpersons of the committees for their reports in the order in which the committees are listed in the bylaws (if they are standing committees) or in the order of their creation (if they are special committees). "The committee will now report."

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6. Special committees reports
7. Unfinished business

The chairperson **does not** ask for unfinished business. All items of unfinished business are a matter of record (postponed from the previous meeting or not reached on the agenda of the last meeting before adjournment) and therefore the chair automatically mentions such items without asking. "The motion to purchase a computer was postponed to this meeting. Is there any further discussion on the motion...?" (state motion exactly as moved at previous meeting)

8. New business

"Is there any new business?"

(Members may propose new business. Each proposal must be disposed of before a new one is considered.)

9. Program
10. Announcements
11. Adjournment

When the agenda has been concluded, the chair may declare the meeting adjourned by general consent without taking the time for a formal motion and vote. "Is there any further new business?" (Pause for any main motions on new business.) "Since there is no further new business, the meeting will be adjourned." (Pause for announcements, etc.) After pause, "The meeting is adjourned."

MOTIONS

A **motion** is a formal proposal by a member, in a meeting, that the assembly take certain action. There are generally four classifications of motions.

A **main motion** is a motion whose introduction brings business before the assembly. Only one main motion may be considered at a time.

A **privileged motion** does not relate to the pending business but has to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

A **subsidiary motion** may be applied to a main motion, and to certain other motions, for the purpose of modifying them, delaying action upon them, or otherwise disposing of them. Since they relate to the question before the house, it is "in order" to propose a subsidiary motion when a main motion is still before the assembly. Always vote upon subsidiary motions before main motions.

An **incidental motion** arises out of a pending motion. It is usually related to the main question in such a way that it must be decided immediately, before business can proceed. An incidental motion may also sometimes arise out of another motion or item of business.

HOW TO MAKE A MOTION

1. Member rises to address the presiding officer by title:

(Chair is used only if the presiding officer has no other title.) "Mr. (or Madam) President" or "Mr. (or Madam) Chair."

2. Member is recognized by the presiding officer:

Chair states member's name or nods. The member "has the floor" and is the only member entitled to present or discuss a motion at this time.

3. Member proposes a motion:

Introduce the motion by saying, "I move that..." followed by a statement of the proposal. The motion is not to be discussed until it has been seconded by someone and stated in full by the presiding officer.

4. Member seconds the motion:

Another member, without rising or addressing the chair, may say, "I second the motion." If no one seconds the motion, the chair may ask, "Did the chair hear a second to the motion?" If there is none, declare, "The motion is lost for want of a second."

5. The presiding officer states the motion in full:

When the motion has been properly made and seconded, the chair repeats it to the group, or "states the motion."

6. The members discuss or debate the motion:

After the motion has been stated by the chair, any member may discuss it. The member must be recognized by the chair as did the maker of the motion. The maker of the motion is recognized first if he/she wishes to speak.

7. The presiding officer takes the vote on the motion:

When all members have finished discussing the motion, the chair "puts the motion to a vote." The chair should ask, before taking the vote, "Is there any further discussion?" If no one wishes to speak, the discussion is closed. The chair will take the vote by announcing, "All in favor of the motion (STATE THE MOTION) say 'Aye'." Following response from the members, the chair says, "Those opposed say 'No'." If the chair cannot tell from the volume of voices which way the majority has voted, he/she says: "The chair is in doubt. Those in favor of the motion please rise." After counting, he/she says, "Be seated. Those opposed, rise. Be seated."

8. The presiding officer announces the result of the vote:

The chair states, "The ayes have it and the motion is carried" or "The noes have it and the motion is lost." As soon as the vote has been announced by the chair, another motion is in order.

AMENDMENTS - "How to Change a Motion"

The purpose of an amendment is to modify the wording of a pending motion before the pending motion itself is acted upon. An amendment must always be germane; that is, it must have direct bearing on the motion in question. Some motions are not amendable.

There are three basic ways to amend:

1. To insert or add words or a paragraph. This **adds** something to the motion which it previously did not include.
2. To strike out words or a paragraph. This **deletes** or eliminates something which was initially included in the motion.
3. An indivisible combination of ways (1) and (2) having the following terms:

To strike out and insert (which applies to words).

To substitute (which is not applied to anything less than a complete paragraph of one or more sentences).

There are two types of amendments:

1. (or amendment of the first degree), which is an amendment to the main question.
2. Secondary amendment (or amendment of the second degree), which is an amendment to the amendment. (Secondary amendments must modify and relate directly to the primary amendment and not to the main motion.)

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No amendment beyond one of the second degree is possible.

When you want to change a motion that is on the floor, you say "I move to amend the motion by (and state your change precisely)."

ORDER OF VOTING

Amendments are voted upon in reverse order; that is, secondary amendments must be voted on before primary amendments, and the primary amendment must be disposed of before the question of the main motion may be considered.

1. The amendment to the amendment (secondary) is discussed (if necessary) and voted on.
2. After discussion (if necessary) the vote is taken **on the amendment to** the motion (primary). If the secondary amendment passed, then the primary amendment as amended is considered.
3. After discussion (if necessary) the original motion **as amended** is voted on. If the primary amendment passed, the vote is taken on the main motion as amended.

NOMINATING AND ELECTING OFFICERS

To nominate a person for an office in your chapter, a member presents the person's name to the meeting by saying, "I _ nominate for the office of _."

1. Nominations from the floor.

Nominations do not require a second. As a nomination is made, the chairman repeats it and the secretary records it. No member may nominate more than one candidate for each office until all who wish to make a first nomination have had an opportunity to do so. If there are no further nominations, the chair declares the nomination closed.

A motion to close nominations is not a necessary part of the election procedure and should not generally be moved. If such a motion is made, it always requires a two-thirds vote.

2. Nominations by nominating committee.

If there is a nominating committee, it prepares a slate of candidates which it presents to the assembly. The names are then treated as if they had been nominated from the floor.

Further nominations may be made from the floor.

3. Voting on nominations.

After the nominations are closed, members vote upon the names by the method prescribed in the chapter's bylaws.

Always refer to the most recent version of Robert's Rules of Order Newly Revised.

Glossary of Basic Parliamentary Terms

Adjourn - To close the meeting when no motion is pending and there is no further business.

Amend - A motion to modify the wording—and within certain limits the meaning—of a pending motion before the pending motion itself is acted upon.

Appeal - To determine the assembly's attitude toward a ruling made by the chair.

Call for the Orders of the Day - A privileged motion by which a member can require the assembly (1) to conform to its agenda, program, or order of business; or (2) to take up a general or special order that is due to come up at that time.

Chair - Applies both to the person presiding.

Commit - Generally used to send a pending question to a relatively small group of selected persons—a committee—so the question can be investigated and put into better condition for the assembly to consider.

Debate - Discussion of the merits of a motion.

Division of the Assembly - When a member doubts the result of a voice vote or a vote by show of hands, the member can call for a Division of the Assembly, thereby requiring the vote to be taken again by rising.

Division of a Question - To divide a motion so that the parts of it may be considered separately.

Lay on the Table - To enable the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen.

Limit or Extend Debate - To limit debate by reducing the number or length of speeches or requiring that at a certain time debate shall be closed. To extend the limits of debate by allowing more and longer speeches.

Nominate - To suggest names to be considered for office.

Obtain the Floor - To obtain the floor, the member rises and addresses the chair. When the chair calls on the member, he or she can speak.

Parliamentary Inquiry - A question directed to the presiding official to obtain information on parliamentary law or the rules of the organization bearing on the business at hand. "Mr. (or Madam) President, I rise to Parliamentary Inquiry."

Point of Information - A request directed at the chair, or through the chair to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.

Point of Order - Calls attention to violation of parliamentary procedure. The member says, "Mr. (or Madam) President, I rise to a point of order." The chair may say, "Your point of order is sustained," or "Your point of order is denied."

Postpone Definitely or to a Certain Time - The motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.

Postpone Indefinitely - A motion that the assembly decline to take a position on the main question. Its adoption kills the main motion and avoids a direct vote on the question.

Previous Question - A motion to bring an immediate vote on one or more pending questions, thereby ending debate. "Mr. (or Madam) President, I move the previous question."

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Raising a Question of Privilege - Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency.

Recess - A short intermission in the assembly's proceedings that does not close the meeting, and after which business will immediately be resumed at exactly the point it was interrupted.

Reconsider - To bring back for further consideration a motion that has already been voted on. The member moving to reconsider must have voted on the prevailing side of the question to be considered. The making of this motion is subject to time limits.

Rescind - To cancel or countermand a previous action.

Suspend the Rules - When an assembly wishes to do something it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules.

Take from the Table - To make pending again a motion or series of adhering motions that previously had been laid on the table.

Minutes of a Meeting

The record of the proceedings in a regular business meeting is called the "minutes."

An accurate record of a business meeting is essential to insure members' rights. The secretary's minutes should always record what was done at the meeting and what was said. Opinions, favorable or otherwise, should not be recorded.

The first paragraph of the minutes should contain the following items:

- date, time, and place
- kind of meeting—regular or special
- name of person presiding
- name of organization
- name of secretary
- approval of the minutes of the previous meeting

The body of the minutes should contain (with a separate paragraph for each subject):

- all main motions whether adopted or rejected exactly as stated
- names of the members making the motions; the name of the seconder need not be recorded
- all points of order and appeals whether sustained or lost accompanied by the reasons

The last paragraph should include:

- hour of adjournment
- written signature of the secretary; the words "respectfully submitted" should not be used

Treasurer's Report

At each meeting the president may ask for a "treasurer's report." This report may consist of a statement of the cash balance on hand. Such a report requires no action by the assembly but should be placed on file for audit.

A suggested form for a treasurer's report would include the following:

- balance report at the previous meeting
- a list and explanation of receipts/expenses
- the current balance

For further information, consult Robert's Rules of Order Newly Revised.

Sample

Minutes of the Happyland FBLA Chapter

December 4, 20__

The regular meeting of the Happyland FBLA Chapter was called to order at 10:25 a.m., December 4, in Room 777 by President Mary White. The secretary was present. The minutes of the previous meeting were approved as read.

The treasurer reported a new balance of \$781.25. The report was placed on file for audit.

Service committee chair, Lee Gray, reported that the canned items collected at the last meeting were distributed Thanksgiving Day to the selected families.

Sales committee chair, Karen Blue, stated that all items from the sales kit had been received and picked up for delivery by the members.

Jim Green reported on moneys earned while assisting with inventory for Pleasant Company during Professional Week.

The motion to "purchase a camera with chapter funds" was taken from the table. After discussion, the motion passed. A committee of three consisting of Ed Black, Sue Redd, and Lynn Brown was chosen to purchase the camera.

Kathy Tanner moved that "the members make Christmas cards for residents of the Smiling Face Retirement Home." Bob Blackburn moved to amend the motion by adding the words "and fruit baskets" after the word "cards." The motion and amendment passed. All members would assemble in Room 711 next Friday evening at 7:00 p.m. to assemble the baskets and compose the cards using our computers.

The motion "to hold a bake sale on Thursday before the Christmas program" was proposed by Cindy Greene. The motion passed. Members were asked to leave all baked goods in Room 123.

Our advisers, Miss Greatperson and Mr. Niceguy, stated that there were several announcements posted on the bulletin board and in the computer network system and to read them before the end of the week.

The meeting was adjourned at 10:45 a.m.

Jim Candy, Secretary

Sample
FINANCIAL REPORT
FUTURE BUSINESS LEADERS OF AMERICA

Treasurer's Report

December 18, 20__

Balance on hand, December 4, 20__	\$ 781.25
Receipts	
Proceeds from bake sale	\$ 34.71
Collections from American Fund Raising Kits	\$ <u>3,495.50</u>
Total Receipts	\$ <u>3,530.21</u>
Total Funds Available	\$ 4,311.46
Expenditures	
Payment for fundraising kits	\$ 2,097.30
Supplies for Christmas project for elderly	14.40
Postage	<u>2.00</u>
Total Expenditures	\$ <u>2,113.70</u>
Balance on hand, December 18, 20__	<u>\$ 2,197.76</u>

CHAPTER ACTIVITIES

The projects listed have all been used successfully by one or more FBLA chapters. Variations to these activities can also be employed; but it should be remembered that the more members involved in a project or participating in an activity, the more successful it will be. Remember also, when selecting project ideas, to vary the types of activities—service, educational, inter-chapter, fund raising, and recreational.

It is also important to keep in mind the diversity of your members and to be sure to accommodate the special needs of all when planning activities.

SERVICE PROJECTS

Chapter service projects provide an opportunity for students' participation within the community. Involvement in such projects represents a planned gift of time and/or money made by your chapter to benefit the community. Service projects are important if they are well planned and implemented. Service projects can strengthen your chapter and chapter members. As they work together they become aware of themselves, their responsibilities as citizens, and their roles as future business leaders. Students will recognize that business also plays an important role in meeting the service needs of the community.

With so many possibilities, it may not be easy to decide upon what service project to give your focus. Take the time, thought, and discussion in order to reach a final decision.

Know your community and what is really needed. Then have your members choose the project they feel will be of greatest service. Depending upon the project, it may be possible to work with another agency of the community, a nearby chapter, and/or civic group.

Examples of service projects include:

Assisting with Community Projects:

- Computer training for senior citizens and/or others
- Collection of items for needy recipients (during holiday period)
- Holiday parties for various community groups
- Bike safety/rodeo (with local civic group and police)

Sponsoring March of Dimes (MOD) Projects (see following pages)

Contemporary activities involving local business/industry could involve shadowing, mentoring, field trips, etc. and would enhance current educational initiatives and curriculums.

March of Dimes Fund-Raising Ideas

- Auction: Auction off services of students, advisers
- Balloon Sale: Sell MOD balloons at shopping centers, parks
- Carnival: Have each club or class provide a fun or food booth
- Dance: Ask a disc jockey's help to line up talent, publicity
- Earlybird Breakfast: Partner with vendor to sell "continental breakfast"
- Fashion Show: Work with vendors and foreign language club(s)
- Haunted House: Decorate and haunt an empty house for Halloween
- Jail and Bail: "Arrest" students, teachers, media—Raise funds for release
- Miniwalk: Short version of the Walkathon for the pre-schoolers
- Mystery Night: After the game concept, with prizes, etc.

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- Nickelodeon Night: Arrange showings of popular old movies/cartoons
- Operation Jug: Clubs/classes fill gallon jars with money
- Quiz Game: Pattern your own after one of the TV shows
- Rock-A-Thon: "Sponsors" contribute
- Swim-A-Thon: "Sponsors" contribute
- Variety/Talent Show: Round up local talent, use disc jockeys
- Walkathon: The Biggest MOD activity; walkers get sponsors to contribute for each mile completed
- Year-End Ball: Dedicate the last dance of the year to March of Dimes
- Professional Day: Co-sponsor a professional seminar with community business(es) and technical college/university
- Creative: Start an "annual" activity "invented" by your members

EDUCATIONAL PROJECTS

FBLA is an integral part of the educational process. Educational activities are tools of instruction which reinforce what the students learn in the classroom and/or on the job.

Examples of educational projects include:

Business/Technology Seminars
Career Days
Chambers of Commerce, Civic and Service Organizations
Display of Awards
Field Trips
International E-mail Project
Internet Searches
Inservice Workshops
Local Competitive Events
Parliamentary Procedure Seminars
PowerPoint Presentations
Scholarships
Speakers/Resource People

For ideas to incorporate FBLA educational activities into your classroom, refer to the section of this handbook, "Integrating FBLA Into The Curriculum."

INTER-CHAPTER PROJECTS

Inter-chapter projects and activities improve the effectiveness of FBLA and help students become more ready for the transition from school to work and/or postsecondary education.

Teamwork with other FBLA chapters can be fun while at the same time beneficial in developing good human relations.

Examples of inter-chapter activities include:

Dances
E-mail exchanges
Halloween party
"Haunted House"
March of Dimes Activities
Mini conferences
Other school(s) invited to banquet
Roller-skating & volleyball parties
Speakers
Travel together to conferences
Web page design

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FUNDRAISING PROJECTS

Fundraising projects, while challenging to develop, should be part of the learning process for FBLA members. Two primary reasons for a fund-raising project are to strengthen the efforts of a service project and to add to the chapter's treasury for future events.

It takes work, time, and planning to carry out a successful fundraising project. Money-making projects are limited only by the willingness and imagination of the chapter members in planning and sponsoring the projects—and requires the support of all members.

