

NEVADA



**FBLA**

FUTURE BUSINESS LEADERS OF AMERICA / PHI BETA LAMBDA

# Competitive Events Guide

# *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  
Banking and Financial Systems  
Business Calculations  
Business Communications  
Business Law  
Computer Problem Solving  
Cyber Security  
Economics  
Entrepreneurship  
Healthcare Administration  
Hospitality & Event Management  
Insurance & Risk Management  
International Business  
Introduction to Business\*  
Introduction to Business Communication\*  
Introduction to Business Procedures\*  
Introduction to Event Planning\*  
Introduction to FBLA\*  
Introduction to Financial Math\*  
Introduction to Information Technology\*  
Introduction to Parliamentary Procedures\*  
Journalism  
Management Decision Making  
Management Information Systems  
Marketing  
Network Design  
Networking Infrastructures  
Organizational Leadership  
Parliamentary Procedure  
Personal Finance  
Political Science  
Securities and Investments  
Sports and Entertainment Management  
Supply Chain Management

*Middle Level*  
Business Etiquette  
Business Math and Financial Literacy  
Career Exploration  
Digital Citizenship  
Introduction to Computer Science and Coding  
Multimedia & Website Development

Only \$10  
per  
student

**Nevada FBLA Competitive Events - SBLC**

*Special Notes*

*Members can compete in up to **five (5)** events. Only two of these events may have a performance component.  
Events are categorized as follows:*

Members can take <b>up to five (5)</b> of these events	Members can <b>only</b> participate in <b>TWO (2)</b> of these events	Members can participate in these events <b>regardless</b> 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 **five** 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 Information Technology
- ∇ Introduction to Parliamentary Procedure
- ∇ Journalism
- ∇ Networking Infrastructures
- ∇ Organizational Leadership
- ∇ Personal Finance
- ∇ Political Science
- ∇ Securities & Investments
- ∇ Supply Chain Management

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                    | ▽ International Business            |
| ▽ Banking & Financial Systems      | ▽ Introduction to Event Planning    |
| ▽ 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 |
| ▽ Help Desk                        | ▽ Spreadsheet Applications          |
| ▽ Hospitality and Event Management | ▽ Word Processing                   |

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

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

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 | ▽ 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:

- 10<sup>th</sup> Place: 1 Point
- 9<sup>th</sup> Place: 2 Points
- 8<sup>th</sup> Place: 3 Points
- 7<sup>th</sup> Place: 4 Points
- 6<sup>th</sup> Place: 5 Points
- 5<sup>th</sup> Place: 6 Points
- 4<sup>th</sup> Place: 7 Points
- 3<sup>rd</sup> Place: 8 Points
- 2<sup>nd</sup> Place: 9 Points
- 1<sup>st</sup> 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.

**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
6. before competing at the state conference.
7. Talk with other members who participated in competition previously and gain as much as possible from their experiences.
8. Ask the chapter adviser to conduct event simulations in the classroom to allow all members to have an event experience.
9. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.
10. Enter state competition and carefully review all instructions to event participants.
11. Bring a copy of the Competitive Event Guidelines to the competition.
12. Enjoy the competition - the real benefit was realized in the preparation.

### Grade Level Specific Events

The following events are only for 9<sup>th</sup> and 10<sup>th</sup> grade FBLA members:

- ▽ Introduction to Business
- ▽ Introduction to Business Communication
- ▽ Introduction to Business Presentation
- ▽ Introduction to Business Procedures
- ▽ Introduction to Event Planning
- ▽ Introduction to FBLA
- ▽ Introduction to Financial Math
- ▽ Introduction to Information Technology
- ▽ Introduction to Parliamentary Procedure
- ▽ Introduction to Public Speaking
- ▽ Introduction to Social Media Strategy

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

### 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.

### 2020-21 NATIONAL MODIFICATIONS (2021 Anaheim):

#### New Events

- Introduction to Event Planning—9th/10th grade event, individual/team event, preliminary round objective test, final round role-play for top 15 in objective test
- Introduction to Social Media Strategy—9th/10th grade event, individual/team event, topic posted on website, preliminary round presentation for all competitors at NLC
- Supply Chain Management—objective test, individual event

