

Arkansas



District V

Middle Level FBLA

District V Middle Level Spring Leadership Conference Information

Please read the detailed information below before asking Questions!!! I would print this packet so you can refer back to it often!!

It is time to start preparing for the **District V ML Spring Leadership Conference at UCA on February 1, 2023**. It is vital that you meet all deadlines and due dates as stated in this packet. No late submissions will be accepted and could result in disqualification of events.

Due Dates/Testing Window

- **Registration window: November 14-December 14**
 - **\$15 per student, \$0 advisers & guests**
- **National Membership Deadline—MUST BE PAID: January 1 online at fbla-pbl.org**
- **Payment Check & Forms Submitted: January 20**
- **Skills Test (Production Events) Window: January 3-20**
- **Online Objective Testing (MC Tests) Window: January 3-20**
- **Conference: February 1, 2023 at UCA**

Skills Testing

The following tests will be given by your school proctor from January 3-January 20.

1 Minute Timing
Business Letters
Spreadsheet

3 Minute Timing
Keyboarding Applications I
Tables

Business Graphics
Business Reports

School-Site Testing Procedures:

1. Each local chapter must secure a local school district employee to administer the skills tests. A member of the business department faculty or FBLA Adviser (senior high or middle level) may NOT serve as test administrator.
2. FBLA Advisers and other business department faculty may not handle, see, or be present in the classroom when tests are administered.
3. The tests will be emailed directly to the designated test administrator (proctor) and must stay in the possession of the administrator at all times. The test administrator will be responsible for packing the tests and returning all testing materials to the designated person by the stated deadline date.
4. The test administrator and contestant must sign statements of verification that the tests were: (a) not duplicated (b) not saved to the hard drive or other devices and (c) no extra copies of the contestants' papers were printed.
5. Additionally, the test administrator must sign a form verifying that the tests remained in his/her possession the entire time and were not seen by the FBLA adviser or members of the business department faculty.

6. Contestants taking the production portion of skill tests must also complete the school-site online objective testing portions of the events. Failure to complete the final part of the event will result in disqualification of the student involved for the current and all subsequent years for that particular event. If a student takes any portion of the test, he/she must pay conference registration.
7. Forms requests must be received by the stated deadline.
8. Violation of these rules or failure to return all testing materials will result in the local FBLA chapter being disqualified in those events for the current year.

Please, please pick a proctor that has some computer skills!! This is important so they submit, and complete everything on time!

Objective Testing

The following tests will be given by your school proctor from January 3-20:

Business Etiquette	Interpersonal Communication
Business Ethics	Introduction to Business Communication
Career Exploration	Introduction to Parliamentary Procedure
Computer Concepts	Leadership
Digital Citizenship	Learning Strategies
Exploring Computer Science	Mr. FBL
Exploring Economics	Ms. FBL
Exploring Technology	Proofreading
FBLA Concepts	Running an Effective Meeting
Financial Literacy	Spelling

Event Topics

All State and National Event Topics can be found here: [link for current topic and guidelines.](#)

Conference Registration—Due by December 14

All competitive events are listed and described in detail in the [Middle Level Handbook](#). **All students and attendees must be entered into the registration system.**

For every ten (10) students, there must be one adult chaperone. Chaperones may be teachers, parents, bus drivers, etc, as long as they accept full responsibility for ten (10) students. These adult chaperones should know the student names for which they are responsible. Advisers and adult chaperones must assume full responsibility for the conduct and activities of their delegates during the conference.

Online Registration Instructions

Registration is open at 8:00 am on November 14 and closes at 5:00 pm on November 14.

To register, go to:

<https://www.registermychapter.com/FBLA/AR-MS5/Main.asp>

1. Click on “Registration”
2. All information from last year has been deleted and you must start from scratch!
3. Everyone, Click on “Add My Chapter”
 - a. Fill out the information for your chapter and school. Please make sure all information is accurate for your school.
4. **Enter your registration information for ALL ATTENDING.**
 - a. Click on the “Add New Name” button. Make sure you have the following information available **participants. This includes members, advisers, chaperones, and guests.**
 - i. First Name
 - ii. Last Name
 - iii. Grade Level
 - iv. Status (All registrants will need to be given the status of either: Member, Current District Officer, Adviser, or Guest/Chaperone.) Middle Level
 - v. Special Needs (Note: If submitting the Special Needs form, please include information in this box as well.)
 - vi. Event (Click the Select check box next to the event to be entered.) Each participant ***MUST*** have selected an option in the event column. **Choose NONCOMP for non-competing members, advisers, chaperones, and guests.**
5. As in the past, you may complete the registration process in more than one session. If you choose to do this, make sure to choose the “Save and Finish Later” option.
6. After you have finished entering all information for your chapter, it is recommended that you choose the View Registration button to review the information you have entered.
7. Click the Submit button when your registration is complete and ready for submission.
8. Print a minimum of three copies. (one for your records, one for your accounting department, and one for the district coordinator).

How to print a National Membership Roster

You will need to submit a list of your official membership roster with competitor's names highlighted at the Dropbox link below. Please submit this by January 20.

1. Go to www.fbla-pbl.org
2. Click Login
3. Click on Advisers
4. Click on Manage Your Chapter
5. Click on Your Chapter
6. Click on View Active Students
7. Click on Tools in the Right Corner of your Screen
8. Download to CSV File.
9. Open CSV File in Excel.
10. Mark all competitors with Yellow Fill—Paint Can
11. Save file as SchoolName_NationalRoster.
12. Upload to: Copy and Paste this link and it will work:
<https://www.dropbox.com/request/GHOfyD0yQ7zz49KBn4Kb>

District Officer Elections

District Officer elections will be held at the Spring Conference on February 1. If you have a student that would like to run for the office of President, Vice-President, Secretary, Treasurer, or Reporter have them follow the instructions for running for a district office below. Please encourage your members to consider running for an office since no two officers should be from the same school. Please only send in ONE candidate application per school. If there are not enough applicants, then we will open it up to more than one candidate per school or I will appoint an officer.

Please send district officer applications on time for me to RECEIVE them on January 20. [SUBMIT](#)

District Officer Candidate Speeches

Each District Officer Candidate speak on stage for their campaign speech. The campaign speech can be no longer than two minutes.

The following qualifications and procedures will be followed:

1. Before a member can be considered as a candidate for a District office, the person must be (a) an active member of FBLA for a minimum of one semester, (b) file and application on the official form by the stated deadline, and (c) be recommended by his/her adviser and school official as evidenced by their signature on the officer application form.
2. Each chapter is restricted to running only ONE candidate for elected office and no chapter may hold the same office for two consecutive years.
3. Candidates for the District offices must have at least one year remaining in their educational program.
4. FBLA Dress Code must be followed.
5. Presentation of speeches by candidates will be limited to TWO minutes. The time limit will be enforced. NO SKITS OR MUSIC WILL BE PERMITTED—SPEECHES ONLY!
6. No candy, gum, literature, etc. may be distributed. No signs, etc. can be put up on any building/wall at UCA. Handheld signs, used by your chapter members only, are allowed. In addition, campaign letters can be sent to other chapters before conference day and buttons/stickers can be worn by your local members.

7. You CANNOT use the listserv to send these letters out. They must go directly to the chapters in the district. Samantha Prince, District V ML Coordinator, can send out campaign letters to all District V ML chapters for you.

District Officer Application

Submit District Officer Application and Professional Looking Head Shot: [Submit](#)

Advisers: We would like to have many schools run for officers, so please encourage your students to do so (again limiting to one student per school). However, please realize that as an adviser of a district officer, YOU have responsibilities listed in the Officer Application.

Conference Information

TENTATIVE SCHEDULE—ALL SUBJECT TO CHANGE

8:30-9:15	Registration
8:45	Facilitator and Judges Packet Pickup
9:00	Performance Events (Public Speaking, Job Interview, Mr/Ms FBL, Elevator Speech, Multimedia & Website Development, FBLA Mission & Pledge, Career Research)
9:30	First General Session (Pledge, greetings, chapter awards, officer elections)
10:00	Talent Show
11:45	Awards Ceremony (Conference should conclude around 1:00)

REMINDERS!

► Members **cannot** compete in events in which they have already **placed first** during any prior year (see event guidelines in the Local Chapter Management Handbook for exceptions for team events).

► Guests include adult chaperones and school officials. This classification cannot be extended to students. Please advise guests of the dress code. They, too, must adhere to official dress code guidelines.

► **Critical Thinking, Community Service Project, Annual Chapter Activities Presentation, Critical Thinking, Exploring Business Issues, Marketing Mix Challenge, and Video Game Challenge** are state only events. These compete at State in April, but should register for District Spring Conference.

► **Top 5 Winners** of these Events in District go to State:

Multimedia Website & Development, Business Etiquette, Financial Literacy, Career Exploration, Digital Citizenship, Exploring Computer Science, Elevator Speech, Career Research, Business Ethics, Exploring Economics, Exploring Technology, FBLA Concepts, FBLA Mission & Pledge, Interpersonal Communication, Leadership, Learning Strategies, Running and Effective Meeting. These events will retest and/or perform at State.

- **PROCEDURAL CHANGE:** Time penalties will be eliminated from all events, and timers will stop students from continuing once their allotted time has elapsed.
- **PROCEDURAL CHANGE:** Permanently move to have all team event objective tests taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in and take the test will be removed from the team and prevented from advancing to final round competition.

- **PROCEDURAL CHANGE:** Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.
- **PROCEDURAL CHANGE:** Pilot a digital badging policy to give recognition to members who earn a proficient level (level to be determined) on objective tests.

Charity Contributions

Please submit contributions charity forms by January 20. [Forms Here.](#) [Submit Here.](#)

Payment/Cost

No Refunds are available. Registration fees (\$15.00 per member) are due for all members registered on-line for the District V ML FBLA Spring Leadership Conference. Chapter/School checks or money orders must be **postmarked to be received** by January 20, 2023.

PAYMENTS MUST BE MADE ON TIME OR YOUR SCHOOL WILL BE DISQUALIFIED

District V ML FBLA
C/O Samantha Prince
Pottsville Junior High School
250 Apache Drive
Pottsville, AR 72858

If a member is unable to attend, the chapter may replace that member without paying additional fees (however, the replacement cannot compete). No events can be added following the close of registration on January 7, 2022.

National Anthem

If you have a student that would like to sing the National Anthem in the opening session please send an audition cd, file, to the District Coordinator by January 20. May be submitted electronically (samantha.prince@pottsvilleschools.org)

Job Interview

Applications

In today's world, most job applications are completed online before being called for an interview. To better prepare our students and to also help save time the day of the conference, competitors will complete their applications online using the following [form](#).

Resumes

Resumes will be submitted below prior to the conference. I will print out the resumes for you. However, it is good practice for the interviewee to bring a copy of his or her resume to an interview. Be sure to refer to the specifications in the handbook on page 57.

The filename should be formatted as follows:
JOBINTERVIEW_SchoolName_StudentName

Deadline: January 20, 2023

Link for Resume Submission: [Submit](#)

Mr/Ms. Junior FBL

Resumes

Resumes will be submitted below prior to the conference. I will print out the resumes for you. However, it is good practice for the interviewee to bring a copy of his or her resume to an interview. Be sure to refer to the specifications in the handbook on page 67.

The filename should be formatted as follows:

MRJuniorFBL_SchoolName_StudentName

OR

MSJuniorFBL_SchoolName_StudentName

Deadline: January 20, 2023

File Submission: [Submit](#)

Performance Events

The following events will be conducted in person at the Conference on February 1, 2023.

Job Interview
Public Speaking
Career Research

Mr FBL
Elevator Speech
FBLA Mission & Pledge

Ms. FBL
Multimedia & Website Development

Largest Chapter Membership Market Share & Largest Chapter Membership Award

Please fill out the form for both awards. Deadline: January 20, 2023

Link: [Largest Chapter Marketshare & Chapter Membership Form](#)

Talent Show

A maximum of two entries per chapter will be accepted. One hand-held microphone and one microphone/stand will be available for use. Equipment/props may be stored backstage or kept with member/adviser. No storage will be provided in headquarters. A piano is not available. District V is not responsible for theft, damage, etc. to props and equipment.

Advisers please review the act before conference to make sure it is appropriate. Complete the **TALENT SHOW ENTRY FORM** below for **EACH** act you have entered into competition. Only enter competitors who have already been **registered** through Register My Chapter. Talent Show entry forms (TWO PER CHAPTER) will be submitted using the following link: [Talent Show Registration](#) Deadline: January 20, 2023

Dress Code for Conference

Click [here to view the dress code](#). Please make every effort to ensure students are dressed appropriately. Violations could result in point deduction or disqualification.

STUDENTS WILL NOT BE ALLOWED ON STAGE FOR OBVIOUS DRESS CODE VIOLATIONS (blue jeans, tennis shoes, etc.) Videos submitted will not be judged if dress code is not followed.

Please remind students that professional dress is very conservative. They should dress as if they are going to a job or college interview. If there is any question as to whether a dress/skirt is too short, err on the side of caution and do not wear it.

Slide Show Pictures

Please submit picture you would like included on the slide show to this site: [Submit](#) Deadline: January 20, 2023

Spring District Newsletter

News article emailed to Lauren Schaeffer, District Reporter and cc to Samantha Prince, District Reporter Adviser. Samantha.prince@pottsvilleschools.org Deadline: January 20, 2023

Spring Conference Checklist (dates subject to change)

November 14-December 14, 2022

- On-line registration is due by January 8, 2022—see directions in packet
 - <https://www.registermychapter.com/FBLA/AR-MS5/Main.asp>

January 1, 2023

- Online entry in National Membership Database Deadline
 - <http://fbla-pbl.org>
- Make sure this is PAID before you leave for Christmas Break!!!!
- Members must be entered into the National Membership Database on/before January 1, 2022. Membership dues must be promptly paid and submitted to the national office to be eligible to compete in District/State/National events.

January 3-January 20, 2023

- Skills (Production) & Objective Testing Window
 - Proctored testing window. School-site Online Objective Testing information will be communicated directly with each chapter's appointed proctor. Make sure to provide proctor name, position, and email address in the online registration. Proctor must be a school employee and may not be a business teacher or FBLA adviser.

January 20, 2023--Upload Deadline by 5:00 pm

- National Anthem entry: submitted electronically to Samantha.prince@pottsvilleschools.org
- Official Roster printed from fbla-pbl.org and highlighted in yellow contestants -- [Submit](#)
- District Officer Application, Headshot Picture, & Speech Video Submission [District Officer Application Form](#) [Submit](#)
- Mr. FBL Resume [Submit](#)
- Ms. FBL Resume [Submit](#)
- Job Interview job application ([Job Application Form](#))
- Job Interview Resume [Submit](#)
- News article emailed to Lauren Schaeffer, District Reporter and cc to Samantha Prince, District Reporter Adviser
- Largest Chapter Membership Market Share – Entry Form ([MarketShare Form](#))
- Agreement Form— [2023 Form](#) [Agreement Form](#)
- AAA Form –[2023 Form](#) [AAA Form](#)
- Special Needs Form
- Pictures for the Slide Show [Submit](#)
- Charitable Contributions –[forms](#) to be completed and [submitted](#)
- Local Activities Chapter Report Chapter Event—email to District Advisor
- American Enterprise Project Chapter Event—email to District Advisor

January 20, 2023—Postmark Deadline

- Mail the following to Samantha Prince, ML FBLA District V Coordinator, Pottsville Junior High School, 250 Apache Drive, Pottsville, AR 72858:
 - A copy of online registration and school check made payable to District V ML FBLA
- If you do not pay on time, your school will be disqualified. Make sure to submit your Purchase Orders after registration is completed on December 14 and before you leave for Christmas Break!!!!

February 1, 2023

- Conference in person at UCA

2023 NLC FBLA Competitive Events Topics

(Event names are links to that event on the FBLA National website)

Competitive Events at A Glance: https://www.fbla-pbl.org/media/2022/09/Competitive-Events-At-a-Glance-22-23_MiddleSchool.pdf

All Topics Can be Found at: <https://www.fbla-pbl.org/ml-eventtopics/>

All Rubrics Can be Found at: <https://www.fbla-pbl.org/media/2022/11/2022-23-Middle-School-Rating-Sheets-All-8.30.22.pdf>

FBLA Format Guide: <https://www.fbla-pbl.org/media/2022/10/FBLA-PBL-Format-Guide.pdf>



2023 FBLA Middle Level Competitive Events Overview

Online Objectives Test at District Level Testing Window January 3-20

Business Ethics	Exploring Economics
Career Exploration	Financial Literacy
Computer Concepts	Proofreading
Exploring Computer Science	Digital Citizenship
Exploring Technology	FBLA Concepts
Interpersonal Communication	Leadership
Introduction to Business Communication	Spelling
Introduction to Parliamentary Procedure	Business Etiquette
Learning Strategies	Running an Effective Meeting
Mr. FBL	Ms. FBL

Production Test at District Level Testing Window January 3-20

One Minute Timing	Three Minute Timing
Business Graphics	Business Letters
Spreadsheet	Keyboarding Applications I
Tables	Business Reports

In Person Performance at District Level at Conference

Job Interview	Elevator Speech
Mr. FBL	Multimedia & Website Development
Ms. FBL	Career Research
FBLA Mission & Pledge	Public Speaking

State Only Events

Critical Thinking	Annual Chapter Activities Presentation
Community Service Presentation	Exploring Business Issues
Marketing Mix Challenge	Video Game Challenge
Business Ethics Performance	

FBLA-PBL Dress Code



National Dress Code

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

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Dress for Success



ACCEPTABLE

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

UNACCEPTABLE

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

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

Get Involved in FBLA

2023-2024 District Officer Elections

Each district will elect a District President, Vice President, Secretary, Treasurer, and Reporter. Interested members should download the officer duties and application form from the website. Some districts have additional requirements, and all candidates should contact their district coordinator. Please let me know if you have any questions!

LEAD Achievement Awards

The LEAD program offers the opportunity for your students to earn a variety of digital badges throughout this unique leadership development program, in addition to a badge at the completion of each level that may be uploaded to their online leadership profile.

The online LEAD is located at <https://www.fbla-pbl.org/divisions/fbla-middle-level/education-programs/>

The individual recognition is a two-tier program (Explore & Aspire) aligned with the FBLA-PBL Goals, NBEA Standards, and Career Clusters. The individual program has a March 1 deadline.

Closing Message

Advisers,

I hope that this packet has helped you plan your year with District V ML FBLA. I would be happy to answer any additional questions that you may have. I hope you have a happy and blessed school year!

With the holidays approaching, I know how busy things are. I want to express a sincere thank you for making this commitment to your students! I truly appreciate each and every one of you! If you have any questions or if I can be of assistance in any way, please let me know!

Sincerely,

Samantha Prince
District V ML FBLA Coordinator
Pottsville Junior High
samantha.prince@pottsvilleschools.org
District V ML FBLA
250 Apache Drive
Pottsville, AR 72858