Examples of fundraising projects include:

Sales

- Bake
- Candy
- Cheese
- Coffee/Donut (hot dogs)
- Freezer
- Fruit
- Garage
- Jewelry
- Pizza
- Plants
- Product (candles, kits)
- Skills of students
- Stationery

Other

- Assist civic group
- Assist with setting up computer programs
- Birthday Cakes
- Car washes
- Community calendars
- Concessions at events
- Dances
- Input data or word processing for others
- Internet
- Mailings (Labels)
- Raffles
- School store

RECREATIONAL ACTIVITIES

All work and no play is certainly not a part of the FBLA philosophy. Provisions should be made for activities that provide recreation, socializing, and just plain fun. However, it should be remembered that recreational activities may also be used to acquaint prospective members with business education and FBLA.

Examples of recreational activities:

- Banquets
- Holiday parties
- Parade floats
- Parent/student evening
- Picnics/Camping trip

Recreational parties (roller-skating, bowling, ice skating, swimming, etc.)

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Staff Tea
Tours
Travel
Treasure Hunt
Y-Lock In

CALENDAR OF EVENTS

Following is a sample calendar of events that can be used as a guide for yearly activities. Each chapter member should receive a copy.

Sample Calendar of Events

September 7 First FBLA meeting at 12:10 p.m. - Room 123

September 13 Pizza Party/Mixer at Pizza Plaza (4:30-7:00 p.m.)

September 30 Meeting to issue money-making kits after school - Room 123

October 7 Executive Board Meeting - FBLA

October 16 Leadership Lab, Madison

November 9-11 National Fall Leadership Conference

November 14-18 Collection for needy families at Thanksgiving - Room 103

December 5 Gather orders after school - Room 123

December 19 Money due from kits

January 17 Roller-skating Party (6:00-10:30 p.m.)

February 1 School Dance-Happiness Band

February 1 Meeting held at (local business)

February 3 Regional Leadership Conference

February 11-17 FBLA Week

February 13 Teachers' Tea in Library-Jazz Band

March 16 St. Patrick's Day Pizza Party at Pizza Plaza

April 3 March of Dimes Activity

April 5-7 State Leadership Conference - Green Bay

May 2 Meeting to discuss the National Leadership Conference

May 17 FBLA and COOP Recognition Banquet

July 1-5 National Leadership Conference

PUBLIC RELATIONS

Webster defines public relations as...“the methods and activities employed in persuading the public to understand and regard favorably a person, business, or institution; the degree of understanding and favorable regard achieved.”

Thousands of businesses spend millions of dollars each year on public relations. The first rule for successful public relations people is to be sold on their product and/or service. The same applies to members of the largest, most active, and most productive Career and Technical Student Organizations interested in Business Education in the world! If you are proud of your organization, your chapter, yourself...it is a cinch that everyone else will be. Good public relations starts with each and every member. It is essential to have good public relations within your own chapter before you can “spread the word.”

FBLA does not stand apart from the life of your school or community. It is part of the community and should relate to it. One of the most important things FBLA members can learn is how to relate to others, to the community, and to the businesses in which they work now and in the future.

WAYS TO GENERATE PUBLIC RELATIONS

Your chapter should involve and be involved with the school (other students, faculty and administration), with parents, with public officials in your community, with civic and other student organizations, with alumni (former FBLA members now assuming a role in the community), with media professionals, and with business and industry leaders. The following list of suggestions may be of value in generating public relations.

- Use nametags, pins, blazers, or sweaters to identify FBLA members in a positive and professional manner.
- Publicize upcoming events. You may wish to develop a listing of local news media. Utilize your computer systems for networking and records management needs. Perhaps you can fax or e-mail press releases to selected media people.
- Develop and distribute literature and other materials about FBLA and Business Education.
- Present programs about FBLA and about Business Education to civic and service groups in and around your community.
- Develop promotional exhibits around school and community.
- Display materials about FBLA in and out of school—superintendent’s office, Chamber of Commerce, guidance department, local businesses, etc.
- Provide pictures of FBLA activities and members for school newsletter and yearbook.
- Set up bulletin board and showcase displays of chapter and individual awards and projects.
- Develop spot announcements, interviews, and question/answer discussions for local radio and television, and other appropriate media.
- Provide photographs, news releases, editorials, feature stories, and letters to the editor for school and community newspapers.
- Make announcements about FBLA and Business Education in daily bulletins to student body.
- Invite community resource people to FBLA chapter meetings, banquets, and Business Education classes and activities.
- Invite community resource people to participate on steering of advisory or focus committees.
- Distribute certificates of deserved appreciation to individuals who contribute to FBLA and Business Education.
- Provide tokens of appreciation for a variety of school and community employees.
- Be active and positive members of a variety of volunteer activities not only as an individual, but as a representative of FBLA.

Wisconsin FBLA Event Guidelines

WISCONSIN FBLA E-BULLETIN

The elected state reporter's major responsibility is to publish Wisconsin's state newsletter, the Wisconsin FBLA e-Bulletin. The Wisconsin FBLA e-Bulletin (WFeB) contains articles submitted by local chapters, letters from local and state officers, and general education material. It is a main responsibility of the local chapter reporter to write and submit these articles to the state reporter before the publication deadlines.

FBLA WEEK

Like any other activity, the success of FBLA Week depends on careful planning. Select your committees early and start making detailed arrangements for activities. Have a plan for each day of FBLA Week. Divide the responsibilities among several committees and members. **Involve all members!**

Valuable public relations media to use during the FBLA Week include the school website, newspapers, radio, and television. News reporters are always looking for good news about students—so take advantage! Chapter members may get some ideas for FBLA Week activities from these suggestions.

- Obtain FBLA Week proclamation(s) from your mayor or governing official. Provide picture(s) and news stories for local media.
- Communicate with community leaders telling them about your chapter activities and plans for FBLA Week.
- Prepare a special FBLA exhibit for store windows, schools, libraries, airports, sports events, professional centers and offices, billboards, shopping centers and malls, and other places where people gather.
- Contact civic and service organizations and make arrangements for members to appear on their programs. Use PowerPoint presentations, videos, and other media to explain the purpose and value of FBLA and business education.
- Host an open house. Demonstrate what **competencies** are learned through classroom, on the job, and FBLA learning opportunities.
- Conduct a tour of students' work sites to demonstrate to community residents the utilization of Business Education curriculum.
- Contact local businesses to sponsor advertising for a special FBLA section in the local newspaper. Work out the details with advertising professionals to provide an additional learning opportunity for members.
- Sponsor a guest speaker for all students.
- Invite recent graduates to attend a meeting and discuss with members their experiences in choosing a career, acquiring a position, and using the skills and knowledge of Business Education.
- Select and install an honorary member into your chapter.
- Conduct a membership drive to increase the total number of involved members in your chapter—including alumni and professional members.
- Prepare and distribute a special FBLA newsletter. Share a copy of it with state staff.
- Design and display at least one FBLA Week bulletin board.
- Invite neighboring FBLA chapters to collaborate with your chapter in a recreational event—perhaps include other CTSO chapters to develop an “annual event.” They could include those within your school, local technical college, and colleges and universities.
- Use a local or state FBLA video, PowerPoint, or slide presentation at a general assembly or in classrooms. An FBLA officer can answer questions.
- Host a coffee/tea hour after school for all school staff to distribute FBLA materials.
- Compose a survey and mail/e-mail to the other FBLA chapters in the state or your region to determine their FBLA Week activities. Implement those that you feel fit your chapter and members' objectives and goals.
- Sponsor a field trip for the citizens who need extra assistance to provide them an opportunity of acquainting them with businesses and FBLA.
- Make Valentine's Day tray favors using the FBLA emblem for hospitals and health care centers.
- Work with middle and elementary schools to promote FBLA.

LEADERSHIP CONFERENCES

REGIONAL LEADERSHIP CONFERENCE

Wisconsin is divided into six regions with Regional Leadership Conferences being held each year the first Saturdays in February. These conferences are **hosted by the regional vice presidents who were elected at the previous Regional Leadership Conferences.**

Attendance at these conferences **is not limited.** The conferences include competitive events, election of regional vice presidents, a general session, special-interest sectionals, and an awards program.

After a chapter has been chartered by the national office, a copy of the current year's "Competitive Events Guidelines" is mailed to the adviser by the state office. Specific information concerning all competitive events and the number of contestants advancing to the State Leadership Conference are included in these guidelines.

STATE LEADERSHIP CONFERENCE

The State Leadership Conference is a three-day conference held each year in April. Depending on the competitive event, either the first- through fifth-place winners or the first- through third-place winners from each Regional Leadership Conference may participate in the competitive events at the state level. The first-place, and in many instances the second-place or third-place, winners in all events with a national counterpart are eligible to advance to the National Leadership Conference.

In addition to the competitive events, the conference includes business meetings, election of officers, special-interest sectionals, awards program, installation of state officers, and other planned activities.

Attendance at the State Leadership Conference **is limited**; consult the guidelines for specific details.

NATIONAL LEADERSHIP CONFERENCE

The National Leadership Conference is held during the summer months in a major selected city in the United States. All advisers and members are eligible to attend. The first-place and eligible second-place winners at the State Leadership Conference advancing to national competition and newly elected state officers receive some financial assistance from Wisconsin FBLA. **The state office is NOT responsible for travel, housing, and other needs associated with attending the National Leadership Conference.** However, prior to the National Leadership Conference, the state office will compile housing information for a state block profile.

In addition to the competitive events, the conference includes business meetings, election and installation of national officers, special-interest sessions, awards program, tours of the selected city, and other planned activities.

NATIONAL FALL LEADERSHIP CONFERENCE

The United States is divided into five regions. Wisconsin is part of the North-Central Region, which also includes Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Ohio.

The National Fall Leadership Conference is held each November. The conference consists of general sessions, special-interest sessions, banquet, tours of the area, and other planned activities.

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At all leadership conferences, advisory committee members and other community businesspersons provide leadership and serve as resource people for the special interest sectionals.

2009 COMPETITIVE EVENTS

Accounting I Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have completed more than two semesters (or one semester in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Accounting II Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- This event is designed for a student who has had more than one (1) year of accounting instruction or its equivalent.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Accounting I event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
RLC Testing Window: January 8-21	SLC Testing Window: February 23-March 2
Production test administered at home school worth 50% of competitor's overall score. An onsite testing administrator will need to be submitted with the chapter's registration.	Production test administered at home school worth 50% of competitor's overall score.
Completed production test materials must be submitted to RLC Host School and arrive by January 23.	Completed production test materials must be submitted to State Office and arrive by March 4.
Written objective test taken at RLC makes up 50% of total score.	Written objective test taken at SLC makes up 50% of the total score.
If objective test is not taken at RLC, participant is disqualified.	If objective test is not taken at SLC, participant is disqualified.
Students must provide their own non-graphing calculators for the written objective test. Cell phone and PDA calculators are not allowed. No calculators may be used on the production exam.	Students must provide their own non-graphing calculators for the written objective test. Cell phone and PDA calculators are not allowed. No calculators may be used for the production exam.
Top FIVE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- Ties will be broken based on the length of time used by the student on the objective test.
- All decisions of the judges are final.

**American Enterprise Project—Edward D. Miller Award
Chapter Event
Report/Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Two copies of the report must arrive at the State Office on **March 4**. The reports will be returned to the chapters, and the first- and second-place winning reports may be revised for competition on the national level. Reports must include a table of contents. A title page, divider pages, and appendices are optional.
- Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
- The project must promote an awareness of some facet of the American Enterprise System within the school and/or community and be designed for chapter participation rather than individual participation. This event is not designed to raise money for the chapter. Rather, the intent is to help members learn about the economic system under which they live and to then share their expertise in some way with others inside and/or outside of the school.
- Reports must describe activities of the chapter that were conducted between the start of the previous SLC and start of the current SLC.
- Two (2) copies of the report should be submitted.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock.
- There must be both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- Two- or three-ring binders are not acceptable as report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event, and the year (200x – 0x).
- All reports must be bound (e.g., tape binding, spiral binding)—no staples.

Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Each page must be standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.
- Each page is numbered.
- Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report.

American Enterprise Project – Continued

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same report for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- Participants must not have competed in this event at a previous NLC. However, if a team developed the plan, *one* member of the team *may* have competed in a previous NLC.
- The project may not have placed first or second at a previous SLC or have been submitted for a previous NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

Written Report: Report formats must follow the same sequence shown on the rating sheet. Creativity through design and use of meaningful graphics is encouraged. The written reports will be prejudged according to the rating sheet. Members will make an oral presentation at the SLC.

Oral Presentation: Up to THREE chapter members will give an oral presentation. The performance should address impact of project to the community, member involvement, and results of the project. Judges may ask questions for up to three minutes after the presentation concludes.

Administration of Events

RLC	SLC
No RLC counterpart.	Written reports must be received at the State Office by March 4 .
	The top 8 finalists will present their project to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens.
	Presentations cannot exceed 7 minutes.
	Judges may ask questions after the presentation for up to 3 minutes.
	A minimum of one member of the writing team should be included in a presentation team of up to three members.
	Top TWO reports advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to describe the project and the results obtained. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Banking and Financial Systems
Team Event
Interactive Performance Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team.
- A team event comprised of two (2) or three (3) active local members.
- No more than one (1) team member may have competed in the event at a prior NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	The top 8 finalists will present their project to a team of judges at the SLC.
Top THREE finishers advance to SLC competition.	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Order of performance is random.
	Performances are open to conference attendees, except performing participants.
	Top TWO finishers advance to NLC competition.

Interactive Performance Event

- The team has seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members are expected to actively participate in the performance. A timekeeper will stand at six (6) minutes and again at seven (7) minutes.

Judging

- If there is a tie at RLC, ties will be broken based on the order in which the tests were turned in.
- For the performance at SLC, the rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- If there is a tie after the performance at SLC, ties will be broken by adding the objective test score to determine final rank.
- All decisions of the judges are final.

**Business Calculations
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Business Math event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Business Communication
(Judith Schultz Voiers Award)
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Introduction to Business Communication event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: January 8-21.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Business Ethics
Individual or Team Event
Performance Event with Judge Q & A**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team.
- Each local chapter may enter a team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	Preliminary Round will be held (all teams perform)
Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.	Presentations may not exceed 7 minutes. Upon completion of the presentation, judges may ask questions after the presentation for up to 3 minutes.
	The top 8 finalists will present their project to a team of judges in a final round.
	Performance teams will be sequestered.
Event is not open to conference attendees at RLC.	Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
Top THREE finishers will advance to SLC competition.	Performances are open to conference attendees, except performing participants.
	Top TWO finishers will advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to describe the ethical dilemma. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.

**Business Financial Plan
Individual or Team Event
Report/Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.
- Two copies of the report must arrive at the State Office on **March 4**. The reports will be returned to the chapters, and the first- and second-place winning reports may be revised for competition on the national level. Reports must include a table of contents. A title page, divider pages, and appendices are optional.
- Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
- The topic for 2009 is:

The local garden center has been in business for five years. Currently the garden center leases the property and buildings. The lease is soon expiring. The owner of the garden center would like to purchase the property from the current owners. This garden center has no competitors within a ten mile radius. Prepare a business financial plan for purchase of the property that will be presented to a banking institution. The plan will need to include at minimum information on the sales history of the company, projected earnings, current assets, and the benefits of buying versus leasing of the property. Information may be fictitious.

- Proposals must describe proposed business ventures. The business venture must also be currently viable and realistic. The business described in the project report must not have been in operation for a period exceeding 12 months before the NLC. Reports should not be submitted that evaluate ongoing business ventures.
- Students must prepare a written synopsis of no more than 500 words that summarizes the loan. Six copies of the synopsis should be included with the submission of the report in a standard file folder with the event title, participant's names, state, and school.
- Two (2) copies of the report should be submitted.
- Penalty points will be given if the written plan doesn't adhere to the report cover and report contents guidelines.

Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock.
- There must be both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- Two- or three-ring binders are not acceptable as report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event, and the year (200x – 0x).
- All reports must be bound (e.g., tape binding, spiral binding)—no staples.

Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Each page must be standard 8 ½" x 11" paper.
- Each page is numbered.
- Each side of the paper providing information is counted as a page.
- Pages must not be laminated or bound in sheet protectors.

Business Financial Plan – Continued

- Reports must not exceed 15 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report.

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same report for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- The project may not have been submitted for a previous NLC.
- All team members must participate in the presentation.
- A member may enter only one individual or team event and one chapter event. Who’s Who in FBLA does not count as an event.

Procedure

Written Report: Report formats must follow the same sequence shown on the rating sheet. Creativity through design and use of meaningful graphics is encouraged. The written reports will be prejudged according to the rating sheet. The top 8 finalists will make an oral presentation at SLC.

Oral Presentation: All members from the submitting team will give an oral presentation that will be an interactive situation. The members will orally explain the business venture, the financial plan, and their request for a loan. Judges will serve as officers of the financial institution, questioning and interacting with the team members throughout the presentation.

Administration of Events

RLC	SLC
No RLC counterpart.	Written reports must arrive at the State Office by March 4 .
	The top 8 finalists will present their Business Financial Plan to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens.
	Presentations cannot exceed 7 minutes.
	Upon completion of the presentation, the judges may ask questions for an additional 3 minutes.
	The presentation will be scored with a maximum of 100 points to be combined with the score of the written report.
	Participants must bring their own audio/visual equipment.
	Top TWO finishers will advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to describe the project and the prospective results. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Business Law
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: January 8-21.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Top THREE finishers advance to NLC competition.
Top FIVE finishers advance to SLC competition.	

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Business Math
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Business Plan
Individual or Team Event
Report/Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Two copies of the report must arrive at the State Office on **March 4**. The reports will be returned to the chapters, and the first- and second-place winning reports may be revised for competition on the national level. Reports must include a table of contents. A title page, divider pages, and appendices are optional.
- Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
- Proposals must describe proposed business ventures or current business operation. The business venture/operation must also be currently viable and realistic. The business described in the project report must not have been in operation for a period exceeding 12 months before the NLC. Reports should not be submitted that evaluate ongoing business ventures.
- Two (2) copies of the report should be submitted.

Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock.
- There must be both a front and back cover.
- Report covers are **not** counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- Two- or three-ring binders are not acceptable as report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event, and the year (200x – 0x).
- All reports must be bound (e.g., tape binding, spiral binding)—no staples.

Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Each page must be standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.
- Each page is numbered.
- Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report.
- An effective business plan should include the following information: executive summary, company description, industry analysis, target market, competitive analysis, marketing plan and sales strategy, operations, management and organization, long-term development, financials, and appendix.

Business Plan – Continued

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same report for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- The project may not have placed first or second at a previous SLC or have been submitted for a previous NLC.
- All team members must participate in the presentation.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

Written Report: Report formats must follow the same sequence shown on the rating sheet. Creativity through design and use of meaningful graphics is encouraged. The written reports will be prejudged according to the rating sheet. All team members will make an oral presentation at SLC.

Oral Presentation: All members from the submitting team will give an oral presentation. The members will introduce themselves, describe the plan, and summarize their findings.

Administration of Events

RLC	SLC
No RLC counterpart.	Written reports must arrive at the State Office by March 4 .
	The top 8 finalists will present their Business Plan to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	Five (5) minutes will be allowed for the setup of equipment. Participants must bring their own audio/visual equipment—except screens.
	Presentations may not exceed 7 minutes.
	Upon completion of the presentation, the judges may ask questions for an additional 3 minutes.
	The presentation will be scored with a maximum of 100 points to be combined with the score of the written report.
	The participant(s) cannot be a competitor in another event.
	Top TWO finishers will advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to describe the business. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Business Presentation
Individual or Team Event
Performance Event with Judge Q & A**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.
- Student members, not advisers, must prepare presentations.
- Presentations must address the given topic. (see Procedure section below)
- Participants must use a multimedia presentation as an aid in delivering the business presentation.
- This event is NOT submitted prior to the RLC or SLC.

Eligibility

- Each local chapter may enter one (1) team.
- The Business Presentation may be developed by an individual or by a team of two (2) or three (3).
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Copyright and Fair Use Information

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

You may use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>
- U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

Procedure

The 2009 topic is:

The principal has asked you to create a presentation on how individuals—especially youth—can stay safe on the Internet. Include information on paying bills and viewing financial records on the Web, online shopping and banking, sharing personal information (through Web sites such as Facebook, Second Life, and YouTube), and any additional Internet Safety information you feel appropriate for youth.

Administration of Events

RLC	SLC
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.	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.
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	Preliminary Round will be held. (all teams perform)
Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.	Five (5) minutes will be allowed for the setup of equipment. Chapters must provide their own audio/visual equipment—except screens. The individual or team members must perform all aspects of the presentation including setup. Other representatives may not assist.
Note cards are allowed to be used during the presentation.	Note cards are allowed to be used during the presentation.
Presentations may not exceed 7 minutes.	Presentations may not exceed 7 minutes.
Judges will ask questions after the presentation for up to 3 minutes.	Judges will ask questions after the presentation for up to 3 minutes.
Event is not open to conference attendees at RLC.	The top 8 finalists will present their presentation to a team of judges in a final round.
Top THREE finishers advance to SLC competition.	Event Finals are open to conference attendees at SLC.
	Top TWO finishers advance to SLC competition.

Business Presentation – Continued

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- This event is NOT submitted prior to the RLC or SLC.
- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Business Procedures
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

BUSINESSPERSON OF THE YEAR

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to National Guidelines for procedure.

Eligibility

- All active local chapters are eligible.
- Each local chapter may submit the name of its candidate for the Businessperson of the Year event.
- That individual will be recognized at SLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Regulations

- Nominees must not have been named to this event at a previous National Leadership Conference (NLC).
- It is not essential that a chapter's nominee be in attendance at the SLC. In addition, it is not essential that Wisconsin's Businessperson of the Year candidates for national recognition be in attendance for the national conference. Nominees will not receive financial assistance from the state treasury to attend the national conference.
- A panel of judges will review the biographical sketches and select winners according to the criteria stated in the National Guidelines.
- The panel will choose one businessperson to represent Wisconsin as the nominee for the national event. The local chapters whose businessperson is selected as the state winner will be notified in advance of the SLC. This businessperson will be invited to the conference to receive awards.
- Biographical sketches for all businesspersons are kept at the State Office until submitted to the National Office for recognition.

Pre-Conference Requirements

- The biographical sketch of the nominee must be RECEIVED at the State Office no later than **March 4**.
- The biographical sketch of the nominee must be prepared in a standard resume format following the National Guidelines procedure.
- The local adviser must submit a recommendation of the nominee supporting the candidate's nomination.
- If a chapter wishes to invite its Businessperson of the Year candidate to the SLC, the chapter adviser must make this known to the State Office before **March 4**. Special arrangements will be made for the presentation at the Friday evening awards program. The state treasury will assume the expense of the Friday evening awards program; however, the local chapter must assume the payment of any other expenses incurred on behalf of the businessperson.

Judging

- The rating sheet the judges will use is found on the next page.

Rating Sheet

Businessperson of the Year

Years of Participation in FBLA Activities

(Select only 1)

0 - 3 years	_____	5	
4 - 6 years	_____	10	
7 + years	_____	15	
			_____ 30

Promotion of FBLA

Presented speeches	_____	10	
Conducted seminars	_____	10	
Made non-monetary donations	_____	5	
Sponsored activities	_____	5	
			_____ 30

Contribution to Chapter Projects/Activities

Leadership/direction	_____	10	
Time	_____	10	
Resources	_____	5	
Facilities/equipment	_____	5	
			_____ 30

Financial Assistance

Local	_____	10	
State	_____	3	
National	_____	2	
			_____ 15

Supportive Recommendations

(Select only 1)

0	_____	0	
1-2	_____	5	
3 or more	_____	10	
			_____ 15

Score _____ /120

Name: _____

School: _____

City: _____

Judge's Signature: _____

Judge's Comments: _____

**Client Service
Individual Event
Interactive Performance Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
Presentations may not exceed 5 minutes.	Preliminary Round will be held. (all teams perform)
Ten minutes before the performance each participant will receive the scenario, along with TWO note cards (which may be used during the presentation).	Ten minutes before the performance each participant will receive the scenario, along with TWO note cards (which may be used during the presentation).
Individuals will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.	Presentations may not exceed 5 minutes.
	The top 8 finalists will present to a team of judges in a final round.
Top THREE finishers will advance to SLC competition.	Individuals will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Performances are open to conference attendees, except performing participants.
	Top TWO finishers will advance to NLC competition.

Interactive Performance Event

- The individual has five (5) minutes to interact with a panel of judges to demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.

Judging

- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- All decisions of the judges are final.

**Community Service Project
Chapter Event
Report/Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Two copies of the report must arrive at the State Office by **March 4**. The reports will be returned to the chapters, and the first- and second-place winning reports may be revised for competition on the national level. Reports must include a table of contents. A title page, divider pages, and appendices are optional.
- Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
- Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation.
- Reports must describe activities of the chapter that were conducted between the start of the previous SLC and start of the current SLC.
- Two (2) copies of the report should be submitted.

Report Cover

- Report covers must be of a weight such as cover stock, index stock, or card stock.
- There must be both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may **not** be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- **Two- or three-ring binders** are not acceptable as report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event, and the year (200x – 0x).
- All reports must be bound (e.g., tape binding, spiral binding)—**no staples**.

Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Each page must be standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.
- Each page is numbered.
- Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report.

Community Service Project – Continued

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same report for more than one report event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- The project may not have placed first or second at a previous SLC or have been submitted for a previous NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

Written Report: Report formats must follow the same sequence shown on the rating sheet. Creativity through design and use of meaningful graphics is encouraged. The written reports will be prejudged according to the rating sheet. Members will make an oral presentation at the SLC.

Oral Presentation: Up to THREE chapter members will give an oral presentation. The performance should address impact of project to the community, member involvement, and results of the project. Judges may ask questions for up to three minutes after the presentation concludes.

Administration of Events

RLC	SLC
There is NO RLC counterpart for this event.	Written reports must arrive at the State Office by March 4.
	The top 8 finalists will present their project to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	A minimum of one member of the writing team should be included in a presentation team of up to three members.
	Presentations cannot exceed 7 minutes.
	Judges may ask questions after the presentation for up to 3 minutes.
	Chapters must provide their own audio/visual equipment.
	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to describe the project and its results. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- For the performance at SLC, the rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

Computer Applications Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

- Two hours are allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up.
- The production test will be administered by a school administrator at the home school. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.
- At the RLC & SLC test sites, participants must compete in a one-hour written objective test which will constitute 15% of their total score. If the written portion of this event is not taken, the student will be disqualified.

Administration of Events

RLC	SLC
Production test administered at home school . An onsite testing administrator will need to be submitted with the chapter's registration.	Production test administered at home school .
Regional Testing Window: January 8-21.	State Testing Window: February 23-March 2
Completed production test materials must be submitted to RLC Host School and arrive by January 23 .	Completed production test materials must be submitted to the State Office and arrive by March 4 .
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
If objective test is not taken at RLC, participant is disqualified.	If objective test not taken at SLC, student is disqualified.
Participants MAY use a dictionary, Standards of Mailability, and the Format Guide at the production test site, but not on the objective test.	Participants MAY use a dictionary, Standards of Mailability, and the Format Guide at the production test site, but not on the objective test.
Top FIVE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*), and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.
- All decisions of the judges are final.

Computer Problem Solving Individual Event

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Cyber Security Individual Event

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
Regional Testing Window: January 8-21	
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Database Design & Applications
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. *Who's Who* in FBLA does not count as an event.

Administration of Events

RLC	SLC
One-hour production test administered at home school. An onsite testing administrator will need to be submitted with the chapter's registration.	One-hour production test administered at home school.
Regional Testing Window: January 8-21	State Testing Window: February 23-March 2
Completed production test materials must be submitted to RLC Host School and arrive by January 23.	Completed production test materials must be submitted to the State Office and arrive by March 4.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
If objective test is not taken at RLC, participant is disqualified.	If objective test not taken at SLC, student is disqualified.
No reference materials are allowed.	No reference materials are allowed.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Desktop Application Design Programming
Individual Event
Performance Event with Judge Q & A**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.
- Two copies of the program (CD/DVDs) containing the executable object, source files(s) saved as .txt file(s), sample data file student used, and a readme file must arrive at the State Office by **March 4**. The programs will be returned to the chapters, and the first- and second-place winning programs may be revised for competition on the national level.
- Entries will be judged according to the rating sheet.
- The solution must run standalone with no programming errors. Points will be deducted for logical errors.
- Programs must be accompanied by a readme file noting software used; name of participant, school, and state; source of information; and instructions on running the program.
- The program must be designed so that the program will run when copied to a hard drive with this path C:\NLCDESKTOP\.
- A Statement of Assurances must accompany the submission.
- The topic for 2009 is:

You have been hired by the national office of Future Business Leaders of America-Phi Beta Lambda.

You will design a program to keep the data current allowing the addition and change of records. Each record in the master file contains the members' number, name, school, year joined, a code of active/non-active, and amount owed.

You will design a report that will produce a list of members from the master file that has the member number, member name, year joined, and amount owed. Include on the members owing a balance. The report footer should include the total number of non-active members, the total number of active members, total of members owing, and the total amount owed. Print page headings and column headings at the top of each page, allowing for 45 detail lines per page and at the end of the report, the footer information as described below.

You may design your master file, update program, and report output as you see fit. OR

Example:

*Future Business Leaders of America – Phi Beta Lambda
Current Account Balances*

<i>xx/xx/xx</i>				<i>Page: xx</i>
<i>MEMBER NUMBER</i>	<i>MEMBER NAME</i>	<i>SCHOOL NAME</i>	<i>ACCOUNT BALANCE</i>	
<i>xxxxxx</i>	<i>xxxxxx</i>	<i>xxxxxxxxxxxxxxxxxxxxxx</i>	<i>999.99</i>	
<i>xxxxxx</i>	<i>xxxxxx</i>	<i>xxxxxxxxxxxxxxxxxxxxxx</i>	<i>999.99</i>	
<i>xxxxxx</i>	<i>xxxxxx</i>	<i>xxxxxxxxxxxxxxxxxxxxxx</i>	<i>999.99</i>	
<i>xxxxxx</i>	<i>xxxxxx</i>	<i>xxxxxxxxxxxxxxxxxxxxxx</i>	<i>999.99</i>	

*Total non-active members: xxx
Total active members: xxx*

Total Balance: 9,999.99

Wisconsin FBLA Event Guidelines

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- The Statement of Assurance event form (found in the National Competitive Events Guidelines) must be submitted to the State Office on March 4.

Administration of Events

RLC	SLC
No RLC counterpart.	2 CD/DVD's containing the executable object, source file(s) saved as .txt file(s) sample data file student used, and a readme file must be received by the State Office on March 4 .
	The CD/DVDs must be labeled with the name of the event, state, participant, and school.
	The top 8 finalists will present a seven minute oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	Programs should run on Windows 2000 or higher including Vista.
	CD/DVD's should be free of viruses/malware.
	Oral presentations will only occur at SLC if there are more than 10 competitors in this event. Individual schools will be contacted after March 4 to notify competitors if a performance will be required at SLC.
	Top TWO finishers advance to NLC competition.

Desktop Application Design Programming – Continued

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

Desktop Publishing Team Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may submit one (1) team.
- Each entry must be created by a team of two (2) individuals.
- Between the RLC and SLC, or between the SLC and NLC (prior to the skilled exam), in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office.
- **No** member may have competed in this event at an NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

- One or two computers may be used by the team of two (2) participants.
- The participants may also choose to use a scanner and the internet to download freeware pictures.
- No other equipment may be used.
- The finished product may be submitted in black and white or in color on plain paper.
- A 2-hour production test will be administered by a school administrator at the home school. Additional time will be allowed for general directions and warm-up.
- The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set up.
- Advisers must leave the site prior to the testing.
- The documents must be prepared by the competitors without help from the adviser or any other person.
- At the SLC site, participants must compete in a one-hour written objective test which will constitute 15% of their total score. If the written portion of this event is not taken, the students will be disqualified.

Administration of Events

RLC	SLC
Two-hour production test administered at home school. An onsite testing administrator will need to be submitted with the chapter's registration.	One-hour production test administered at home school.
Regional Testing Window: January 8-21	State Testing Window: February 23-March 2
Completed Production test materials must be submitted and arrive at the RLC Host School by January 23.	Completed Production test materials must be submitted and arrive at the State Office by March 4.
Objective test taken collaboratively at RLC and makes up 15% of total score.	Objective test taken collaboratively and makes up 15% of total score.
Both team participants must be registered for the RLC.	Both team participants must be registered for the SLC.
At least one member of the team must attend and take written test at RLC.	At least one member of the team must attend and take written test at SLC.
No reference materials are allowed.	No reference materials are allowed.
Top FIVE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.

**Digital Video Production
Individual or Team Event
Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Student members, not advisers, must prepare presentations. Local advisers should serve as consultants to ensure that the presentations are well-organized, contain substantiated statements, and are developed in an acceptable business style.
- Presentations should be clearly labeled with the name of the team members, school, and state.
- The Statement of Assurance event form (found in the National Competitive Events Guidelines) must be submitted to the State Office on March 4.

Eligibility

- Each local chapter may enter one (1) team.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at an NLC or have competed more than two (2) years at the national level.
- All team members should participate in the presentation at SLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Copyright and Fair Use Information

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

You may use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at
<http://www.mediafestival.org/copyrightchart.html>

U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

Procedure

The presentation may include elements such as graphics, pictures, music and special effects, sound, text, video, and transitions. The 2009 topic will be:

Create a promotional digital video highlighting a teaching career in business education. Some of your points might include (1) testimonials from students and teachers, (2) nature of work, (3) working conditions, (4) employment opportunities, (5) training and other qualifications, (6) advancement, (7) professional opportunities for community service, (8) professional networking with other teachers, and (9) other points that may entice the audience to become a Business teacher. The main audience of this video will be high school juniors and seniors, so be sure to include language and technologies that appeal to them.

Pre-Judged Project Guidelines

1. Video presentations must address the given topic. Entries will be judged according to the rating sheet.
2. Video presentations should be at least two (2) minutes in length and no more than four (4) minutes in length.
3. The video productions must be submitted on DVD, no floppy disks will be accepted.
4. Entries may be created in any video editing program, but they must play on a standard DVD player. **The program must include a player/viewer to run the production.**
5. The production may use any method to capture or create moving images. Cameras can include traditional camcorders or mini-DV format.
6. Developers should collect and store for record written clearance or releases for all images of individuals, locations, storefronts, and so on, included in the production should documentation need to be provided.
7. It is recommended that royalty-free music be used, but it still must be documented that the music is royalty-free.
8. Two (2) copies of the production should be submitted for judging labeled with the name of the event, state, participants' name(s), and school.

Digital Video Production – Continued

9. Entries must be accompanied by a readme file (300 words or less) noting software used, clearances obtained, source of information, references, and instructions of running the presentation.

Administration of Events

RLC	SLC
No RLC counterpart.	DVD productions to be submitted and arrive at the State Office by March 4 .
	Participants are responsible for bringing a copy of the CD/DVD submitted with them for their presentation.
	The top 8 finalists will present a 7 minute oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	All team members should participate in the performance; a minimum of one member must present. No substitutions for team members will be made.
	All team members must be registered for SLC.
	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**E-Business
Individual or Team Event
Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual member or by a team, not to exceed three (3) members, to compete in this event at the SLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- Student members, not advisers, must prepare the project.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- **The Statement of Assurance event form (found in the National Competitive Events Guidelines) must be submitted to the State Office by March 4.**

Copyright and Fair Use Information

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

You may use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>

U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

Procedures

The topic to be presented during the 2009 SLC and NLC will be:

Your FBLA chapter has asked you to design a website for a flower and plant sale. Create a website where customers can pre-order flowers and plants. The site should be designed to generate revenue for the chapter. Included in the site should be a navigation bar to allow customers to view and select for purchase all items for sale. It must also offer a shopping cart, pricing, and payment information—including payment options, delivery options, and security/service information.

- This prejudged event will be judged according to the National Competitive Event Guidelines rating sheet.
- The product or service may be real or fictional.
- The website must be available for viewing on the Internet at the time of judging prior to SLC.
- An official event entry form must be completed by the chapter adviser using the Conference online registration system.
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the site. Members are expected to follow all applicable copyright laws and may be disqualified if items are used inappropriately and not documented.
- The use of templates must be identified at the bottom of the home page.
- E-business sites should be designed to allow for viewing by as many different platforms as possible.

E-Business – Continued

Administration of Events

RLC	SLC
There is no RLC counterpart.	URL of the E-business site must be entered in the online SLC Conference Registration site by March 4 . No additional work may be done on the site between March 4 and the SLC.
	The top 8 finalists will give a 5 minute presentation to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
	An online connection for presentation purposes will be provided.
	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	Judges may ask up to 3 minutes of questions after the presentation.
	At least one team member must conduct the presentation; however all team members must register for the SLC.
	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Economics
Individual Event**

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
Regional Testing Window: January 8-21	
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Electronic Career Portfolio Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.
- All files must be viewable on a Windows platform.
- The portfolio may be submitted in any program, but it must include a player/viewer for the program.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- **No** fictitious information should be presented.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- **The Statement of Assurance event form (found in the National Competitive Events Guidelines) must be submitted to the host RLC by January 23 and to State Office by March 4.**
- The way this event is set up makes it possible for all judged materials to be completed and submitted prior to a leadership conference (regional and state). Due to this fact, a student would not be **required** to attend, but would be strongly encouraged to do so. Registration and the payment of registration fees for the student(s) is required for judging.

Administration of Events

RLC	SLC
Electronic Portfolios are prejudged according to the rating sheet.	Electronic Portfolios are prejudged according to the rating sheet.
Two (2) copies of the electronic portfolios must be submitted on CD or DVD to the RLC Host School and arrive by January 23 .	Two (2) copies of the electronic portfolios must be submitted on CD or DVD to the State Office and arrive by March 4 .
Entries must be accompanied by a readme file (300 words or less) noting software used, source of information, and instructions on running the electronic portfolio.	Entries must be accompanied by a readme file (300 words or less) noting software used, source of information, and instructions on running the electronic portfolio.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.
- All decisions of the judges are final.

**Emerging Business Issues
Team Event
Performance Event with Judge Q & A**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedure

The topic to be researched and presented during the 2009 year will be:

It has been proposed that the Federal Government offer temporary worker status to undocumented men and women now employed in the United States and to those in foreign countries who have been offered employment here. The workers under temporary status must pay a one-time fee to register in the program, abide by the rules, and return home after their period of work expires. There would be an opportunity for renewal. In the future, only people outside the U.S. may join the temporary worker program, and there will be an orderly system in place to address the needs of workers and companies. You should be prepared to argue the affirmative that a temporary worker program is essential to the national economy or the negative that the economy can handle the tightening of immigration laws without a temporary worker program.

Administration of Events

RLC	SLC
Order of performance is random. Schedules will be posted at RLC, not before.	Order of performance is random. Schedules will be posted at SLC, not before.
All teams perform—no preliminary round.	Preliminary Round will be held. (all teams perform) The top 8 finalists will present their presentation to a team of judges in a final round.
Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
The participants will give a 5 minute presentation to a team of judges at the RLC.	The participants will give a 5 minute presentation to a team of judges at the SLC.
Judges may ask up to 3 minutes of questions after the presentation.	Judges may ask up to 3 minutes of questions after the presentation.
Event is not open to conference attendees at RLC.	Final performances are open to conference attendees, except performing participants.
Top THREE finishers will advance to SLC competition.	Top TWO finishers will advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.

**Entrepreneurship
Team Event
Performance Event with Judge Q & A**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC. **Alternate designation is eliminated.**
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
	The top 8 finalists will present their presentation to a team of judges in a final round.
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Order of performance is random.
	No reference materials may be utilized during performance preparation.
	Note cards will be provided to participants.
	Performances are open to conference attendees, except performing participants.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- Final rank is determined by the team performance score.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- In the case of a tie after the performance, the written objective test score will be added to determine rank.

**FBLA Principles and Procedures
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Future Business Leader Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members at the RLC.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Mock interviews will be offered at the regional level. The interview is not required, but strongly recommended that the member attend for practice and professional development. All delegates in this event will be scheduled, unless the local chapter adviser informs the RLC host differently.
- The way this event is set up makes it possible for all judged materials to be completed and submitted prior to the regional leadership conference. Due to this fact, a student would not be **required** to attend, but would be strongly encouraged to do so. Registration and the payment of registration fees for the student(s) is required for judging.

Regulations

Participants (not advisers) must prepare resumes and letters of application for the event (see below).

- The following items must be submitted:
 - A. A one-page letter of application (original or copy) for the award from the participant addressed to the President & CEO of FBLA-PBL, Inc., at the National Office. The letter should state the reasons the participant is deserving of the honor of this award.
 - B. Address the letter of application to:

Ms. Jean Buckley, President & CEO
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
 - C. A brief resume (original or copy) of the participant not to exceed two (2) pages.
- Six (6) 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, state, and event title. Include participant's name on all pages submitted.
- Photographs are not allowed. No other materials will be accepted. The letters of application and resumes will be returned following the RLC and SLC for revision. These items will not be returned following the NLC.
- Judges will deduct five (5) points from the interview score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Preliminary Round will consist of a written objective test taken at SLC to determine Top 8.
RLC Testing Window: January 8-21.	Resume/Cover Letter must be submitted and arrive at the State Office by March 4 .
Resume/Cover Letter must be submitted and arrive at the RLC Host school by January 23 .	The top 8 finalists will participate in a 15 minute interview.
10 min. Mock Interviews will be conducted (results of mock interview do not impact RLC results).	Order of interviews is random.
Order of interviews is random.	Top TWO finishers advance to NLC competition.
Top THREE finishers advance to SLC competition.	

Future Business Leader – Continued

Judging

- Ties will be broken based on the order in which the test was turned in.
- Finalists in the state event will be interviewed by a panel of judges.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.
- All decisions of the judges are final.

**Global Business
Team Event
Interactive Performance Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
	The top 8 finalists will participate in a Case Study Problem seven minute interactive presentation.
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Order of performance is random.
	Final performances are open to conference attendees, except performing participants.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Interactive Performance Event

- The individual has seven (7) minutes to interact with a panel of judges to demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.

Judging

- All decisions of the judges are final.
- Final rank is determined by the team performance score.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.
- In the case of a tie after the performance, the written objective test score will be added to determine rank.

Gold Seal Chapter Award of Merit
(Hollis and Kitty Guy Award - Refer to Event Notables in appendices)

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to the National Guidelines for eligibility and national regulations.

Chapters receiving this award will be announced at SLC and **will be recognized with a certificate at NLC.**

Regulations (State)

For a local chapter to be considered a qualifier for the Gold Seal Chapter Award of Merit nomination, the following criteria must be met: (#1-5 mandatory)

1. Paid state and national membership dues by **October 15.**
2. Submitted local chapter annual business report for state competition.
3. Submitted a local chapter program of work to the State Office by **December 1.**
4. Attended the RLC the year the nomination is made.
5. Submitted Year-End Report to State Office by **May 5.**

If more than 15 percent of Wisconsin's active chapters meet criteria #1 through #6, the following criteria will be used for elimination:

6. Attended National Fall Leadership Conference.
7. Attended fall and/or spring state executive board meetings (these meetings may be held separately or jointly with other state and/or national conferences).
8. Attended NLC in year preceding the nomination.

In addition to criteria explained in #1 through #6 (mandatory) and in #7 through #9 (eliminators), the following criteria should be followed by the local chapters, as suggested within the national event guidelines:

- Conducted projects or programs identified with the goals of FBLA-PBL.
- Sent representatives to FBLA Fall Leadership Labs.
- Participated in state and national project(s) for the current year and documented activities.
- Encouraged other schools to organize FBLA or PBL chapters and documented activities.
- Planned visits to business and industry.
- Held fund-raising projects using official fund-raising suppliers successful on the state level.
- Conducted financial development projects, if allowed by school administration and documented activities.
- Invited businesspersons and other professionals to become involved in chapter activities and document activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage.
- Participated in the Business Achievement Awards.
- Promoted FBLA-PBL.
- Recruited professional members.
- Promoted The Wisconsin FBLA-PBL Foundation, Inc.

**Help Desk
Individual
Interactive Performance Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken at RLC.	Preliminary round will consist of an objective test taken at SLC.
	Final round: The top 8 finalists will participate in an interactive scenario.
	Two note cards will be provided to participants. No reference materials may be used.
	Order of performance is random.
	Performers will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Ten minutes before the performance each participant will receive the scenario.
	Presentations may not exceed 5 minutes.
Performances are open to conference attendees, except performing participants.	
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Interactive Performance Event

- The individual has five (5) minutes to interact with a panel of judges to demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- A timekeeper will stand at four (4) minutes and again at five (5) minutes.

Judging

- Ties will be broken based on the order in which the test was turned in.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- All decisions of the judges are final.

Impromptu Speaking Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have placed first in this event at a previous SLC or competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
All participants will perform. Schedules will be posted at RLC, not before.	Preliminary performances by all participants. Schedules will be posted at SLC, not before.
Order of performances is random.	Order of performances is random.
Participants are sequestered. Failure of participant to arrive in sequestered area by the time the first speech begins will result in disqualification.	Participants are sequestered. Failure of participant to arrive in sequestered area by the time the first speech begins will result in disqualification.
Note cards will be provided to participants.	Note cards will be provided to participants.
Performances are closed to the public.	The top 8 finalists will participate in a final round.
	Final performances are open to conference attendees except to participants in this event.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- All decisions of the judges are final.

**Internet Application Design Programming
Individual
Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may submit one (1) entry that may be created by an individual member.
- No member may have competed in this event at a NLC.
- Student members, not advisers, must prepare the project.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- **The Statement of Assurance event form (found in the National Competitive Events Guidelines) must be submitted to the State Office by March 4.**

Procedures

The program to be developed during 2009 will be:

Create a web application that will allow people to RSVP for a planned dinner event. This should include a web form which will allow people to either choose to attend the function or decline the invitation.

Two files or tables should be included on a web service, on table/file will track first name, last name, mailing address, email address, phone numbers and whether or not they will be attending. The second table/file will track via a foreign key from the first table/file the total number attending in each part and the breakdown of the dinner meal selection (There should be at least THREE (3) choices each for the entrée and the dessert) for the group. The number of entrees and/or desserts should not be larger than the number in the party. Include validation to insure duplicate entries are not made in the attending list.

Create a second interface that will allow the event management to summarize the names of those parties attending with their indicated number of attendees as well as the other information requestes (address, email, phone numbers, dinner meal selection). Include in the summary a total of all attendees. This should be outputted in a formatted list.

Additionally, allow the generation of a formatted lists of the names, emails, and phone numbers of those not attending.

If database tables are used for the application, include table layout information along with the scripts created for the rest of the application.

Sample of data in table/file 1 (goes across on one line):

Key	First Name	Last Name	Mailing Address	City	State	Zip
1	John	Smith	112 Main Street	Home	VA	20107
2	Jane	Doe	987 Elm Drive	Town	FL	32006
3	John	Smith	456 Oak Avenue	Orange	IA	50836

Email Address	WorkPhone	HomePhone	CellPhone	NumAttending*
s@b.com	999 999 9999	888 888 8888	777 777 7777	0*
r@o.edu	789 789 7878	456 456 4545	123 123 1212	3
t@b.org	321 321 9510	654 654 7530	987 987 8529	1

*Value of 0 in Num/Attending means not attending.

Sample of data in table/file 2

Key	KeyFrom1	Entrée 1	Entrée 2	Entrée 3	Dessert 1	Dessert 2	Dessert 3
1	2	1	2	0	1	1	1
2	3	0	0	1	0	1	0

Internet Application Design Programming – Continued

Administration of Events

RLC	SLC
No RLC counterpart.	2 CD/DVD's containing the executable object, source file(s) saved as .txt file(s) sample data file student used, and a readme file must be received by the State Office by March 4 .
	The CD/DVDs must be labeled with the name of the event, state, participant, and school.
	The top 8 finalists will present a seven minute oral presentation at SLC. Finalists and schedules will be posted at SLC, not before.
	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	Programs should run on Windows 2000 or higher including Vista.
	CD/DVD's should be free of viruses/malware.
	Oral presentations will only occur at SLC if there are more than 10 competitors in this event. Individual schools will be contacted after March 4 to notify competitors if a performance will be required at SLC.
	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Introduction to Business
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Introduction to Business Communication
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Introduction to Parliamentary Procedure
(Daryl Braatz Award)
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- Participants must not competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Introduction to Technology Concepts
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle Level members who choose to compete in this event at RLC may not advance to this event at SLC. They are only allowed to compete in Middle Level Events at SLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Participants must not have competed in this event at a NLC.

Administration of Events

RLC	SLC
Objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Job Interview Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Mock interviews will be offered at the regional level. The interview is not required, but strongly recommended that the member attend for practice and professional development. All delegates in this event will be scheduled, unless the local chapter adviser informs the RLC host differently.
- The way this event is set up makes it possible for all judged materials to be completed and submitted prior to the regional leadership conference. Due to this fact, a student would not be **required** to attend, but would be strongly encouraged to do so. Registration and the payment of registration fees for the student(s) is required for judging.

Regulations

- The participant must apply for a business or business-related job with the 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.
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 participant's one-page letter of application (original or copy) for employment must be written by the participant and not the adviser. It must be addressed to:
Dr. Terry E. Johnson, Director
Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041
- The participant's resume (original or copy) should not exceed two (2) pages and must be prepared by the competitor and not the adviser. Photographs are not allowed.
- Before RLC and SLC, a State Office-provided job application must be completed in the home school under the supervision of the test administrator and submitted with the resume and letter of application as directed below.
- For RLC, six (6) standard file folders containing six (6) copies (original and/or copy) of his/her application, resume, and letter of application must arrive at the RLC host school by **January 23** or the participant will be disqualified. The tab of the folder must be labeled with the participant's name, school, state, and event title. Include participant's name on all pages submitted.
- Participants' letters of application and resumes will be returned after the RLC. The three finalists from each region may update their letter of application and resume and submit the six (6) copies in six (6) standard file folders for SLC to the State Office. The tab of the folder must be labeled with the participant's name, school, state, and event title. Include participant's name on all pages submitted. Entry materials must arrive at the State Office by **March 4**.
- It should be noted that no other materials will be accepted other than what is explained in this section.
- A deduction of five (5) points from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
- Participants who do not submit materials by the stated deadline will be disqualified.
- Participants failing to report on time for the event/interview will be disqualified.

Job Interview – Continued

Administration of Events

RLC	SLC
Pre-Conference Requirement:	Pre-Conference Requirement:
Letter of application and resume completed, submitted to, and arrive at the RLC Host School by January 23.	Letter of application and resume completed, submitted to, and arrive at the State Office by March 4.
Job Application completed prior to RLC at student’s home school. An onsite testing administrator will need to be submitted with the chapter’s registration. This must be received by the RLC host school by January 23.	Job Application completed prior to SLC at student’s home school. This must be received by the SLC host school by March 4.
Regional Testing Window: January 8-21	State Testing Window: February 23-March 2
At RLC:	At SLC:
10 minute Mock Interview (results of mock interview do not impact RLC results)	Preliminary interview (10 min.) for all participants.
Order of interviews is random.	Final interview (15 min.) for Top 8 finalists.
Top THREE finishers advance to SLC competition.	Order of interviews is random.
	Top TWO finishers advance to NLC competition.

- All participants' letters of application and resumes will be returned after the SLC.
- The first- and second-place winners' letters of application and resumes may be revised for competition at the national level.

Judging

- Judges will be given copies of all participants' application materials.
- No items may be left with the judges, including, but not limited to: thank you notes, portfolios, photographs, etc..
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.
- All decisions of the judges are final.

**Local Chapter Annual Business Report
(Ray Ruppel Award - Refer to Event Notables in Appendices)
Chapter Event**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Two copies of the report must arrive at the State Office on **March 4**. The reports will be returned to the chapters, and the first- and second-place winning reports may be revised for competition on the national level. Reports must include a table of contents. A title page, dividers pages, and appendices are optional.
- Student members, not advisers, must prepare the report. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
- Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
- Reports must describe activities of the chapter that were conducted between the start of the previous SLC and start of the current SLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Two (2) copies of the report should be submitted.

Report Cover

- Report covers must be of a weight such as **cover stock, index stock, or card stock**.
- There must be both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- **Two- or three-ring binders are not acceptable as report covers.**
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event, and the year (200x – 0x).
- **All reports must be bound (e.g., tape binding, spiral binding)—no staples.**

Report Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
- Each page must be standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.
- Each page is numbered.
- Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Valuable items should not be included with the report. Copies should be sent rather than important original documents.
- No items may be attached to any page in the report.

Local Chapter Annual Business Report – Continued

Eligibility

- A chapter may enter one (1) report in this event each year.
- A chapter may not enter the same report for more than one report event.
- The report may not have been submitted for a previous NLC.

Administration of Events

RLC	SLC
No RLC counterpart.	Written reports must arrive at the State Office by March 4 .

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Management Decision Making
Team Event
Interactive Performance Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedures

- The case study may consist of a problem encountered by managers in one of the following areas: human resource management, financial management, marketing management, or information systems management. Members of the team will assume the role(s) of management and present a solution to the case problem.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
	The top 8 finalists will participate in a seven minute interactive session at SLC where a solution to the case study will be presented.
	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Note cards will be provided.
	No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
	Order of performance is random.
	Performances are open to conference attendees, except performing participants.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Interactive Performance Event

- The team has seven (7) minutes to interact with a panel of judges to demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.

Judging

- All decisions of the judges are final.
- Final rank is determined by the team performance score.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- In the case of a tie after the performance, the written objective test score will be added to determine rank.

**Management Information Systems
Team Event
Interactive Performance Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedures

A case study will be given concerning a decision-making problem outlining a small business and its informational environment and needs. Participants will then analyze the situation and recommend an information systems solution to address the issues raised.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
	The top 8 finalists will participate in a seven minute interactive session at SLC where a solution to the case study will be presented.
	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Note cards will be provided.
	No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
	Order of performance is random.
	Performances are open to conference attendees, except performing participants.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Interactive Performance Event

- The team has seven (7) minutes to interact with a panel of judges to demonstrate how he/she would solve the problem. The judges will play the role of the second party in the presentation and refer to the case for specifics.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.

Judging

- All decisions of the judges are final.
- Final rank is determined by the team performance score.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- In the case of a tie after the performance, the written objective test score will be added to determine rank.

**Marketing
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Written objective test taken at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

**Network Design
Team Event
Performance Event with Judge Q & A**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team that must be composed of two (2) or three (3) members to compete in this event at the RLC.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Between the RLC and SLC, or between the SLC and NLC, in the case of an unforeseen situation, one (1) team member may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.

Procedures

A case study will be given outlining a small business and its computing environment and needs. Participants will then analyze the situation and recommend a network solution to address the issues raised.

Administration of Events

RLC	SLC
Objective test taken collaboratively at RLC.	Preliminary round will consist of an objective test taken collaboratively.
	Top 8 finishers will participate in a seven minute presentation of a case study in a final round.
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Performances open to conference delegates except participants performing in this event.
	No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
	Note cards and a flip chart will be provided.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- The objective test will be machine graded.
- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- Final rank is determined by the team performance score.
- In the case of a tie after the performance, the objective test score will be added to determine rank.
- All decisions of the judges are final.

**Networking Concepts
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test completed at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Parliamentary Procedure
 (Lorraine Missling Award - Refer to Event Notables in appendices)
Team Event
Performance Event with Judge Q & A

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) team.
- A team at the RLC and SLC consists of four (4) or five (5) persons—president, vice president, secretary, treasurer, and an additional member.
- No more than two (2) team members may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, in the case of an unforeseen situation, up to two (2) team members may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- A chapter can only register the same number of team members for the SLC as registered at the RLC.
- If a student has competed at the NLC in this event, they may not then compete in the Introduction to Parliamentary Procedure event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test, and has indicated a willingness to serve by checking the interest box found on the online conference registration form. In addition, the state parliamentarian will fill out the following forms: the state officer code of conduct and the officer worksheet. These forms will be due to the State Office by **March 4** of the current year.
- Selection of the national parliamentarian is made from those team members or eligible state candidates who score highest on the national parliamentary procedures exam and who meet all other appropriate criteria. Refer to the *National Officer Candidate Guide* for specific candidate requirements and procedures.

Administration of Events

RLC	SLC
Objective test taken individually and averaged to determine team scores.	Preliminary round will consist of an objective test taken individually and averaged to determine team score.
	Top 8 teams will participate in a 9-11 minute performance by the team in a final round
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Performances open to conference delegates except participants performing in this event.
	No recording equipment or photographs are allowed during performance.
	During performance the secretary will take notes, but the notes will NOT be transcribed into minutes.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to SLC competition.

Parliamentary Procedure – Continued

Performance Event with Judge Q & A

- Teams will have nine to eleven (9-11) minutes to present the case to describe the program. A timekeeper will stand at nine (9) minutes and again at eleven (11) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over eleven (11) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- Ties will be broken based on the order in which the objective test was turned in.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.
- Final rank is determined by weighing 20 percent team test score and 80 percent team performance score.
- All decisions will be based on *Robert's Rules of Order Newly Revised*, copyright 2000.
- All decisions of the judges are final.

Helpful References

Parliamentary Practice - An Introduction to Parliamentary Law, by General Henry M. Robert, Irvington Publishers, New York. (Contains drills for instructional purposes).

Robert's Rules of Order Newly Revised, copyright 2000, by General Henry M. Robert, Scott, Foresman, and Company, Glenview Illinois.

Points on Parliamentary Procedure, by National Association of Parliamentarians, 1990.

**Partnership with Business Project
Chapter Event
Report/Performance Event with Judge Q & A**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Two copies of the project must arrive at the State Office on **March 4**. The projects will be returned to the chapters, and the first- and second-place winning projects may be revised for competition on the national level. Projects must include a table of contents. A title page, dividers pages, and appendices are optional.
- Student members, not advisers, must prepare the project. Local advisers should serve as consultants to ensure that the project is well organized, contains substantiated statements, and is written in an acceptable business style.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- The projects described in the project cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.
- This project describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The project should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about successful businesses.
- This event should not be a chapter fundraising project.
- Projects must describe activities of the chapter that were conducted between the start of the previous SLC and start of the current SLC.
- Two (2) copies of the project should be submitted.

Project Cover

- Project covers must be of a weight such as cover stock, index stock, or card stock.
- There must be both a front and back cover.
- Project covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
- No items, such as labels or decals, may be attached to the front cover.
- Two- or three-ring binders are not acceptable as project covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: the name of the school, state, name of the event, and the year (200x – 0x).
- All projects must be bound (e.g., tape binding, spiral binding)—no staples.

Project Contents

- Table of contents with page numbers.
- Follow the rating sheet sequence in writing the project. If information is not available for a particular criterion, include a statement to that effect in the project.
- Each page must be standard 8 ½" x 11" paper.
- Each side of the paper providing information is counted as a page.
- Each page is numbered.
- Pages must not be laminated or bound in sheet protectors.
- Projects must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Valuable items should not be included with the project. Copies should be sent rather than important original documents.
- No items may be attached to any page in the project.

Partnership with Business Project – Continued

Eligibility

- A chapter may enter one (1) project in this event each year.
- A chapter may not enter the same project for more than one project event.
- Each project may be authored by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- The project may not have placed first or second at a previous SLC or have been submitted for a previous NLC.
- A member may enter only one individual or team event and one chapter event. Who’s Who in FBLA does not count as an event.

Procedure

Written Report: Report formats must follow the same sequence shown on the rating sheet. Creativity through design and use of meaningful graphics is encouraged. The written reports will be prejudged according to the rating sheet. Members will make an oral presentation at the SLC.

Oral Presentation: Up to THREE chapter members will give an oral presentation. The performance should address impact of project to the community, member involvement, and results of the project. Judges may ask questions for up to three minutes after the presentation concludes.

Administration of Events

RLC	SLC
No RLC counterpart.	Written projects must arrive at the State Office by March 4 .
	The top 8 finalists will present their project to a team of judges at the SLC.
	A minimum of one member of the writing team should be included in a presentation team of up to three members.
	The chapter must bring their own audio/visual equipment to the SLC.
	Presentations cannot exceed 7 minutes.
	Judges may ask questions following the presentation for up to 3 minutes.
	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have seven (7) minutes to present the case to describe the program. A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Personal Finance
Individual Event**

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test completed at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Public Speaking I Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member to compete in this event.
Only members enrolled in grades 7-10 of the current school year are eligible. *Middle Level members who choose to compete in this event at RLC are not eligible to advance to SLC in this event. Middle Level members are required to compete in only Middle Level Events at SLC.*
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
All participants perform—no preliminary/final rounds.	All participants will perform in a Preliminary Round. Schedules will be posted at SLC, not before.
Order of performances is random.	Top 8 finishers in the preliminary round will compete in a final round of performances.
Performances closed to conference attendees.	Order of performances is random.
	Performances open to conference delegates, except performing participants of this event.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- All decisions of the judges are final.

Public Speaking II Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member to compete in this event.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Public Speaking I event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
All participants perform—no preliminary/final rounds.	All participants will perform in a Preliminary Round. Schedules will be posted at SLC, not before.
Order of performances is random.	Top 8 finishers in the preliminary round will compete in a final round of performances.
Performances open to conference delegates, except performing participants of this event.	Order of performances is random.
	Performances open to conference delegates, except performing participants of this event.
Top THREE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- The rating sheet(s) the judges will use are found in the *National Competitive Event Guidelines*.
- All decisions of the judges are final.

Sports Management *NEW*
Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test completed at RLC.	Written objective test taken at SLC.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Top FIVE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Spreadsheet Applications Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member to compete in this event at the RLC.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

- One hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up.
- The production test will be administered by a school administrator at the home school. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up.
- Advisers must leave the site prior to the testing.
- At the SLC site, participants must compete in a one-hour written objective test which will constitute 15% of their total score. If the written portion of this event is not completed, the students will be disqualified.

Administration of Events

RLC	SLC
Production test administered at home school . An onsite testing administrator will need to be submitted with the chapter's registration.	Production test administered at home school .
Regional Testing Window: January 8-21.	State Testing Window: February 23-March 2
Completed production test materials must be submitted to RLC Host School and arrive by January 23 .	Completed production test materials must be submitted to the State Office and arrive by March 4 .
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
If objective test is not taken at RLC, participant is disqualified.	If objective test not taken at SLC, student is disqualified.
No reference materials or calculators are allowed on the production exam.	No reference materials or calculators are allowed on the production exam.
Top FIVE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*), and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.
- All decisions of the judges are final.

Technology Concepts Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter two (2) members.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Introduction to Technology Concepts event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Administration of Events

RLC	SLC
Objective test taken ONLINE prior to RLC. An onsite testing administrator will need to be submitted with the chapter's registration.	Written objective test taken at SLC.
RLC Testing Window: January 8-21.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed.	Top THREE finishers advance to NLC competition.
Top FIVE finishers advance to SLC competition.	

Judging

- Ties will be broken based on the order in which the test was turned in.
- All decisions of the judges are final.

Virtual Business Challenge Team Event

THERE IS NO RLC OR SLC COUNTERPART TO THIS EVENT.

Regulations

- This is an official event brought to FBLA chapters in partnership with Knowledge Matters, Inc.
- Refer to *National Competitive Event Guidelines* for more information.
- Advisers register teams at <http://vbc.knowledgematters.com/vbc/fbla/>.

Eligibility

- During the school year, schools with active local chapters may participate in both the fall or spring VBC. Entries may be created by an individual or by a team of two (2) or three (3).
- In a team entry, no more than one (1) member may have competed in this event at a previous NLC.
- A team member may not be on more than one team at a time.
- No additional team members may be added once a team is registered.
- Members are **UNABLE TO PARTICIPATE in any other event if they have qualified and PLAN ON PARTICIPATING** in the final round at the NLC.

Judging

- The top eight (8) teams NATIONALLY (each in spring and fall) advance to NLC competition.
- Top Wisconsin Teams will be recognized at SLC.

**Web Site Development
Individual or Team Event
Performance Event with Judge Q & A**

Regulations

- *Refer to National Competitive Event Guidelines for description and procedures.*
- Entries will be judged according to the rating sheet.
- An official event entry form must be completed by the chapter adviser using the Conference online registration system.
- This is not a chapter Web site. The topic must be incorporated in the Web site design.
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date.
- Any photographs, text, trademarks, or names that are used on the site must be supported by proper documentation and approvals indicated on the Web site.
- The use of templates must be identified at the bottom of the home page.
- Web sites should be designed to allow for viewing by as many different platforms (browsers) as possible.
- Student members, not advisers, must prepare the Web site.
- Web sites must address the given topic. (See Procedure section below)
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.
- The Statement of Assurance event form (found in the National Competitive Events Guidelines) must be submitted to the host RLC on **January 23** and to State Office on **March 4**.

Eligibility

- Each local chapter may have one (1) entry.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- No more than one (1) team member may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Participants must be members of an active local chapter.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- The way this event is set up makes it possible for all judged materials to be completed and submitted prior to the regional leadership conference. Due to this fact, a student would not be **required** to attend, but would be strongly encouraged to do so. Registration and the payment of registration fees for the student(s) is required for judging.

Copyright and Fair Use Information

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

You may use the following Web sites as a reference:

- Copyright and Fair Use Guidelines for Teachers at <http://www.mediafestival.org/copyrightchart.html>
- U.S. Copyright Office at <http://www.copyright.gov/> or <http://www.copyright.gov/title17/circ92.pdf>

Procedure

The 2009 topic will be:

Develop a website that will keep track of your chapter's alumni. The website will need to have a user-friendly interface for users to enter their information; easily access others' information; view details on upcoming events, chapter sponsorship opportunities, and a photo gallery of past and present events; and a mean for the alumni to communicate with other alumni.

Website Development -- Continued

Administration of Events

RLC	SLC
URLs to be submitted using the online registration system for RLC.	URL of the website must be entered in the online SLC Conference Registration site by March 4 . No additional work may be done on the site between March 4 and the SLC.
There is no oral presentation competition component at the RLC.	The top 8 finalists will give a 5 minute presentation to a team of judges at the SLC. Finalists and schedules will be posted at SLC, not before.
Participants are encouraged but not required to attend RLC. All participants (attending RLC or not) are required to pay registration fees.	An online connection for presentation purposes will be provided.
No work or updates may be done to the sites between January 23 and the RLC.	Five minutes will be allowed for the setup of equipment. Each individual must provide their own computer and projection device (or television and DVD player) for the presentation including a copy of the program.
	Judges may ask up to 3 minutes of questions after the presentation.
	At least one team member must conduct the presentation; however all team members must register for the SLC.
	Top TWO finishers advance to NLC competition.

Performance Event with Judge Q & A

- Teams will have five (5) minutes to present the case to describe the program. A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over five (5) minutes.
- Following the presentation, judges will conduct a three (3) minute question-answer period.

Judging

- All decisions of the judges are final.
- The rating sheet(s) the judges will use are found in the National Competitive Event Guidelines.

**Who's Who in FBLA
Special Recognition
(Does not count as a competitive event)**

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to the National Guidelines for procedure.

*The **Who's Who in FBLA** distinction is a high honor bestowed upon a local chapter member for outstanding contributions to their local or state Future Business Leaders of America chapter. Each chapter is encouraged to select a member for this special award.*

Eligibility

- All active local chapters are eligible to submit the name of ONE individual to receive this distinction. State officers are automatically entered to receive this recognition and do not count as their chapter's nominee.
- Participants must not have placed first in this event at a previous SLC or represented Wisconsin in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- A member may be submitted for this distinction and choose not to "compete" for the Wisconsin Who's Who classification.

To compete for the Wisconsin Nominee for National Who's Who distinction:

Regulations

- The nominee should be selected in accordance with the rules and regulations of the state and national guidelines.
- All Who's Who candidates in attendance at the SLC will be recognized at the conference.
- All state officers are automatically listed as Wisconsin's Who's Who. It is, therefore, permissible and recommended that a state officer chapter select an additional nominee.
- Resumes will be reviewed by the State Office for adherence to the stated criteria for nomination. The selection of the Wisconsin nominee to the National Who's Who will be based upon the rating sheet. In addition, the local adviser's self-composed statement validating the information contained in the resume must be received. Statistics will be verified by the State Office records.
- A panel of judges will rate nominees and select the top five deserving state recognition.
- The individual selected as the first-place winner in this event becomes Wisconsin's entry for national recognition as our state winner.
- Local Who's Who winners should be honored at the chapter's banquet, recognition assembly, or other activity and will receive recognition at SLC.
- All resumes and rating sheets will be returned.
- It is not required that a chapter's nominee be in attendance at the SLC. In addition, it is not required that Wisconsin's Who's Who candidate for national recognition be in attendance at the national conference.

Pre-Conference Requirements

- A resume identifying the individual's involvement as specified in the criteria must be prepared. The resume must be prepared in a standard resume format. The activities section must follow the headings shown on the rating sheet. This resume may exceed the one- to two-page restriction.
- The local adviser must sign a self-composed statement validating the information contained in the resume. This should not be a letter of recommendation but rather a statement confirming the information. The student is disqualified from the event if the adviser's validation is not submitted.
- The resume and adviser letter of validation for the chapter's nominee must arrive at the State Office by **March 4**.
- State officers are not required to submit a resume or register for this event; however, if a state officer wishes to be considered for selection as Wisconsin's candidate for state competition, a resume must be submitted and the state officer must register for this event.
- State judges will base their selection of Wisconsin's nominee for National Who's Who on the criteria stated in the National Guidelines.

Rating Sheet Who's Who in FBLA

	Possible Points	Points Earned
Paid Member of FBLA	2/year	_____
Elected Offices Held in FBLA (local office held 2 years earns 4 pts.)	2/local 4/state 6/national	_____ _____ _____
Appointed Offices Held in FBLA (ie. North Central Regional Secretary, NC Membership Dir.)	1/office/year	_____
FBLA Conferences Attended		
National Fall Leadership Conference	4/conference	_____
Regional Leadership Conference	2/conference	_____
All-CTSO Leadership Lab	2/conference	_____
State (excluding current year) Leadership Conference	3/conference	_____
Institute for Leaders	5/conference	_____
National Leadership Conference	5/conference	_____
State-sponsored Meetings Attended		
Executive Board (Fall and Spring)	1/meeting	_____
Summer Local Chapter Officer Training/Leadership Lab	1/meeting	_____
FBLA Leadership Labs	1/meeting	_____
FBLA Individual and Team Events		
Competitive Events		
Regional	1/event	_____
State	2/event	_____
National	3/event	_____
FBLA Awards Won		
Regional (1-5 place finish)	2/award	_____
State (1-5 place finish)	4/award	_____
National (1-10 place finish)	6/award	_____
Involvement in FBLA Fundraising (excluding March of Dimes) (5 project limit per level)	1/local 2/state 3/national	_____ _____ _____
Member of FBLA Committee(s) (not fund raising)	1/committee (10 max.)	_____
Chair of FBLA Committee (may not be included under member list above) (not fund raising)	1/chair (10 max.)	_____
Participation in other FBLA Projects or Activities	1 each (5 max.)	_____

Name: _____

School: _____

City: _____ Region: _____

Judge's Signature: _____

Judge's Comments: _____

Word Processing I Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- Only members enrolled in grades 7 through 10 of the current school year are eligible.
Middle Level members who choose to compete in this event at RLC are not eligible to advance to SLC in this event. Middle Level members are required to compete in only Middle Level Events at SLC.

Procedure

- One hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up.
- The production test will be administered by a school administrator at the home school. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up. Advisers must leave the site prior to the testing.
- At the SLC site, participants must compete in a one-hour written objective test which will constitute 15% of their total score. If the written portion of this event is not taken, the students will be disqualified.

Administration of Events

RLC	SLC
Production test administered at home school. An onsite testing administrator will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 8-21.	State Testing Window: February 23-March 2
Completed production test materials must be submitted to RLC Host School and arrive by January 23.	Completed production test materials must be submitted to the State Office and arrive by March 4.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
If objective test is not taken at RLC, participant is disqualified.	If objective test not taken at SLC, student is disqualified.
Participants MAY use a dictionary, Standards of Mailability, and the Format Guide at the production test site, but not on the objective test.	Participants MAY use a dictionary, Standards of Mailability, and the Format Guide at the production test site, but not on the objective test.
Top FIVE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*), and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.
- All decisions of the judges are final.

Word Processing II Individual Event

Regulations

- Refer to *National Competitive Event Guidelines* for description and procedures.

Eligibility

- Each local chapter may enter one (1) member.
- Participants must not have competed in this event at a NLC.
- If a student has competed at the NLC in this event, they may not then compete in the Word Processing I event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.

Procedure

- One hour is allowed for the production portion of this event. Additional time will be allowed for general directions and warm-up.
- The production test will be administered by a school administrator at the home school. The time allowed for the administration of the exam must run continuously once the exam is started and cannot be broken into multiple sessions.
- Advisers may accompany participants to the testing site and may assist in equipment set-up. Advisers must leave the site prior to the testing.
- At the SLC site, participants must compete in a one-hour written objective test which will constitute 15% of their total score. If the written portion of this event is not taken, the students will be disqualified.

Administration of Events

RLC	SLC
Production test administered at home school. An onsite testing administrator will need to be submitted with the chapter's registration.	Production test administered at home school.
Regional Testing Window: January 8-21.	State Testing Window: February 23-March 2
Completed production test materials must be submitted to RLC Host School and arrive by January 23.	Completed production test materials must be submitted to the State Office and arrive by March 4.
Written objective test taken at RLC makes up 15% of total score.	Written objective test taken at SLC makes up 15% of total score.
If objective test is not taken at RLC, participant is disqualified.	If objective test not taken at SLC, student is disqualified.
Participants MAY use a dictionary, Standards of Mailability, and the Format Guide at the production test site, but not on the objective test.	Participants MAY use a dictionary, Standards of Mailability, and the Format Guide at the production test site, but not on the objective test.
Top FIVE finishers advance to SLC competition.	Top TWO finishers advance to NLC competition.

Judging

- Judging will be based on accuracy of printed copy, as related to the Format Guide (see *FBLA-PBL Chapter Management Handbook*), and formulas (if applicable).
- Points will be deducted for typographical errors on all problems.
- All decisions of the judges are final.

Largest Local Chapter Membership

THERE IS NO RLC COUNTERPART FOR THIS EVENT.

Refer to the National Guidelines (Member Recognition Awards) for procedure.

Regulations

- All active local chapters are eligible for state and national competition in largest local chapter membership.
- The official figure used in considering chapters for these events is determined by the record of paid memberships audited at the National Office and verified at the State Office.
- The figure used in determining winners will be the number of paid members at the close of business **March 1**.
- The five chapters with the largest local chapter membership are declared winners in the respective event.

Outstanding RLC Chapter

(Lorraine Missling Award – Refer To Event Notables In Appendices)

Outstanding SLC Chapter

(Ruel Falk Award – Refer To Event Notables In Appendices)

In order to promote maximum participation by all local chapters attending Wisconsin FBLA’s Regional and State Leadership Conferences, this event has been established to honor the local chapters which successfully receive the greatest number of points awarded for their overall participation.

Eligibility

Each local chapter entering any competitive event is automatically participating in this event. Participation in as many of the events as possible is essential for a chapter’s success.

Procedure

A point system has been developed for those winning or placing in conference events. Points granted will be determined as follows:

1st place	5 points
2nd place	4 points
3rd place	3 points
4th place	2 points
5th place	1 point

- Five (5) points will be granted to each chapter whose elected or appointed state officer has successfully completed his/her term of office. (SLC only)
- The chapter compiling the greatest number of points at each RLC will be identified as the Outstanding Regional Leadership Conference chapter for that region.
- The chapter compiling the greatest number of points at the SLC will be identified as the outstanding State Leadership Conference Chapter.
- The state office staff is responsible for compiling the results.
- The decision will be based solely on the compilation of points.
- Ties will be broken by the greatest number of first-place points, second-place points, etc. Until placement is determined.

State Awards

Plaques are presented to the chapters in the first five (5) places in this event at each RLC.

The first-place winner at the SLC will receive a traveling plaque and a permanent plaque. Plaques will also be awarded to the chapters winning second through fifth place.

Appendix

EVENT NOTABLES

Gold Seal Chapter Award - **Hollis and Kitty Guy** - served as directors in the national FBLA-PBL office for many years. They were instrumental in organizing national events for students at leadership conferences.

Merit Award Program - **Roxanne Brice** (Beisel) - was a graduate of the business program at Eau Claire Memorial High School. During her senior year, she won first place in Ms. FBL at the national level. Roxi worked as an administrative assistant in the FBLA office in Madison.

Business Communication - **Judith Schultz Voiers** - originally from Tennessee, Judy was a business education teacher at Columbus High School until she came to the Department of Public Instruction as a supervisor of business education and the FBLA State Adviser. She left Wisconsin in 1985 and now lives in Florida with her summers in Coloma, Wisconsin. She has authored and co-authored communication books and articles.

Introduction to Parliamentary Procedure - **Daryl Braatz** - taught business education at Thorp High School for 36 years. His love for parliamentary procedure placed his team first in the nation on several occasions and in the top 10 in the nation for over 25 years. He started the Thorp Chapter in 1967, which has been awarded the Largest State Chapter for many years. Daryl also served on the National FBLA-PBL Board of Directors from 1982-1985.

Local Chapter Annual Business Report - **Ray Ruppel** - was the first state adviser for FBLA-PBL in Wisconsin working from his home in Waukesha. He faithfully attended all national leadership conferences and encouraged schools in Wisconsin to participate at the national level. Ray could be described as the "Father of FBLA in Wisconsin."

Outstanding SLC Chapter - **Ruel Falk** - taught business education in several Wisconsin schools before moving to the Department of Public Instruction in 1966. His efforts were many in behalf of FBLA and other student organizations. Ruel received the distinguished teaching award from the Wisconsin Business Education Association.

Outstanding RLC Chapter and Parliamentary Procedure - **Lorraine Missling** - taught business education at UW-Eau Claire for many years and was the state adviser for FBLA/PBL from 1960 to 1972. It was during her tenure that FBLA and PBL became separate organizations in Wisconsin. Missling presented many scholarships to FBLA-PBL students. She received the distinguished teaching award from WBEA as well as numerous honors from FBLA-PBL members.

WISCONSIN CHAPTER CONSTITUTION

Future Business Leaders of America – Phi Beta Lambda, Inc.

Article I. Name

The name of this organization shall be the Wisconsin State Chapter of the Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as “the Chapter.”

Article II. Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of Wisconsin. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of Wisconsin. The Chapter shall provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

- 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

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or constructed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc.

Article III. Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of Wisconsin. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

Article IV. Dues and Finance

Section 1. The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

Section 2. No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals. The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus. The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

Section 3. The Chapter shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption for their contributions to the Chapter or FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

Article V. Organization

Section 1. The Chapter is a subsidiary of the Future Business Leaders of America, Phi Beta Lambda, Inc. As an integral part of FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

Section 2. The Chapter shall be governed by a Board of Directors which shall serve as the policymaking body for the Chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3. The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4. The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of Wisconsin as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5. Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

Article VI. Emblems and Insignia

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

Article VII. Amendment

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become part of this Constitution with or without the consent of the Chapter.

Article VIII. Bylaws

Section 1. Membership.

FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their local, state, and national chapters. Local, state, and national FBLA chapters shall be open for membership to the four following classes of members:

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

Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by the state chapter. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

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

National Honorary Life Members may be recommended by the membership and shall be accepted upon approval by the Board of Directors of FBLA-PBL, Inc. They shall be person making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Section 2. Dues and Finance.

- A. Dues. State dues based on fiscal reports by the State Office and on recommendation by the state executive board shall be determined by a majority vote. State and national dues of members shall be forwarded direct to the national office by the local chapter.
- B. Annual state dues shall be \$3.00 with \$2.00 going to the Wisconsin FBLA-PBL Foundation.

Wisconsin Chapter Constitution – Continued

- C. The affairs and property of FBLA shall be managed by the National Board of Directors according to D. C. Code 29-1018 (1967 ed.).
- D. Finance. The state staff shall administer all FBLA finances, submit an annual budget to the state executive board for approval, and provide the National Board of Directors and members with an annual audit.
- E. The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

Section 3. Organization.

- A. The state chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as “Future Business Leaders of America.” Chapter charters and numbers shall be issued to each FBLA chapter by FBLA-PBL, Inc.
- B. The state executive board shall consist of state officers and one adviser from the state officer’s school. Each member of the state executive board shall have one vote. The state president chairs the executive board meetings.
- C. The FBLA state staff from the Department of Public Instruction shall serve in an advisory capacity to the state executive board.
- D. There shall be six regions in the state of Wisconsin.
- E. Local chapter charters shall be issued upon approval of the state staff and acceptance by the national office. The state chapter shall hold at least one annual leadership conference to elect state officers and conduct business.
- F. The position of state chairperson shall be filled by recommendation of the President and Chief Executive Officer and approval of the board of directors of FBLA-PBL, Inc.
- G. Each local chapter shall have an adviser who is teaching a business or business-related course. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.
- H. The State Superintendent’s Business Education/FBLA Advisory Committee shall serve in an advisory capacity to the state chapter. In addition, two or three members of the State Superintendent’s Business Education/FBLA Advisory Committee shall serve as non-voting members on the FBLA Executive Board.

Section 4. Emblems and Colors.

- A. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the National Board of Directors.
- B. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.
- C. The official colors of FBLA shall be blue and gold.

Section 5. Amendments.

Proposed amendments to these bylaws shall be submitted in writing not later than January 15 to the State Office by local chapters or by a state officer. Proposed amendments shall be reviewed by the state executive board and must be approved by the state executive board before they can be submitted to the voting delegates. Notice of proposed amendments shall be sent to local chapters. The state executive board shall present approved proposed amendments, with recommendations, to the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption.

Wisconsin Chapter Constitution – Continued

Section 6. Officers and Elections.

- A. State Officers. The state elected officers of FBLA shall be a president, vice president, vice presidents representing the respective regions, a secretary, treasurer, and a reporter.
- B. Qualifications for State Office.
1. Only active members are eligible to hold state office.
 2. Only those applicants who are present at the leadership conference and officially certified by the officer screening committee shall be eligible for nomination.
 3. To be considered for an office in FBLA, a candidate shall:
 - a. have at least one full year remaining in his/her secondary business program,
 - b. be recommended by the chapter and endorsed by his/her local chapter adviser, parents, and school official,
 - c. file an official application before the deadline established by the State Office. Candidates for secretary must have completed, or will complete, typewriting/keyboarding by the end of the current school year and possess the ability to take minutes according to *Robert's Rule of Order, Newly Revised*. Candidates for treasurer must have completed, or will complete, one year of accounting, bookkeeping, or record keeping by the end of the school year of their nomination.
- C. Nominations
1. Candidates who have filed an official application prior to the established deadline will be presented at a general session of the leadership conference. In the event there are no candidates for an office, after the State Leadership Conference nominations will be accepted by mail by the State Office, and elected by mail plurality vote.
 2. In the event that there are no candidates for an office at the State Leadership Conference, candidates may choose to run for that office prior to the officer screening providing they are qualified for that office.
 3. Only candidates approved by the officer screening committee shall be nominated.
- D. Elections
1. The president, vice president, secretary, treasurer, and reporter shall be elected annually at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective regional conferences by the local voting delegates and shall be installed at the State Leadership Conference.
 2. These officers shall be elected by a ballot vote of voting delegates. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of the votes. In the event there is only one candidate for an office, the candidate may be elected by a standing vote.
 3. The order of elections shall be president, vice president, secretary, treasurer, and reporter.
 4. No two state officers shall be elected from the same local chapter. Officers may succeed themselves in the same office.
- E. Term of Office.
State officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.
- F. Vacancy in Office
1. A vacancy in any office, other than that of president or regional vice president, shall be filled by the candidate receiving the next highest votes and meeting qualifications of the office. (EXAMPLE: The reporter candidate receiving the second highest number of votes becomes the state reporter should the first-place elected reporter be unable to fulfill his/her officer responsibilities.)
 2. In the case of no qualified candidates for the office, the officer will be chosen in order of election and highest votes. (EXAMPLE: No qualified candidates for the office of treasurer remain. The second highest scoring presidential candidate, qualifying for the office of treasurer, then becomes the state treasurer.)

Wisconsin Chapter Constitution – Continued

3. If there are no qualified candidates to fill a vacancy, an officer will be appointed by the state staff. (EXAMPLE: If no one meets the typing and transcription qualifications for the office of state secretary, or all candidates left already have an officer from that school, and officer is then appointed by the state staff.)
 4. Should the office of president become vacant, the vice president shall automatically become president.
 5. Should the office of regional vice president become vacant, the adviser from that local chapter shall first try to appoint another regional vice president from his/her own chapter. If the adviser is unable to find another regional vice president in his/her own chapter, he/she will then contact the candidate receiving the next highest number of votes to fill this position. Should the candidate refuse the office of region vice president, or if there is already an officer from that school, the State Office will assist in the selection of a new regional vice president. The new regional vice president and his/her adviser will accept executive board duties.
- G. Appointment of Parliamentarian
The underclassperson scoring the highest on the parliamentary procedure written objective test at state competition and who has completed the state officer application, declaration and candidate worksheet in accordance with deadlines shall become the parliamentarian and shall be installed at the State Leadership Conference.

Section 7. Duties of FBLA State Officers.

- A. The president shall:
1. serve as chairperson of the state executive board,
 2. preside over the executive board meetings and business meetings of FBLA,
 3. appoint appropriate committees and committee chairpersons,
 4. serve as an ex-officio member of all committees,
 5. perform other duties for the promotion and development of local, state, and national FBLA,
 6. submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, *Tomorrow's Business Leader*, or within whatever time frame is established by the national staff or officers, and
 7. serve as a voting delegate at the NLC.
- B. The state vice president shall:
1. assume the duties and responsibilities of the presidency should that office become vacant due to resignation or otherwise,
 2. assume primary responsibility for developing the Wisconsin Annual Business Report,
 3. assist the president in the promotion and development of FBLA,
 4. be responsible for coordinating the state service projects, and
 5. serve as a voting delegate at the NLC.
- C. The regional vice presidents shall:
1. assist the president in the promotion and development of FBLA in the regions which elected them,
 2. plan and preside over Regional Leadership Conferences,
 3. appoint a secretary to record the minutes for regional meetings, and
 4. serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions.
- D. The secretary shall:
1. keep an accurate record of all business meetings of the State Leadership Conference and the state executive board, and
 2. supply one (1) photo-ready copy of the minutes of these meetings (including amended minutes) to the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office.

Wisconsin Chapter Constitution – Continued

- E. The treasurer shall:
 - 1. present the financial reports of the Wisconsin FBLA Chapter at the State Leadership Conference and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the treasurer will receive information as to the accounting system and method of operation,
 - 2. initiate memorandums and secure information relative to the use of the state approved fundraisers and shall promote the use of such fundraising projects by local chapters,
 - 3. be responsible for obtaining and distributing the medals and plaques for the six (6) Regional Leadership Conferences held in February, and
 - 4. be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc.
- F. The reporter shall:
 - 1. be responsible for publishing four (4) editions of the Wisconsin FBLA eBulletin during the FBLA year,
 - 2. serve as primary photographer for Wisconsin FBLA,
 - 3. be responsible for helping to maintain the FBLA State Leadership Conference video scrapbook, and
 - 4. assist the state president in submitting appropriate items to the editor of the national FBLA publication, *Tomorrow's Business Leader*.
- G. The parliamentarian shall:
 - 1. serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter and advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order, Newly Revised*, and
 - 2. shall serve as a voting member of the state executive board.
- H. These officers shall serve on the state executive board, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the president and the state staff and not inconsistent with these bylaws or other rules adopted by FBLA.

Section 8. Regional and State Leadership Conferences.

- A. Regional and State Leadership Conferences shall be held each year. A date and location will be recommended by the state staff and approved by the state executive board.
- B. Each local chapter in good standing shall be entitled to send two voting delegates from its membership to the Regional and State Leadership Conference.
- C. All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Office to the vice president responsible for the respective Regional Leadership Conference or to the State Office for the State Leadership Conference.
- D. Voting. Local voting delegates shall be entitled to vote on all matters which come before the regional and state general sessions. There will be no proxy voting.
- E. Quorum. The quorum for all business meetings of the Regional and State Leadership Conferences shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

Section 9. State Executive Board.

- A. The state officers of FBLA shall, with their advisers and the appointed State Superintendent's Advisory committee members, constitute the state executive board. The state staff shall be ex-officio, nonvoting members.
- B. Duties. The state executive board shall:
 - 1. adopt policies of operation of FBLA as deemed necessary, by a majority vote,
 - 2. approve committee appointments and the creation of new committees by the president,
 - 3. review all proposed amendments to the bylaws,

Wisconsin Chapter Constitution – Continued

4. present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the state executive board, and
 5. perform such other duties as are prescribed by these bylaws.
- C. Meetings. Special meetings shall be called upon the written request of eight voting members of the state executive board, upon approval by the state staff. A minimum of two executive board meetings will be held annually.
- D. Voting by Mail. Business of the state executive board may be conducted by mail at the discretion of the president upon approval by the state staff. For adoption, action by mail shall require a plurality vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Section 10. Committees.

- A. Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the state executive board. Recommendations of persons for such appointments shall be requested of local chapters.
- B. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.
- C. The president of FBLA shall, with the approval of the state executive board, establish committees, appoint their members for a period not to exceed the president's term in office, and assist in the committee's activities.
- D. An officer screening committee shall be appointed by the state staff in consultation with the president. The officer screening committee shall screen campaign materials, interview candidates, and approve candidates for nomination.
- E. Committee business may be conducted by mail at the discretion of the state staff. For adoption, action by mail shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

Section 11. Parliamentary Authority.

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

Revised April, 1989
Revised April, 1995
Revised April, 1996
Revised April, 1998
Revised April, 2006
Revised April, 2008

APPROVED DRESS CODE FOR FBLA ACTIVITIES

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

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

Professional attire acceptable for official FBLA-PBL activities include:

Males

- ◆ Business suit with collar dress shirt, and necktie or
- ◆ Sport coat, dress slacks, collar shirt, and necktie or
- ◆ Dress slacks, collar shirt, and necktie.
- ◆ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ◆ Dress shoes and socks.

Females

- ◆ Business suit with blouse or
- ◆ Business pantsuit with blouse or
- ◆ Skirt or dress slacks with blouse or sweater or
- ◆ Business dress.
- ◆ Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons.*
- ◆ Dress shoes.
- ◆ Nylons when wearing skirts and dresses.

Inappropriate attire, for both men and women, includes:

- ◆ Jewelry in visible body piercing, other than ears
- ◆ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ◆ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- ◆ T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- ◆ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ◆ Athletic wear, including sneakers
- ◆ Hats or flannel fabric clothing
- ◆ Bolo ties
- ◆ Visible foundation garments

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

* Revised 1/12/2008

2008-2009 FBLA COMPETITIVE EVENTS CALENDAR

Date	Activity
2008	
September 1	Membership Registration Opens for 2008-2009 (www.fbla-pbl.org)
November 15	FBLA National/State Membership Deadline for Competition Dues/Membership Registration at www.fbla-pbl.org
December 1	Membership Verification via email (Must be completed by December 3)
December 8-19	RLC Registration Window
December 15	Regional Vice President Applications are due to the State Office
December 23	RLC Host Schools Online Access Available
2009	
January 5-6	Onsite Testing Administrator receive testing information/exams (via email)
January 8-21	Testing Window: RLC Online and Skill Event Testing at Home School
January 9	Substitution/Registration Cancellation Deadline (to receive refund) to RLC host school. Nomination Application for National and State Officer Candidates are due to the State Office
January 23	All pre-judged and skill event materials, along with registration fees and Regional VP candidate materials are due to regional host schools (must be received)
February 7	Regional Leadership Conferences Held 2009 Officer Screening (bring campaign materials for approval)
February 18	<u>Skill Event Cancellation Deadline (info to state office)</u>
February 18-27	SLC Registration Window
February 20	Onsite Testing Administrator receive testing information/exams (via email)
February 23- March 2	Testing Window: SLC Skill Event Testing at Home School
March 4	All pre-judged and skill event materials are due to state office (must be received) State Officer campaign materials due to State Office
March 6	Substitution/Registration Cancellation Deadline (to receive refund) to State Office
March 16	SLC Registration Fees due to State Office
April 2-3	State Leadership Conference Held in Milwaukee
April 15	<u>Skill Event Cancellation Deadline (info to state office)</u>
April 20-29	Testing Window: NLC Skill Event Testing
May 1	All pre-judged and skill event materials are due to state office (must be received) End of Year Report due to State Office (Gold Seal Chapter Requirement)
June 25-28	National Leadership Conference Held in Anaheim, CA

Wisconsin FBLA Event Guidelines

COMPETITIVE EVENT LEVELS, ELIGIBILITY CHARTS, AND NLC STIPENDS

Individual Events	# of entries/chapter	RLC to SLC	SLC to NLC	NLC Stipend
Accounting I	2	Top 5	Top 3	3
Accounting II	2	Top 5	Top 2	2
Business Calculations	2	Top 5	Top 3	3
Business Communication	2	Top 5	Top 3	3
Business Law	2	Top 5	Top 3	3
Business Math	2	Top 5	Top 3	3
Business Procedures	2	Top 5	Top 3	3
Client Service	1	Top 3	Top 2	2
Computer Applications	1	Top 5	Top 2	2
Computer Problem Solving	2	Top 5	Top 3	3
Cyber Security	2	Top 5	Top 3	3
Database Design & Applications	1	Top 5	Top 2	2
Desktop Application Programming	1	NA	Top 2	2
Economics	2	Top 5	Top 3	3
Electronic Career Portfolio	1	Top 3	Top 2	2
FBLA Principles and Procedures	2	Top 5	Top 3	3
Future Business Leader	2	Top 5	Top 2	2
Help Desk	1	Top 5	Top 2	2
Impromptu Speaking	1	Top 3	Top 2	2
Internet Application Programming	1	NA	Top 2	2
Introduction to Business	2	Top 5	Top 3	3
Introduction to Business Communication	2	Top 5	Top 3	3
Introduction to Parliamentary Procedure	2	Top 5	Top 3	3
Intro to Technology Concepts	2	Top 5	Top 3	3
Job Interview	1	Top 3	Top 2	2
Marketing	2	Top 5	Top 3	3
Networking Concepts	2	Top 5	Top 3	3
Personal Finance	2	Top 5	Top 3	3
Public Speaking I	1	Top 3	Top 2	2
Public Speaking II	1	Top 3	Top 2	2
Sports Management	2			
Spreadsheet Applications	1	Top 5	Top 2	2
Technology Concepts	2	Top 5	Top 3	3
Word Processing I	1	Top 5	Top 2	2
Word Processing II	1	Top 5	Top 2	2
Individual or Team Events				
Business Financial Plan	1	NA	Top 2	2
Business Plan	1	NA	Top 2	2
Business Presentation	1	Top 3	Top 2	2
Digital Video Production	1	NA	Top 2	2
E-Business	1	NA	Top 2	2
Web Site Development	1	Top 3	Top 2	2
Team Events		RLC to SLC	SLC to NLC	NLC Stipend
Banking and Financial Systems	1	Top 3	Top 2	2
Business Ethics (2-3 members)	1	Top 3	Top 2	2
Desktop Publishing (2 members)	1	Top 5	Top 2	2
Emerging Business Issues (2-3 members)	1	Top 3	Top 2	2
Entrepreneurship (2-3 members)	1	Top 3	Top 2	2
Global Business (2-3 members)	1	Top 3	Top 2	2
Network Design (2-3 members)	1	Top 3	Top 2	2
Management Decision Making (2-3 members)	1	Top 3	Top 2	2
Management Information Systems (2-3 members)	1	Top 3	Top 2	2
Parliamentary Procedure (4-5 members)	1	Top 3	Top 2	2
Chapter Events		RLC to SLC	SLC to NLC	NLC Stipend
American Enterprise Project	1	NA	Top 2	2
Community Service Project	1	NA	Top 2	2
Gold Seal Chapter Award of Merit	NA	NA	Top 15%	NA
Largest Local Chapter Membership	1	NA	Top 2	NA
Local Chapter Annual Business Report	1	NA	Top 2	2
Partnership With Business Project	1	NA	Top 2	2
Other Events		RLC to SLC	SLC to NLC	NLC Stipend
Business Achievement Awards	NA	NA	NA	NA
Businessperson of the Year	1	NA	Top 1	NA
National Officer Candidate	1	NA	Top 1	1
Incoming State Officers (all)	NA	NA	12	12
Virtual Business Challenge	NA	NA	NA	2
Who's Who in FBLA	1 (+state officer)	NA	Top 1	1

WHO MAY ATTEND THE LEADERSHIP CONFERENCES?

DELEGATE is defined as any member or adviser attending the conference.

VOTING DELEGATE is defined as a special category of delegates. The voting delegate has the additional responsibility of representing the local chapter during voting for state officers or other official matters as handled during conference business meetings.

All delegates are REQUIRED to attend delegate assemblies and business meetings; however, voting delegates are REQUIRED to attend delegate assemblies, voting sessions, and business meetings.

Who may attend the Regional Leadership Conference?

- All members, advisers, participants, and officer candidates.
- All participants and officer candidates must have paid both state and national membership dues by **November 15**.

Each local chapter must complete the RLC Online Registration. Registration materials are available from the State Office via the FBLA State website. Registration fee payments are to be submitted to the regional vice president's school. It is the sole responsibility of the adviser to ensure that the eligibility requirements for each event are met by the participating students. It is the responsibility of the local adviser to ensure that all participants and officer candidates have paid dues. The State Office will determine if all participants and officer candidates have paid both state and national membership dues. The chapter adviser and the RLC host advisers are notified if dues have not been paid.

Who may attend the State Leadership Conference?

- All participants, officer candidates, and members attending the SLC must have paid both state and national membership dues and conference fees. Current state officers and their adviser are exempt from paying the conference fee.
- A registrant must fill one of the specified eligibility categories:
 - **Competing Delegates** – a delegate who are registered for an individual or team event at the SLC
 - **Chapter Report Delegate** – a delegate who will represent one of the chapter reports during a final round performance (who is not be competing in another individual or team event), events include American Enterprise Project, Community Service Project, Partnership with Business Project. **Each chapter is limited to ONE Chapter Report Delegate per chapter report submitted.**
 - **Special Delegate** – a delegate who is not a competing or chapter report delegate AND falls into one of the following categories (**Each chapter is limited to a total of SIX (6) Special Delegates who meet one or more of these criteria unless special consideration is received from the state office**):
 - Voting delegate (up to 2 per local chapter)
 - Delegate-at-Large (up to 3 per local chapter)
 - Project LEAD delegate (up to 3 per local chapter--usually freshmen and sophomores).
 - Current state officers and regional vice presidents not entered into an event
 - Newly elected regional vice presidents not entered into an event
 - State officer candidates not entered in an event (campaign managers must fill one of the other eligibility categories)
 - National officer candidates not entered in an event (campaign managers must fill one of the other eligibility categories)
 - Foreign exchange students/FBLA members (foreign exchange students from your school who are also paid members of your FBLA chapter)
 - Individual Business Achievement Award Leader level recipient (up to 3 per school)

Wisconsin FBLA Event Guidelines

- Who's Who Delegate or Outstanding Middle Level Award Winners from your FBLA chapter
 - All advisers, adult chaperones, parents, bus drivers, school officials, etc.
 - Your chapter's nominee for Businessperson of the Year.
 - Prospective/inactive chapter advisers and potential members. Registration fees may be waived for up to five (5) school representatives to attend the SLC with the approval/registration going through the State Office.
-

Please Note

Each student attending the SLC must sign and submit a "Student Delegate Conduct Practices and Procedures" form. These completed forms will be verified by State staff at the SLC on-site registration counter.

Each local adviser attending the SLC must sign and submit a "Local Adviser Procedures and Responsibilities" form. These completed forms must be sent to the State Office by **March 4**.

Substitutions

Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. See the yearly calendar for substitution deadlines.

FBLA STATE LEADERSHIP CONFERENCE
STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES

It is required of EACH student attending the SLC to read and sign a copy of this form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations, and responsibilities of the conference participants. **The local adviser must collect this form for each student attending and return by March 4 or submit onsite at SLC.**

1. The term "delegate" shall mean any FBLA member attending the conference.
2. There shall be no defacing of public property. Any damages to property or furnishings in the hotel rooms or buildings or in the conference center must be paid by the individual or chapter responsible. Local chapters will be billed directly by the hotel or conference center for any damages.
3. Delegates shall keep their advisers informed of their activities and whereabouts AT ALL TIMES. (Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation).
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates shall stay in designated housing, not with friends or relatives. Chapters registered as day guests are exempt from this regulation.
7. Hotel room doors must be kept open wide at all times when members of the opposite sex are visiting.
8. No alcoholic beverages or controlled substances, narcotics, etc., in any form shall be possessed or consumed by delegates at any time, under any circumstances.
9. No use of tobacco will be permitted at the general sessions, banquet, competitive events, tours, special interest sectionals, or in public facilities.
10. Delegates shall not use their own cars or ride in cars belonging to others unless accompanied by an adult adviser.
11. Delegates are REQUIRED to attend delegate assemblies and business meetings; however, voting delegates are REQUIRED to attend delegate assemblies, voting sessions, and business meetings.
12. Nametags shall be worn at all conference events.
13. Delegates agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, other adult supervisors, and hotel staff.
14. Delegates violating or ignoring any of the conduct rules may be sent home immediately at their own expense. Parents, school officials, and the State Office will be notified.
15. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants from being disqualified.
16. All delegates must honor conference curfew. Curfew is 12:00 Midnight. Curfew is defined as "all delegates in assigned room - lights out."
17. The student delegate will also be responsible for following all local school rules of conduct.
18. The dress code approved by the 2002-2003 Executive Board will be adhered to at all times during the State Leadership Conference.

Wisconsin FBLA Event Guidelines

I have read and fully understand all 18 points of the FBLA State Leadership Conference STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form and agree to comply with these guidelines. I understand the necessity of these rules for the success of the conference. Furthermore, I am aware of the consequences that will result from violation of any of the regulations.

Student Name (Please Print)	Birthdate
Address (Street, City, State, Zip)	Home Phone Number (Area/No.) () -
Delegate's Signature	Adviser's Signature
Principal's Signature	Chapter Name
School Phone Number (Area/No.) () -	Grade Level

To the Parent/Guardian:

I have read and agree to abide by the FBLA State Leadership Conference Student Delegate Conduct Practices and Procedures. I also agree that the school officials, the chapter advisers, and the State Office staff have the right to send my son or daughter home from the activity at my expense if he/she has violated the Code of Conduct and/or his or her conduct has become a detriment.

I also authorize the adviser to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

Insurance Company Name	Policy Number
Parent or Guardian's Signature	
Address (Street, City, State, Zip)	
Daytime Phone Number (Area/No.) (Evening) () -	Evening Phone Number (Area/No.) () -

Note: Advisers must submit copy of this form for each student delegate attending the SLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be submitted via mail by March 4 or onsite at the SLC.

**FBLA STATE LEADERSHIP CONFERENCE
LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES**

It is required of each local adviser attending the SLC to read and sign a copy of this form. This form must be **submitted to the State Office by March 4** for all advisers in attendance.

1. Local advisers are responsible for making sure each student attending the SLC reads, discusses, signs, and returns the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form. It is recommended that each local adviser review this form with the entire chapter so that there is no misunderstanding of the rules, regulations, and responsibilities of the conference participants.
2. Local advisers are responsible for knowing the whereabouts of all their students at all times. Each local adviser should establish a policy with his/her students prior to the conference in order to meet this regulation.
3. Local advisers must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
4. Curfew will be enforced. "Curfew is defined as "all delegates in assigned room - lights out". Local advisers are responsible for room checks to ensure their students are in their assigned rooms.
5. Use of tobacco will not be allowed at any conference activities.
6. Nametags will be worn at all times.
7. Local advisers are responsible for supervision of their delegates' conduct and shall be available to their students at all times.
8. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.

I have read and fully understand the FBLA State Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
---------------------	-----------------------

Chapter Name

In case of emergency, the following local administrators should be contacted:

1st Contact	2nd Contact
Name	Name
Title	Title
School Phone (Area/No.) () -	School Phone (Area/No.) () -
Home Phone (Area/No.) () -	Home Phone (Area/No.) () -

Note: A copy of this form must be submitted for each adviser attending the SLC. Due to required signatures, this form cannot be submitted electronically. Original forms must be **submitted to the State Office by March 4**.

Substitution Form


Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. See the yearly calendar for substitution deadlines. This form is below:

	Substitution Request Form
	2009 RLC/SLC/NLC
Please complete this form for each individual. This form must be received by the substitution/cancellation deadline.	
Chapter _____	Adviser _____
Event _____	
Original Competitor _____	
Replacement Competitor _____	
Reasoning (Be as specific as possible): _____ _____	
Adviser Signature: _____	Date _____
----- Please email or fax form to RLC host school (for RLC) or the State Office (for SLC/NLC). -----	
To be completed by a member of the state staff only:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
By: _____	
Comments: _____ _____	Change entered into computer system. <input type="checkbox"/>

Disqualification Form

In the event that an adviser, judge, or liaison deems it appropriate that a student be disqualified, a "Disqualification Form" will need to be submitted along with the students testing/performance materials returned to headquarters. Enough reasoning should be included to remove misunderstandings for the student and their adviser upon receiving this form. A minimum of two advisers, judges, etc. must concur for the need of the disqualification and both names must appear on the completed form. State staff will make the final determination of a qualification based on the information presented. All decisions are final.


Please note: All students will be allowed to participate fully in their event.

	Wisconsin FBLA State Leadership Conference	<div style="border: 1px solid black; padding: 5px; text-align: center;">Students MUST be allowed to participate. i.e. take the test or perform.</div>
	Disqualification Recommendation Form	
Please complete this form for each individual or team. This form MUST be returned to headquarters for further consideration and will be returned to the chapter adviser.		
Student _____	Chapter/School _____	
Event _____	Date _____	
Reasoning (Be as specific as possible): _____ _____		
Requires a minimum of two signatures.		
Submitted by (Please print): _____	School/Position _____	
Submitted by (Please print): _____	School/Position _____	

To be completed by a member of the state staff only:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	By: _____
Comments: _____ _____		

2009 Local Chapter Market Share Award

Each local chapter is encouraged to complete and submit the Local Chapter Market Share Award. Although large numbers of chapter members are good, it is more interesting to note the percentages of student populations are involved in FBLA on a local chapter level. The schools with the largest percentage of total membership will receive awards at the SLC in spring.

	Local Chapter Market Share Award Form 2009 SLC
Please complete this form for your chapter. Deadline for submission: March 4, 2009.	
Chapter _____	Adviser _____
Region <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI	
School Enrollment for 2008-2009 School Year _____	
Number of Members in Chapter _____	
Percentage of Population _____	(divide your chapter membership by the total school population)
Adviser Signature: _____	Date _____
----- Please email or fax form to the State Office. -----	
To be completed by a member of the state staff only:	
<input type="checkbox"/> Verified	By: _____
Comments:	_____ _____



2009 National Leadership Conference Stipend Form

Congratulations on winning first, second, or third place at the Wisconsin FBLA State Leadership Conference. This honor entitles you to attend the FBLA National Leadership Conference in Anaheim, California.

In order to help reduce expenses for the national conference, Wisconsin FBLA will issue a \$100 stipend at the close of the conference. Initializing the sign-in sheet will be required during the five (5) required sessions (*State Meeting, Opening General Session and National Officer Campaign Rally, Regional Meeting, Regional Voting and Recognition Session, and the Awards of Excellence Program*), and \$20 will be subtracted for each **unexcused** absence. Excused absences can only be granted by the State Chair.

Cut and return bottom portion of this form, which must be received no later than **May 1**. Each conference attendee eligible must complete and return this form.

----- \$ ----- \$ ----- \$ ----- \$ -----

FBLA National Leadership Conference Qualifier Stipend Form

Student Name: _____ Event: _____

School: _____ Adviser: _____

School Address: _____
P.O. Box and/or Street City State Zip

Student Home Address: _____
P.O. Box and/or Street City State Zip

Student Home Phone: () - _____

Make check payable to: _____

We understand that it is an obligation of the student to attend the five (5) required sessions listed above and to participate in all phases of his/her responsibility on behalf of Wisconsin FBLA. Failure to do so means a \$100 stipend will not be awarded.

Student's Signature

FBLA Adviser's Signature

Parent or Guardian Signature

Please complete & mail this original form to:

Wisconsin FBLA State Office
 Attn: Erik Sitts
 125 S. Webster St.
 Madison, WI 53703

(Form due at the State Office on **May 1**)

Program of Work

&

End-of-the-Year Reports



Future Business Leaders of America PROGRAM OF WORK

(▼ Rev. 8/08)

INSTRUCTIONS: Submit one copy to be received by DECEMBER 1 to:

WISCONSIN FBLA STATE OFFICE
ATTN: ERIK SITTS
125 SOUTH WEBSTER
MADISON, WI 53703
erik.sitts@dpi.state.wi.us

GENERAL INFORMATION

School/Chapter Name		Region	For School Year
School Address <i>Street, City, Zip</i>			
Adviser's Names		Occupational Preparation Program Teachers	
Name of Chapter President	Signature of Chapter President		Date Signed <i>Mo./Day/Yr.</i>

FBLA GOALS

- | | |
|---|--|
| <ol style="list-style-type: none"> Develop competent, aggressive business leadership. Strengthen the confidence of students in themselves and their work. Create more interest in and understanding of the American business enterprise. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community. | <ol style="list-style-type: none"> 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. |
|---|--|

EXAMPLE

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments
April	Show appreciation to businesspersons in the community.	Banquet for employers and community members who assist with FBLA and business education program during the year.	6, 8, 9	5	Community more aware of FBLA and willing to offer support. Estimated cost \$400.

This form is available in Microsoft Word format and may be requested via e-mail from erik.sitts@dpi.state.wi.us. This form can be submitted electronically to the state office.

GOALS AND ACTIVITIES

Month	Local Goals	Activities	Goals	End-of-year Evaluation (1-5)	Comments

Duplicate this page ONLY back-to-back as necessary.



School/Chapter Name _____

For School Year: _____

I. STRUCTURE OF REPORT

The End-of-Year Report consists of two parts:

1. Corrected and Rated Chapter Program of Work.
2. Completed Statistical Report *which includes two sections:*
 - a. Required Section.
 - b. Optional Section.

II. PROGRAM OF WORK

Each chapter should have a copy of the Program of Work submitted last fall to the state office. It is suggested that the old and newly elected executive board members use the chapter copy as a guide in setting goals and developing a program of work for the next school year.

1. Adviser(s) and chapter members add chapter objectives and activities that do not appear on original Program of Work.
2. Adviser(s) and members rate each activity attempted on a scale of 1 - 4 (*1 = poor and 4 = superior*).
3. Underline the most worthwhile activity or activities of the year.
4. Return the previously submitted Chapter Program of Work with the Statistical Report. These two items become the End-of-Year Report.

III. STATISTICAL REPORT

Note: Enter information under the Male and Female columns and then press F9 on the keyboard to calculate the total columns.

Class	Membership							Male	Female	Total
	Beginning of Year			End of Year						
	Male	Female	Total	Male	Female	Total				
1. Freshman			0			0	6. Number of FBLA members in work-based learning program.			0
2. Sophomore			0			0	7. Number of students in state certified Business Coop program.			0
3. Junior			0			0	8. Number of teachers in Business Education Department.			0
4. Senior			0			0	9. Number of teachers who share the responsibility of advising the FBLA Chapter.			0
5. Grand Total	0	0	0			0	10. Cost of Local due per member			0

IV. CERTIFICATION

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge.

Signature of Chapter Adviser _____

Date *Mo./Day/Yr.* _____



Signature of Chapter President _____

Date *Mo./Day/Yr.* _____



V. CHAPTER ACTIVITY EVALUATION

Directions: In evaluating your chapter activities, use the pull down menu and select the appropriate number when applicable. 4 = Superior; 3 = Above Average; 2 = Average; 1 = Needs Improvement. When appropriate check either yes or no.

I. ATTENDANCE AT LEADERSHIP TRAINING CONFERENCE

	<u>Yes</u>	<u>No</u>	<u>If Applicable Select Rating</u>
A. Was your chapter represented at:			
1. Officer Training Workshop	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. National Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
3. Fall Executive Board Meeting	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
4. Fall Leadership Lab	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
5. National Fall Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
6. Regional Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
7. Spring Executive Board Meeting	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
8. State Leadership Conference	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
9. Other: <i>Specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

II. PROGRAM OF WORK

A. Was your program of work planned early in the year, communicated to members and effectively carried out?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Were your chapter activities based on the goals and purposes of FBLA?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Did your program of work include activities in the five areas essential for a balanced program (e.g., business knowledge and skills, leadership and promotion, school and community service, financial, and social)?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Were your FBLA activities a part of every Business Education class?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did your chapter participate in:			
1. The State Service Project - Project HELP?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. The National Project: Free Enterprise--Getting Involved	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter plan special activities for FBLA/Career and Technical Education Week?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

III. CHAPTER PROMOTION

A. Was your chapter involved in establishing or reactivating another FBLA chapter during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Did your chapter have a planned program for promoting FBLA in the school and in the community?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Did your chapter plan activities especially designed to stimulate parent awareness through parent involvement?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did your chapter have activities that involved interaction with local business and professional groups?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did your chapter have activities that were jointly planned with other CTSOs?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter make use of the following to promote FBLA?			
1. Newspaper articles	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. Displays, bulletin boards, etc.	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
3. Assembly programs	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
4. Brochures	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
5. Multimedia presentations	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
6. Radio and TV spots	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
7. Billboards	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
8. Other: <i>Specify</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
G. Did your FBLA chapter submit articles to the:			
1. <i>Wisconsin FBLA e-Bulletin</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
2. <i>Tomorrow's Business Leader</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
H. Did your chapter increase its membership?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

V. CHAPTER ACTIVITY EVALUATION (cont.)

IV. COOPERATION AND UNDERSTANDING

	<u>Yes</u>	<u>No</u>	<i>If Applicable Select Rating</i>
A. Were your chapter members interested, active, cooperative, and informed?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Did each member appear and assist with a chapter activity during the year?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Were efforts made to find and utilize the abilities of all chapter members?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did all business teachers serve as co-advisers and assist with FBLA activities?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did chapter members clearly understand FBLA goals, objectives, and values?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did chapter members recognize the opportunity for personal growth through FBLA?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

V. PROGRAM MANAGEMENT

A. Were your chapter meetings orderly and well planned?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
B. Were your reports kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
C. Were necessary reports and dues sent promptly to the state office?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
D. Did your chapter make effective use of the state and national FBLA handbooks and other releases from the state and national offices?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
E. Did the projects of your chapter help you achieve the goals you set?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior
F. Did your chapter use the evaluation for making future plans?	<input type="checkbox"/>	<input type="checkbox"/>	4 = Superior

VI. STATISTICAL REPORT (Optional)

- A. Number of years your chapter has been operating as a chartered chapter.
- B. When does your chapter hold its meetings?
- C. Number of scheduled meetings held by your chapter each year.

For Adviser Completion

- 1. Is your position as FBLA adviser a salaried position?
- 2. Were you a member/officer of: *Check all that apply*
 - FBLA: Member Officer
 - PBL: Member Officer

FBLA STANDARDS OF MAILABILITY

Use for the following competitive events:

- Computer Applications
- Word Processing I
- Word Processing II

Materials submitted in these events are graded against the standard of zero errors and business-like format.

The Format Guide must be followed for proper formatting of any type of word processing documents.

In grading these materials, the following errors will make the copy mailable with slight corrections:

(Penalty of 2 points per error)

- Omission of a nonessential part of a document
(Examples: reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections:

(Penalty of 5 points per error)

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document
(Examples: date, inside address, etc.)

FORMAT GUIDE

This is available for download via the National FBLA-PBL Web site at www.fbla-pbl.org.