#### Name Changes

- International Business (formerly known as Global Business)
- Networking Infrastructures (formerly known as Networking Concepts)
- Social Media Strategies (formerly known as Social Media Campaign)

#### Modified Events

- Digital Video Production and Public Service Announcement—these videos must be original content; competitors may not use previously published video clips in the videos they submit for competition
- Hospitality and Event Management (formerly known as Hospitality Management)—addition of event management competencies and case studies to the existing hospitality management competencies and case studies
- Sales Presentation—now individual/team event

#### Retired Events

- Emerging Business Issues

#### Updated Procedures

- All members and advisers are responsible for reading and following competitive event guidelines.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start before the opening session of NLC.
- Picture identification (drivers' license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- Competitors may be disqualified if they violate competitive event guidelines.
- Five points may be deducted for each instance of not following guidelines.
- No animals (except authorized service animals) will be allowed for use in any competitive events.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.
- Participants using laptops or other devices that do not have a VGA port or HDMI port will need to provide their own adapters.
- All rating sheets contain changes/modifications
- The Format Guide has been updated for use in 2020-2021 competitive events

## Competitive Event Topics

The following are the 2020-21 National Topics have been adopted for SBLC:

### Middle Level

#### Elevator Speech

**Category:** Speech

**Type:** Individual

**Topic:** You and the other FBLA-Middle Level members at your school are visiting city hall to learn about local government during FBLA-PBL Week. You are introduced to the Mayor, and she asks you to give her an example of a leadership skills you've acquired since joining FBLA-Middle Level. In a 30-second elevator speech, share with the mayor an example of a leadership skill you've acquired since joining FBLA-Middle Level.

#### Multimedia & Website Development

**Category:** Prejudged Project & Objective Test

**Type:** Individual

**Topic:** Design, build, and launch a website that features your FBLA-Middle Level chapter's community service project for the 2020-21 school year. The website must include, but is not limited to the following:

- An animated theme and logo that includes music.
- A form for chapter members to complete that will allow them to sign up for activities that will take place related to the community service project.
- A video from the chairperson of your chapter's Community Service Project Committee that explains what this year's project is, and why it was chosen.

### FBLA

#### 3-D Animation

**Category:** Prejudged Projects & Presentation

**Type:** Individual or Team

**Topic:** Often, members' lives have been changed because of their involvement in FBLA. Create a 3-D animation video that describes how FBLA has impacted them for the future. Cite at least two testimonials or quotes from current or past FBLA members.

#### Broadcast Journalism

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** You and/or your team are a part of your school's broadcast team. Develop and deliver a **LIVE** broadcast event that includes the following:

- Teacher spotlight
- Local community event
- A unique story about your school; include history and/or statistics about your school

#### Business Ethics (FBLA)

**Category:** Presentation without Equipment

**Type:** Individual or Team

**Topic:** Social media companies often utilize personal information and collect data from their users. Anti-trust laws are designed to protect consumers and encourage free enterprise. Have these companies become too intrusive, and do they now fall under anti-trust law considerations?

#### Business Financial Plan

**Category:** Prejudged Reports & Presentation

**Type:** Individual or Team

**Topic:** Create a Business Financial Plan for a new school store/school-based enterprise. You need to identify a specific objective for the store (i.e. to fund/promote a specific club, organization, program, event, or cause). The new store should be specifically targeted for your school and demographics. The Business Financial Plan should include but is not limited to equipment, inventory, facilities, and operations management.

## Coding & Programming

**Category:** Demonstration

**Type:** Individual

**Topic:** Develop an original computer program to randomly generate a five-question FBLA quiz from a database. The program must complete a minimum of the following tasks:

- Have at least 50 questions in the database with the ability to see correct answers
- Include at least 4 types of questions (i.e. multiple choice, T/F, fill-in-the-blank, matching, and dropdown, etc.).
- Inform the user which questions were correctly answered
- Calculate the total correct on the five-question quiz
- Generate a printable report on quiz results
- 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.
- 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:** Create an original game designed around a puzzle concept.

