

**ARKANSAS**

**FUTURE**

**BUSINESS**

**LEADERS OF**

**AMERICA**

**MID-LEVEL**



**State Handbook**

**2018-2019**

---

**Create – Lead – Inspire**

---

**Revised November 2021**

# TABLE OF CONTENTS

<b>FBLA FACTS .....</b>	<b>4</b>
FBLA-PBL PLEDGE .....	4
FBLA-PBL CREED.....	5
FBLA-MIDDLE LEVEL GOALS .....	5
FBLA-PBL COLORS.....	5
FBLA-PBL CODE OF ETHICS .....	6
MEMBERSHIP DUES .....	6
HISTORY OF ARKANSAS FBLA.....	7
FBLA STATE ADVISERS .....	7
FBLA STATE CHAIRMEN.....	7
DISTRICT DIVISION .....	8
DISTRICTS BY COUNTIES .....	8
<b>CONSTITUTION AND BYLAWS .....</b>	<b>9</b>
CONSTITUTION .....	9
BYLAWS .....	11
<b>DISTRICT OFFICERS .....</b>	<b>14</b>
ELECTION OF DISTRICT OFFICERS .....	14
DUTIES OF DISTRICT OFFICERS .....	14
<b>CONFERENCES .....</b>	<b>15</b>
DRESS CODE FOR CONFERENCES .....	15
CONFERENCES .....	15
<b>NATIONAL COMPETITIVE RECOGNITION .....</b>	<b>16</b>
STATE/NATIONAL EVENT LIST .....	16
<i>Event Types</i> .....	16
DESCRIPTIONS AND RESOURCES .....	18
OUTSTANDING MIDDLE LEVEL ADVISER RECOGNITION ( <i>STATE ONLY</i> ) .....	19
OUTSTANDING MIDDLE LEVEL MEMBER RECOGNITION ( <i>STATE ONLY</i> ) .....	20
OUTSTANDING MIDDLE LEVEL SUPPORTER RECOGNITION ( <i>STATE ONLY</i> ) .....	21
OUTSTANDING CHAPTER AWARD OF MERIT ( <i>STATE ONLY</i> ) .....	22
<i>Outstanding Chapter Award of Merit Entry Form</i> .....	23
<b>DISTRICT AWARDS PROGRAM .....</b>	<b>24</b>
GENERAL INFORMATION.....	24
MISSION STATEMENT .....	24
ARKANSAS ACTIVITIES ASSOCIATION (AAA) ELIGIBILITY.....	25
COMPETITIVE EVENTS .....	26
<i>Event Types</i> .....	27
<i>School Site Testing Procedures—Production/Skills Events</i> .....	27
<i>School Site Testing Procedures—Objective Test Events</i> .....	27
EVENT GUIDELINES.....	28
LARGEST LOCAL CHAPTER MEMBERSHIP.....	29
LARGEST LOCAL CHAPTER MEMBERSHIP - MARKET SHARE.....	30
BUSINESS GRAPHICS.....	31
<i>Rating Sheet</i> .....	32
BUSINESS LETTERS .....	33
COMPUTER CONCEPTS .....	34
INTRODUCTION TO BUSINESS COMMUNICATIONS.....	35
INTRODUCTION TO PARLIAMENTARY PROCEDURE .....	36
JOB INTERVIEW.....	37
<i>Rating Sheet for Job Interview</i> .....	38
KEYBOARDING APPLICATIONS.....	39

MANUSCRIPTS.....	40
MR. AND MS. JR. HIGH FUTURE BUSINESS LEADER .....	41
<i>Rating Sheet</i> .....	43
ONE-MINUTE TIMINGS.....	44
PROOFREADING.....	45
PUBLIC SPEAKING .....	46
<i>Rating Sheet</i> .....	47
SPELLING.....	48
SPREADSHEET.....	49
TABLES .....	50
THREE-MINUTE TIMINGS .....	51
<b>CONFERENCE FORMS .....</b>	<b>52</b>
AGREEMENT FORM .....	53
CONDUCT RULES AND DRESS CODE .....	54
DISTRICT OFFICER APPLICATION.....	55
PERMISSION SLIP .....	56
FBLA-MIDDLE LEVEL .....	56
DISTRICT CONFERENCE LEADERSHIP REGISTRATION .....	57
ARKANSAS ACTIVITIES ASSOCIATION .....	58
COMPETITIVE EVENT ENTRY FORM.....	59
LARGEST CHAPTER MEMBERSHIP—MARKET SHARE.....	60
FBLA MIDDLE-LEVEL .....	60
ENTRY FORM .....	60
SPECIAL NEEDS FORM.....	61
FBLA MID-LEVEL STATEMENT OF ASSURANCE .....	62



# FBLA Facts

---

Future Business Leaders of America-Middle Level is the national organization for all students who accept the purpose of the association, subscribe to its creed, and demonstrate a willingness to contribute to good school-community relations. Middle level chapters in Arkansas operate as an integral part of the education program under the guidance of a business teacher, the FBLA state committee, school administrators, and business persons.

Local and state chapters of FBLA operate under charters granted by FBLA-PBL, Inc. Each chapter, with its own bylaws, adopts projects and programs within the framework of the National association. The FBLA plan of organization includes local chapters, state chapters and the FBLA national association.

The local chapter consists of young men and women in local schools who are organized and officially chartered in accordance with the guiding principles of FBLA-PBL, Inc.

State chapters are composed of local FBLA chapters within the state. Delegates representing local chapters meet several times within their geographical districts to elect district officers, practice leadership skills, learn more about the state and national projects, and participate in the competitive events program.

The FBLA-PBL national association is composed of local and state chapters and each individual FBLA member. A headquarters is maintained in Reston, VA. The FBLA-PBL Board of Directors establishes policies in line with the career and technical needs of business education students.

The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

FBLA serves as an effective means of bringing students together to deal with career preparation, national problems, community improvements, and worthwhile relationships with local, state, and national groups interested in the welfare of youth.

---

## FBLA-PBL Pledge

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

## FBLA-PBL Creed

---

***I believe*** education is the right of every person.

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

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

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

***I believe*** every person has the right to earn a living at a useful occupation.

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

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

## FBLA-Middle Level Goals

---

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

## FBLA-PBL Colors

---

The official FBLA-PBL colors are blue and gold.

## FBLA-PBL Code of Ethics

---

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

## Membership Dues

---

A student must pay local, state, and national dues to become a member of FBLA. Dues are paid as one fee to the local chapter treasurer or chapter adviser. The treasurer/adviser is responsible for sending state and national dues to the appropriate person. National and state dues should be paid by October 20. Those chapters who report initial membership by October 20 ensure their chapters' eligibility for the Outstanding Chapter Award of Merit and will receive the first mailing of the national membership publication, *Tomorrow's Business Leader*. Membership dues may be paid throughout the school year; however, to receive the full benefits of membership, dues should be paid early in the school year. **For participation in district competitive events, dues must be postmarked to the national FBLA office on or before January 1.**

State dues are \$2.00 and national dues are \$6.00. **National and state dues (in one check)**, with appropriate forms, should be mailed to:

FBLA Membership  
Lockbox P. O. Box 79063  
Baltimore, MD 21279-0063

The amount of local dues is decided by the local chapter members and stays in the local treasury.

## History of Arkansas FBLA

---

On May 1, 1954, Arkansas held its first state conference at the Marion Hotel in Little Rock, Arkansas, to adopt a constitution, elect state officers, and petition for a state charter. Miss Dorothy Frazier of Little Rock was elected the first state president. The Arkansas Chapter of FBLA was chartered June 14, 1954, with 18 local chapters. In 1958, Mr. Frederick Basco was named State Chairman of FBLA and an extensive campaign was launched to increase the number of chapters in the state.

Fort Smith High School was the first known Arkansas chapter to receive a national charter and was assigned the number 222. Arkansas Polytechnic College (now Arkansas Tech University) was the first college in Arkansas to affiliate with the FBLA national organization and was assigned charter number 1417.

In 1958, the national office approved a division of the high school and college members, and the collegiate division was officially designated as Phi Beta Lambda. Arkansas State Teacher's College (now the University of Central Arkansas) was the first Arkansas chapter to receive its new name of Phi Beta Lambda in 1959. However, the two groups continued to hold their state conferences together.

At the 1962 FBLA State Conference, the college chapters voted to hold their conference for the following year separately from the high school chapters. Under the leadership of William Hopper, the Phi Beta Lambda State President from the College of the Ozarks (now University of the Ozarks), plans were made for the first Phi Beta Lambda State Conference which was held March 22-23, 1963.

In 1970, State Department of Education staff members were appointed as state advisers. The state advisers were assigned to work with the state officers to help plan and direct activities of the FBLA-PBL State Chapter. The State Advisers are on the State Board of Directors along with the President of FBLA and the President of PBL and one District Coordinator.

### FBLA State Advisers

---

1976-1977.....	Linda Beene
1977-1979.....	Jean McEntire
1979-1985.....	Marsha Brown
1986-1987.....	Carolyn Osborne
1988-1994.....	Hettie Lou Martin
1994-1995.....	Renee Perry
1995-1996.....	Bill Wooley
1997-2006.....	Hettie Lou Martin
2006-2008.....	Jim Brock
2008-2012.....	LaTrenda Jackson
2012-2016.....	Sandon Williams
2016-2018.....	Will Douthard
2018-Present .....	Kim Bayliss

### FBLA State Chairmen

---

1973-1976.....	Amanda Copeland
1977-1996.....	Tommie Butler
1996-2000.....	Kay Baker
2001-2004.....	Linda Shock
2004-2008.....	Sandra Porter
2008-2016.....	Jim Brock
2016-2018.....	Sandon Williams
2018-Present .....	Kim Bayliss

## **District Division**

---

By 1971, the state membership had grown to the point that it was necessary to divide into districts just as the nation is divided into regions. Five districts were originally created. District workshops and conferences were then held to elect officers and participate in competitive events. The top five winners in each district event would then be eligible to compete on the state level. An officer was elected from each district to serve as a district president as well as a vice president on the state level. The State Vice Presidents for each district are elected prior to the State Conference at their District Spring Leadership Conference. The State President, Secretary, Treasurer, and Reporter are then elected at the State Conference. The underclassman filing an application and scoring the highest on the Parliamentary Procedure written test is also appointed Parliamentarian at the State Leadership Conference.

During the 1983-1984 school year, the districts were expanded to allow for the further growth of the state chapter. The boundaries of the districts were adjusted to create a sixth district.

In the 1988-1989 school year, the district boundaries were once again adjusted to accommodate the growth in membership. The new district officers for Districts VII and VIII were elected at the State Leadership Conference in April 1989, so that the officers would be able to take advantage of the training opportunities offered at the state and national levels. The addition of the new districts increased the number of state officers from 11 to 13.

In addition to the eight senior high districts, there are five junior high districts in the state organization. The first junior high district was established in 1978 for junior high business programs in the central part of the state. Then in 1990, another district was added in Northwest Arkansas to accommodate the growth of junior high business education programs. In 1991, two additional junior high districts were established--one in South Arkansas and one in Northeast Arkansas. In 1998, a fifth district was added in Southeast to accommodate the growth of FBLA in that area of the state.

## **Districts by Counties**

---

District I – Baxter, Benton, Boone, Carroll, Crawford, Franklin, Logan, Madison, Marion, Newton, Sebastian, Scott, and Washington.

District II – Clay, Craighead, Crittenden, Cross, Fulton, Greene, Izard, Jackson, Lawrence, Mississippi, Poinsett, Randolph, Sharp, St. Francis, and Woodruff.

District III – Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Desha, Drew, Jefferson, Lee, Lincoln, Phillips, and Union.

District IV – Clark, Columbia, Dallas, Garland, Grant, Hempstead, Hot Spring, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Saline, Sevier.

District V – Cleburne, Conway, Faulkner, Independence, Johnson, Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Searcy, Stone, Van Buren, White, and Yell.





# Constitution and Bylaws

---

## Constitution

---

### ARTICLE I. NAME

The name of this division of Arkansas FBLA-PBL, Inc., shall be the Arkansas State Chapter of Future Business Leaders of America-Middle Level Division and may be referred to as "FBLA-Middle Level Division."

### ARTICLE II. PURPOSE

**Section 1.** The purpose of the FBLA-Middle Level Division shall be to further the goals of FBLA within the state of Arkansas. The Division shall provide as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their lifestyles, as well as their future work styles.

**Section 2.** The specific goals of FBLA-Middle Level Division are to:

- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of entrepreneurial careers and 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 awareness of occupational goals.
- Facilitate the transition from school to work.

### ARTICLE III. MEMBERSHIP

**Section 1.** The grade levels encompassed in this program shall be grades 5-9, with 9<sup>th</sup> grade being optional. Ninth grade students may elect to join middle level or senior high level; however, they may not hold membership in both divisions at the same time. Membership is open to students in middle level/junior high grades where business subjects are offered.

**Section 2.** FBLA-Middle Level/Junior High Division Membership shall consist of members residing within the State of Arkansas and a member of chartered local chapters.

## ARTICLE IV. DUES AND FINANCE

**Section 1.** The State FBLA-Middle Level/Junior High Division 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 Division shall inure to the benefit of 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 of 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 Division shall not make any accumulation of its income unreasonable in amount or duration.

**Section 3.** The Division shall not use any income for purposes other than the objectives set forth in this Constitution or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objectives. The Division 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 Division engage in any legislative activities other than those in direct furtherance of the Division's stated objectives. The Division shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Division shall not act in any way or engage in activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption or the right of donors to the Division of FBLA-PBL, Inc., and the Division shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted charitable, scientific, or educational association or foundations.

## ARTICLE V. ORGANIZATION

**Section 1.** FBLA-Middle Level/Junior High Division is a subsidiary of the Future Business Leaders of American-Phi Beta Lambda, Inc. As an integral part of the FBLA-PBL, Inc., the Division 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. Only chapters which have received charters and numbers issued by FBLA-PBL, Inc., and which are currently in good standing, shall be referred to as "Future Business Leaders of America-Middle Level Division" or "FBLA-Middle Level Division."

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

**Section 3.** The Division 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 Division, and any other provisions necessary for the orderly administration of the Division.

**Section 4.** The Division shall maintain such relations with FBLA local chapters within the state of Arkansas as shall be approved by the Board of Directors. The Division may apply to the Internal Revenue Service for group tax exemption on behalf of the local chapters within the state.

**Section 5.** Under dissolution, all assets of the Division shall be and remain the assets of Arkansas FBLA.

**Section 6.** Each local chapter shall have an adviser, who shall be a member of the local school faculty.

## ARTICLE VI. EMBLEMS AND COLORS

**Section 1.** The official and insignia items design 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 displaying of the emblem shall be governed by the National Board of Directors.

**Section 2.** Emblems and insignia shall be uniform in all local chapters. Only members in good standing may use official emblems and insignia.

**Section 3.** The official colors of the FBLA-Middle Level Division shall be blue and gold.

## ARTICLE VII. PARLIAMENTARY PROCEDURE

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

## ARTICLE VIII. AMENDMENTS

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be un-amendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualifications 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, Inc. shall become a part of this Constitution with or without the consent of the Chapter.

### Bylaws

(Revised 1999)

---

## ARTICLE I - CLASSES OF MEMBERSHIP

**Section 1.** Membership of the Arkansas Middle Level/Junior High Division shall consist of the total members of chartered local chapters and these members shall hold membership in their national and state chapters and their respective local chapters.

**Section 2.** National FBLA-Middle Level Division, as well as the state and local chapters, shall be open for membership to these classes of members.

Active members shall be middle level students who become members, who accept the purpose of FBLA-Middle level Division, subscribe to its creed and demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by the National Board of Directors, state chapter, and local chapters and may represent their state and local chapters as approved by their respective state and local advisers.

Active middle level student membership shall be limited to students from Arkansas Activities Association member schools except as prohibited by Federal and State Law and/or State Board of Education requirements. (Adopted April 1977)

Honorary Life Members may be elected to a state or local chapter by a majority vote. They shall be persons who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life Members shall not vote or 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 persons making significant contributions to the field of education and/or to the growth and development of FBLA-PBL, Inc. National Honorary Life Members shall not vote or be required to pay dues.

## **ARTICLE II - FINANCES**

**Section 1.** National dues shall be determined by a majority vote of the National Board of Directors based on fiscal reports by the national office. National and state dues of members shall be forwarded directly to the FBLA-PBL, Inc., national office.

**Section 2.** Dues for state membership shall be determined by the State Executive Council and approved by a majority vote of local voting delegates present at the District Fall Leadership Conferences.

**Section 3.** Any person eligible for membership, who has paid the annual membership fee of \$6.00 for national dues and \$2.00 for state dues, shall be a FBLA-Middle Level/Junior High Division member for a period corresponding with the membership year.

**Section 4.** National and state dues of members shall be forwarded to the national office by October 20. Recruitment for new members may continue all year; however, dues must be postmarked on or before **January 1** for members to be eligible to enter competitive events at the District Spring Leadership Conferences. (Adopted June 1997)

**Section 5.** All state fund disbursements will be made by check, and the check will be signed first by the State Adviser and co-signed by the State Chairman or state committee member. (Adopted April 1981)

**Section 6.** An annual report of finances will be submitted to the delegates yearly.

**Section 7.** An annual audit of the financial records of the State Chapter will be conducted each year by an outside accountant.

**Section 8.** The fiscal year of FBLA-Middle Level/Junior High Division shall be July 1 through June 30.

## **ARTICLE III - GOVERNING BOARD**

**Section 1.** The governing body of the Future Business Leaders of America-Middle Level Division shall be the FBLA-PBL State Board of Directors which is composed of the State Chairman, FBLA State Adviser, PBL State Adviser, one District Coordinator, one ML District Coordinator and the State Presidents of FBLA and PBL divisions.

## **ARTICLE IV - OFFICERS**

**Section 1.** The officers of FBLA-Middle Level/Junior High Division shall consist of a president, a vice president, a secretary, a treasurer, and a reporter for each of the middle level/junior high districts.

**Section 2.** These officers shall be elected annually or appointed at the District Spring Leadership Conferences by a majority vote of local chapter voting delegates. Voting shall be by use of voting machine or ballot. In case a majority is not reached on the first ballot, the two candidates receiving the largest number of votes will go into a run-off election, to be voted upon by use of voting machine or ballot. Each local chapter within the geographic boundaries of the district may be represented by two voting delegates.

A majority of registered delegates present at each District Leadership Conference shall constitute a quorum. (Adopted April 1979)

**Section 3.** To be eligible for nomination for a district office, a person must be a member in good standing in a recognized FBLA-Middle Level/Junior High Division chapter in Arkansas and must submit a notice of intent (officer application) to seek a district office to the District Coordinator by the stated deadlines prior to the District Spring Leadership Conferences. No two officers may be elected from the same chapter. No chapter shall hold the same elected office for two years in succession unless appointment is needed.

**Section 4.** Should the office of president become vacant, the vice president shall assume the duties of president. Any vacancy in an office other than that of president shall be filled by appointment of the president with the approval of the District Executive Council. (Adopted April 1988)

**Section 5.** The District Executive Council shall consist of the five elected officers and their advisers (one adviser per officer). The District Coordinator shall serve as an ex-officio member of the Executive Council.

## **ARTICLE V – DUTIES OF DISTRICT OFFICERS**

The duties of the officers shall be as follows and as set forth in the State Handbook.

**Section 1.** The district president shall preside at the District Leadership Conferences and the Executive Council meetings and assume all other duties common to this office.

**Section 2.** The district vice president shall accept the responsibilities of the president as occasion may demand and assume other duties at the discretion of the District Executive Council.

**Section 3.** The district secretary is responsible for recording the minutes of all executive council meetings and making those copies available to the district membership.

**Section 4.** The district treasurer is responsible for presenting financial and membership reports as requested by the president or district coordinator.

**Section 5.** The district reporter is responsible for publishing the district newsletter and distributing it to the local chapters within the district.

## **ARTICLE VI - DISTRICT MEETINGS**

Annual District Fall and Spring Leadership Conferences shall be held in each of the Middle Level/Junior High districts.

## **ARTICLE VII - AMENDMENTS**

**Section 1.** Proposed amendments to these Bylaws shall be submitted in writing not later than September 1 to the state adviser. Notice of proposed amendments shall be sent to local chapters in the District Fall Leadership Conference packets. Proposed amendments shall be reviewed and approved by the State Board of Directors before they can be submitted to the local voting delegates. Voting on proposed amendments will take place at the District Fall Leadership Conferences. A two-third vote of the voting delegates present and voting is required for adoption.

**Section 2.** No amendments shall be in conflict with the ethics or rules of FBLA-PBL, Inc. Amendments required to qualify or retain qualifications as an educational and charitable organization as defined in the Internal Revenue Code of 1954, or any successor thereto, shall automatically become part of these Bylaws.



# District Officers

---

## Election Of District Officers

---

The election of five district officers: President, Vice President, Secretary, Treasurer, and Reporter, is held at the District Spring Leadership Conferences. Any member is eligible to run for district office with approval of the local chapter adviser.

Each local chapter may run one candidate for one office. Applications must be submitted by the stated deadline stated in the Spring Leadership Conference packet. If an office remains unfilled, chapters will be notified and applications will be taken or officers may be appointed.

If a student is elected, he/she and their advisor shall be required to attend a District Officer Training in the summer.

## Duties of District Officers

---

PRESIDENT	Presides at all meetings including Executive Council meetings; promotes the growth and development of the association.
VICE PRESIDENT	Accepts the responsibilities of the president as occasion may demand; promotes the growth and development of the association.
SECRETARY	Records the proceedings of all business and Executive Council meetings; accumulates the minutes and/or proceedings of all meetings and conferences and presents the accumulated records to the newly elected secretary at the Spring Leadership Conference; promotes the growth and development of the association.
TREASURER	Presents any financial and membership records necessary and submits to the Secretary for inclusion in the minutes; promotes the growth and development of the association; handles details of registration at the district conferences.
REPORTER	Works closely with the president and Executive Council to encourage maximum publicity by all chapters; accepts the responsibility of producing two issues of the district newsletter annual; promotes the growth and development of the association.



# Conferences

---

## Dress Code for Conferences

---

The leadership conferences attended by Arkansas FBLA-Middle Level/Junior High members are designed to train students to become leaders in business. Part of that training is teaching students to wear appropriate business attire for these meetings. Because the organization is of a business nature, it is fitting that students dress to portray the business image of the organization. This image is a reflection on individual schools and FBLA.

The following dress code has been adopted by the State Executive Council and approved by the State FBLA-PBL Board of Directors:

### **General Sessions, Competitive Events, and Workshop Sessions.**

Business attire for young women must be a business suit, appropriate dress, or professional pants suit. Many women's two piece suites are designed so that they do not require a blouse; therefore, this will be accepted. Outfits of denim (any color) are not allowed. Shoes for women should be dress. No tennis shoes or athletic shoes are allowed. Sling-back shoes and open toe shoes are accepted. Young men must wear dress slacks (no denim of any color), dress shirt, tie, and dress shoes (athletic or tennis shoes are not appropriate).

The following items are not considered appropriate at any time on an FBLA trip: athletic shorts, spandex, cut-off shorts, bare midriffs, jeans or shorts with frayed holes, t-shirts with suggestive print, muscle t-shirts, or spaghetti strap tops.

## Conferences

---

### **District Fall Leadership Conference**

The middle level/junior high districts within the state organization hold Fall Leadership Conferences for members of chapters within their geographic boundaries. Students and advisers have an opportunity to share ideas and participate in professional development and chapter building workshops. These district fall conferences are held in September, October or November of each year. Information about the conference and registration information is distributed to each local chapter by the district coordinator.

### **District Spring Leadership Conference**

Each middle level/junior high district has a Spring Leadership Conference in late January or early February. The purpose of these conferences is to further leadership development by participation in the middle level/junior high competitive events program. Each local chapter will receive information from their district coordinator in early January giving the information about the conference. The conferences are under the direction of the junior high district coordinators and district officers in those districts large enough for officers. In the other districts, the conference is under the direction of the district coordinator and a local chapter's officers serving as the host school.



# National Competitive Recognition

The FBLA Middle Level Division has implemented new events for National Competitive Recognition. Some events will be recognized as state and district events. To be eligible for competition, the local chapter submitting projects must be registered for their district conference and the members entered in the individual events must be registered for their district conference. They are identified below:

## State/National Event List

<b>State/National (Objective Event)</b> <ul style="list-style-type: none"><li>■ Business Etiquette</li><li>■ Career Exploration</li><li>■ Digital Citizenship</li><li>■ Exploring Computer Science</li><li>■ Exploring Economics</li><li>■ Exploring Technology</li><li>■ FBLA Concepts</li><li>■ Financial Literacy</li><li>■ Interpersonal Communication</li><li>■ Leadership</li><li>■ Learning Strategies</li><li>■ Running an Effective Meeting</li></ul>
<b>State/National (Performance and/or Production Event)</b> <ul style="list-style-type: none"><li>■ Annual Chapter Activities Presentation <i>*state only</i></li><li>■ Business Ethics <i>*objective test at district, performance &amp; objective test at state</i></li><li>■ Career Research</li><li>■ Community Service Presentation <i>*state only</i></li><li>■ Critical Thinking <i>*state only</i></li><li>■ Elevator Speech</li><li>■ Exploring Business Issues <i>*state only</i></li><li>■ FBLA Mission &amp; Pledge</li><li>■ Marketing Mix Challenge <i>*state only</i></li><li>■ Multimedia &amp; Website Development <i>*production &amp; performance</i></li><li>■ Video Game Challenge <i>*state only</i></li></ul>
<b>State (Chapter Event)</b> <ul style="list-style-type: none"><li>■ Outstanding Middle Level Adviser <i>*state only</i></li><li>■ Outstanding Middle Level Member <i>*state only</i></li><li>■ Outstanding Middle Level Supporter <i>*state only</i></li><li>■ Outstanding Chapter Award of Merit <i>*state only</i></li></ul>

## Event Types

**Objective & Production (State/National)**—These events will involve school-based testing. Testing will be completed by a local school proctor that is **not** an FBLA adviser or member of the business department faculty. The rules governing the school-based testing will follow the same regulations as those already established for district competition. The top five for each event will be recognized at the District Spring Leadership Conferences and will qualify to compete at state. All events will be retested at state level. The top two entries in the state will be invited to compete at the National Leadership Conference.



**Performance and/or Production Events (State/National)**—Career Research, Elevator Speech, FBLA Mission & Pledge, and Multimedia & Website Development will perform at the District Spring Leadership Conference. Business Ethics will take objective test at district level. The top five for each event will be recognized at the District Spring Leadership Conferences and will qualify to compete at state. The other events will take place at the Middle Level State Leadership Conference location and the state placement will be presented. The top two entries in the state will be invited to compete at the National Leadership Conference.

## Descriptions and Resources

---

Objective Events	<a href="#"><u>Competencies and Task Lists</u></a>
Performance Events	<a href="#"><u>Topics</u></a>
Other Resources	<a href="#"><u>Format Guide</u></a> <a href="#"><u>Choose Your Event</u></a> <a href="#"><u>Rating Sheets</u></a>

# **Outstanding Middle Level Adviser Recognition**

*(state only)*

---

This award honors FBLA-Middle Level advisers who have contributed to the success of FBLA-ML on the local, district/region, state, and national levels.

## **Eligibility**

Each local chapter may submit one (1) nominee who is an adviser of an active local middle level chapter. The nominee must have taught at least three years at the middle level and have been an active FBLA-ML adviser for three years.

## **Regulations**

1. The nominee must submit a biographical sketch (this sketch must be in the same order as the criteria listed below) of no more than two pages and include the bullets listed below in the procedures section. This information is submitted to the state adviser.
2. Nominees for state and national Outstanding Middle Level Adviser will be selected by a panel of judges following the criteria below. The top nominee will be named Arkansas' Outstanding Middle Level Adviser and will be nominated for national recognition.
3. Nominees must have been an FBLA-ML adviser and middle level teacher for at least three years.

## **Procedure**

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

1. Number of years taught (indicates years at each level.)
2. Indicate the number of district conferences attended (minimum of three required.)
3. Indicate two unique activities that your local chapter has successfully completed.
4. Indicate any workshops led or other responsibilities at the above conferences attended.
5. Indicate how you integrate FBLA-ML activities into your classes.
6. Submit a recommendation letter from a fellow colleague or administrator.

## **State Recognition**

The top adviser will be recognized as the state Outstanding Middle Level Adviser and receive an individual plaque and/or trophy. This will be presented at the Middle Level District or State Leadership Conference. An adviser may receive this award only once per five years.

# Outstanding Middle Level Member Recognition

(state only)

---

This award honors FBLA-Middle Level members who have contributed to the success of FBLA-ML on the local, district, state, and national levels.

## Eligibility

Each local chapter may submit one (1) student who is a member of an active local middle-level chapter and who is on record in the FBLA-PBL national center as having paid dues by January 1 of the current school year.

## Regulations

1. The nominee must submit a biographical sketch (this sketch must be in the same order as the criteria listed below) of no more than two pages and include the bullets listed below in the procedures section. This information is submitted to the state adviser.
2. Nominees for state and national Outstanding Middle Level Member will be selected by a panel of judges following the criteria below. The top nominee will be named Arkansas' Outstanding Middle Level Member and will be nominated for national recognition.

## Procedure

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

1. Number of years in FBLA-Middle Level.
2. Indicate the extent of participation in district conferences.
3. Indicate the offices, chairmanships, and/or committee memberships held in FBLA-ML.
4. Indicate your involvement in local activities and the outcome of at least one of the projects.
5. Answer the question – “What FBLA has done for me?”
6. Complete at least the *Business* level in the MAP membership program - Middle Level Achievement Program.
7. Submit a recommendation letter from the local chapter adviser.

## State Recognition

The top member will be recognized as the state Outstanding Middle Level Member and receive an individual plaque and/or trophy. This will be presented at the Middle Level District or State Leadership Conference.

## **Outstanding Middle Level Supporter Recognition**

*(state only)*

---

This award honors outstanding leaders from within the school and/or the business sector who have contributed to the success of FBLA-Middle Level on the local and district levels.

### **Eligibility**

Each chapter may enter one (1) person in the Middle Level Outstanding Supporter Recognition event.

### **Regulations**

1. The nominee must submit a biographical sketch (this sketch must be in the same order as the criteria listed below) of no more than two pages and include the bullets listed below in the procedures section. This information is submitted to the state adviser.
2. Nominees for state and national Outstanding Middle Level Supporter will be selected by a panel of judges following the criteria below. The top nominee will be named Arkansas' Outstanding Middle Level Supporter and will be nominated for national recognition.

### **Procedure**

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

1. Years of participation in FBLA-Middle Level activities.
2. Promotion of FBLA-Middle Level through presentations, seminars, and school-related activities.
3. Contributions to local and district activities.
4. Financial assistance to and sponsorship of activities for local chapters.

### **State Recognition**

The top member will be recognized as the state Outstanding Middle Level Supporter and receive an individual plaque and/or trophy. This will be presented at the Middle Level State or District Leadership Conference.

## **Outstanding Chapter Award of Merit**

*(state only)*

---

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

### **Eligibility**

Each local chapter on record in the FBLA-PBL state and national office as paying dues by October 20 of the current school year may enter.

### **Regulations**

1. The local chapter adviser must complete the entry form and certify that the local chapter has met the Outstanding Chapter Award of Merit criteria.
2. The entry form must be uploaded online using the instructions included in the District Spring Leadership Conference packet by the deadline stated.

### **Procedure**

Criteria:

1. Paid state and national dues by October 20
2. Developed a written local chapter program of work and submitted to the state adviser by December 1
3. Must submit a copy of the Local Chapter Activities Report to the state office by the established deadline
4. Participated in a national and a state project
5. Sent representatives to each FBLA conference sponsored by the district
6. Invited business and professional men and women to become involved in classroom and/or chapter activities
7. Conducted a public relations program in the school and community and documented the activities with newspaper clippings and/or reports
8. Promoted FBLA-ML to the school and community

### **Awards**

Each chapter completing **ALL** parts of the checklist will be presented an Outstanding Chapter Award of Merit certificate.

## Outstanding Chapter Award of Merit Entry Form

SCHOOL \_\_\_\_\_

ADVISER \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

The following guidelines will be used to determine recommendations for Outstanding Chapter Award of Merit. These are minimum requirements. They are listed to serve as a guide for chapters in planning their local program of work.

### Documented by Chapter

### Minimum Criteria

- \_\_\_\_\_ Paid initial state and national dues by October 20
- \_\_\_\_\_ Developed a written local chapter program of work and submitted to the **state adviser** by December 1
- \_\_\_\_\_ Local Chapter Activities Report submitted to the state adviser by deadline stated
- \_\_\_\_\_ Participated in a national project
  - A. March of Dimes
  - B. Membership Achievement Award
  - C. 100% Class Participation
  - D. Winner's Circle
  - E. American Enterprise Award
  - F. Community Service Award
- \_\_\_\_\_ Participated in a state project (Submit copy of check or letter from project)
  - A. March of Dimes
  - B. Make-A-Wish
  - C. Arkansas Children's Hospital
  - D. Gift of Life (ARORA)
  - E. Leukemia Society Project
  - F. Ronald McDonald House
  - G. Juvenile Diabetes Research Foundation (JDRF)
- \_\_\_\_\_ Sent representatives to district leadership conferences (Fall and Spring)
- \_\_\_\_\_ Invited business and professional men and women to become involved in classroom and/or chapter activities (Attach invitation or thank you letter)
- \_\_\_\_\_ Conducted a public relations program in the school and/or community and documented the activities with newspaper clippings and/or reports (submit copy of newspaper or report)



# District Awards Program

---

## General Information

---

The District Awards Program (DAP) at the District Leadership conferences exemplifies the range of activities and focus of FBLA-Middle Level/Junior High. These events are based on projects developed from one of the goals of FBLA-PBL and the curriculum of business education programs.

- Competitors must meet Arkansas Activities Association eligibility requirements.
- **A member may enter up to two individual/team events. However, a student cannot compete in more than one performance event.**
- **A chapter may enter up to 3 members for objective and production events.**
- **A chapter may only enter 1 member for performance events.**
- Members who have won first place in an event at a previous Middle Level/Junior High Spring Leadership Conference may not enter that event again.
- Reference manuals, textbooks, and other source materials except those listed in the guidelines, **MAY NOT** be taken to the events.
- Members whose dues are received in the national office on or before **January 1** are eligible to participate in competitive events. Membership in FBLA is unified on the local, state, and national levels and is not available separately.

Awards are given to the first five places in each event.

## Mission Statement

---

### Middle Level/Junior High FBLA District Awards Program

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

Today's students demand and deserve learning experiences that enable them to achieve success through effective participation in career-related activities designed to reach professional goals. The Middle Level/Junior High District Awards Program offers this opportunity by providing support for curriculum development, facilitates practical application, and increases conceptual knowledge of business principles.



## Arkansas Activities Association (AAA) Eligibility

---

Students entered in competitive events must meet the following Arkansas Activities Association eligibility requirements. The AAA has three criteria that must be met for eligibility of vocational students to **compete** in an **interscholastic** event:

- The student must be a bonafide student of the school they represent. (A bonafide student is one who has not graduated from high school and who is enrolled in and attending at least four academic courses identified in the Arkansas Department of Education Standards of Accreditation.)
- The student must meet the scholarship rule.
- The student may not participate after his/her sixteenth birthday.

### AAA Scholarship Rule/Regulation

Regulations on participation by students in interscholastic activities are:

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements.
2. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester.
3. The second semester eighth and the first semester ninth grade student meets scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.
4. First semester ninth grade students must pass four academic classes to be eligible the second semester of the ninth grade.

Before entering students in district competition, the adviser must:

1. Verify with school counselor and/or school office that students meet the scholarship regulations as required by the State Board of Education and Arkansas Activities Association.
2. Submit a Certificate of Eligibility for Non-Athletics, signed by the school administrator and the adviser, verifying the eligibility of participation for all the chapter's contestants.

## Competitive Events

The following is a list of competitive events offered at the middle level/junior high district spring conferences:

<b>State/National (Objective Event)</b> <ul style="list-style-type: none"> <li>■ Business Etiquette</li> <li>■ Career Exploration</li> <li>■ Digital Citizenship</li> <li>■ Exploring Computer Science</li> <li>■ Exploring Economics</li> <li>■ Exploring Technology</li> <li>■ FBLA Concepts</li> <li>■ Financial Literacy</li> <li>■ Interpersonal Communication</li> <li>■ Leadership</li> <li>■ Learning Strategies</li> <li>■ Running an Effective Meeting</li> </ul>	<b>District (Chapter Event)</b> <ul style="list-style-type: none"> <li>■ Largest Local Chapter</li> <li>■ Largest Local Chapter – Market Share</li> </ul>
<b>State/National (Production Event)</b> <ul style="list-style-type: none"> <li>■ Multimedia &amp; Website Development</li> </ul> <p><i>*performance also</i></p>	
<b>State/National (Performance Event)</b> <ul style="list-style-type: none"> <li>■ Business Ethics <i>*objective test only at district level</i></li> <li>■ Career Research</li> <li>■ Elevator Speech</li> <li>■ FBLA Mission &amp; Pledge</li> <li>■ Multimedia &amp; Website Development</li> </ul> <p><i>Refer to State/National Event section to see descriptions of these events.</i></p>	<b>District (Objective Event)</b> <ul style="list-style-type: none"> <li>■ Computer Concepts</li> <li>■ Introduction to Business Communication</li> <li>■ Introduction to Parliamentary Procedure</li> <li>■ Proofreading</li> <li>■ Spelling</li> </ul>
	<b>District (Production Event)</b> <ul style="list-style-type: none"> <li>■ 1' Minute Timed Typing</li> <li>■ 3' Minute Timed Typing</li> <li>■ Business Graphics <i>(team event-3 member max)</i></li> <li>■ Business Letters</li> <li>■ Keyboarding Applications</li> <li>■ Manuscripts</li> <li>■ Spreadsheets</li> <li>■ Tables</li> </ul>
	<b>District (Performance Event)</b> <ul style="list-style-type: none"> <li>■ Job Interview</li> <li>■ Mr./Ms. Jr. High Future Business Leader</li> </ul> <p><i>*objective test also</i></p> <ul style="list-style-type: none"> <li>■ Public Speaking</li> </ul>

## Event Types

---

**Objective & Production (District)**—These events will involve school-based testing. Testing will be completed by a local school proctor that is **not** an FBLA adviser or member of the business department faculty. The rules governing the school-based testing will follow the same regulations as those already established for district competition (see below). The top five in each event will receive district recognition. All of these awards will be presented at the District Spring Leadership Conferences.

**Performance Events (District)**—These events will take place at the District Spring Leadership Conference location. The top five will be recognized at the District Spring Conference.

### School Site Testing Procedures—Production/Skills Events

---

Production/skills tests are administrated prior to the district conference using the School-Site Testing procedure outlined below:

1. Each local chapter must secure a local school district person to administer the skill tests for their contestants. A member of the business department faculty or FBLA adviser may not be the 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 sent directly to the designated test administrator and must stay in the possession of the administrator at all times. The test administrator will be responsible for packaging the tests and returning all testing material to the designated person.
4. A statement of certification must be signed by the test administrator and contestant verifying that copies of the test were not duplicated, saved to hard drive, or extra copies of the contestant's papers were not 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.

### School Site Testing Procedures—Objective Test Events

---

1. Each local chapter must secure a local school district person to administer the objective tests for their contestants. A member of the business department faculty or FBLA adviser may not be the 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 testing instructions will be sent directly to the designated test administrator and must stay in the possession of the administrator at all times.
4. Competitors will receive tickets for access to the online testing system.

## Event Guidelines

Arkansas Middle Level FBLA Competitive Event Guidelines 2021-22			
All Reports and Prejudged Projects will be submitted online for all competitions			
DISTRICT Event Limitations Per Member- 2 objective tests <u>OR</u> 1 objective test and 1 production event <u>OR</u> 1 production event and 1 performance event STATE/NATIONAL Event Limitations Per Member - 1 state/national event (Members may not compete in multiple STATE/NATIONAL events but can compete in 1 state/national event and 1 district event) Chapter Limitations Per Event - 3 per objective test, 1 per production event, 1 per performance event			
DISTRICT-ONLY EVENTS			
Individual Objective Events (School-Site Online Test)	Production Events (School-Site Test)	Performance Events (Day of Conference)	
Computer Concepts	1' Timing	Job Interview	
Introduction to Business Communication	3' Timing	Mr./Ms. Junior High Future Business Leader*	
Introduction to Parliamentary Procedure	Business Graphics (Team Event-3 member max)	Public Speaking	
Proofreading	Business Letters		
Spelling	Keyboarding Applications		
	Manuscripts		
	Spreadsheet		
	Tables		
		* Requires online objective test	
3 entries per chapter for each event in this list		1 entry per chapter for each event in this list	
DISTRICT/STATE/NATIONAL			
Individual Objective Events (School-Site Online Test)	Team Objective Events (School-Site Online Test)	Performance Events (State Conference Only)	
Business Etiquette	Business Ethics (District - Objective Test Only)	Annual Chapter Activities Presentation	
Career Exploration	Performance Events (District Conference)	Business Ethics	
Digital Citizenship	Career Research	Community Service Presentation	
Exploring Computer Science	Elevator Speech	Critical Thinking	
Exploring Economics	FBLA Mission & Pledge	Exploring Business Issues	
Exploring Technology	Multimedia & Website Development*	Marketing Mix Challenge	
		Video Game Challenge	
		Individual or Team Event (up to three members)	
		* Requires production component	
3 entries per chapter for each event in this list		1 entry per chapter for each event in this list	
-----Members may only compete in ONE of these events-----		-----Members may only compete in ONE of these events-----	
RECOGNITION EVENTS			
District Only		State Only	
Largest Local Chapter Membership		Outstanding Middle Level Adviser	
Largest Local Chapter Membership-Market Share		Outstanding Middle Level Member	
		Outstanding Middle Level Supporter	
		Outstanding Chapter Award of Merit	
1 entry per chapter for each event in this list		1 entry per chapter for each event in this list	

## **Largest Local Chapter Membership**

---

Effective district, state, and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters who have attained the largest membership in Middle Level/Junior High FBLA.

### **Eligibility**

All active local chapters are eligible.

### **Procedure**

Official membership records are audited by the district coordinator, therefore, no entry form is required for this event.

Winners in this event are determined by the district coordinator. The figures used in determining the winners will be the number of paid FBLA members on record in the state and national offices as of January 1 of the current school year.

### **Awards**

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## **Largest Local Chapter Membership - Market Share**

---

This event is designed to encourage chapters from small schools to compete in the FBLA membership awards. This event also seeks to promote active membership recruitment on a competitive basis for all schools and provide additional recognition to those chapters and members who have actively promoted the growth of FBLA.

### **Eligibility**

All active chapters are eligible to submit one entry form.

### **Regulations**

1. The official membership figures used in this event will be determined by a percentage of FBLA membership from the **total student body enrollment**.
2. The entry form must be received by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.

The official entry form is provided. A copy of the form should be submitted for competition.

### **Judging**

Judging will be based on percentage of FBLA membership from the **total student body enrollment**. The percentage is calculated on total student body enrollment of each grade where members are eligible for FBLA membership.

Winners in this event are determined by the district coordinator after the membership audit of state and national records as of January 1 of the current year.

### **Awards**

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Business Graphics

---

This event is designed to recognize FBLA members who demonstrate the ability to design graphic layouts using their creative abilities in this field.

### Eligibility

Each local chapter may enter an individual or a team of up to three participants who are on record in the state and national office as paying dues by January 1 of the current school year.

### Regulations

1. The participants must be registered online by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Participants failing to report on time for the event may be disqualified.
4. A Statement of Assurance form must be filled out for entry to this event.

### Procedure

1. Forty-five (45) minutes will be allowed for this event.
2. Participants will be given a theme relating to FBLA at the beginning of the event. All work must be done by the participants within this time period. The actual event will take place at the school testing site. Competitors must use some type of image editing software to create their original illustration. Once completed, each image should be saved as a PDF or JPEG for judging purposes. Failure to do so may result in submission not being judged.

### Judging

Images will be graded by a panel of judges. All judges' decisions are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Business Graphics Rating Sheet

---

Points given may range between zero and maximum number indicated.

### Theme

Relation to theme and FBLA \_\_\_\_\_ 40

### Arrangement

Eye appeal  
Art principles considered \_\_\_\_\_ 20

### Copy

Appropriate use of words \_\_\_\_\_ 10

### Neatness

\_\_\_\_\_ 10

### Presentation

Applicability for use in promoting FBLA \_\_\_\_\_ 20

**Score** \_\_\_\_\_ **100**

**NAME OF SCHOOL** \_\_\_\_\_

**TEAM MEMBERS** \_\_\_\_\_

**JUDGE'S COMMENTS:**



## Business Letters

---

Keying skills are primary requisites for obtaining positions in business. This event is designed to recognize FBLA members who display skills in keying business letters.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

1. The participants must be registered online by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Participants failing to report on time for the event may be disqualified.
4. A Statement of Assurance form must be filled out for entry to this event.

### Procedure

#### School-Site Testing

1. Forty-five (45) minutes will be allowed for the skills test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
2. Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. Participants will save as they go and submit the files online in accordance with the given instructions.
3. Participants must recognize the necessity for accurate proofreading.
4. Word division manuals and dictionaries may be used as reference materials.

### Judging

Judging of skills tests will be based on printed copy using the Standards of Mailability on the national FBLA website. The documents will be scored by a panel of judges for this event. All decisions of the judges are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Computer Concepts

---

The handling of data is important in the operation of a business. This event is designed to provide recognition for FBLA members who understand the basic principles involved in computer systems.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

The participant must register online by the deadline stated in the District Spring Leadership Conference packet.

### Procedure

- A 30-minute objective test will be administered at the school testing site.
  - School-site testing will take place online.

### Judging

The test will be graded by the online grading program. Ties will be broken based on the last ten questions. In the event there is still a tie, the time the test was completed online in will be the deciding factor. All judges' decisions are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Introduction to Business Communications

---

The ability to proofread work accurately is a valuable business tool. This event is designed to provide recognition for middle level FBLA members who have learned basic proofreading techniques, the ability to proofread accurately, spelling, and basic grammar rules.

### **Business Education Curriculum Standards:**

Communications

### **Eligibility**

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### **Regulations**

The participant must register online by the deadline stated in the District Spring Leadership Conference packet.

### **Procedure**

Participants will be given a forty-five (30) minute online objective test which may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

### **Judging**

The test will be graded by the online grading program. Ties will be broken based on the last ten questions. In the event there is still a tie, the time the test was completed online in will be the deciding factor. All judges' decisions are final.

### **Awards**

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Introduction to Parliamentary Procedure

---

This event recognizes FBLA members who demonstrate knowledge of the basic principles of parliamentary procedure.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

The participant must be registered in the online registration program by the deadline stated in the District Spring Leadership Conference packet.

The participant must be selected in accordance with the regulations of the state chapter.

### Procedure

Participants will be given a 30 minute online objective test on basic parliamentary procedure principles. Refer to the Local Chapter Organization tab of the national *Chapter Management Handbook* for information on basic parliamentary procedure.

### Judging

The test will be graded by the online grading program. Ties will be broken based on the last ten questions. In the event there is still a tie, the time the test was complete online will be the deciding factor. All judges' decisions are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Job Interview

---

Interviewing skills are primary requisites for obtaining positions in business. This event is designed to recognize FBLA members who demonstrate skill in completing an application, preparing a resume, and interviewing.

### Eligibility

Each chapter may enter one contestant. Participant must be on record in the state and national offices as paying dues by January 1 of the current school year. This event is restricted to grades 7-9.

### Regulations

1. The participant must be registered online by the district coordinator by the deadline stated in the District Spring Leadership Conference packet.
2. Three copies of the resume must be submitted to the district coordinator by the deadlines stated in the conference packet. Resume should include the following headings **in this order**:
  - a. Personal information to include name, address and phone number. E-mail is optional.
  - b. Career objectives
  - c. Educational background-school name, grade point average, business courses
  - d. Extracurricular activities
  - e. Honors and achievements

**NOTE:** *Participants failing to submit their resumes by the stated deadline will not be eligible to compete in this event.*

3. The participant must be selected in accordance with the regulations of the state chapter.
4. Advisers must report to the events confirmation desk at the District Leadership Conference to verify event registration.
5. Participants failing to report on time for the event may be disqualified.

### Procedure

1. If an online application was not provided by the district coordinator, all participants will meet together prior to the interview to complete their job application (in ink). The application form may include a short writing exercise.
2. Participants will be able to select from the following job descriptions for his/her resume/application form. Participant should research one of the following jobs and be prepared to discuss the job qualifications in the interview portion of this event.

• Secretary Computer	• Programmer
• File Clerk	• Graphics Specialist
• Receptionist	• Manager Trainee
• Computer Specialist	• Word Processor
• Data Entry Clerk	• Accounting Clerk
3. Participants must furnish their own pens and correction materials.
4. Fifteen (15) minutes will be allowed to complete the application.
5. As participants complete their application, they will be given their interview time.

### Judging

There will be a panel of judges for this event. All judges' decisions are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Rating Sheet for Job Interview

Points given may range between zero and maximum number indicated.

### Application Form and Resume

Clear and concise presentation of facts according to the guidelines

\_\_\_\_\_ 10

Correct grammar, punctuation, spelling, and acceptable business style

\_\_\_\_\_ 10

Evidence of skills for business

\_\_\_\_\_ 10

\_\_\_\_\_ 30

### Interview

Poise and maturity

\_\_\_\_\_ 5

Self-Confidence, initiative, and assertiveness

\_\_\_\_\_ 5

Communication skills

\_\_\_\_\_ 10

Presentation of facts in an orderly manner

\_\_\_\_\_ 5

Personal appearance (grooming and appropriate business attire)

\_\_\_\_\_ 10

\_\_\_\_\_ 35

### Leadership Ability

Participation in extra-curricular activities

\_\_\_\_\_ 10

Leadership role

\_\_\_\_\_ 5

Participation in school and/or community organizations

\_\_\_\_\_ 5

Demonstration of outstanding achievement

\_\_\_\_\_ 5

Career knowledge and career plans

\_\_\_\_\_ 10

\_\_\_\_\_ 35

### Interview Score

\_\_\_\_\_ 100

### Total Points Deducted

\_\_\_\_\_

### Final Interview Score

\_\_\_\_\_

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

JUDGE'S SIGNATURE \_\_\_\_\_

COMMENTS:

## Keyboarding Applications

---

Knowledge of keyboarding applications is a necessity in today's high-tech business world. This event is designed to recognize middle level FBLA members who can demonstrate basic keyboarding applications skills.

### Description

Participants should be able to produce a personal letter, a one-page report, and a one- or two-column table/centering problem. Results will be based on accuracy of printed copy and Standards of Mailability. (Refer to the Chapter/Member Recognition section of the National *Chapter Management Handbook* [CMH] or the national FBLA website.)

### Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by January 1 of the current school year.

All middle level FBLA members in grades 5 through 9 are eligible for this event.

### Procedure

#### School-Site Testing

1. Forty-five (45) minutes will be allowed for the skills test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
2. Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (Refer to the Standards of Mailability on the national FBLA website.) Participants will save as they go and submit the files online in accordance with the given instructions.
3. Participants must recognize the necessity for accurate proofreading.
4. Word division manuals and dictionaries may be used as reference materials.

### Judging

Judging of the skill tests will be by a panel of judges using the standards of mailability. All decisions of the judges are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference**

## Manuscripts

---

This event is designed to recognize FBLA members who demonstrate skill in keying simple manuscripts.

### Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by January 1 of the current school year.

All middle level FBLA members in grades 5 through 9 are eligible for this event.

### Regulations

1. The participants must be registered online by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Participants failing to report on time for the event may be disqualified.
4. A Statement of Assurance form must be filled out for entry to this event.

### Procedure

#### School-Site Testing

1. Forty-five (45) minutes will be allowed for the skills test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
2. Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (Refer to the Standards of Mailability on the national FBLA website.) Participants will save as they go and submit the files online in accordance with the given instructions.
3. Participants must recognize the necessity for accurate proofreading.
4. Word division manuals and dictionaries may be used as reference materials.

### Judging

Judging of the skill tests will be by a panel of judges using the standards of mailability. All decisions of the judges are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference**



## Mr. and Ms. Jr. High Future Business Leader

---

These events are designed to provide recognition to outstanding Junior High FBLA members who have demonstrated leadership qualities, participation, and interest in FBLA.

### Eligibility

Each local chapter may enter one participant in each event. Participants must be on record in the state and national offices as paying dues by January 1 of the current school year. These events are restricted to grades 7-9.

### Regulations

1. The participant must register online for the event and take an objective test by the stated deadline in the District Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.
5. The contestants with the top designated scores on the written online objective test will be interviewed at the District Spring Leadership Conference by a panel of judges. (The number to be interviewed will vary from district to district—the designated number can be found in the District Spring Leadership Conference packet.)
6. Three copies of the resume must be submitted to the district coordinator by the deadlines stated in the conference packet. Resume should include the following headings **in this order**:
  - a. Personal information to include name, address and phone number. E-mail is optional.
  - b. Career objectives
  - c. Educational background-school name, grade point average, business courses
  - d. FBLA involvement-for example: conferences attended, leadership roles, school & community involvement
  - e. Extracurricular activities
  - f. Honors and achievements

**NOTE: Participants failing to submit their resumes by the stated deadline will not be eligible to enter this event.**

7. Judges must deduct one (1) to fifteen (15) 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.
8. Advisers should serve as consultants to ensure that the resume is well organized, contains substantiated statements, and is written in a business style.

### Procedure

These events consist of two parts: a 30 minute online objective test is taken as a school-site test and the interview is conducted at the conference site.

### Objective Test

Participants will be given an online objective test designed to measure their knowledge of FBLA and business concepts. The test may include questions on general information about FBLA-PBL history, business concepts (basic business); business mathematics, business English, parliamentary procedure, and general knowledge of business activities.

**Interview**—The top contestants (number varies per district) with the highest test score will be scheduled for an interview. A weighting of 50 percent interview score and 50 percent objective test score will determine the top five winners.

### **Judging**

All objective on-line tests are graded by the program. In the event of ties in determining the top [participants to interview, scores associated with the objective test portion of the event will be used to break the ties. The program evaluates the last ten (10) questions from the test and the student missing the least number of questions on the last 10 questions will be ranked accordingly. The on-line tests constitutes 50 percent of the final event score.

There will be a panel of judges for the interview portion of these events. In case of a tie, the interview process will be used to determine the final rank. All judges' decisions are final.

### **Awards**

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference.**

## Mr./Ms. Jr. High Future Business Leader Interview Rating Sheet

---

Points given may range between zero and maximum number indicated.

### Resume

Clear and concise presentation of facts with logical arrangement	_____ 10	
Correct grammar, punctuation, spelling, and acceptable business style	_____ 10	
Evidence of participation in FBLA and skills for business	_____ 10	_____ 30

### Interview

Poise and maturity	_____ 5	
Self-confidence, initiative, and assertiveness	_____ 5	
Communication skills	_____ 10	
Presentation of facts in an orderly manner	_____ 10	
Personal appearance (grooming and appropriate business attire)	_____ 5	_____ 35

### Leadership Ability

Participation in and knowledge of FBLA	_____ 10	
Leadership Role in FBLA	_____ 5	
Participation in school and/or community organizations	_____ 5	
Demonstration of outstanding achievement	_____ 5	
Career knowledge and career plans	_____ 10	_____ 35

**Interview Score** \_\_\_\_\_ **100**

**Total Points Deducted** \_\_\_\_\_

**FINAL INTERVIEW SCORE** \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

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

Comments:

## One-Minute Timings

---

This event is designed to recognize FBLA members who demonstrate skill in speed keying with accuracy as a prime factor.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

1. The request for school-site testing must be received by the district coordinator by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. The participant must register online for the event and take an online objective test for the event by the stated deadline in the District Spring Leadership Conference packet.

### Procedure

#### School-Site Testing

1. Time will be allowed for general directions and warm-up.
2. Contestants must use a typing website that times and calculates words per minute.
3. Three (3) one-minute timings will be given with the participant selecting and submitting the best of the three timings for grading. Participants may correct errors during the timed writings, but time cannot be added. Participants must find and circle all errors after completion of the timed writings.
4. No other reference materials are to be brought to the event.
5. Participants must provide their own pens and pencils.

### Judging

The test will be graded by a panel of judges. All judges' decisions are final. The following grading system will be used.

- Papers with more than five (5) errors will be penalized.
- Uncircled errors will count double.
- Subtract total errors from total words typed to get total words counted.
- Ties for first place will be broken based on the paper with the fewest errors.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference.**

## Proofreading

---

The ability to proofread work accurately is a valuable business skill. This event is designed to provide recognition for FBLA members who have learned basic proofreading marks and developed the ability to proofread accurately.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

The participant must be registered in the online registration program by the deadline stated in the District Spring Leadership Conference packet.

The participant must be selected in accordance with the regulations of the state chapter.

### Procedure

Participants will be given an online objective test which may include comparison of printed copy to determine the number of errors and knowledge of proofreader's marks.

### Judging

The test will be graded by the on-line grading program. Ties will be broken based on the last ten questions. In the event there is still a tie, the time the test was completed on-line will be the deciding factor. All judges' decisions are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference.**

## Public Speaking

---

This event is designed to recognize FBLA members who develop qualities of business leadership by presenting logical sequences of ideas through public speaking activities.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

1. The participant must be registered in the online registration program by the deadline stated in the district conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Advisers must report to the events confirmation desk at the district conference to verify event registration.
4. Participants failing to report on time for the event may be disqualified.
5. Each participant's speech must be the result of his/her own efforts. Facts and working data may be secured from any source. The speeches must be prepared by student members, not advisers. Advisers should serve consultants to ensure that the speeches are well organized, contain substantiated statements, and are written in a business style.
6. The content of the speech must be of a business nature and developed from one or more of the eight (8) Middle Level FBLA goals.
7. When delivering his/her speech, the participant may use notes or note cards. Participants may also elect to deliver speeches without any notes.
8. No visual aids may be used.

### Procedure

1. Participants will be assigned times for performance based on random selection prior to the district conference.
2. At the time of performance, the event administrator will introduce each participant by name.
3. Each speech must be two (2) minutes in length. A timekeeper will stand after one and one-half (1 ½) minutes and when the speaker is finished, record the time used by each participant, noting any deductions of three (3) points for presentations under 1:31 or over 2:29 minutes.

### Judging

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

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee.**

## Public Speaking Rating Sheet

---

Points given may range between zero and maximum number indicated.

### Content

Relation to FBLA Middle Level goals	_____ 15	
Purpose clearly stated	_____ 10	
Suitability and accuracy of statements	_____ 5	_____ 30

### Organization

Topic adequately developed	_____ 10	
Logical sequence of ideas	_____ 10	
Accomplishment of purpose	_____ 10	_____ 30

### Delivery

Voice quality, diction	_____ 10	
Appropriate gestures, eye contact	_____ 10	
Confidence	_____ 5	
Personal appearance	_____ 5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	_____ 10	_____ 40

### SCORE

\_\_\_\_\_ **100**

**TIME** \_\_\_\_\_  
(Deduct 3 points for times  
under 1:31 or over 2:29)

### PENALTY POINTS

### FINAL SCORE

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

JUDGE'S SIGNATURE \_\_\_\_\_

JUDGE'S COMMENTS:

## Spelling

---

Correct spelling is a valuable asset in the business office. This event recognizes FBLA members who demonstrate that ability.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

The participant must be registered in the online registration program by the deadline stated in the District Spring Leadership Conference packet.

The participant must be selected in accordance with the regulations of the state chapter.

### Procedure

Participants will be given a 30 minute online objective test.

### Judging

The test will be graded by the on-line grading program. Ties will be broken based on the last ten questions. In the event there is still a tie, the time the test was completed on-line will be the deciding factor. All judges' decisions are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference.**



## Spreadsheet

---

Knowledge of spreadsheet applications is a necessity in today's high-tech business world. Middle level FBLA students must be able to apply various spreadsheet applications in a business environment, utilizing critical thinking and decision-making skills.

### Description

Participants should be prepared to complete problems in spreadsheet format, which may include various functions, including formatting, sorting, editing, creating and applying formulas, and charts. Results will be based on accuracy and formula-view printout.

### Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by January 1 of the current school year.

All middle level FBLA members in grades 5 through 9 are eligible for this event.

### Regulations

1. The participants must be registered online by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Participants failing to report on time for the event may be disqualified.
4. A Statement of Assurance form must be filled out for entry to this event.

### Procedure

#### School-Site Testing

1. The state chapter, upon receiving request, will mail testing material for this event to the school testing site.
2. Students will be given 45 minutes to complete this skill test. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
3. Calculators are not allowed.
4. Participants must recognize the necessity for accurate proofreading.
5. Results will be based on accuracy of printed copy. Participants will save as they go and submit the files online in accordance with the given instructions.

### Judging

Judging of the skill tests will be by a panel of judges based on the accuracy of printed copy. All decisions of the judges are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference**

## Tables

---

This event is designed to recognize FBLA members who display skills in keying and formatting tables.

### Eligibility

Each local chapter may submit one entry. Entries must be an individual member. Participants must be members of an active local middle level chapter who are on record in the FBLA-PBL National Center as having paid dues by January 1 of the current school year.

All middle level FBLA members in grades 5 through 9 are eligible for this event.

### Regulations

1. The participants must be registered online by the deadline stated in the District Spring Leadership Conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. Participants failing to report on time for the event may be disqualified.
4. A Statement of Assurance form must be filled out for entry to this event.

### Procedure

#### School-Site Testing

1. Forty-five (45) minutes will be allowed for the skills test at the school testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Problems are weighted according to difficulty and may be completed in any order.
2. Results will be based on mailable copy. Material that could be considered mailable with slight or serious corrections will receive reduced credit. (Refer to the Standards of Mailability on the national FBLA website.) Participants will save as they go and submit the files online in accordance with the given instructions.
3. Participants must recognize the necessity for accurate proofreading.
4. Word division manuals and dictionaries may be used as reference materials.

### Judging

Judging of the skill tests will be by a panel of judges based on the accuracy of printed copy. All decisions of the judges are final.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference**

## Three-Minute Timings

---

This event is designed to recognize FBLA members who demonstrate skill in speed keying with accuracy as a prime factor.

### Eligibility

Participants must be on record in the state and national offices as paying dues by January 1 of the current school year.

### Regulations

1. The request for school-site testing must be received by the district coordinator by the deadline stated in the conference packet.
2. The participant must be selected in accordance with the regulations of the state chapter.
3. The participant must register online for the event and take an online objective test for the event by the stated deadline in the District Spring Leadership Conference packet.

### Procedure

#### School-Site Testing

1. Time will be allowed for general directions and warm-up.
2. Contestants must use a typing website that times and calculates words per minute.
3. Three (3) three-minute timings will be given with the participant selecting and submitting the best of the three timings for grading. Participants may correct errors during the timed writings, but time cannot be added. Participants must find and circle all errors after completion of the timed writings.
4. No other reference materials are to be brought to the event.
5. Participants must provide their own pens and pencils.

### Judging

The test will be graded by a panel of judges. All judges' decisions are final. The following grading system will be used.

- Papers with more than ten (10) errors will be penalized.
- Uncircled errors will count double.
- Subtract total errors from total words typed to get total words counted.
- Ties for first place will be broken based on the paper with the fewest errors.

### Awards

The top five winners from each district will be recognized by the district and the individuals will receive a plaque for first place and certificates for second through fifth places. **To be eligible for a district award, contestants must be registered in the online registration program by stated deadline in District Conference packet and pay the district registration fee. No additional testing will be administered at the district conference.**



# Conference Forms

---

The forms you will need to register your chapter for the District Fall Leadership Conference and District Spring Leadership Conference are contained in this chapter. These forms include:

AAA Eligibility Certificate

Agreement Form

Competitive Event Entry Form

Conduct Rules and Dress Code

Largest Chapter Membership–Market Share

Officer Application

Permission Slip

Registration Form

Special Needs Form

Web Page Creation

**DO NOT USE THE ORIGINAL FORMS IN THIS HANDBOOK–MAKE A COPY TO USE!**

## Agreement Form

"I have read the conditions of attendance or participation at the FBLA-Middle Level/Junior High District Conference, understand them, and agree to refrain from any infraction of these rules and conditions. I understand an infraction of the conduct rules may result in the forfeiture of all individual rights and privileges. I further understand that serious infractions could result in my being sent home. I further agree to attend all meetings of the conference."

Delegates Signatures:

1.	15.
2.	16.
3.	17.
4.	18.
5.	19.
6.	20.
7.	21.
8.	22.
9.	23.
10.	24.
11.	25.
12.	26.
13.	27.
14.	28.

\*Attach additional sheets if necessary

Approved by:

---

Signature of School Superintendent or Principal

---

Signature of FBLA Chapter Adviser

---

Name of Local Chapter

<b>NOTE: Serious infraction of conduct rules could result in parents and/or school official being notified.</b>
---

## Conduct Rules and Dress Code

---

### FBLA-Middle Level

Local chapter advisers will be responsible for the conduct of their students attending all activities.

Advisers are to be available to handle disturbances and accept responsibility for checking student activities.

Advisers should explain student regulations and the reasons for these regulations to all members attending the activity. Members must understand that infractions of the rules of conduct could result in forfeiture of all individual rights and privileges.

Dress Code:

Young Men—dress slacks (no denim of any color), dress shirt, tie and dress shoes (athletic or tennis shoes are not appropriate).

Young women—business suit, appropriate dress, or professional pants suit. Outfits of denim are not allowed. Shoes for women must be dress shoes.

Students must adhere to the dress code stated in the Chapter Management Handbook in the Organization and By-laws tab.

No member shall leave the meeting location unless permission has been received from the adviser. Members must keep their advisers informed of their whereabouts and activities at all times.

No member shall register or attend the conference without having a local adviser registered and present.

There shall be no defacing of public property—any damages to property or furnishings at the location must be paid for by the individual responsible, the local chapter, or the school. Do not remove any property from the premises.

No alcoholic beverages or narcotics in any form shall be possessed by members at any time, under any circumstances. Members are prohibited from smoking at conferences.

Members shall attend all general sessions and activities.

**District Officer Application**  
**FBLA- Middle Level**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City ZIP

Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

School \_\_\_\_\_

Adviser(s) \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

School Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

DISTRICT OFFICE SOUGHT \_\_\_\_\_

**SCHOOL ACTIVITIES:**

Name of Organization	Office Held

**COMMUNITY INVOLVEMENT:**

Name of Organization	Office Held

I am willing to spend the necessary time in planning and conducting district meetings and activities, and in completing the duties of a district office, as well as attend a summer officer training.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Adviser

\_\_\_\_\_ has our complete approval and our encouragement in running for district FBLA office and we realize the additional time and work required of a district officer, including attending an overnight summer officer training.

\_\_\_\_\_  
Signature of Administration

\_\_\_\_\_  
Signature of Parent/Guardian

**Permission Slip**  
**FBLA-Middle Level**

---

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

This is to state that my son/daughter named above has my permission to attend the FBLA-Middle Level district conference, relieving the individual advisers, school, and Department of Career Education of any responsibility which does not come under the term "reasonable," and further agree that the authority to control and enforce the listed rules and regulations which have been deemed advisable and reasonable for all students attending this activity is given to the adviser.

---

Signature of Parent/Guardian

---

Home Phone

---

Cell Phone

---

Business Phone



## **District Conference Leadership Registration**

### **FBLA-MIDDLE LEVEL**

---

Registration instructions for each conference will be distributed by district coordinator.

## **Arkansas Activities Association**

---

3920 Richards Road  
North Little Rock, AR 72117  
Office: (501) 955-2500 Fax: (501) 955-2600

### **Certificate of Eligibility for Non-Athletics**

We certify that we are familiar with the rules governing the eligibility of students under the Constitution and Bylaws of this Association, that we have personally checked this list, and that the persons or organization named have complied in all respects with the requirements for eligibility under the rules and are entitled to represent this school in the activities during the

\_\_\_\_\_ semester of \_\_\_\_\_.  
1<sup>st</sup> or 2<sup>nd</sup> Year

Respectfully,

\_\_\_\_\_  
Superintendent or Principal

\_\_\_\_\_  
Sponsor or Director

\_\_\_\_\_  
School Address

**Please attach this form to each list of names or application and forward to your district coordinator.**

**DO NOT SEND TO ARKANSAS ACTIVITIES ASSOCIATION**

**NOTE: This form must be submitted to be eligible to compete.**

## Competitive Event Entry Form

### FBLA-Middle Level

School \_\_\_\_\_

Adviser(s) \_\_\_\_\_

School Phone \_\_\_\_\_ Adviser's E-Mail \_\_\_\_\_

Please check the events and/or activities your chapter will enter. Please **PRINT** or **TYPE** the contestant's name exactly as it is to be spelled on certificates.

#### CHAPTER EVENTS

(District Only)

( ) American Enterprise Project \_\_\_\_\_

( ) Largest Chapter Membership \_\_\_\_\_

( ) Largest Chapter Membership—Market Share \_\_\_\_\_

( ) Local Chapter Activities Report \_\_\_\_\_

#### RECOGNITION EVENTS

(State Only)

( ) Outstanding ML Adviser \_\_\_\_\_

( ) Outstanding ML Member \_\_\_\_\_

( ) Outstanding ML Level Supporter \_\_\_\_\_

( ) Outstanding Chapter Award of Merit \_\_\_\_\_

## Largest Chapter Membership–Market Share

### FBLA Middle-Level

#### ENTRY FORM

---

SCHOOL \_\_\_\_\_

Number of FBLA members who have paid local, state and national dues by January 1.

#### LIST GRADE LEVELS DURING WHICH STUDENTS MAY BELONG TO FBLA

Grade Level	Student Body Enrollment*	Number of FBLA Members
5 <sup>th</sup> Grade		
6 <sup>th</sup> Grade		
7 <sup>th</sup> Grade		
8 <sup>th</sup> Grade		
9 <sup>th</sup> Grade		
<b>TOTALS</b>		
<b>PERCENTAGE OF FBLA MEMBERS OF THE ELIGIBLE STUDENT BODY</b>		

\***Total** student body enrollment for each grade level must be used.

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:**

---

**Chapter Adviser**

## Special Needs Form

### FBLA-Middle Level

---

If you have a student that requires special needs at the FBLA District Spring Leadership Conference, please state the need(s) below and return this form to the district coordinator.

School \_\_\_\_\_

Adviser \_\_\_\_\_

Phone \_\_\_\_\_ Adviser's E-Mail \_\_\_\_\_

Name of Student \_\_\_\_\_

Event Entered \_\_\_\_\_

Special needs required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## FBLA Mid-Level Statement of Assurance

### Mid-Level Entry Form

Check one: ☐ Computer Slide Show  
☐ Multimedia & Website Development

Provide the complete URL for Multimedia & Website Development below. Make sure the URL link is valid and that the submissions are able to open for judging purposes. Please make sure to follow instructions sent on how to submit Computer Slide Show entries. All of these events will be judged online.

State: Arkansas

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

Website URL Address:  
(Multimedia & Website  
Development only) \_\_\_\_\_

Member(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Local Chapter Contact

Adviser Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association.

(Typed name is accepted for signature)

Adviser's Name \_\_\_\_\_

Name of Team Member \_\_\_\_\_

Name of Team Member \_\_\_\_\_

Name of Team Member \_\_\_\_\_