



# Champion Chapter Guide

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

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





# Champion Chapters

*This event is designed to recognize chapters that have provided their members the opportunity to participate in a variety of activities that promote the goals of FBLA-PBL.*

## Eligibility

1. Each local chapter may enter this event, and each chapter must be on record in the FBLA-PBL National Center as paying dues by March 1 of the current school year.
2. Chapters that complete Champion Chapters and the Local Chapter Annual Business Report will be considered for the Gold Seal Chapter Award of Merit.
3. To be eligible for this award, a chapter must accumulate a minimum number of points on the Nevada FBLA-PBL Champion Chapters form.

### FBLA

- **Gold Chapter Awards:** Chapters will be recognized as a Gold Chapter if they obtain at least 500 points on the Nevada FBLA-PBL Champion Chapters form.
- **Silver Chapter Awards:** Chapters will be recognized as a Silver Chapter if they obtain at least 426 points on the Nevada FBLA-PBL Champion Chapters form.
- **Bronze Chapter Awards:** Chapters will be recognized as a Bronze Chapter if they obtain at least 351 points on the Nevada FBLA-PBL Champion Chapters form.
- **Honor Roll:** Chapters will be recognized as an Honor Roll Chapter if they obtain at least 275 points on the Nevada FBLA-PBL Champion Chapters form.

### Middle Level

- **Gold Chapter Awards:** Chapters will be recognized as a Gold Chapter if they obtain at least 200 points on the Nevada FBLA-PBL Champion Chapters form.
- **Silver Chapter Awards:** Chapters will be recognized as a Silver Chapter if they obtain at least 150 points on the Nevada FBLA-PBL Champion Chapters form.
- **Bronze Chapter Awards:** Chapters will be recognized as a Bronze Chapter if they obtain at least 100 points on the Nevada FBLA-PBL Champion Chapters form.
- **Honor Roll:** Chapters will be recognized as an Honor Roll Chapter if they obtain at least 50 points on the Nevada FBLA-PBL Champion Chapters form.

## Regulations

1. The URL for the entry and all documents must be submitted via online form by 5:00 pm on March 1, 2020.
2. A completed grid and all documentation are to be housed in an online file storage folder with the URL of that folder shared via the entry form. It is encouraged to create folders inside the main folder for each of activities labeled with their number and name. Example: 8 Membership Campaigns. All documentation for this activity would be inside this folder.
3. All supporting documentation files should be labeled Chaptername\_#\_A and in the file format listed. If no format is listed, then PDF is the required format. Example: Augustus\_8\_A.pdf
4. All supporting documentation must be provided based on the information in this guide.
5. All documentation will be reviewed and scrutinized.
6. Chapters will not be awarded points if documentation is inaccurate, insufficient, or incomplete.

**All documentation submitted for Champion Chapters consideration MUST be submitted as written in this guide by the approved deadline.**

## **Awards**

The number of awards presented at the State Business Leadership Conference will be determined by the number of entries received with validated ratings. There is no national competition for this event. Chapters recognized in the Champion Chapters program who also submitted the Local Chapter Annual Business Report will be considered for the national Hollis and Kitty Guy Gold Seal Chapter Award of Merit.

## **Recognition**

Honor Roll – Ribbon at SBLC, state website recognition

Bronze – Ribbon at SBLC, state website recognition, certificate in conference packet

Silver – Ribbon at SBLC, state website recognition, plaque at SBLC

Gold – Ribbon at SBLC, state website recognition, plaque and banner at SBLC

## 1) State or National Officer

Chapters can obtain points for having state or region officers.

*Documentation: Please submit a document stating officer name, level, and position and/or RSC name and position. Maximum: 75 points*

- You will receive 40 points for having a current state officer for the 2019-20 school year.
- You will receive 20 points for having a current national officer for the 2019-20 school year.
- You will receive 10 points for having a state officer candidate at the 2019 State Business Leadership Conference.
- You will receive 10 points for having a national officer candidate at the 2019 National Leadership Conference

## 2) Professional Chapter Meetings

Chapters can obtain points by holding professional chapter business meetings with either a guest speaker or a leadership training activity. These meetings must be professional in nature. Chapter meetings where the primary activity is a social event do not qualify as a professional business meeting. *Documentation: Chapters must submit a copy of the agenda AND minutes from the meeting to receive credit. Maximum: 30 points*

- You will receive 5 points for each professional business meeting your chapter holds.

## 3) Chapter Management and Organization

Chapters can obtain points by conducting various activities designed to strengthen the chapter during the school year. Maximum: 25 points

- You will receive 10 points for developing a local chapter Program of Work. *Documentation: You must submit a copy of the completed Program of Work Form/Template from the CMH.*
- You will receive 10 points for conducting an officer planning session for new officers during the summer or at the beginning of the school year. *Documentation: You must submit a copy of the schedule/agenda of your officer planning meeting. This may be completed at OLI for FBLA members.*
- You will receive 5 points for developing a chapter budget or an income statement. *Documentation: Submit a copy of your chapter budget.*
- You will receive 5 points for conducting a new officer installation or new member induction ceremony. *Documentation: You must submit a copy of the program from this ceremony.*
- You will receive 5 points for conducting a FBLA-PBL History Presentation or Emblem Ceremony. *Documentation: You must submit a copy of the agenda from the meeting or a program from the event.*

## 4) FBLA-PBL Week Activities

Chapters can obtain points for conducting activities during FBLA-PBL Week. Maximum: 25 points

- You will receive 5 points for each activity planned for FBLA-PBL Week. All activities must be completed by March 1. *Documentation: For each FBLA-PBL Week activity, you must submit a separate, completed Project Activity Report form/template.*

## 5) Social Activity

Chapters can obtain points for participating in a social activity organized by the state and local chapters *Documentation: You must*

*submit a completed Project Activity Report form/template.*

Maximum: 30 points

- You will receive 5 points for conducting a social activity for your members
- You will receive 10 points for working with another chapter on a social event
- You will receive 10 points for working with another CTSO/club in your school on a social event

## 6) Finance and Fundraising Activities

Chapters can obtain points by completing various fundraisers to support the chapter. *Documentation: You must submit a document describing the fundraiser, participants, and money raised. Maximum: 75 points*

- You will receive 5 points for each fundraising activity benefiting your chapter
- You will receive 10 points for each fundraiser that engages the business activity
- You will receive 25 points for each on-going or full-year fundraiser benefiting your chapter

## 7) Chapter Membership

Chapters obtain points from their membership totals OR their market share. If market share points are to be used, a letter from the principal, on school letterhead stating the total HS or MS enrollment must accompany the entry. All membership numbers will be verified against national records as of March 1. *Documentation: Submit a printed copy of your chapter roster available from the national website. Maximum: 50 points*

- 5 Points for 10-50 members or 10% Market Share
- 10 Points for 51-75 members or 15% Market Share
- 15 Points for 76-100 members or 20% Market Share
- 20 Points for 101-150 members or 25% Market Share
- 25 Points for 151-200 members or 30% Market Share
- 30 Points for more than 200 members or 35% or higher Market Share
- 20 Bonus Points for a 10% increase or 15 members more than 2018-19 school year

## 8) Membership Recruitment Committee

Chapters can obtain points for creating a committee for membership recruitment and by providing documentation of activities.

Maximum: 30 points

- 5 points: Chapter recruitment committee. *Documentation: You must submit a roster of committee members, including their membership numbers and positions on the committee and a brief (100 words or less) description of committee activities on a Project Activity Report form/template.*
- 5 points: Submit membership promotional video. *Documentation: You must upload 3 screenshots from the video or provide a link to the video.*
- 5 points: Hosting a recruitment booth at an orientation/welcome event. *Documentation: Submit three pictures of your booth along with a brief description of the event including time, date, and approximate number of potential members that visited the booth on the Project Activity Report form/template.*
- 15 points: Develop a membership video. *Documentation: Submit three screenshots from the video or provide a link to the video.*

## 9) Membership Campaigns

Chapters can obtain points for achieving recognition in one of the state or national membership campaigns.

### Maximum: 15 points

- You will receive 1 point for each member who submits a Membership Madness online application (recruits 5 new members) by the stated deadline. *Documentation: You must submit a copy of the completed online Membership Madness Form.*
- You will receive 5 points for each member who submits a Membership Mania online application (recruits 10 new members) by the stated deadline. *Documentation: You must submit a copy of the completed online Membership Mania Form.*

*Note that if a member submits both a Membership Madness and a Membership Mania application, they will only receive points for Membership Mania. A member cannot get points for both Membership Madness and Membership Mania. Note also for Membership Madness and Membership Mania, a recruited member may not be duplicated on any other Madness/Mania application. Additionally, a recruited member cannot include individuals who were members last year. A freshman moving up from Middle Level IS a new member.*

## 10) New Chapter Charter or Reactivation

Chapters can obtain points for chartering new PBL, FBLA or FBLA-ML chapters or reactivating inactive PBL, FBLA or FBLA-ML chapters.

*Documentation: You must submit a report form that contains the new chapter name as well as the name and email of their adviser..*

### Maximum: 20 points

- You will receive 10 points for chartering a PBL, FBLA or FBLA-ML chapter or reactivating a chapter by March 1. Only one chapter may claim credit for each chapter that is chartered or reactivated.

## 11) Stakeholder Engagement

Chapters can obtain points by recruiting members into the FBLA-PBL Professional Division. This information will be verified against National FBLA membership records. Current and new lifetime professional division members count as one member each. *Documentation: Submit a Project Activity Report form/template with the PD member's name and membership ID number, alumni member information, and community/advisory event description.*

Maximum: 50 points

- You will receive 5 points for each Professional Division member affiliated with your chapter by March 1.
- You will receive 2 points for each alumni member affiliated with your chapter for whose information you submit to the State Database by March 1.
- You will receive 10 points for each community/advisory event that your chapter hosts/participates in by March 1.

## 12) Participation in National Program or Project

Chapters can obtain points for participating in National Programs or Projects. *Documentation: Submit a copy of the national project form and/or copy of registration/results from the games/challenges.*

### Maximum: 15 points

- You will receive 5 points for each program or project in which your chapter participates.

The following projects qualify for consideration:

- Super Sweeps

- Non-Stop November
- Action Awareness
- Applying for March of Dimes Mission LIFT Grants
- You will receive 2 points for each \$25 that your chapter raises and contributes to March of Dimes between May 1, 2019 and March 1, 2020.

## 13) Publicity

Chapters can obtain points for obtaining publicity of chapter activities in local media. *The publicity items must be primarily about your FBLA chapter activity, and FBLA must be clearly stated in the article. A mere mention about FBLA in the article or a general article about an FBLA member that does not focus on FBLA will not receive any points.*

### Maximum: 100 points

- You will receive **5 points** for each article appearing in the school or school system newspaper/newsletter or school website. *Documentation: You must submit the actual (copies not accepted) newspaper/newsletter/website article (labeled with the name of the newspaper/newsletter AND the date published).*
- You will receive **5 points** for each article appearing in a local/community newspaper (must not be published by school system). *Documentation: You must submit the actual (copies not accepted) newspaper/newsletter article (labeled with the name of the newspaper/newsletter AND the date published; pictures without articles do not count).*
- You will receive 5 points for each television appearance or radio program (does not include school television). *Documentation: You must submit a screenshot of the video or script in the Project Activity Report form/template..*
- You will receive 10 points for developing and publishing a chapter website about your chapter's current year activities. *Documentation: You must submit a link to the website.*
- You will receive 5 points for developing and maintaining a chapter social media page (Facebook, Twitter, YouTube, etc.). *Documentation: You must submit a link. The URL will be verified and must be active). Note: The page must clearly list school name and FBLA-PBL chapter.*

## 14) Community Service Projects

Chapters will obtain points for each service project benefiting your community that is not a fundraising project. *Documentation: For each community service project activity, you must submit a separate, completed Project Activity Report form/template. For additional state recognition, some projects also require an online form submission. .*

### Maximum: 75 points

- You will receive 5 points for each service project benefiting your community.
- You will receive 15 points for submission and participation in the Community Service Project Event

## 15) School Service Projects

Chapters will obtain points for each service project benefiting your school, another school organization, or school's faculty or staff that is not a fundraising project, unless funds are being raised for your school. *Documentation: For each community service project activity, you must submit a separate, completed Project Activity Report form/template.*

### Maximum: 60 points

- You will receive 15 points for each service project benefiting your school, another school organization, or faculty/staff (not fundraising)

- You will receive 15 points for partnering with another CTSO/club on a school service project.

### 16) Participation/Recognition at 2019 State Business Leadership Conference

Chapters can obtain points for receiving recognition at the 2019 State Business Leadership Conference. All entries will be verified against official state records. *An ENTRY is defined as an individual/team /chapter submission in a competitive event. For example, a team of two students entering Desktop Publishing counts as only one entry. A chapter submission of a chapter report counts as only one entry. If two different students compete in an online objective test event, each student will count as a separate entry.*  
Maximum: 100 points.

- You will receive 10 points for participating in Local Chapter Annual Business Report
- You will receive 10 points for each national qualifier
- You will receive 5 points for placing First – Tenth place in a competitive event at the 2019 State Business Leadership Conference.
- You will receive 1 point for each competitive event entry that competes but does not place at the 2019 State Business Leadership Conference.
- You will receive 15 points as a new chapter (18-19 year) in attendance at the 2019 State Business Leadership Conference.

### 17) Participation/Recognition at 2019 National Leadership Conference

Chapters can obtain points for receiving recognition at the 2019 National Leadership Conference. *An ENTRY is defined as an individual/team /chapter submission in a competitive event. For example, a team of two students entering Graphic Design counts as only one entry. A chapter submission of a chapter report counts as only one entry. If two different students compete in an online objective test event, each student will count as a separate entry.*  
Maximum 200 points

- You will receive 50 points for placing First – Tenth Place in each National FBLA Competitive Event or being a Top 15 Finalist.
- You will receive 10 points each for receiving a Gold Seal Award of Merit, an Outstanding Chapter Award recognition, achieving Who's Who in FBLA, for winning a Distinguished Business Leader Scholarship, for each member attending Institute for Leaders.
- You will receive 10 points for an Open Event winner
- You will receive 10 points for each entry competing in but not placing in that event (does NOT include open testing events).
- You will receive 2 points per member (advisers and chaperones do not qualify) attending the 2019 NLC but not competing in an individual or team event.

### 18) Participation in State or National Fall Leadership Events

FBLA Chapters can obtain points by participating in state or national fall leadership events such as NFLC, officer webinars. Submit the name of the event with the names of members in attendance.  
Maximum: 30 points

- You will receive 5 points for each member attending an event

### 19) Participation in Adviser Professional Development

All entries will be verified against official state records. Maximum: 60 points

- You will receive 30 points for each adviser attending the CTSO Adviser Conference
- You will receive 5 points for each adviser attending a webinar (20 points max)

### 20) Participation/Recognition at 2019-20 Region Success Series

Chapters can obtain points for receiving recognition at the 2019-20 Region Success Series. This information will be verified against official state records. **Please submit a copy of your completed registration form.** *If two different students compete in an online objective test event, each student will count as a separate entry.*  
Maximum: 100 points

- You will receive 5 points for every competitive event entry that places First-Tenth place in each region competitive event.
- You will receive 2 points for each entry competing but not placing at the Region Leadership Conference.

### 21) Participation in BAA

Chapters can obtain points for members participating in the Business Achievement Awards (BAA) or LEAD by March 1. Maximum 230 points

#### FBLA and ML

- You will receive 50 points for each member who achieves the America level of the BAA Member Recognition Program for 2018-19.
- You will receive 25 points for each member who achieves the Leader level of the BAA Program for 2019-20.
- You will receive 20 points for each member who achieves the Business level of the BAA Program for 2019-20.
- You will receive 10 points for each member who achieves the Future level of the BAA Program for 2019-20.
- You will receive 30 points for each member achieving the Gold Level of the LEAD Program.
- You will receive 20 points for each member achieving the Silver Level of the LEAD Program.
- You will receive 10 points for each member achieving the Bronze Level of the LEAD Program.

### 22) Participation in CSA

Chapters can obtain points for members participating in the Community Service Awards (CSA) by March 1. Maximum 230 points  
**FBLA**

- You will receive 40 points for each member who achieves the Achievement level of the CSA Program for 2018-19.
- You will receive 20 points for each member who achieves the Service level of the CSA Program for 2019-20.
- You will receive 10 points for each member who achieves the Community level of the CSA Program for 2019-20.

### 23) Participation in National Business Honor Roll

Chapters can obtain points for participating in the National Business Honor Roll. You will receive 5 points for each qualified member NBHR form uploaded by March 1. Entries will be verified against state records. Maximum: 75 points