- The game should be a standalone and executable game
- The game should contain a scoreboard
- The game should contain a leaderboard and celebratory messages
- The game should have a minimum of three levels
- The game should have lives
- The game should have an instructional display

## Digital Video Production

**Category:** Prejudged Projects & Presentation

**Type:** Individual or Team

**Topic:** Create a video promoting your school to the community. The video should include co-curricular, extra-curricular organizations, and points of pride. All video content must be original.

## E-business

**Category:** Demonstration

**Type:** Individual or Team

**Topic:** Create an E-Business website for a new school store/school-based enterprise at your school that will also do business online. The new store should specifically address your school and demographics. The site should include:

- Store name and logo
- Items for sale, including pictures and descriptions
- Purchasing and delivery/pick up information
- A shopping cart
- Social media links

## Graphic Design

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** You have been hired by your chamber of commerce to present a new sports team proposal to the city council. The informational presentation should include a name, slogan, logo, and colors. Three unique branded promotional items should be developed for the presentation.

## Introduction to Business Presentation

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** Prepare a presentation discussing how social media posts will affect career opportunities, the opportunity to be accepted into a higher education institution, or how it affects one's future in general.

### Introduction to Social Media Strategy

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** Develop a social media strategy or campaign to increase engagement and presence for career and technical education (CTE), a school district, or a local government entity. \*No new social media account(s) should be created for the campaign without written consent from the entity.

### Mobile Application Development (FBLA)

**Category:** Demonstration

**Type:** Individual or Team

**Topic:** Create the next NEW professional social media app (i.e. LinkedIn, Tallo, etc.). The app must be rated for all ages.

### Public Service Announcement

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** Create a public service announcement for your school and community on the health risks of vaping. All video content must be original. NOTE: There can be no content that shows people vaping in the video.

### Publication Design

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** Create publications for a monthly subscription service (Apple Music, Netflix, Dollar Shave Club, Hello Fresh, etc.). The service must be an original idea that is not currently on the market. Include different types of printable, online, or direct mailing promotional materials. Create three unique publications or promotional materials.

### Social Media Strategies

**Category:** Presentation with Equipment

**Type:** Individual or Team

**Topic:** Develop long-term branding strategies to increase awareness and membership engagement for your local or state FBLA chapter using multiple social media platforms. \*No new social media account(s) should be created for the campaign without written consent from the entity.

### Website Design (FBLA)

**Category:** Demonstration

**Type:** Individual or Team

**Topic:** Create a website for a new photographer.

The website must include:

- Photographer name, photo, and bio
- Portfolio (previous work)
- Ability to book and schedule an appointment
- Ability to view package options and pricing
- Social media links

## Nevada State Events

Competitive Event	Type of Event	Team, Individual or Chapter participants	Events Offered at	Topic?	Notes and Special Details
<b>Battle of the Chapters</b>	Presentation	Team of 3	State Only	No	One (1) entry per chapter Additional information is found at the end of this document.
<b>Digital Scrapbook</b>	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
<b>Creed (Middle Level Only)</b>	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
<b>Administrator of the Year</b>	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"> <li>• Nominating School Name</li> <li>• Nominating School Address</li> <li>• Nominating Adviser Phone, Email</li> <li>• Name of Nominee</li> <li>• School/District of Nominee</li> <li>• Position of Nominee</li> </ul>
<b>Adviser of the Year</b>	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"> <li>• Nominator Name</li> <li>• Nominator Email Address</li> <li>• Nominee Name</li> <li>• Nominee Email Address</li> <li>• Nominee Chapter</li> <li>• Nominee Address</li> <li>• Nominee Principal</li> <li>• Nominee Principal Email Address</li> </ul>
<b>Alumni of the Year</b>	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"> <li>• Name of nominating school</li> <li>• Address and phone for nominating school</li> <li>• Adviser of nominating school</li> <li>• Email and phone of adviser nominating</li> <li>• Name of nominee</li> <li>• Brief description of purpose of nomination</li> </ul>



## NEVADA FBLA EVENT HANDBOOK

	Type of Event	Team, Individual or Chapter participants	Events Offered at	Notes and Special Details										
<b>Businessperson of the Year</b>	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"> <li>• Years of participation in FBLA-PBL activities.</li> <li>• Promotion of FBLA-PBL through presentations and seminars.</li> <li>• Contribution to local or state chapter projects and activities.</li> <li>• Financial assistance to and sponsorship of activities for local and/or state chapter(s).</li> </ul> <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>										
<b>Chassey Ako Community Service Award</b>	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"> <li>• Name, parent/guardian name, address, grade, years in FBLA-PBL, chapter name, chapter address, adviser name, adviser phone number, adviser email.</li> <li>• Brief description of community service activities</li> <li>• Resume including FBLA-PBL conferences attended, FBLA-PBL awards received, community service activities participated in, and offices held.</li> <li>• Letter of recommendation from chapter adviser</li> <li>• Letter of recommendation from school administrator</li> <li>• Letter of recommendation from a community service person</li> </ul>										
<b>Gold Seal Chapter Award of Merit</b>	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>										
<b>Sweepstakes Award</b>	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>10<sup>th</sup> Place: 1 Point</td> <td>5<sup>th</sup> Place: 6 Points</td> </tr> <tr> <td>9<sup>th</sup> Place: 2 Points</td> <td>4<sup>th</sup> Place: 7 Points</td> </tr> <tr> <td>8<sup>th</sup> Place: 3 Points</td> <td>3<sup>rd</sup> Place: 8 Points</td> </tr> <tr> <td>7<sup>th</sup> Place: 4 Points</td> <td>2<sup>nd</sup> Place: 9 Points</td> </tr> <tr> <td>6<sup>th</sup> Place: 5 Points</td> <td>1<sup>st</sup> Place: 10 Points</td> </tr> </table>	10 <sup>th</sup> Place: 1 Point	5 <sup>th</sup> Place: 6 Points	9 <sup>th</sup> Place: 2 Points	4 <sup>th</sup> Place: 7 Points	8 <sup>th</sup> Place: 3 Points	3 <sup>rd</sup> Place: 8 Points	7 <sup>th</sup> Place: 4 Points	2 <sup>nd</sup> Place: 9 Points	6 <sup>th</sup> Place: 5 Points	1 <sup>st</sup> Place: 10 Points
10 <sup>th</sup> Place: 1 Point	5 <sup>th</sup> Place: 6 Points													
9 <sup>th</sup> Place: 2 Points	4 <sup>th</sup> Place: 7 Points													
8 <sup>th</sup> Place: 3 Points	3 <sup>rd</sup> Place: 8 Points													
7 <sup>th</sup> Place: 4 Points	2 <sup>nd</sup> Place: 9 Points													
6 <sup>th</sup> Place: 5 Points	1 <sup>st</sup> Place: 10 Points													
<b>Who's' Who in FBLA</b>	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
<b>Content/Information</b>					
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	
<b>Appearance</b>					
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	
<b>Layout and Design</b>					
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	
<b>Total Points</b>					<b>/100 Max.</b>
<b>Penalty:</b> More than 50 pages, deduct 10 pts.					
<b>Final Score</b>					<b>/100 Max.</b>

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
<b>Delivery</b>					
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	
<b>Stage Presence</b>					
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	
<b>Power of Expression</b>					
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	
<b>Accuracy of Creed</b>					
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	
<b>Questions</b>					
Ability to satisfactorily answer the questions of the judges which show an understanding of the Creed	0	1-5	6-10	11-15	
<b>Total Points</b>					<b>/100 max.</b>
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>					<b>/100 max.</b>

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
<b>FBLA Experiences</b>					
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	
<b>Supporting Material</b>					
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	
<b>FBLA Career</b>					
Years in FBLA	1 (1 Year)	2 (2 Years)	3 (3 Years)	5 (4 Years)	
<b>Final Score</b>	<b>/100 Max.</b>				

Applicant Name: \_\_\_\_\_

School: \_\_\_\_\_ Judge's Name: \_\_\_\_\_

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

Judge's Comments: