



Competitive Events Guide

A **WORLD** OF
OPPORTUNITY

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



Nevada FBLA Competitive Events

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Nevada FBLA Competitive Events – Region Success Series

Special Notes

Members can compete in up to five (5) events. All events are individually taken.

Accounting I
Accounting II
Advertising
Agribusiness
Business Calculations
Business Communication
Business Etiquette (Middle Level)
Business Law
Business Math and Financial Literacy (Middle Level)
Business Procedures
Career Exploration (Middle Level)
Computer Problem Solving
Cyber Security
Digital Citizenship (Middle Level)
Economics
Health Care Administration
Hospitality Management
Intro. to Business (9-10)
Intro. to Business Communication (9-10)
Intro to Computer Science & Coding (Middle Level)
Intro. to FBLA (9-10)
Intro. to Financial Math (9-10)
Intro. to Info Technology (9-10)
Intro. to Parliamentary Procedure (9-10)
Journalism
Networking Concepts
Organizational Leadership
Personal Finance
Political Science
Securities & Investments
Banking & Financial Systems
Entrepreneurship
Future Business Leader
Global Business Issues
Help Desk
Management Decision Making
Management Info. Systems
Marketing
Multimedia & Website Development Test (Middle Level)
Network Design
Parliamentary Procedure
Sports & Entertainment Management

**Only \$10
per
student**

Nevada FBLA Competitive Events - SBLC

Special Notes

*Members can compete in up to **three (3) events**. Only two of these events may have a performance component. Events are categorized as follows:*

Members can take up to THREE (3) of these events	Members can only participate in TWO (2) of these events	Members can participate in these events regardless of if they compete in other events
Accounting I Accounting II Advertising Agribusiness Business Calculations Business Communication Business Etiquette (Middle Level) Business Law Business Math and Financial Literacy (Middle Level) Business Procedures Career Exploration (Middle Level) Computer Applications Computer Problem Solving Computer Slide Show (Middle Level) Cyber Security Database Design & Apps. Digital Citizenship (Middle Level) Economics Health Care Administration Hospitality Management Intro. to Business (9-10) Intro. to Business Communication (9-10) Intro to Computer Science & Coding (Middle Level) Intro. To FBLA (9-10) Intro. To Financial Math (9-10) Intro. to Info Technology (9-10) Intro. to Parliamentary Procedure (9-10) Journalism Multimedia & Website (Middle Level) Networking Concepts Organizational Leadership Personal Finance Political Science Publication Design Securities & Investments Spreadsheet Applications Word Processing	3-D Animation American Enterprise Project Banking & Financial Systems Broadcast Journalism Business Ethics Business Financial Plan Business Plan Client Service Coding and Programming Community Service Project (Both) Computer Game & Simulation P Creed (Middle Level – State Only) Critical Thinking (Middle Level) Digital Video Production E-Business Electronic Career Portfolio Elevator Speech (Middle Level) Emerging Business Issues Entrepreneurship Future Business Leader Global Business Issues Graphic Design Help Desk Impromptu Speaking Introduction to Business Presentation (9-10 only) Introduction to Public Speaking (9-10) Job Interview Local Chapter Annual Business Report Management Decision Making Management Info. Systems Marketing Mobile Application Development Network Design Parliamentary Procedure Partnership with Business Public Service Announcement Public Speaking Sales Presentation Social Media Campaign Sports & Entertainment Management Website Design	Battle of the Chapters (state only) Chassey Ako Community Service Award (state only) National Business Honor Roll NEW Digital Scrapbook (state only) Who’s Who in Nevada FBLA Young Leader Award (Middle Level)

General Information

Online Submission

Nevada FBLA will continue the process of providing an online form where all pre-judged competitive event materials will be submitted.

Evaluations, Scoring Sheets, and Tests

Event materials that are able to be returned to chapters/members, including scoring sheets, plaques and certificates not picked up on stage will be made available immediately after the closing session of the State Business Leadership Conference. No materials will be mailed to chapters following the event as all materials will be available for pickup in person at this time.

Decision of the Judges

All decisions of the panel of judges are final. Procedural issues may be addressed to the Executive Director or State Adviser.

Interpretations of rules, procedures, or questions are to be made by the Executive Director or State Adviser or their designee.

Number of Competitions Allowed Per Competitor - NLC

On the national level, a student may compete in one (1) chapter event as well as one individual or team event. If a member is a candidate for National Parliamentarian, they also take the National Parliamentarian selection test.

Number of Competitions Allowed Per Competitor – SBLC – FBLA and Middle Level

At the state level, each student may compete in a maximum of **three** events, including chapter events. No more than two events may have a performance component

Number of Competitions Allowed Per Chapter – SBLC - FBLA

Chapters may enter **as many members as they choose** in online only events. These events are:

- ∇ Accounting I
- ∇ Accounting II
- ∇ Advertising
- ∇ Agribusiness
- ∇ Business Calculations
- ∇ Business Communication
- ∇ Business Law
- ∇ Computer Problem Solving
- ∇ Cyber Security
- ∇ Economics
- ∇ Health Care Administration
- ∇ Insurance & Risk Management
- ∇ Introduction to Business
- ∇ Introduction to Business Communication
- ∇ Introduction to Business Procedures
- ∇ Introduction to FBLA
- ∇ Introduction to Financial Math
- ∇ Introduction to Parliamentary Procedure
- ∇ Journalism
- ∇ Networking Concepts
- ∇ Organizational Leadership
- ∇ Personal Finance
- ∇ Political Science
- ∇ Securities & Investments

Chapters may submit **one (1) entry** in the following chapter events that **do** count as event student entries:

- ∇ American Enterprise Project
- ∇ Community Service Project
- ∇ Local Chapter Annual Business Report
- ∇ Partnership with Business Project

Chapters may enter up to **10 entries** in the following events that have multiple competitive event parts:

- | | |
|----------------------------------|-------------------------------------|
| ▽ 3-D Animation | ▽ Hospitality Management |
| ▽ Banking & Financial Systems | ▽ Global Business |
| ▽ Business Financial Plan | ▽ Job Interview |
| ▽ Business Plan | ▽ Management Decision Making |
| ▽ Computer Applications | ▽ Management Information Systems |
| ▽ Database Design & Applications | ▽ Marketing |
| ▽ Digital Video Production | ▽ Network Design |
| ▽ Entrepreneurship | ▽ Parliamentary Procedure |
| ▽ Future Business Leader | ▽ Sports & Entertainment Management |
| ▽ Global Business | ▽ Spreadsheet Applications |
| ▽ Help Desk | ▽ Word Processing |

Chapters may submit **five (5) entries** in the following performance/demonstration events that do not have an additional competitive component:

- | | |
|--|---|
| ▽ Broadcast Journalism | ▽ Impromptu Speaking |
| ▽ Business Ethics | ▽ Introduction to Business Presentation |
| ▽ Client Service | ▽ Introduction to Public Speaking |
| ▽ Coding & Programming | ▽ Mobile Application Development |
| ▽ Computer Game & Simulation Programming | ▽ Public Service Announcement |
| ▽ E-Business | ▽ Public Speaking |
| ▽ Electronic Career Portfolio | ▽ Publication Design |
| ▽ Emerging Business Issues | ▽ Sales Presentation |
| ▽ Graphic Design | ▽ Social Media Campaign |

Chapters may submit **one (1) entry** in the following chapter or recognition events that **do not** count against student entries:

- | | |
|---------------------------------------|------------------------------|
| ▽ Administrator of the Year | ▽ Businessperson of the Year |
| ▽ Adviser of the Year | ▽ Battle of the Chapters |
| ▽ Chassey Ako Community Service Award | ▽ NEW Digital Scrapbook |
| ▽ Gold Seal Chapter Award of Merit | ▽ Who's Who |
| ▽ Alumni of the Year | |

Number of Competitions Allowed Per Chapter – SBLC – Middle Level

Chapters may enter **as many members as they choose** in online only events. These events are:

- | | |
|--------------------------------------|---|
| ▽ Business Etiquette | ▽ Digital Citizenship |
| ▽ Business Math & Financial Literacy | ▽ Introduction to Computer Science & Coding |
| ▽ Career Exploration | |

Number of Competitions Allowed Per Chapter – SBLC – Middle Level

Chapters may enter **five entries** in these events:

- | | |
|-------------------------------------|-------------------|
| ▽ Creed Speaking (State Only Event) | ▽ Elevator Speech |
| ▽ Critical Thinking | |

Middle Level Chapters may also have one Community Service Project entry that counts as one of the student events.

State Recognition

Up to the top ten (10) competitors, teams, or chapters will be recognized in each event and will receive awards at the State Business Leadership Conference. Please see the details on page 16 for more information.

Sweepstakes Award

Nevada FBLA awards a state Sweepstakes Award to the top chapters with the most competitors placing in the top 10 in their respective events. The Sweepstakes Award is calculated as follows:

- 10th Place: 1 Point
- 9th Place: 2 Points
- 8th Place: 3 Points
- 7th Place: 4 Points
- 6th Place: 5 Points
- 5th Place: 6 Points
- 4th Place: 7 Points
- 3rd Place: 8 Points
- 2nd Place: 9 Points
- 1st Place: 10 Points

Cellular Phones

Cellular phones are to be in the off position during competitive event sessions. Competitors whose phones ring or disturb the competition environment will either be penalized or disqualified from the event.

Written Event Online Testing

Nevada FBLA will utilize an online delivery system to administer its written, knowledge events. Competitors will be provided with login information and will complete their exams in a locally monitored lab setting at their local school prior to the actual conference.

Competitors WILL NOT be able to change the events they are registered in at the time of testing but will have access only to those events in which they are pre-registered.

If participating in a team event that has a test, all team members must be present at the time of testing or the non-participating member(s) will be disqualified from the event.

Method for Breaking Ties

The “Last Ten Question Method” is used in the event there is a tie among written test competitors. The competitor who missed the least amount of questions in the final ten (10) questions will have the tie broken in his/her favor. If a tie remains after reviewing the last ten (10) questions, time used to complete the test will be used to break the tie.

Sequestering for Events

In the performance events, competitors are not sequestered (isolated from other conference attendees and competitors) to allow for maximum participation in all events. This is allowed because Nevada FBLA has always maintained a high level of honor and character among its members. Therefore, any competitors found to be sharing event topics, case studies, judge questions, or test questions with any other person (including guests, advisers, chaperones, members from other schools) will be disqualified from ALL competitions. Depending on the severity, the competitor may be asked to leave the conference or in certain cases the entire chapter may be disqualified from competition.

Observing Performance Events

Final rounds of performance events may be to audience observation where space permits. The conference program will clearly designate which events are open for audience observation. In all cases, competitors actually participating in the event are not allowed to be observers. No one may enter or leave the performance area while a performance is in progress.

Equipment

At SBLC, no screens, projectors or power carts will be available to competitors. Internet access will be available to competitors in events where internet is indicated in national guidelines. While best intentions for working internet is planned, students should always have a backup.

Scheduling Conflicts

With Blue Panda, conflicts are automatically resolved. However, time between events may be limited, so students should always show to an event 15-20 minutes early when possible.

Reference Materials

Except where designated in the national guidelines, no reference materials are allowed in any competition.

Recording of Presentations

Absolutely no audio or visual recording devices will be allowed in any competitive event, unless approved by the state adviser/executive director for resource purposes.

Due Dates

Due dates for materials, registration, etc., are posted in the official Nevada FBLA-PBL Calendar. In most cases these due dates are "receipt dates." This means that designated materials will be due by close of business (5:00 p.m.) on that date. Materials received after deadlines will be penalized or disqualified.

Event Verification

A chapter adviser or designee must verify competitors at registration on the first day of the conference. No substitutions or event changes will be permitted at this time, only deletions.

Overview of Competitive Events Program

Below is a description of the different types of competitive events.

Objective Test Individual - A 60-minute test administered online during a testing window before State Business Leadership Conference. Non-graphing calculators are not allowed for objective tests.

Production Test Individual - A one- or two-hour computer production test administered and proctored at a designated school site prior to the State Business Leadership Conference.

Role Play Team - Competitors receive a role play scenario 10 or 20 minutes prior to their scheduled event times. Judges receive a copy of the role play along with suggested questions to ask during each performance.

Prejudged Individual, Team, or Chapter - Report or project content is prejudged before the conference. The presentation of a report or project is judged during the State Business Leadership conference.

Interview Individual - The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.

Speech Individual - A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors.

Presentation Individual or Team - The presentation of an individual or team's project, or campaign on a specific topic provided in the event guidelines. This topic changes each year.

NEW TYPE – Demonstration – Students/teams have 7 minutes to give a demonstration of the software developed. There is a 3-minute Q&A after the demonstration.

Competitive Event Preparation

1. Connect with an FBLA Chapter Adviser and let him/her know about their interest in entering a competitive event at the State Business Leadership Conference.
2. Review the Nevada FBLA-PBL Competitive Events Program and select the event that is consistent with career objective (Tip: The national FBLA office has provided a Choose Your Event resource online).
3. Review the current edition of the event guidelines
4. Study the detailed guidelines, topics, and the judge's rating sheet(s) to know the criteria by which competitors are evaluated.
5. Practice, practice, practice and practice the event at the local chapter level before competing at the state conference.
6. Talk with other members who participated in competition previously and gain as much as possible from their experiences.
7. Ask the chapter adviser to conduct event simulations in the classroom to allow all members to have an event experience.
8. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.
9. Enter state competition and carefully review all instructions to event participants.
10. Bring a copy of the Competitive Event Guidelines to the competition.
11. Enjoy the competition - the real benefit was realized in the preparation.
- 12.

Grade Level Specific Events

The following events are only for 9th and 10th grade FBLA members:

- | | |
|--|---|
| ▽ Introduction to Business | ▽ Introduction to Financial Math |
| ▽ Introduction to Business Communication | ▽ Introduction to Parliamentary Procedure |
| ▽ Introduction to Business Presentation | ▽ Introduction to Information Technology |
| ▽ Introduction to FBLA | ▽ Introduction to Public Speaking |

FBLA-Middle Level Specific Events

The following events are only for Middle Level FBLA members and the winner will be eligible to compete at NLC in events listed except Creed:

- | | |
|--------------------------------------|---|
| ▽ Business Etiquette | ▽ Digital Citizenship |
| ▽ Business Math & Financial Literacy | ▽ Elevator Speech |
| ▽ Career Exploration | ▽ Introduction to Computer Science & Coding |
| ▽ Community Service Project | ▽ Multimedia & Website Development |
| ▽ Creed (State Only) | ▽ Young Leader Award |
| ▽ Critical Thinking | |

Repeat Competitors

Members may not repeat in an event at the State Business Leadership Conference if they have competed in that particular event at a previous National Leadership Conference. Exceptions to this regulation are as follows:

- ▽ **Teams.** One member of a team may have competed in this event at a previous NLC.
- ▽ **Business Plan.** If an entry at an NLC was previously submitted by a team, rather than an individual, one member of the team may repeat. A member who submitted an individual entry may not repeat this event individually.
- ▽ **Parliamentary Procedure.** Two members of the team may have competed in this event at a previous NLC.

2019-20 NATIONAL MODIFICATIONS (2020 Salt Lake City):

- Business Plan report is reduced to 15 pages.
 - Super teams are no longer allowed at NLC. Any team must consist of members from the same chapter.
 - Local Chapter Annual Business Report now has a presentation component.
 - Eliminate prejudging on most technology events. Judging will focus on the usability and functionality of the product as seen by the judges. This event is a demonstration rather than performance event, and competitors will be required to demonstrate how well the project works during the event demonstration.
- Applies to:
Coding and Programming
Computer Game & Simulation
Programming
E-Business
Mobile Application Development
Website Design
- Virtual Business Finance Challenge and Virtual Business Management Challenge will each take the top 20 nationally ranked teams from both fall and spring, but no more to one per state, per challenge. The NLC event will now take place as an online competition prior to NLC.

2019-20 STATE MODIFICATIONS (2020 SBLC):

- FUTURE BUSINESS LEADER – At the State Business Leadership Conference if there are more than 32 entries, the top 30 students, based on test scores and interview materials, will advance to the preliminary interview round to create two sections. The top seven from each section will advance to the final interview round.
 - JOB INTERVIEW - At the State Business Leadership Conference if there are more than 32 entries, the top 30 students, based on interview materials, will advance to the preliminary interview round to create two sections.
- The top seven from each section will advance to the final interview round.
- 3D ANIMATION, DIGITAL VIDEO PRODUCTION, BUSINESS FINANCIAL PLAN, BUSINESS PLAN – At the State Business Leadership Conference when there are more than 15 entries, the top 15 entries, based on the prejudged score will advance to the final round.
 - RETIRED – The Spelling Relay event has been retired.
 - MODIFIED – The Chapter Scrapbook event is changed to Digital Chapter Scrapbook with a prejudged submission by the deadline.

Competitive Event Topics

The following are the 2019-20 National Topics have been adopted for SBLC:

Middle Level

Elevator Speech

Category: Speech

Type: Individual

Topic: You and other members of your FBLA-Middle Level chapter are on your way to your first National Leadership Conference. The woman sitting next to you on the airplane notices the FBLA t-shirt you are wearing and asks what FBLA is. In a 30-second elevator speech, share with this woman FBLA's mission and how you have benefitted from membership in FBLA.

Multimedia & Website Development

Category: Prejudged Project & Objective Test

Type: Individual

Topic: Design, build, and launch a website that introduces your new FBLA-Middle Level chapter to the other students in your school. The website must include, but is not limited to, the following:

- * An animated theme and logo that includes music
- * A form for potential members to complete in order to join your chapter
- * A video from your chapter president welcoming potential members to the website and inviting them to check out FBLA-Middle Level by attending one of your regularly scheduled meetings

FBLA

3-D Animation

Category: Prejudged Projects & Presentation

Type: Individual or Team

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

- Team building
- Officer duties
- Developing a Program of Work

Broadcast Journalism

Category: Presentation with Equipment

Type: Individual or Team

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

- Social media/cell phones on campus
- Financial literacy story for your audience
- Sports story from your campus

Business Ethics (FBLA)

Category: Presentation without Equipment

Type: Individual or Team

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

Business Financial Plan

Category: Prejudged Reports & Presentation

Type: Individual or Team

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

Coding & Programming

Category: Demonstration

Type: Individual

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

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

Computer Game & Simulation Programming

Category: Demonstration

Type: Individual or Team

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

- Give the game a name. The game must have a winning condition (points). You must implement a system of rewards (tokens), obstacles (penalties), a minimum of four levels, and lives. There must be an increase in difficulty as the levels increase.
- The game should be secure and bug free.
- The game should utilize two of the following: keyboard, touchscreen, and/or mouse.

- The game must be compatible for a maximum ESRB rating of E10+.
- The game should have an instructional display.
- The game should have a menu with start and exit/quit at any point and a score board at the end.

Digital Video Production

Category: Prejudged Projects & Presentation

Type: Individual or Team

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

E-business

Category: Demonstration

Type: Individual or Team

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

Emerging Business Issues (FBLA)

Category: Presentation without Equipment

Type: Individual or Team

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

Graphic Design

Category: Presentation with Equipment

Type: Individual or Team

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

Introduction to Business Presentation

Category: Presentation with Equipment

Type: Individual or Team

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

Mobile Application Development (FBLA)

Category: Demonstration

Type: Individual or Team

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

☑ The app must include: App Name, About FBLA, Join FBLA (form), Calendar, links to FBLA websites, Local Officer Team, links to Social Media, Competitive Events, Current Events, Sign-up for a current event (form for either competitive event, fundraiser, or community service), Q & A, and Contact Us.

- The app must include a way to track chapter meeting attendance.
- The app must be designed for a phone/tablet.
- The operating system must be mobile based such as Android or iOS.
- The app should state its licensing and terms of use.

Public Service Announcement

Category: Presentation with Equipment

Type: Individual or Team

Topic: Create a Public Service Announcement

about the importance of financial literacy for teens.

Publication Design

Category: Presentation with Equipment

Type: Individual or Team

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

Social Media Campaign

Category: Presentation with Equipment

Type: Individual or Team

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

Website Design (FBLA)

Category: Demonstration

Type: Individual or Team

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

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

Nevada State Events

Competitive Event	Type of Event	Team, Individual or Chapter participants	Events Offered at	Topic?	Notes and Special Details
Battle of the Chapters	Presentation	Team of 3	State Only	No	One (1) entry per chapter Additional information is found at the end of this document.
UPDATED! Digital Scrapbook	Chapter Project	1 entry per chapter	State Only	No	1)Review criteria and submit digital file 2)Must be received by deadline. 3)Rating Sheet and additional information are included at the end of this document
Creed (Middle Level Only)	Oral Presentation	Individual	State Only	No	Rating sheet is included at the end of this document.

Attendance Criteria and Eligibility

Meet these Guidelines

Adults

- ▽ There must be ample adult supervision for students in accordance with your chapter policy.
- ▽ Adult advisers may be any adult named by the adviser to serve their chapter in this capacity. They must register for the conference, be willing to help run an event and be in attendance for the entire period of the conference. Adult advisers are required to serve as an event Administrator or Coordinator.
- ▽ Chaperones may be used to help advisers and may be asked to help with competitive events. They are not required to pay for conference registration. If they are unwilling or unable to assist in competitive event operations, they will be required to pay conference registration.
- ▽ Chapter advisers should call special attention to the "Code of Conduct," parent permission, and medical release forms. All forms should be signed by the student and parent and be retained by their adviser. Chapter FBLA advisers will be responsible for the conduct of their chapter delegations.
- ▽ Advisers are responsible for modeling good behavior and the FBLA dress code at the SBLC.

Students

To be eligible to attend the SBLC, each FBLA member must meet the following basic criteria:

- ▽ Be an active member (dues paid) of national and Nevada FBLA prior to the SBLC registration deadline.
- ▽ Have the approval of their FBLA chapter adviser.
- ▽ Have the approval of their school administration.
- ▽ Have the approval of their parent (or guardian) unless married or more than 18 years of age.
- ▽ Have on file with the local adviser a completed emergency medical form and a signed Code of Conduct form.
- ▽ All members attending the SBLC must either be a competitor or have a specific purpose for attending the conference.

Other Recognition

In addition to the many competitive events, there are also several awards, scholarships and special recognition available to Nevada FBLA members, advisers, administrators, and business partners.

	Type of Event	Team, Individual or Chapter participants	Events Offered at	Notes and Special Details
Administrator of the Year	Recognition	Individual	State Only	<p>The award is designed to recognize the outstanding support of a school administrator to the local chapter adviser and members of FBLA. An administrator may be nominated by a student, educator, colleague or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.</p> <p>The Administrator of the Year nominations will be completed online. Letters of recommendation may be uploaded in the process. Please have the following information ready to complete the submission:</p> <ul style="list-style-type: none"> • Nominating School Name • Nominating School Address • Nominating Adviser Phone, Email • Name of Nominee • School/District of Nominee • Position of Nominee
Adviser of the Year	Recognition	Individual	State National	<p>Nevada FBLA will select one overall adviser to honor as the Nevada FBLA Adviser of the Year. When nominating an adviser, you will complete an online form that asks for the following information, as well as letters of recommendation that should be uploaded. Letters of recommendation should describe contributions to FBLA on the local, regional, state, and national level. The required information is:</p> <ul style="list-style-type: none"> • Nominator Name • Nominator Email Address • Nominee Name • Nominee Email Address • Nominee Chapter • Nominee Address • Nominee Principal • Nominee Principal Email Address
Alumni of the Year	Recognition	Individual	State Only	<p>The award is designed to recognize the outstanding support of FBLA Alumni to the local, state, and national chapters, advisers, and members of FBLA. An alumnus may be nominated by a student, educator, colleague, or parent. The recipient will be awarded and recognized at the State Business Leadership Conference.</p> <p>There will be an online form for nominating Alumni of the Year. Letters of recommendation may be uploaded at that time. Please have the following information ready:</p> <ul style="list-style-type: none"> • Name of nominating school • Address and phone for nominating school • Adviser of nominating school • Email and phone of adviser nominating • Name of nominee • Brief description of purpose of nomination

NEVADA FBLA EVENT HANDBOOK

	Type of Event	Team, Individual or Chapter participants	Events Offered at	Notes and Special Details										
Businessperson of the Year	Recognition	Individual	State National	<p>There will be an online form for nominating Businessperson of the Year at the state level and should include, but does not have to be limited to:</p> <ul style="list-style-type: none"> • Years of participation in FBLA-PBL activities. • Promotion of FBLA-PBL through presentations and seminars. • Contribution to local or state chapter projects and activities. • Financial assistance to and sponsorship of activities for local and/or state chapter(s). <p>The biographical sketch of each nominee should particularly address the above areas. NOTE: Information required in the online form also includes: Name, Address, Email, Company, Phone Numbers, Name of Chapter Nominating the Business Person.</p>										
Chassey Ako Community Service Award	Award	1 entry per chapter	State Only	<p>This award, named for former Nevada FBLA state officer Chassey Ako, honors FBLA members who go above and beyond in capturing and personifying this key leadership trait. Local chapters can nominate the member of their chapter who best demonstrates leadership through service.</p> <p>Information requested in the online form consists of:</p> <ul style="list-style-type: none"> • Name, parent/guardian name, address, grade, years in FBLA-PBL, chapter name, chapter address, adviser name, adviser phone number, adviser email. • Brief description of community service activities • Resume including FBLA-PBL conferences attended, FBLA-PBL awards received, community service activities participated in, and offices held. • Letter of recommendation from chapter adviser • Letter of recommendation from school administrator • Letter of recommendation from a community service person 										
Gold Seal Chapter Award of Merit	Award	1 per chapter	State National	<p>Must complete online form to be considered. Must submit Local Chapter Annual Business Report for competition. The state may select 2 chapters or up to 15% of chapters (whichever is greater) for this award. In the event that more chapters apply than there are slots, the Local Chapter Annual Business Report scores will be used to determine chapters to receive award.</p>										
Sweepstakes Award	Award	No entry needed	State Only	<p>Nevada FBLA awards a state Sweepstakes Award to the top chapters with the most competitors placing in the top 10 in their respective events. The Sweepstakes Award is calculated as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>10th Place: 1 Point</td> <td>5th Place: 6 Points</td> </tr> <tr> <td>9th Place: 2 Points</td> <td>4th Place: 7 Points</td> </tr> <tr> <td>8th Place: 3 Points</td> <td>3rd Place: 8 Points</td> </tr> <tr> <td>7th Place: 4 Points</td> <td>2nd Place: 9 Points</td> </tr> <tr> <td>6th Place: 5 Points</td> <td>1st Place: 10 Points</td> </tr> </table>	10 th Place: 1 Point	5 th Place: 6 Points	9 th Place: 2 Points	4 th Place: 7 Points	8 th Place: 3 Points	3 rd Place: 8 Points	7 th Place: 4 Points	2 nd Place: 9 Points	6 th Place: 5 Points	1 st Place: 10 Points
10 th Place: 1 Point	5 th Place: 6 Points													
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8 th Place: 3 Points	3 rd Place: 8 Points													
7 th Place: 4 Points	2 nd Place: 9 Points													
6 th Place: 5 Points	1 st Place: 10 Points													
Who's' Who in FBLA	Award	1 entry per chapter	State National	<p>Rating Sheet and additional information are included at the end of this document</p>										

Battle of the Chapters

A strong knowledge of current events, business, and FBLA-PBL facts prepares members and chapters for success in the world of free enterprise. This team event recognizes chapters with superior knowledge of today's business environment.

Competencies

The oral test may consist of general business facts, current events, and possibly parliamentary procedure. Questions about FBLA-PBL facts, history, and general information will all be a significant component of the oral examination.

Business Education Curriculum Standards:

All areas.

Eligibility

Each chapter may enter one team of three (3) participants who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year. State and National Officers are not eligible to compete in this event.

This is a Nevada FBLA State Only event. Winners of this event will not advance to the National Leadership Conference. Only the top two teams will be presented with plaques.

Procedure

Preliminary Round

All participants will assemble in teams to the designated staging area. If all team members are not present the team will not be allowed to participate. A moderator will ask the test questions, a panel of judges will assess the accuracy of each answer. Members of teams take turns answering questions. Members of teams MAY NOT collaborate on test questions in the preliminary round.

The moderator will ask questions of each team in rounds. The moderator begins by asking the first team member of each team a test question. (Neither team members nor the audience are allowed to provide any assistance during the preliminary round.) If the question is answered correctly by the first member, the team remains intact and a new question will be asked of the first member of the next team. If the question is answered incorrectly, the moderator will ask the same question of the first member of the next team. If the member of the next team answers correctly, the members of previous teams answering incorrectly will be eliminated. If the next team member answers incorrectly, the moderator will proceed to the next teams until the question is either answered correctly, or until the first member of every team has been asked the question. If no team provides the correct answer, then the question is thrown out and no team members are eliminated for the round.

Once a team member has answered a question by the moderator, that team member will rotate to the back of the team. The second member will then answer the next question posed to the team in the next round. This process repeats until there are only two teams remaining.

Finals Round

The remaining two teams will advance to Finals. Any members of Finals teams that were eliminated in the Preliminary Round will rejoin their teams.

For the Finals Round a signal device will be given to each team. The moderator will ask a question. The first team to signal will have the opportunity to answer the question. Correct answers are worth five (5) points. If a team answers incorrectly, the other team has the opportunity to answer with no penalty.

During the Finals Round no team members are eliminated for answering incorrect questions.

Team members are allowed to collaborate to determine the best answer to questions asked. Teams will only have 10 seconds to determine their best answer.

The judges determine which team signals first. In the event the judges cannot determine which team signaled first, the question posed by the moderator will be thrown out and a new one selected.

If a team signals before the question is finished being presented by the moderator, the moderator will stop at the exact point in the question when the signal was received. The first team to signal may not ask for the rest of the question to be read. If the first team answers incorrectly, the other team may have the question read in its entirety before answering.

Questions will be asked until a team reaches fifty (50) points. The first team to fifty (50) points will be declared the Battle of the Chapters State Champion.

Digital Scrapbook

This event is designed to encourage local chapters to maintain a record of the yearly program of activities while utilizing technology. Digital Scrapbooks not only save time and money, but they will last forever. Keeping a record of students and their activities through mementos and photos aid in building local FBLA chapter spirit.

Eligibility

All local chapters are eligible in FBLA and Middle Level.

Regulations

A chapter must submit their entry by the SBLC registration deadline. The scrapbook should represent one full year of FBLA activity. The theme should be based on the current year's national theme.

Page limit is 50 total pages. The Scrapbook will have 10 points deducted if it has over the designated number of pages.

The Scrapbook will be created using an online scrapbook format such as Mixbook or Shutterfly, or can be created using Publisher. Chapters will submit either the URL for the online scrapbook or will upload the scrapbook file.

Procedure

The scrapbook will be evaluated on the following:

- ∇ **Content/Information** includes: The designated theme with creative headlines and titles; information clearly titled; content is interesting, useful, informative, and accurate; and a table of contents is included.
- ∇ **Appearance** includes: Effective use of color, creative use of mementos and photographs, logical arrangement of activities, and evidence of school and local community newspaper coverage.
- ∇ **Layout and Design** includes: Visual appeal, creativity, overall use as a historical record of Chapter's activities.

This is State Only event. This event is judged prior to the State Conference. There is not a related state conference activity.

Digital Scrapbook

Rating Sheet

DIVISION FBLA Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeded Expectations	Points Earned
Content/Information					
Scrapbook reflects National FBLA theme with creative headlines and titles	0	1-4	5-7	8-10	
Information clearly titled (including use of dates and names)	0	1-4	5-7	8-10	
Content is interesting, useful, informative, and accurate (correct spelling/grammar)	0	1-4	5-7	8-10	
Table of contents is included. It is accurate and well labeled	0	1-4	5-7	8-10	
Appearance					
Effective use of color and creative use of mementos and photographs	0	1-4	5-9	10-15	
Logical arrangement and clear documentation/evidence of activities	0	1-2	3-4	5	
Evidence of school and newspaper coverage of activities	0	1-4	5-7	8-10	
Layout and Design					
Layout is visually appealing and creative in design	0	1-4	5-9	10-15	
Overall value of the scrapbook as a historical record of the chapter	0	1-4	5-9	10-15	
Total Points					/100 Max.
Penalty: More than 50 pages, deduct 10 pts.					
Final Score					/100 Max.

School: _____ Judge's Name: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Creed

This STATE ONLY event recognizes FBLA members who are learning qualities of business leadership by developing effective speaking and critical thinking skills based on the FBLA-PBL Creed.

Competencies

The oral presentation of this event is reciting the FBLA-PBL Creed from memory. The critical thinking aspect of this event is based upon the answers a participant gives to questions related to the FBLA-PBL Creed.

Business Education Curriculum Standards:

Communication, Career Development

Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

This event is only open to Middle Level.

Procedure

The participant will deliver the FBLA-PBL Creed from memory before a panel of judges. Upon completing the Creed presentation, each judge may ask a question related to the Creed.

The presentation of the Creed may be done in a foreign language or using sign language, however, it must still be presented in English. Only the English presentation will be evaluated by judges.

No reference materials or visual aids may be used during the presentation.

No microphones are allowed.

No audience is allowed for this event.

The winner of the Creed event must be prepared to deliver the Creed before a general session at the State Business Leadership Conference.

This is a STATE ONLY event.

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 towards 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 CREED

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Delivery					
Voice quality	0	1-2	3-4	5	
Diction	0	1-2	3-4	5	
Clear, specific language	0	1-2	3-4	5	
Fluency	0	1-2	3-4	5	
Stage Presence					
Personal appearance	0	1-2	3-4	5	
Poise, body posture	0	1-2	3-4	5	
Confidence, ease before audience	0	1-2	3-4	5	
Eye contact	0	1-2	3-4	5	
Power of Expression					
Emphasis, directness, sincerity	0	1-2	3-4	5	
Conveyance of thought and meaning	0	1-2	3-4	5	
Extent to which Creed was presented in an understandable, convincing, and pleasing manner	0	1-3	4-7	8-10	
Accuracy of Creed					
Participants will receive 25 points for correct presentation. Deductions as follows: Leave out word = -5 Stumble, garble, etc. = -5 Omit one paragraph = -10	0	1-8	9-17	18-25	
Questions					
Ability to satisfactorily answer the questions of the judges which show an understanding of the Creed	0	1-5	6-10	11-15	
Total Points					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

Who's Who in Nevada FBLA

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

This event is sponsored by the Nevada Business Education Association (OBEA). A \$200 scholarship is provided to the winner if their chapter adviser is a member of OBEA upon receipt of a thank you letter by the current OBEA president.

Eligibility

Each chapter may enter one (1) participant who is a member of an active local chapter and is on record in the Nevada FBLA-PBL Online Registration System as having paid dues by the officially published deadline for the current school year.

Regulations

The entry materials must be submitted as a PDF file in the online submission tool by the deadline. Do not mail anything to the state office.

Nominees will be selected in accordance with the regulations of the state chapter and the national association.

State and National officers automatically earn recognition in this event; therefore, chapters with State and National officers may submit another nominee. However, if a state officer wishes to be considered as the state chapter nominee, all materials need to be completed and submitted.

Each chapter's nominee will be recognized as a Who's Who in Nevada FBLA. The nomination form and criteria will be used to determine Nevada's state chapter nominee.

If the state chapter nominee is unable to attend the National Leadership Conference, the state may designate one of its other delegates to accept the award for the nominee.

Procedure

Each participant needs to complete a resume not to exceed two pages highlighting the following:

- ▽ Years of participation in FBLA activities
- ▽ Extent of participation in conference sponsored by the state chapter and national association
- ▽ Offices, chairmanships, and committee memberships held
- ▽ Contributions to local, state, and national projects
- ▽ Participation in other activities, academics, and career development
- ▽ Awards, honors, and achievements

Participants may also submit any supporting material with their resume.

National Awards

One (1) member from each state and all national officers will be recognized as recipients of the national Who's Who in FBLA award at the National Leadership Conference.

Who's Who in FBLA

Application Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeded Expectations	Points Earned
FBLA Experiences					
Extent of participation in conference at the local, state, and national levels	0	1-4	5-9	10-15	
Offices, chairmanships, and committee memberships held	0	1-4	5-9	10-15	
Contributions to local, state, and national projects	0	1-4	5-9	10-15	
Participation in other activities	0	1-4	5-9	10-15	
Supporting Material					
Outline of FBLA career	0	1-4	5-9	10-15	
Publicity received	0	1-3	4-7	8-10	
Recommendations supportive of the member's involvement in FBLA	0	1-3	4-7	8-10	
FBLA Career					
Years in FBLA	1 (1 Year)	2 (2 Years)	3 (3 Years)	5 (4 Years)	
Final Score	/100 Max.				

Applicant Name: _____

School: _____ Judge's Name: _____

Judge's Signature: _____ Date: _____

Judge's Comments: