NORTH DAKOTA FBLA
Chapter Handbook

This publication contains information and forms necessary to operate a North Dakota FBLA chapter for the 2016-2017 school year.

North Dakota
Future Business Leaders of America

Future Business Leaders of America is the premier student, business organization. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA Goals:

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

FBLA Creed:

I believe education is the right of every person.

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

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

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

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

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

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

FBLA Pledge:

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

Preface

The 2016-2017 edition of the North Dakota FBLA Chapter Handbook should replace any versions that were used in past years. This handbook will also be available on the North Dakota FBLA website at www.nd-fbla.org and the North Dakota CTE website at www.nd.gov/cte.

Advisers are reminded that this document contains only North Dakota FBLA forms and competitive event regulations and procedures. Every chapter should have a copy of the Chapter Management Handbook published and distributed to active chapters by the national FBLA office. Each chapter should have received a new handbook, or handbook updates, in the fall of 2016. If you do not have a copy of the national Chapter Management Handbook, contact the national FBLA office directly at 1-800-FBLA-WIN. The most recent version of the Chapter Management Handbook can always be found on the FBLA-PBL website at www.fbla-pbl.org.

There have been numerous changes and additions to this edition of the handbook, and we ask that you please contact the state FBLA office if there are errors or omissions. There have been a number of small changes made to many of the competitive event guidelines. Please don't assume that nothing has changed from last year. Only major changes are listed below. Please read through the entire handbook as your chapter prepares for the State Leadership Conference, and pay close attention to the checklist of deadline dates that appears in the "Official Information" section.

Changes to this edition:

- New events—Advertising, Health Care Administration, Journalism, and Organizational Leadership. All will be objective test/individual event.
- Event modification—Business Ethics will now be either an individual or a team of 2-3.
- Event modification—Emerging Business Issues will now be either an individual or a team of 2-3.
- Events removed—Mobile Application Development, Networking Concepts, and Network Design have been removed from the ND FBLA competitive events based on lack of competitors.
- Rating sheets updated—Business Ethics, Emerging Business Issues, and Sales Presentation.
- When mailing digital media (CD, DVD, flash drive, etc), place it in a labeled envelope before placing in mailing envelope.
- Dress Code Penalties have been increased from a 5 point deduction to a 10 point deduction at the ND State Leadership Conference.
- New recognition—Middle Level Member of the Month
- There have been updates and clarification made to the ND FBLA Dress Code.
- Recognition event modification—Changes have been made to the Go for North Dakota Gold project. A Level I activity was removed and replaced with a former Level II activity. Some activities have had wording changes.

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ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES:	
FBLA	$6.00
FBLA MIDDLE LEVEL	$4.00
PBL	$10.00
PROFESSIONAL	$23.00
PROF.LIFETIME	$350.00

NORTH DAKOTA STATE DUES:	
FBLA	$4.00*
FBLA MIDDLE LEVEL	$4.00*
PBL	$10.00

***Students must belong to state and national FBLA. Local dues may be assessed in addition to the state and national dues. Total of $10 state and national dues for FBLA and $8 state and national dues for FBLA Middle Level are to be mailed to the national office.**

FBLA state dues of $4 and national dues of $6 (total of $10 per member) should be sent directly to the national office using the online reporting process. Go to www.fbla-pbl.org and click on the "Membership" link. After reporting the membership online, print a copy of the membership form and send it to the national office along with a check made payable to FBLA-PBL, Inc.

No dues are required of local chapter advisers.

In order for the local chapter to receive the first issue of *Tomorrow's Business Leader*, dues must be received at the national office by October 20. You can go online to add new members at any time. Mail dues to:

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063
1-800-325-2946, option 1
Payable to: FBLA-PBL, Inc.

For any *questions* on national dues, number of publications received, or anything from the national office, **contact the national office directly.**

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 20191-1591
Toll Free: 1-800-325-2946
Fax: 866-758-0749
Email: membership@fbla.org
Web Site: www.fbla-pbl.org

State and national membership dues must be paid by February 1, 2017, to compete at SLC.

Schools wishing to form an FBLA chapter should contact the state director for chapter start-up forms. They will mail their initial state and national dues to:

Jessica DeVaal
FBLA-PBL State Director
Dept. of Career and Tech. Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Phone: (701) 328-2286
Fax: (701) 328-1255
Email: jdevaal@nd.gov
Website: www.nd-fbla.org

News for the *ND FBLA web site* should be using the online ND FBLA Chapter Check-In Form.

Each chapter should conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage. News should be mailed to:

FBLA-PBL National Publications
1912 Association Drive
Reston, VA 20191-1591
communications@fbla.org

FBLA-PBL Official Supplier: (contact for a catalog)

API
Attention: FBLA-PBL MarketPlace
4471 Nicole Drive
Lanham, MD 20706
1-866-325-2725
Fax: (301) 731-6101
Website: www.fblaMarketPlace.com

Send **Professional Division** dues to:

FBLA-PBL, Inc.
Attention: Membership Department
1912 Association Drive
Reston, VA 20191-1591

NORTH DAKOTA FUTURE BUSINESS LEADERS OF AMERICA
2016 – 2017 CALENDAR

September 19, 2016	Postmark hotel reservations for FBLA Fall Leadership Conference
September 19	Postmark registration forms for FBLA Fall Leadership Conference
October 2-3	FBLA Fall Leadership Conference—Bismarck
November	National Fall Leadership Conference—Milwaukee, WI; Daytona Beach, FL; Dallas, TX
November 15	American Enterprise Day
December 1	Postmark deadline for ND FBLA Bylaw amendment submissions
February 1, 2017	Last day to postmark FBLA-PBL state and national dues ***Dues must be postmarked directly to national office in order to participate at State Leadership Conference.*** Postmark deadline for: Professional Division Dues Businessperson of the Year and Honorary Membership nominations State officer candidate applications National officer candidate applications—***sent to state office*** Who's Who in FBLA/Chapter President Form
February 3	FBLA-PBL 75th Anniversary
February 5-11	FBLA-PBL Week
February 6	Postmark deadline for: FBLA pre-conference test requests Marketshare Award Form Membership Madness/Mania Form Adopt-a-Chapter Form Special Needs Assistance Form Hotel Reservation Form—***sent directly to hotel*** Chapter Hotel Form American Enterprise Project Business Plan Community Service Project Partnership with Business Project
February 13	Postmark deadline for: FBLA online conference and competitive event registration FBLA conference registration fees—***sent directly to fiscal agent*** Campaign Luncheon Reservation Form
February 21	MOS Excel & Word test complete Postmark deadline for: Go for North Dakota Gold entries All other written projects and scrapbooks Job Interview and Future Business Leader materials Website Design, Electronic Career Portfolio, Graphic Design, Digital Video Production, Publication Design, and Public Service Announcement forms/materials Completed FBLA pre-conference tests
March 1	Business Achievement Awards Program Verification for Future, Business, and Leader levels Business Achievement Awards Program Verification for America level *(to be recognized at both SLC and NLC)* ***Online verification completed by this date***
April 2-4	FBLA State Leadership Conference—Bismarck
April 19	Deadline for FBLA chapters to *notify* Travel World of intent to compete at NLC
April 25	Business Achievement Awards Program Verification for America level *(to be recognized only at NLC)* ***Online verification completed by this date***
June 28-29	FBLA Institute for Leaders—Anaheim
June 29-July 2	FBLA National Leadership Conference—Anaheim

FBLA-PBL National Information
Headquarters Staff

Administration: Board of Directors liaison, finance and tax issues, corporate relations, and fundraising partners.

President/Chief Executive Officer	Jean Buckley	ceo@fbla.org	x 111
Executive Assistant	Elena Daly	execasst@fbla.org	x 113
Staff Accountant	Mary Ait	finance@fbla.org	x 115
Customer Service	Colin Murphy	general@fbla.org	x 110
Programs Coordinator	Becky Grant	programscoordinator@fbla.org	x 123

Membership: Membership development, recruitment, and dues processing.

Director, Marketing & Membership	Troy White	marketing@fbla.org	x 117
Membership Director	Lisa Smothers	membershipdir@fbla.org	x 118
Director, PBL College/Univ. Relations	Thomas J. Payne	phibetalambda@fbla.org	x 127
Customer Service	Ashley Witherspoon	customerservice@fbla.org	x 135

MarketPlace: Member, chapter, adviser, and officer resources; career and leadership development; and recruitment tools.

(866) 325-2725 www.fblamarketplace.com

Conferences: NLC, NFLC, Institute for Leaders; exhibits and speakers.

Conference Director	Richard Bowen	conferencedir@fbla.org	x 119
Conference Manager	Robert Smothers	conferencemgr@fbla.org	x 121

Education: National Awards Program, competitive events, educational programs, and partnerships.

Education Director	Kelly Scholl	education@fbla.org	x 122
Education Associate	John Golden	educationspec@fbla.org	x 129

Communications: In-house publications, public relations, advertising and web development.

Communications Manager	Laura Morgan	communications@fbla.org	x 120

National Office Mailing Address

FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
Phone: 703-860-3334
www.fbla-pbl.org

FBLA-PBL MarketPlace
4471 Nicole Drive
Lahnham, MD 20706
Phone: (866) 325-2725
Fax: (301) 731-6101
www.fblamarketplace.com

2016 – 2017 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

State Officer	Contact Information	Adviser to State Officer
Hudson Pierce, President Scranton High School	hudsonpiercefbla@gmail.com	Lynn Brown lynn.brown@k12.nd.us
Paige Rudnik, Region I VP North Valley CTC	paige.rudnik@gospoilers.org	Susan Shuley Susan.shuley@k12.nd.us
Delaney Clark, Region II VP Powers Lake High School	delaney.clark@k12.nd.us	Roberta Helseth roberta.helseth@k12.nd.us
McKenna Poss, Region III VP Hettinger High School	mckenna.poss@k12.nd.us	Don Smith don.f.smith@k12.nd.us
Ashley Neumiller, Region IV VP Carrington High School	ashley.neumiller@k12.nd.us	Jacey Erickson jacey.erickson@k12.nd.us
Riley McLean, Secretary St. Mary's Central High School	rileymclean@gmail.com	Eileen Larson elarson@lightofchristschools.org
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Morgan Hochsprung, Webmaster Hazen High School	morgan.hochsprung@k12.nd.us	Sheila Marshall sheila.marshall@k12.nd.us
Cody Leonard, Parliamentarian Bottineau High School	cody.leonard@k12.nd.us	Jaclyn Zorn jaclyn.zorn@k12.nd.us

State Staff	
Jessica DeVaal, State Director Dept. of Career & Technical Ed. Phone: 701-328-2286 Fax: 701-328-1255 jdevaal@nd.gov	**Linda Kuntz, Admin. Assistant** Dept. of Career & Technical Ed. Phone: 701-328-3174 Fax: 701-328-1255 llkuntz@nd.gov
Curt Schaff, State Adviser Hatton High School Phone: 701-543-3455 curtis.schaff@k12.nd.us	**Wendy Grote, State Adviser** Divide County High School Phone: 701-965-6392 wendy.grote@k12.nd.us
Linda Doe, State Adviser lindadoe@ndsupernet.com	**Tom Farnham, State Adviser** Enderlin High School Phone: 701-437-2240 tom.farnham@k12.nd.us

North Dakota FBLA Website: www.nd-fbla.org

National FBLA-PBL Website: www.fbla-pbl.org

2016 – 2017 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

Name/Office	Contact Information	Adviser to State Officer
Shane Herman, State President University of North Dakota	shane.a.herman@my.und.edu	Dr. Cullen Goenner cullen.goenner@mail.business.und.edu
Jordan Balvitsch, Vice President of Finance and Member Development University of North Dakota	jordan.balvitsch@my.und.edu	Dr. Cullen Goenner cullen.goenner@mail.business.und.edu
Jasmine Swinland, Vice President of Communications North Dakota State University (Virtual Chapter)	Jasmine.swinland@gmail.com	
Rebecca Nord, Vice President of Public Relations University of Jamestown	rebecca.nord@uj.edu	Mary Reed mreed@uj.edu
Rebecca Birdsell, Vice President of Operations University of North Dakota	rebecca.f.birdsell@my.und.edu	Dr. Cullen Goenner cullen.goenner@mail.business.und.edu
Jessica DeVaal, State Director Dept. of Career and Tech. Ed.	(701) 328-2286 jdevaal@nd.gov	
Linda Kuntz, Admin. Asst. Dept. of Career and Tech. Ed.	(701) 328-3174 llkuntz@nd.gov	
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Mary Reed, State Adviser Jamestown College	mreed@uj.edu	
Diane Karlsbraaten, State Adviser Lake Region State College	diane.j.karlsbraaten@lrsc.edu	

FBLA National Officers

President	Niel Patel Crest Ridge High School, MO	fblapres@fbla.org
Secretary	Vanessa Ting Parsippany Hills High School, NJ	fblasec@fbla.org
Treasurer	Nikolas Lazar Newton South High School, MA	fblatres@fbla.org
Parliamentarian	Myra Cheng Lynbrook High School, CA	fblaparl@flba.org
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Mountain Plains Region VP	Ojus Jain Lincoln East High School, NE	fblampvp@fbla.org
North Central Region VP	Hattie Kruschek Waunakee High School, WI	fblancvp@fbla.org
Southern Region VP	Emily Richey Paris High School, AR	fblasrvp@fbla.org
Western Region VP	Jeff Whiting Wasatch High School, UT	fblawrvp@fbla.org

PBL National Officers

President	Albert Amaya Florida	pblpres@fbla.org
Secretary	Kimberly Clark Missouri	pblsec@fbla.org
Treasurer	Warren Sukienik Tennessee	pbltres@fbla.org
Parliamentarian	Elizabeth Alvarez Florida	pblparl@fbla.org
Eastern Region VP	Mary Golden New York	pblervp@fbla.org
Mountain Plains Region VP	Merry Dimanh Texas	pblmpvp@fbla.org
North Central Region VP	Emmalee Smith Missouri	pblncvp@fbla.org
Southern Region VP	McKenzie Worley North Carolina	pblsrvp@fbla.org
Western Region VP	Mark Creech Arizona	pblwrvp@fbla.org

Professional Division National Officers

President	Blake Reynolds The Brattle Group, MA	pdpres@fbla.org
Vice President	Buddy Alberson Scott County Central FBLA, MO	pdvp@fbla.org
Secretary/Treasurer	Kelvin Hill Baldwyn Public School, MS	pdst@fbla.org

2016 – 2017 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY

REGION I	CHAPTER NAME	2015 – 2016 MEMBERSHIP	ADVISER(S)
8812	Cavalier High School	46	Spencer Timm Jason Muth
12727	Central Valley High School, Buxton	20	Amanda Barney
3902	Grand Forks Central High School	12	Trevor Lennon
6168	Grand Forks Red River	8	Laurie Ball
7998	Harvey High School	48	Chad Faul
10535	Hatton/Northwood High Schools	38	Curt Schaff Jessica Berke
7197	Lake Area Career Tech Center, Devils Lake	10	Sherry Boehmer Nicole Anderson
5118	Lakota High School	22	Curt Herman
6394	Langdon High School	30	Tanner Groth
2189	Larimore High School	47	Julie Pearce
6717	New Rockford/Sheyenne High School	8	Patricia Rinde
10082	North Valley Career Tech Center, Grafton	16	Susan Shuley
15721	Rugby High School	31	Paula Trottier
10224	Turtle Mountain Community High School	12	DJ McGillis
14526	Wolford High School	11	Wanita Olson

REGION II

15705	Berthold Public School	29	Deb Deaver Dawn Eide
6420	Bottineau High School	15	Jaclyn Zorn
18651	Burke Central High School	7	Erika Landro
12597	Des Lacs/Burlington High School	11	Tarra Hysjulien
8619	Divide County High School, Crosby	65	Wendy Grote Betty Sandberg
4893	Drake/Anamoose High School	17	Joan Birdsell
10133	Garrison High School	20	Jason Mattheis
18087	Grenora High School	0	
4737	Kenmare High School	31	Terry Van Berkom
18443	Killdeer High School	24	Deanna Steffan
14233	Minot High School—Central Campus	24	Eric Pearson Lisa Wolf
2301	Minot High School—Magic City Campus	15	Maria Carpenter Ben Berg
18661	Mohall Landsford Sherwood	10	Mickey Depute
15273	Parshall High School	26	Jason Wedel
18109	Powers Lake High School	29	Roberta Helseth
16561	Ray High School	36	Bernadette Perdue
16667	Sawyer High School	9	Jason New
5544	Stanley High School	34	Kendra Evensvold
5095	Velva High School	34	Annette Braaten Jennifer Kramer
5295	Watford City High School	44	Tom Connolly
12713	Williston High School	25	Marcy Ketelsen

FBLA Chapters (continued)

REGION III

9279	Beach High School	25	Carol Bartz
5777	Beulah High School	27	Jeremy Brandt
7130	Bismarck Century High School	10	
5869	Bismarck High School	39	
12728	Bismarck St. Mary's High School	43	Eileen Larson
4549	Dickinson High School	40	Tracy Sipma
18546	Dickinson Trinity High School	24	Norah King
13826	Grant County High School	11	Michael Mayer
8220	Hazen High School	32	Sheila Marshall
4464	Hettinger High School	54	Don Smith
10033	Linton High School	14	Megan Wald
6336	Mandan High School	18	Karla Stelter
7891	Mott/Regent High School	19	Kari Mayer
7512	New Salem	4	Jerome Slag
5141	Scranton High School	29	Lynn Brown
18401	Strasburg High School	26	Bryan Schumacher
12871	Zeeland High School	9	Corbley Ogren

REGION IV

12393	Ashley High School	20	Sara Sathre
11910	Carrington High School	55	Jacey Erickson
6316	Edgeley High School	30	Megan Cleveland
5677	Enderlin High School	18	Tom Farnham
17973	Fargo Davies High School	29	Jenna Johnson
9375	Fargo North High School	24	Kelli Sitzler-Erickson
5966	Fargo South High School	8	Kelsey Thielges
11082	Hillsboro High School	31	Ryan Nielsen
1878	Lisbon High School	10	Brent Janes
6305	May-Port CG High School	47	David Torgeson
			Cindy Strand
17959	Midkota High School	16	
15717	Milnor High School	15	Katie McLaen
4448	West Fargo High School	8	Richard Anderson
7764	Wishek High School	22	Mary Ann Weber

2016 – 2017 NORTH DAKOTA FBLA MEMBERSHIP DIRECTORY
Middle Level

REGION I	CHAPTER NAME	2015 – 2016 MEMBERSHIP	ADVISER(S)
17648	Cavalier Middle School	34	Spencer Timm Jason Muth
18001	Rugby Middle School	2	Christine Schmaltz
REGION II			
17649	Drake/Anamoose Middle School	5	Joan Birdsell
18270	Kenmare Middle School	9	
18511	Stanley Middle School	4	Kendra Evensvold
REGION III			
18101	Bismarck Light of Christ Academy	9	Eileen Larson
18547	Dickinson Trinity Junior High School	5	Norah King
18512	Grant County Middle School	6	Michael Mayer
18249	Scranton Middle School	6	Lynn Brown
REGION IV			

NORTH DAKOTA DEPARTMENT OF
CAREER AND TECHNICAL EDUCATION

Student Youth Organization Activities Policy for Secondary Students

STATEWIDE CONFERENCES FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND ADVISERS REQUIRING ABSENCE FROM SCHOOL.

Up to three days total absence yearly from school may be allowed with no more than two consecutive days absence for any one State Board approved activity. Weekends must be used for travel and/or conference time where a two-consecutive-day activity is scheduled.

All other related student organization group activities will be totally subject to local discretion and approval.

OUT-OF-STATE CONFERENCES FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS AND ADVISERS REQUIRING ABSENCE FROM SCHOOL

Total local discretion.

STATE AND NATIONAL CAREER AND TECHNICAL STUDENT ORGANTIZATION OFFICERS

Secondary administrators should vigorously encourage their students to be candidates for state and national career and technical student organization offices.

North Dakota FBLA-PBL
Dress Code

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

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions.

Professional attire acceptable for official FBLA-PBL activities includes:

Males

- Business suit with collared shirt, and necktie (or bow tie)**
- Sport coat, dress slacks, collared shirt and necktie (or bow tie)
- Dress slacks, collared shirt, and necktie (or bow tie)
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie (or bow tie), and dress slacks
- Dress socks and dress shoes (not sandals, work boots, or other shoes with heavy soles—dress cowboy boots are okay)

Females

- Business suit with blouse or sweater, sleeveless suit is appropriate**
- Business pantsuit with blouse or sweater**
- Skirt or dress slacks with buttoned-up blouse or sweater (knee length*)
- Business dress (knee length*)
- Maxi length skirt/dress with coordinating jacket/cardigan
- Jumpsuit with coordinating jacket/cardigan
- Capris or gauchos with coordinating jacket/cardigan, worn below the knee
- Dress shoes (closed or open toe)

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Tunics and leggings
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris, or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- ***Casual shoes – no sandals, athletic shoes, colored (or black) canvas sneakers, Toms-style shoes, work shoes, hiking boots, over-the-knee boots, cowboy boots for females, flip-flop/thong sandals of any kind, or bare feet
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

<u>CLARIFICATION</u>: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes and sleeveless dresses/suits are accepted.

***Knee length would be any skirt or dress that hits at some point of the knee cap—either just above, in the middle of the knee, or just below.**

****Business suits must be appropriate to the decade.**

*****Any shoe made of fabric or canvas is considered a casual shoe and does not meet FBLA dress code guidelines.**

COMPETITIVE EVENTS GUIDELINES

ACCOUNTING I

The accurate keeping of financial records is an ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic accounting principles and procedures.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ journalizing
- ❑ account classification
- ❑ terminology
- ❑ concepts and practices
- ❑ types of ownership
- ❑ posting
- ❑ income statements
- ❑ balance sheets
- ❑ worksheets
- ❑ bank reconciliations
- ❑ payroll
- ❑ depreciation
- ❑ manual and computerized systems
- ❑ ethics

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants must not have completed more than two (2) semesters (or one {1} semester in a block scheduling program) of high school accounting instruction, nor be enrolled in or have completed any additional accounting courses.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

FIRST YEAR ACCOUNTING STUDENTS ONLY

ACCOUNTING II

The accurate keeping of financial records is a vital ongoing activity in all types of businesses. This event provides recognition for FBLA members who demonstrate an understanding of and skill in accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ financial statements
- ❑ corporate accounting
- ❑ ratios and analysis
- ❑ accounts receivable and payable
- ❑ budgeting and cash flow
- ❑ cost accounting/manufacturing
- ❑ purchases and sales
- ❑ journalizing
- ❑ income tax
- ❑ payroll
- ❑ inventory
- ❑ plant assets and depreciation
- ❑ departmentalized accounting
- ❑ ethics
- ❑ partnerships

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

SECOND YEAR ACCOUNTING STUDENTS ONLY

ADVERTISING

This event recognizes FBLA members who demonstrate an understanding of and skill in advertising principles and procedures.

OVERVIEW
A one (1) hour objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ Personal selling & sales promotion
- ❑ traditional & alternative advertising media
- ❑ consumer behavior
- ❑ basic marketing functions
- ❑ branding & positioning
- ❑ economy
- ❑ advertising plan
- ❑ legal & ethical issues
- ❑ diversity & multicultural market
- ❑ public relations
- ❑ creation of advertisement
- ❑ consumer-oriented advertising
- ❑ financial planning
- ❑ communication
- ❑ consumer purchase classifications
- ❑ target market
- ❑ market segmentation
- ❑ product development
- ❑ product life cycle
- ❑ price planning
- ❑ channels of distribution
- ❑ marketing research
- ❑ effective advertising & promotional messages
- ❑ budget
- ❑ financing advertising campaigns
- ❑ demographics
- ❑ history & influences
- ❑ advertising industry & careers
- ❑ supply chain management
- ❑ distribution logistics
- ❑ Internet
- ❑ self-regulation
- ❑ careers
- ❑ advertising workplace
- ❑ leadership, career development, & team building
- ❑ risk management

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

AGRIBUSINESS

This event recognizes FBLA members who demonstrate an understanding of and skill in basic agribusiness concepts and procedures

OVERVIEW
A one (1) hour objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ economics
- ❑ finance and accounting
- ❑ health, safety, and environmental management
- ❑ management analysis and decision making
- ❑ marketing
- ❑ terminology and trends

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

AMERICAN ENTERPRISE PROJECT

This event recognizes FBLA chapters that develop projects within the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program.

OVERVIEW

This event consists of two (2) parts: a prejudged report and a presentation. Participants are required to complete both parts to be eligible to win an award. The project must promote an awareness of some facet of the American enterprise system within the school and/or community and be designed for chapter participation.

Based on the highest written report scores, a maximum of five (5) projects will be selected to make presentations at the State Leadership Conference.

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Members representing their chapters in the presentation portion of this event may compete in two (2) additional team/individual events.

PROCEDURES

Report Guidelines

- ❑ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - All team members must participate in the presentation.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- ❑ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx)
  - All reports must be bound (e.g., tape binding, spiral binding).
- ❑ **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.

- Reports must not exceed 15 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.
- Points will be deducted if the written report doesn't adhere to the guidelines.

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. **The participant(s) must provide all equipment for the presentation.**
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Prejudged materials, visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, please note that paper copies of this report are no longer accepted. A single PDF file of the report must be submitted to the ND FBLA State Director who will upload it to the national office.***

FBLA AMERICAN ENTERPRISE PROJECT
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for the American Enterprise system	0	1–5	6–10	11–15	
Research into school and/or community needs	0	1–2	3–4	5	
Planning and development of project	0	1–7	8–14	15–20	
Implementation of project	0	1–5	6–10	11–15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1–7	8–14	15–20	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report design appropriate for audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Penalty Points Check & deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ missing cover information ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA AMERICAN ENTERPRISE PROJECT
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Describes project development and strategies used to implement project	0	1–7	8–14	15–20	
Describes research into school or community needs	0	1–5	6–10	11–15	
Appropriate level of chapter member involvement in project	0	1–3	4–7	8–10	
Degree of impact on the community and its citizens	0	1–7	8–14	15–20	
Evidence of publicity received	0	1–2	3–4	5	
Student evaluation of project effectiveness	0	1–2	3–4	5	
Comments:					
Delivery					
Statements are well organized and clearly stated	0	1–3	4–7	8–10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1–2	3–4	5	
Demonstrates ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					**/100 max.**
Report Score					**/100 max.**
Final Score (add total points and report score)					**/200 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS CALCULATIONS

Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of mathematical functions in business applications.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ consumer credit
- ❑ mark-up and discounts
- ❑ data analysis and reporting
- ❑ payroll
- ❑ interest rates
- ❑ investments
- ❑ taxes
- ❑ bank records
- ❑ insurance
- ❑ ratios and proportions
- ❑ depreciation
- ❑ inventory

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who work toward improving their business communication skills of writing, speaking, and listening.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ nonverbal and verbal communication
- ❑ communication concepts
- ❑ report application
- ❑ grammar
- ❑ reading comprehension
- ❑ editing and proofreading
- ❑ word definition and usage
- ❑ capitalization and punctuation
- ❑ spelling
- ❑ digital communication

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

BUSINESS ETHICS

Ethical decision-making is essential in the business world and the workplace. This team event recognizes FBLA members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace.

OVERVIEW
This event consists of a performance component. Each team will present and defend its positions related to an ethical dilemma.

PERFORMANCE COMPETENCIES
- ❑ demonstrate ethical business decisions
- ❑ answer questions effectively
- ❑ demonstrate ability to work as a team
- ❑ demonstrate an understanding of the case and explain recommendations
- ❑ demonstrate effective decision making and problem solving skills
- ❑ demonstrate effective verbal communications skills
- ❑ explain content logically and systematically

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual or a team of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The 2017 case study topic for SLC and NLC is:

Research the ethical issues of social media platform checks in relation to employment

Participants must answer judges' questions about their presentation.

PROCEDURES
- Participants must research case study prior to the conference and be prepared to present their findings and solutions.
- Student members (not advisers) must prepare their presentation.
- Facts and data must be cited and secured from quality sources (peer review documents, legal documents, etc.).
- One (1) member must introduce the team and describe the ethical situation.
- All team members must participate in the presentation.
- Teams are permitted to bring prepared notes, but books, other bound materials, visual aids, props, and equipment are prohibited.

❑ **Preliminary Performance**
- Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judges, points may be deducted if participants are dressed inappropriately.
- Teams have seven (7) minutes to present the ethical dilemma.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When each team is finished, the time used will be recorded. A five (5) point deduction will be made for presentations over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- All team members must actively participate in the presentation.
- The preliminary performance is not open to conference attendees.
- From each group, one or more participants will be selected to compete in a final round.

- **Final Performance**
  - The order of performance will be drawn at random by an impartial person in the event office.
  - The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING
The performance will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA BUSINESS ETHICS
Performance Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Situation is understood and effectively defined	0	1–5	6–10	11–15	
Ethical dimensions of the problem are clearly defined	0	1–5	6–10	11–15	
Position is clearly stated	0	1–5	6–10	11–15	
Effective ethical solution is offered	0	1–5	6–10	11–15	
Quality of research	0	1–5	6–10	11–15	
Comments:					
Delivery					
Statements are well organized and clearly stated, appropriate business language used	0	1–3	4–7	8–10	
Demonstrates self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4-7	8-10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Total Points					**/100 max.**
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS FINANCIAL PLANNING *(North Dakota Event)*

Sponsored by the North Dakota Bankers Association

Business financial planning is paramount to the success of any business enterprise. This event is designed to recognize FBLA members who possess the knowledge and skills needed to establish and develop a complete financial plan with a bank to operate a business, operate a farm or purchase a vehicle. The plan developed must be economically and financially progressive to show a return to the bank and a profit for the entrepreneur in a realistic time frame. In addition to learning and applying financial business decision-making skills, team participants develop business contacts, written and oral communication skills, and familiarity with North Dakota banking procedures.

OVERVIEW

This event consists of a pre-judged project.

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again.

PROCEDURES

Report Guidelines

- ❑ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - All team members must participate.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- ❑ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (20xx–xx)
  - All reports must be bound (e.g., tape binding, spiral binding).
- ❑ **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
  - Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
  - Copies should be sent rather than important original documents. No items may be attached to any page in the report.

Project Guidelines

- Team members should start planning for this event early in the school year and should plan to work on this event during the entire year prior to the State Leadership Conference. This project is a Business Financial Planning case study.

- Team members must contact Dorothy Lick of the North Dakota Bankers Association (see address below) in order to be provided names and addresses of banks that are members of the North Dakota Bankers Association or the American Bankers Association.
- Once provided with the appropriate bank information, team members must write letters of invitation to this bank to make a presentation on credit and lending at an FBLA chapter meeting or business class. Resources and case studies will be provided to the bankers by the North Dakota Bankers Association.
- When this presentation has been completed, the local FBLA chapter will then determine if any group of students are interested in pursuing this actual event. If so, the banker will give the students the choice of a case study representing a small farm operation, small commercial business, or a car purchase. Each case study will orientate them to the situation they will simulate when they set up an appointment for a loan request with their local banker.
- Team members (two or three) will study and analyze the case study chosen and prepare for an initial visit with the participating bank.
- The initial visit to the bank will allow the team an opportunity to talk to the banker about their business situation and the reason they need financing. The banker will go through the bank's standard practice of requesting a current financial statement, income and expenses projections, etc., and will provide the necessary forms to the FBLA team at that time.
- Upon receiving these forms, the FBLA team will meet and complete the financial information requested by the bank. All pertinent information and figures will be provided through the case study material.
- When the FBLA team has completed the required documents, the team will again contact the bank and set up a second appointment to discuss their completed financial forms.
- The loan documents will be typed up, discussed in detail with the members of the FBLA team, and then signed by all members of the team.
- The FBLA team members will collate and summarize all information, materials, and forms into the approved format:
    - The purpose of the project.
    - A complete chronological sequence of events and time spent at the bank.
    - A summary of the Business Financial Planning process including the original completed financial statement along with all loan related documents/correspondence.
    - A letter from the participating banker regarding this project.
    - Personal comments and feelings of all team members. Team members' comments need to be identified (the name of each individual should appear with their comments).
- Three copies of the completed reports will be submitted for judging directly to Dorothy Lick at the North Dakota Bankers Association. (see address below)
- For additional information and/or assistance contact:

  Dorothy Lick
  Senior Vice President of Education
  North Dakota Bankers Association
  PO Box 1438
  Bismarck, ND 58502-1438
  Phone: 701-223-5303
  Fax: 701-258-0218
  Email: dorothy@ndba.com

JUDGING

The reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All judges' decisions are final.

STATE AWARDS

A maximum of six awards will be presented at the North Dakota State Leadership Conference.

NOTE: This is a North Dakota competitive event only. There is a similar competitive event on the national level with the same title, but the event is set up very differently.

BUSINESS FINANCIAL PLANNING

Sponsored by North Dakota Bankers Association

Project Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Purpose of project (statement of project goals)	0	1 – 3	4 – 7	8 – 10	
Complete chronological sequence of events and time spent at the bank	0	1 – 5	6 – 10	11 – 15	
Summary of the business financial planning process, including all related documents	0	1 – 15	16 – 30	31 – 45	
Personal comments from banker and all team members	0	1 – 3	4–7	8–10	
Format of Report					
Clear and concise presentation with logical arrangement of information	0	1 – 3	4 – 7	8 – 10	
Title page and table of contents; correct grammar, punctuation, and spelling; acceptable business style; and creativity	0	1 – 3	4 – 7	8 – 10	
Total Points					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESS LAW

This event provides recognition for FBLA members who are familiar with specific legal areas that most commonly affect personal and business relationships.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ legal systems
- ❑ contracts and sales
- ❑ business organization
- ❑ property laws
- ❑ agency and employment laws
- ❑ negotiable instruments, insurance, secured transactions, bankruptcy
- ❑ consumer protection and product/personal liability
- ❑ computer law
- ❑ domestic and private law

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

BUSINESS PLAN

Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. This event recognizes FBLA members who demonstrate an understanding and mastery of the process required in developing and implementing a new business venture.

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete both parts to be eligible to win an award. A prejudged report should be developed based on a proposed business venture or current business operation.

Based on the highest written report scores, a maximum of five (5) projects will be selected to make presentations at the State Leadership Conference to explain the development of the business plan.

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For the number of teams who may enter this event, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Each project may be authored by an individual member or by a team of two (2) or three (3) members. The project must not have been submitted at a previous State Leadership Conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

REPORT CONTENT

Business must not have been in operation for a period exceeding 12 months before the NLC.
Reports should not be submitted that evaluate ongoing business ventures. An effective business plan should include the following information:

- *Executive Summary.* Provides a brief synopsis of the key points and strengths included in the plan.
- *Company Description*. Includes basic details of the business, including an overview, location, legal structure, and organization.
- *Industry Analysis*. Provides an analysis of the larger industry in which the business will belong; analyzes key trends and players in the industry; demonstrates an understanding and awareness of external business decisions.
- *Target Market*. Provides a brief overview of the nature and accessibility of the targeted audience.
- *Competitive Analysis*. Includes an honest and complete analysis of the business' competition and demonstrates an understanding of the business' relative strengths and weaknesses.
- *Marketing Plan and Sales Strategy*. Demonstrates how the business' product or service will be marketed and sold; includes both strategic and tactical elements of the marketing and sales approach.
- *Operations.* Provides an overview of business operations on a day-to-day basis; including production processes, physical facility reviews, use of technology, and processes followed to ensure delivery of products or services.
- *Management and Organization*. Describes the key participants in the new business venture and identifies human resources the business can draw upon either as part of the management team, employee pool, consultants, directors, or advisers. It also portrays the role each will play in the business' development and discusses compensation and incentives.

- *Long-Term Development.* Gives a clear vision for where the business will be in three, five, or more years. It offers an honest and complete evaluation of the business' potential for success and failure and identifies priorities for directing future business activities.
- *Financials.* Indicates the accounting methodology to be used by the business. Discusses any assumptions made in projecting future financial results. Presents projections honestly and conservatively.
- *Appendix.* Includes copies of key supporting documents (e.g., certifications, licenses, tax requirements, codes, letters of intent or advance contracts, product technical descriptions and/or illustrations, endorsements, etc.)

PROCEDURES

Report Guidelines

- ❑ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - All team members must participate in the presentation.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- ❑ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of participants, , name of the event, and year (20xx-xx)
  - All reports must be bound (e.g., tape binding, spiral binding).
- ❑ **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
  - Reports must not exceed 30 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
  - Copies should be sent rather than important original documents. No items may be attached to any page in the report.
  - Points will be deducted if the written report doesn't adhere to the guidelines.

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. **The participant(s) must provide all equipment for the presentation.**
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Prejudged materials, visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.

- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING
Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, please note that paper copies of this report are no longer accepted. A single PDF file of the report must be submitted to the ND FBLA State Director who will upload it to the national office.***

FBLA BUSINESS PLAN
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary • Convinces reader that business concept is sound and has a reasonable chance of success • Is concise and effectively written	0	1–7	8–14	15–20	
Company Profile • Legal form of business • Effective date of business • Company mission statement/vision • Company governance • Company location(s) • Immediate development goals • Overview of company's financial status	0	1–5	6–10	11–15	
Industry Analysis • Description of industry (size, growth rates, nature of competition, history) • Trends and strategic opportunities within industry	0	1–5	6–10	11–15	
Target Market • Target market defined (size, growth potential, needs) • Effective analysis of market's potential, current patterns, and sensitivities	0	1–5	6–10	11–15	
Competition • Key competitors identified • Effective analysis of competitors' strengths and weaknesses • Potential future competitors • Barriers to entry for new competitors identified	0	1–5	6–10	11–15	
Marketing Plan and Sales Strategy • Key message to be communicated identified • Options for message delivery identified and analyzed including Web process • Sales procedures and methods defined	0	1–5	6–10	11–15	
Operations • Business facilities described • Production plan defined and analyzed • Workforce plan defined and analyzed • Impact of technology	0	1–5	6–10	11–15	
Management and Organization • Key employees/principals identified and described • Board of directors, advisory committee, consultants, and other human resources identified and described • Plan for identifying, recruiting, and securing key participants described • Compensation and incentives plan	0	1–5	6–10	11–15	

(continued on next page)

Long-term Development • Goals for three-, five- or more years are identified and documented • Risks and potential adverse results identified and analyzed • Strategy in place to take business toward long-term goals	0	1–5	6–10	11–15	
Financials • Type of accounting system to be used is identified • Financial projections are included and reasonable • 1st year monthly cash flow • 1st year monthly income statement • Yearly income statements for years 1, 3 & 5 • Financial assumptions clearly identified	0	1–7	8–14	15– 20	
Supporting Documents • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1–5	6–10	11–15	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional written presentation appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/200 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ missing cover information ❑ missing table of contents ❑ over thirty (30) pages ❑ no page numbers ❑ report format does not follow rating sheet _____					
Total Points					**/200 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA BUSINESS PLAN
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of business concept and company profile	0	1–2	3–4	5	
Marketing aspects of business are thoroughly covered	0	1–5	6–10	11–15	
Description of operations and management plans	0	1–3	4–7	8–10	
Financial documents and projections are reasonably easy to understand	0	1-7	8-14	15-20	
Risks are anticipated, analyzed and planned for	0	1–3	4–7	8–10	
Long-term goals are identified and reasonable	0	1–3	4–7	8–10	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Demonstrates self-confidence, poise, and good voice projection	0	1–2	3–4	5	
All team members actively participate in the presentation	0	1-2	3-4	5	
Demonstrates the ability to effectively answer questions regarding business start-up logistics	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Total Points					**/100 max.**
Report Score					**/200 max.**
Final Score (add total points and report score)					**/300 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

BUSINESSPERSON OF THE YEAR

This event recognizes outstanding leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and/or national levels.

OVERVIEW
The entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

The nominees must be members of the business community. Persons who are students or full time employees of education institutions or departments of education are not eligible for this award; such nominees will be disqualified. Nominees must not have been named to this event at a previous State Leadership Conference.

ELIBIGILITY
Each chapter may nominate one or two persons for North Dakota FBLA Businessperson of the Year.

PROCEDURES
Criteria for selection of nominees at the local level should include, but do not have to be limited to:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

The biographical sketch of each nominee should address the above areas. The form to complete the biographical sketch is found in the Forms section of this document.

JUDGING
The executive committee will select the Businessperson of the Year and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

You will be notified if candidate is selected. If you are not notified, the person was not selected as Businessperson of the Year, and if you wish, you may give this person an award from your chapter.

CHAPTER ACTIVITIES SCRAPBOOK *(North Dakota Event)*

This event is designed to encourage local FBLA chapters to maintain a record of the yearly program of activities. Mementos and pictures of students and activities aid in building local spirit and continuity of the FBLA chapter. This is a North Dakota competitive event only. There is no national event that is similar.

OVERVIEW
This event consists of a pre-judged project.

ELIGIBILITY
All active local chapters may submit a scrapbook for judging. Chapters may also submit a digital scrapbook for judging in addition to the traditional, paper scrapbook.

REGULATIONS
- Submit your entry for state competition by the deadline date. Use the rating sheet on the following page for judging criteria.
- *The official FBLA scrapbook cover is available but it is costly. Chapters are encouraged to use covers from previous years, or any plain* ***undecorated*** *scrapbook cover.*
- Each scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to fifty (50) pieces of paper. This does not include the front and back covers. You may place material on the inside front and inside back cover. This is not counted as a page. (You may use both sides of the paper, if you wish, but *the scrapbook will be disqualified if it has over 50 pieces of paper*.) The scrapbook must not exceed 100 numbered pages including title page, table of contents, dividers, appendices and bibliography, but excluding front and back covers.

PROCEDURES
- Scrapbooks are to be mailed to the address and by the date indicated in the State Leadership Conference Information section prior to the State Leadership Conference.
- Scrapbooks are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include copies of programs; evidence of participation in local, state and national activities; and emphasis on participation by all members. Neatness, creativity, and art work is considered in the judging.

JUDGING
Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota competitive event only. This is not a competitive event on the national level.**

CHAPTER ACTIVITIES SCRAPBOOK

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Appearance					
Neatness	0	1 – 2	3 – 4	5	
Color scheme	0	1 – 2	3 – 4	5	
Theme	0	1 – 2	3 – 4	5	
Layout	0	1 – 3	4 – 7	8 – 10	
Conforms to regulations	0	1 – 2	3 – 4	5	
Organization					
Table of contents	0	1 – 2	3 – 4	5	
Logical arrangement and documentation	0	1 – 3	4 – 7	8 – 10	
Appropriate content	0	1 – 2	3 – 4	5	
Complete content	0	1 – 2	3 – 4	5	
School and local newspaper coverage	0	1 – 2	3 – 4	5	
Photographic coverage	0	1 – 3	4 – 7	8 – 10	
Originality					
Creativity	0	1 – 5	6 – 10	11 – 15	
Overall value as an historical record	0	1 – 5	6 – 10	11 – 15	
Total Points					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

CHAPTER ACTIVITIES SCRAPBOOK—DIGITAL *(North Dakota Event)*

This event is designed to encourage local FBLA chapters to maintain a digital record of the yearly program of activities. A digital record of the chapter's members and activities will aid in building local spirit and continuity of the FBLA chapter. This is a North Dakota competitive event only. There is no national event that is similar.

OVERVIEW
This event consists of a pre-judged project.

ELIGIBILITY
All active local chapters may submit a digital scrapbook for judging. Chapters may also submit a traditional, paper scrapbook for judging in addition to the digital scrapbook.

REGULATIONS
- Submit your entry for state competition by the deadline date. Use the rating sheet for judging criteria.
- Each digital scrapbook should represent the period of time from the beginning of the immediate past State Leadership Conference to the present time and must be limited to one hundred (100) slides. This includes the title and ending slide. The slide show must include a title slide, table of contents, section dividers, and ending slide. The table of contents slide must contain hyperlinks to the different section dividers. The title slide must include school name, town, state, and year covered. (Ex. Watertown High School, Watertown, ND 2005-2006). Clip art and animation may be used.
- The memory book should serve as a historical record of the members and the activities the chapter participated in during that particular year.

PROCEDURES
- Slide shows are to be burned to a CD or saved on a flash drive, placed in a labeled envelope, and mailed to the address and by the date indicated in the SLC Information section of this handbook prior to the State Leadership Conference.
- Slide shows are to be comprehensive, covering the year from the past State Leadership Conference to the present time. Materials should include scanned copies of program covers, evidence of participation in local, state, and national activities; and emphasis on participation by all members. Neatness, creativity, and originality are considered in the judging.

JUDGING
Scrapbooks will be screened to determine if chapters have complied with event eligibility and regulations. Judges will evaluate the scrapbooks based on the rating criteria. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota competitive event only. This is not a competitive event on the national level.**

CHAPTER ACTIVITIES SCRAPBOOK—DIGITAL

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Appearance					
Neatness	0	1 – 2	3 – 4	5	
Color scheme	0	1 – 2	3 – 4	5	
Theme	0	1 – 2	3 – 4	5	
Layout	0	1 – 2	3 – 4	5	
Conforms to regulations	0	1 – 2	3 – 4	5	
Appropriate elements	0	1 – 2	3 – 4	5	
Proper use of grammar, spelling, punctuation, etc.	0	1 – 2	3 – 4	5	
Effective use of text, graphics, and animation	0	1 – 2	3 – 4	5	
Organization					
Table of contents	0	1 – 2	3 – 4	5	
Logical arrangement and documentation	0	1 – 2	3 – 4	5	
Appropriate content	0	1 – 2	3 – 4	5	
Complete content	0	1 – 2	3 – 4	5	
School and local newspaper coverage	0	1 – 2	3 – 4	5	
Photographic coverage	0	1 – 2	3 – 4	5	
Effective transitions		1 – 2	3 – 4	5	
Originality					
Creativity	0	1 – 3	4 – 7	8 – 10	
Overall value as an historical record	0	1 – 5	6 – 10	11 – 15	
Total Points					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMMUNITY SERVICE PROJECT

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete both parts to be eligible to win an award.

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation and include a description of the project, chapter member involvement, degree of impact on the community, evidence of publicity received, and a project evaluation.

Based on the highest written report scores, a maximum of five (5) projects will be selected to make presentations at the State Leadership Conference.

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) team/individual events.

PROCEDURES

Report Guidelines

- ❑ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - All team members must participate in the presentation.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- ❑ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx)
  - All reports must be bound (e.g., tape binding, spiral binding).
- ❑ **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.

- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 15 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.
- Points will be deducted if the written report doesn't adhere to the guidelines.

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. **The participant(s) must provide all equipment for the presentation.**
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Prejudged materials, visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, please note that paper copies of this report are no longer accepted. A single PDF file of the report must be submitted to the ND FBLA State Director who will upload it to the national office.***

FBLA COMMUNITY SERVICE PROJECT
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1–5	6–10	11–15	
Planning and development of project	0	1–5	6–10	11–15	
Implementation of project	0	1–5	6–10	11–15	
Impact and benefits to the community	0	1–8	9–18	19–25	
Evidence of publicity	0	1–2	3–4	5	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report & design appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ missing cover information ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					
Total Points					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA COMMUNITY SERVICE PROJECT
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1–8	9–18	19–25	
Appropriate level of chapter member involvement in the project	0	1–3	4–7	8–10	
Degree of impact on the community and its citizens	0	1–7	8–15	16–20	
Evidence of publicity received	0	1–2	3–4	5	
Effective student evaluation of project	0	1–2	3–4	5	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–5	6–10	11–15	
Demonstrates self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Total Points					**/100 max.**
Report Score					**/100 max.**
Final Score (add total points and report score)					**/200 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment using critical thinking and decision making skills. This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award. A one (1) hour objective test will be administered based on the objective test competencies. Two (2) hours will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

OBJECTIVE TEST COMPETENCIES

- ❑ basic computer terminology and concepts
- ❑ presentation, publishing, and multimedia applications
- ❑ email, integrated and collaboration applications
- ❑ netiquette and legal issues
- ❑ spreadsheets and database applications
- ❑ security
- ❑ formatting, grammar, punctuation, spelling, and proofreading

PRODUCTION COMPETENCIES

- ❑ create, search, and query databases
- ❑ spreadsheet functions and formulas
- ❑ text slide graphics and presentations
- ❑ business graphics
- ❑ word processing

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide <u>will be</u> allowed in the test site. All documents must be prepared according to the style in the format guide.
- Calculators are not allowed on the production portion of the test.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- In case of a tie, the production test will be used to break the tie.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

COMPUTER PROBLEM SOLVING

Having a broad base of knowledge and competencies in core hardware and operating system technologies including installation, configuration, diagnostics, preventative maintenance, and basic networking is an important element for today's computer savvy individual.

OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ❑ operating systems
- ❑ networks
- ❑ personal computer components
- ❑ security
- ❑ safety and environmental issues
- ❑ laptop and portable devices
- ❑ printers and scanners

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION

The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

CYBER SECURITY

With the increased use of the Internet for browsing, researching, information gathering, and e-commerce, information and cyber security has become a growing concern for businesses throughout our global economy. This event recognizes FBLA members who understand security needs for technology.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ defend and attack (virus, spam, spyware)
- ❑ network security
- ❑ disaster recovery
- ❑ e-mail security
- ❑ intrusion detection
- ❑ authentication
- ❑ public key
- ❑ physical security
- ❑ cryptography
- ❑ forensics security
- ❑ cyber security policy

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

DATABASE DESIGN & APPLICATIONS

Databases are necessary to organize data and information in business. This event recognizes FBLA members who demonstrate that they have acquired entry level skills for understanding database usage and development in business.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award. A one (1) hour objective test will be administered based on the competencies listed. One (1) hour will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

OBJECTIVE TEST COMPETENCIES

- ❑ data definitions/terminology
- ❑ query development
- ❑ table relationships
- ❑ form development
- ❑ reports and forms

PRODUCTION COMPETENCIES

- ❑ multiple table database design
- ❑ table creation, inserting data into tables
- ❑ table SQL statements
- ❑ creation of forms/reports

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

DIGITAL VIDEO PRODUCTION

Digital video has become a prominent and effective way of conveying new ideas and products. This event provides recognition for FBLA members who demonstrate the ability to create an effective video to present an idea to a specific audience.

OVERVIEW
This event consists of a pre-judged project.

PROJECT COMPETENCIES
- ❑ document addresses topic and is appropriate for the audience
- ❑ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ❑ overall layout and design is creative and appealing
- ❑ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ❑ required information is effectively communicated
- ❑ copyright laws followed

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The topic to be developed in this presentation and submitted for competition at the 2017 SLC and NLC will be:

Create a promotional video for a new, member original TV series or movie. The rating should meet "G" requirements.

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the Format Guide.

PROCEDURES
- Presentations must properly develop the given topic. Student members, not advisers, must prepare presentations.
- Presentations should be at least two (2) and no more than four (4) minutes in length.
- The production may use any method to capture or create moving images.
- The production may include, but is not limited to, elements such as graphics, pictures, music, voice over, sound, and text.
- Videos may be uploaded to YouTube or SchoolTube, marked unlisted with comments disabled.
- The description area of the video must contain copyright information as well as the name of the event, state, names of participants, and school.
- Members are expected to follow all applicable copyright laws.
- Entries will be judged according to the rating sheet.
- The complete video URL must be sent on the official event entry form. This form is located in the Forms section of this handbook.

JUDGING
Presentations will be judged by a panel of judges. All judges' decisions are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Students who go on to compete in this event at the National Leadership Conference will have a performance component added to the event. The North Dakota FBLA office will arrange to have competitors submit their performance to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors.

NOTE: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

FBLA DIGITAL VIDEO PRODUCTION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme fully and properly developed. Solution properly addresses assigned topic.	0	1–7	8–14	15–20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1–3	4–7	8–10	
Copyright information is noted in credits	0	1–3	4–7	8–10	
Presentation is clear and concise	0	1–7	8–14	15–20	
Effective use of technology	0	1–7	8–14	15–20	
Proper use of grammar, spelling, punctuation, etc.	0	1–2	3-4	5	
Comments:					
Presentation					
Presentation shows creativity and originality	0	1–3	4–7	8–10	
Presentation includes an effective opening, body, and conclusion	0	1–7	8–14	15–20	
Transitions are effective and appealing	0	1–5	6–10	11–15	
Audio and visual elements coordinated and complimentary	0	1–7	8–14	15–20	
Audio Editing • Good quality • Appropriate volume	0	1–5	6–10	11–15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1–5	6–10	11–15	
Titles and graphics enhance overall quality of presentation	0	1–3	4–7	8–10	
Presentation effective at motivating audience to action	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/200 max.**
Time Penalty Deduct five (5) points for presentation over four (4) minutes. Time:					
Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of ten [10] points) ❑ Entry Form not received ❑ media labeled incorrectly					_____
Final Score					**/200 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

ECONOMICS

This event provides recognition for FBLA members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ basic economic concepts and principles
- ❑ monetary and fiscal policy
- ❑ productivity
- ❑ macroeconomics
- ❑ market structures
- ❑ investments and interest rates
- ❑ government role
- ❑ types of businesses/economic institutions
- ❑ business cycles/circular flow
- ❑ supply and demand
- ❑ international trade/global economics

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

ELECTRONIC CAREER PORTFOLIO

An electronic career portfolio is a collection of work in an electronic format that tells the story of an individual including achievements, growth, vision, reflection, skills, experience, education, training, and career goals. It is a tool that gives a complete picture of who you are and includes your experiences, education, accomplishments and what you have the potential to become—much more than just a letter of application and résumé can provide.

OVERVIEW

This event consists of a pre-judged project.

PROJECT COMPETENCIES

- ❑ demonstrate an understanding of the event
- ❑ demonstrate effective verbal communication skills
- ❑ demonstrate ability to make a professional presentation
- ❑ explain content logically and systematically
- ❑ develop a career plan
- ❑ effectively communicate design process
- ❑ demonstrate knowledge of employability skills and trends

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- This event is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.
- All information should reflect the student's accomplishments and experiences that have actually occurred.
- The portfolio must include: a résumé and career summary. The career summary should include career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
- Sample materials also must be included in the portfolio. These samples must include, but are not limited to, the following:
  - Career-Related Education: Describe career-related education that enhances employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to job.
  - Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
  - Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio.
- Student members, not advisers, must prepare electronic career portfolios.
- Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
- The students may submit their portfolio using a DVD, flash drive, or by accessing it via the Internet. If uploaded to the Internet, the URL to access the portfolio must be submitted on the entry form.
- All information should reflect the student's accomplishments and experiences. No fictitious information should be presented.

JUDGING
Presentations will be judged by a panel of judges. All judges' decisions are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Students who go on to compete in this event at the National Leadership Conference will have a performance component added to the event. The North Dakota FBLA office will arrange to have competitors submit their performance on DVD or flash drive to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors. **NOTE: The Electronic Career Portfolio event at the national level is strictly a performance event. The portfolio is not pre-judged at NLC, it is only presented to the judges during the NLC performance.**

***Note**: North Dakota FBLA guidelines and procedures are different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

FBLA ELECTRONIC CAREER PORTFOLIO
Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Resume (Data Sheet) • Displays evidence of professional experience, career related experience, and leadership experience • Outlines any special certifications or training • Shares overview of academic success • Outlines Community Service	0	1–3	4–7	8–10	
Career research summary: • The specific career targeted is clearly identified and described–the portfolio must specifically be targeted towards a career • Skills and education needed for the career are identified and outlined • Money/salary and outlook for the career are identified • Evidence of research in career summary	0	1–5	6–10	11–15	
Sources of information cited pertaining to copyright standards	0	1–3	4–7	8–10	
Comments:					
Samples					
Career-Related Education • School activities • Career research project • Application of business education and/or related occupational skills and their relationships to the job	0	1–5	6–10	11–15	
Educational Enhancement • Career opportunities noted • Evidence of career development planning • Summarize any job shadowing, internships, informational interviews, or community service projects	0	1–5	6 – 10	11–15	
Examples of Special Skills • Includes up to five examples of special skills and/or abilities related to job and career goals	0	1–3	4–7	8–10	
Comments:					
Penalty Points Deduct five (5) points for not adhering to Guidelines (maximum of ten [10] points) ❑ Entry Form not received ❑ media labeled incorrectly					_____
Total Points					**/75 max.**

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

EMERGING BUSINESS ISSUES

This event provides FBLA members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue. The event is based on team rather than individual participation. In addition to learning research skills, team participants develop speaking ability and poise through oral presentations.

OVERVIEW

This event consists of a presentation for the topic listed taking both the affirmative and negative argument.

PERFORMANCE COMPETENCIES

- ❑ answer questions effectively
- ❑ arguments are persuasive and relevant to topic
- ❑ demonstrate ability to make a businesslike presentation
- ❑ demonstrate ability to work as a team
- ❑ demonstrate good decision making and problem solving skills
- ❑ demonstrate effective verbal communication skills
- ❑ describe project development and implementation
- ❑ explanation is logical and systematic

ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook. Each team must be composed of an individual or a team of two (2) or three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be researched and presented during the 201 SLC and NLC will be:

> *In the ever changing world of business communication and demand for instantaneous information, discuss the issues surrounding cloud computing in relation to storage, access and security. Be prepared to argue the affirmative, that cloud computing would positively answer the demand for instantaneous information; and be prepared to argue the negative, that cloud computing is not the answer to instantaneous information.*

Participants will be expected to research the topic prior to the conference and be prepared to present both the affirmative and negative arguments.

PROCEDURES

- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Each team's presentation must be the result of its own independent work. Facts and working data may be secured from any source.
  - The student members, not advisers, must prepare presentations. All members of the team must participate in the advance research of the topic and in the actual presentation.
  - Teams will be permitted to bring any type of prepared notes to the preparation and presentation areas.
  - No books, other bound materials, reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
  - Teams will have seven (7) minutes to present the case. All team members must participate in the presentation.
  - Teams should introduce themselves, describe the situation, present both the affirmative and negative argument, make their recommendations, and summarize their case.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the time used will be recorded, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The preliminary performance is not open to conference attendees.
- From each group, one or more teams will be selected to compete in the final round.

❑ **Final Performance**

- The final guidelines are the same as the preliminary guidelines described above. The final performance is open to conference attendees, except performing participants of this event.

JUDGING

The performance will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

***Note**: North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA EMERGING BUSINESS ISSUES

Performance Rating Sheet

❒ Preliminary Round ❒ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Understanding of issue/topic	0	1–3	4–7	8–10	
Comments:					
Affirmative Argument					
Flow and logic of content	0	1 – 2	3 – 4	5	
Quality of Evidence		1–3	4–7	8–10	
Persuasiveness		1–3	4–7	8–10	
Relevance of argument	0	1–3	4–7	8–10	
Comments:					
Negative Argument					
Flow and logic of content	0	1 – 2	3 – 4	5	
Quality of Evidence		1–3	4–7	8–10	
Persuasiveness		1–3	4–7	8–10	
Relevance of argument	0	1–3	4–7	8–10	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–3	4-7	8-10	
Demonstrates self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–2	3–4	5	
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

ENTREPRENEURSHIP

Owning and managing a business is the goal of many Americans. This event recognizes FBLA members who demonstrate the knowledge and skills needed to establish and manage a business. This event is based on team rather than individual participation. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.

OVERVIEW

This event consists of two (2) parts: an objective test and an interactive role-play. Participants are required to complete both parts to be eligible to win an award. A one (1) hour objective test will be administered based on the competencies listed. Team members will take one objective test collaboratively. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.

Based on the scores of the objective test, the top five teams will be scheduled to role-play the case at the SLC. The case will consist of a decision-making problem encountered by entrepreneurs in one or more of the following areas: business planning, human relations, financial management, or marketing.

OBJECTIVE TEST COMPETENCIES

- ❑ business plan
- ❑ community/business relations
- ❑ legal issues
- ❑ initial capital and credit
- ❑ personnel management
- ❑ financial management
- ❑ marketing management
- ❑ taxes
- ❑ government regulations

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communication
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook. Each team must be composed of two (2) or three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

PROCEDURE

Objective Test

- Non-graphing calculators are allowed.
- Electronic devices must be turned off and be out of sight.

Interactive Role Play Problem

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4” x 6” note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards.

Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA ENTREPRENEURSHIP
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1–5	6–10	11–15	
Alternatives are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Issues presented in case are addressed completely	0	1–3	4–7	8–10	
Anticipated results are based on correct reasoning	0	1–5	6–10	11–15	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language is used	0	1–3	4–7	8–10	
Team members demonstrate self-confidence, poise, and good voice projection	0	1–2	3–4	5	
All team members participate actively during the presentation	0	1–2	3–4	5	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/100 max.**
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA ACALYMPICS *(North Dakota Event)*

This event is based on team rather than individual competition. FBLA chapter team members demonstrate knowledge of fundamental business competencies as well as FBLA history and organization.

OVERVIEW
The event will consist of an objective test with all team members working jointly to answer the questions. The test may include questions on accounting, business communications, business math, business law, business procedures, spelling, FBLA history and organization, computers, general business, and keyboarding.

ELIGIBILITY
For number of members who may enter this event, please see the State Leadership Conference Competitive Event Registration form in the Forms section of this handbook. Each team must be composed of three (3) to five (5) members who are on record as having paid dues by the established state membership deadline.

REGULATIONS
- Team members may have entered this event at a previous State Leadership Conference.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

PROCEDURES
- This event consists of questions based on the previously listed topics, with team members working jointly to answer the questions.
- A one-hour objective test will be administered.
- Ties will be broken according to which team finished first.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five (5). ***This is a North Dakota event only. There is no competition at the national level.***

FBLA PRINCIPLES & PROCEDURES

Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ FBLA-PBL organization
- ❑ FBLA bylaws and handbook
- ❑ FBLA national competitive event guidelines
- ❑ FBLA national publications
- ❑ FBLA creed and national goals

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in grades 9 through 10 are eligible.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

FUTURE BUSINESS LEADER

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

OVERVIEW

This event consists of three (3) parts: submission of a one-page cover letter and resume, an objective test, and an interview. Participants are required to complete all parts to be eligible to win an award.

A one-page cover letter and resume must be submitted in three (3) folders to the designated location by the designated deadline prior to the State Leadership Conference.

A one-hour written objective test will be administered *in the home school* based on the listed competencies. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.

Each participant will be scheduled for a ten (10) minute preliminary interview.

OBJECTIVE TEST COMPETENCIES

- ❑ FBLA organization, bylaws, and handbook
- ❑ national competitive event guidelines
- ❑ national publications
- ❑ creed and national goals
- ❑ business knowledge, i.e. accounting, banking, laws, etc.

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURE

This event consists of three (3) parts: submission of a one-page cover letter and resume, completion of an objective test, and participation in a simulated interview(s).

- ❑ **Cover Letter and Resume** (3 copies of the following items must be submitted)
  - A one-page cover letter (original or copy) for the award addressed to Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191.
  - The letter should state the reasons the participant is deserving of the honor of this award.
  - A brief resume (original or copy) not to exceed two (2) pages that lists your FBLA activities and involvement. Photographs are not allowed.
  - All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, participant's name, state, and school. Include participant's name on all pages submitted.
  - A deduction of five (5) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
  - The cover letters and resumes must be prepared by student members, not advisers. Chapter advisers should serve as consultants to ensure that the cover letters and resumes are well organized, contain substantiated statements, and are written in a business style.

- ❑ **Objective Test**
  - A one-hour written objective test will be administered *in the home school* based on the previously listed competencies. The form to request this test prior to the State Leadership Conference is in the Forms section of this handbook.
  - Non-graphing calculators will be allowed.
- ❑ **Preliminary Interview**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Participants will be scheduled for a ten (10) minute initial interview.
  - Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.
  - Final rank will be determined by the objective test score and the interview score.
  - From each group one or more participants will be selected to compete in a final round.
  - The preliminary round is not open to conference attendees.
- ❑ **Final Interview**
  - The final guidelines are the same as the preliminary guidelines described above except the interview time is fifteen (15) minutes and the objective test will only be used to break a tie.
  - The final round is not open to conference attendees.

JUDGING

- The written objective tests will be machine graded.
- The interview and related materials portions of these events will be evaluated by a panel of judges. All decisions of the judges are final.
- The final interview rating sheet scores will determine the winners. In the case of a tie after the second interview, the objective test scores will be used to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, the national organization will be pre-judging digitally uploaded cover letter/resume/application materials submitted prior to the conference, and competitors must bring a hard copy of these materials to preliminary and final round interviews.***

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FUTURE BUSINESS LEADER
Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Demonstrates poise, maturity, and a good attitude	0	1–2	3–4	5	
Demonstrates self-confidence, initiative, and assertiveness	0	1–2	3–4	5	
Demonstrates ability to effectively answer questions	0	1–3	4–7	8–10	
Professional appearance	0	1–2	3–4	5	
Demonstrates proper greeting, introduction, and closing	0	1–2	3–4	5	
Leadership Ability					
Illustrates participation and leadership in FBLA	0	1–5	6–10	11–15	
Explains participation in other school and/or community organizations	0	1–3	4–7	8–10	
Explains and shows areas of outstanding achievement	0	1–5	6–10	11–15	
Indicates understanding of career knowledge and career plans	0	1–5	6–10	11–15	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1–5	6–10	11–15	
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Total Points					**/100 max.**
Objective Test Score					**/100 max.**
Final Score					**/200 max.**

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

GO FOR NORTH DAKOTA GOLD *(North Dakota Event)*

Go for North Dakota Gold is a project designed to recognize active local FBLA chapters and their advisers. Chapters who complete one of the three levels of recognition (gold, silver, or bronze), and who submit an entry form with documentation, will be recognized.

OVERVIEW

Activities and a form for entering this event are found in the "Forms" section of this manual. **Documentation must accompany entry**. Only entries received by the designated date will be considered for judging.

- **Gold Level**—complete the six (6) Level I activities and ten (10) Level II activities. Gold level chapters will receive recognition and preferred seating during the Awards of Excellence Program at the State Leadership Conference.
- **Silver Level**—complete five (5) Level I activities and eight (8) Level II activities. Silver level chapters will receive recognition at the State Leadership Conference.
- **Bronze Level**—complete four (4) Level I activities and six (6) Level II activities. Bronze level chapters will receive recognition at the State Leadership Conference

ELIGIBILITY

All active local chapters are eligible.

PROCEDURES

All activities must be completed during the current membership year. **Documentation must accompany entry form**. All items submitted become the property of the ND State Chapter of FBLA and will not be returned.

Level I Activities

- ❑ Pay initial state and national dues of $10 per member by October 20.
- ❑ Submit Local Chapter Annual Business Report for state competition.
- ❑ Submit online Chapter Check-In forms (formerly known as Infoshare) on three separate months for publication on the North Dakota FBLA Web site.
- ❑ Chapter attends the Fall Leadership Conference.
- ❑ Recruit at least two professional members.
- ❑ At least 20% of members complete one or more levels of the Business Achievement Awards Program.

Level II Activities

- ❑ Submit article to FBLA-PBL national publications.
- ❑ Conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage.
- ❑ Qualify for the North Dakota Membership Achievement Award.
- ❑ Have a candidate run for state office.
- ❑ Attend a national conference.
- ❑ Include a businessperson in a chapter activity or attend a business tour.
- ❑ Include a school official/administrator in a chapter activity.
- ❑ Submit American Enterprise Project for state competition.
- ❑ Submit Business Financial Planning Project for state competition.
- ❑ Submit Community Service Project for state competition.
- ❑ Submit Project Awareness for state competition.
- ❑ Submit Business Plan for state competition.
- ❑ Submit Partnership with Business Project for state competition.
- ❑ Conduct a job shadowing activity for chapter members.
- ❑ Secure a corporate sponsorship.
- ❑ Adopt-a-Chapter.
- ❑ Chapter has a majority of members participate in Professional Dress Day on three separate months.
- ❑ At least one (1) chapter member completes Membership Madness or Membership Mania.
- ❑ Hold a March of Dimes Fundraiser.

Activities continued on next page.

- ❑ Create a website or social media site. Submit URL to state webmaster prior to submission of entry form so that there is also a link on the state Web site.
- ❑ Recruit an additional five professional members. (This is in addition to the two professional members recruited in Level I.)
- ❑ Plan and carry out activities designed to celebrate FBLA-PBL Week.
- ❑ Have a state officer visit your chapter in person or by video conference and provide information or assistance at a chapter meeting or event. (State officers may not visit their own chapter)
- ❑ Conduct a local officer installation ceremony.
- ❑ Hold a chapter/member recognition event.
- ❑ Nominate a chapter member for the Member of the Month recognition on at least three separate months.
- ❑ Submit at least two (2) photos with descriptions of local members participating in FBLA events to North Dakota FBLA social media sites.

PROCEDURE

Complete the form found in the "Forms" section of this manual. Documentation must accompany entry. All entries must be received by the designated date.

JUDGING

Entries will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations.

STATE AWARDS

All chapters achieving **gold**-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.
- Preferred seating at the Awards of Excellence Program.

All chapters achieving **silver**-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.

All chapters achieving **bronze**-level recognition will receive the following recognition items for their accomplishments:

- Recognition certificate
- A special ribbon for all of the chapter's members attending the North Dakota State Leadership Conference.

NATIONAL AWARDS

NOTE: This is a North Dakota only FBLA event. It is similar in nature to some of the national chapter and member recognition activities. Some projects used to qualify for Go for North Dakota Gold can also be used to qualify for national recognition.

GRAPHIC DESIGN

An essential part of today's business world is commercial design and promotion; therefore, the preparation of computer-based digital art is paramount to the production of quality copy used for promotional purposes.

OVERVIEW
This event consists of a pre-judged project.

PROJECT COMPETENCIES
- ❑ create a digital design promotional logo and tag line for given topic
- ❑ demonstrate appropriate graphic design rules
- ❑ show creativity and cohesiveness of design and tag line
- ❑ develop creative and appealing layout and design
- ❑ use appropriate artwork and design techniques to address the given topic
- ❑ use effective colors, layout, and design

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The topic to be addressed and developed for competition at the 2017 SLC and NLC will be:

> *You have been hired as a graphic designer for a new Family Entertainment Center (FEC) opening in a city with a population of approximately 200,000. Provide a branding package for the owners that would include a name for the FEC, logo, theme, store front design, interior and exterior signage, and menu boards.*

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the Format Guide.

PROCEDURES
- Projects must address the given topic. Student members, not advisers, must prepare presentations.
- Participants should place emphasis on graphic interpretation of the topic and design.
- Do not use any words, diagrams, clipart, and/or artwork that are not public domain.
- Logos must be saved in JPEG, GIF, or EPS.
- Graphics should be computer generated.
- Submit one copy of the project on CD, DVD, or a USB flash drive. Media should be clearly labeled with the name of the event, state, participants' name(s), and school.
- Members are expected to follow all applicable copyright laws.
- The presentations must be mailed to the designated location and postmarked by the designated date in order to qualify for judging. The event entry form can be found in the Forms section of this handbook.

JUDGING
Presentations will be judged by a panel of judges. All judges' decisions are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Students who go on to compete in this event at the National Leadership Conference will only have a performance component in this event. **There will be no pre-judging of the project.** The North Dakota FBLA office will arrange to

have competitors submit their performance to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors.

NOTE: *North Dakota FBLA guidelines and procedures are different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

GRAPHIC DESIGN
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme fully and properly developed. Solution properly addresses assigned topic.	0	1-7	8-14	15-20	
Elements included in the graphics are suitable, appropriate, and directed toward a specific audience.	0	1-7	8-14	15-20	
Presentation					
Layout has direction and balance.	0	1-3	4-7	8-10	
Fonts and type style support the look and feel of the overall image	0	1-2	3-4	5	
Colors and graphics enhance aesthetic appeal	0	1-2	3-4	5	
Graphic design shows creativity, originality, and supports topic.	0	1-3	4-7	8-10	
Format is consistent and appropriate.	0	1-3	4-7	8-10	
Graphic design is clear and concise.	0	1-3	4-7	8-10	
Design gains attention and has eye appeal.	0	1-3	4-7	8-10	
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points for not adhering to guidelines (maximum of ten [10] points): ❑ Event Entry Form not received ❑ media labeled incorrectly					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

HEALTH CARE ADMINISTRATION

This event provides recognition for FBLA members who demonstrate an understanding of and skill in health care administration including medical terminology and office procedures.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ managing office procedures
- ❑ medical terminology
- ❑ legal and ethical issues
- ❑ communication skills
- ❑ managing financial functions
- ❑ health insurance
- ❑ records management
- ❑ infection control
- ❑ medical history
- ❑ technology

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

HONORARY MEMBERSHIP IN NORTH DAKOTA FBLA *(North Dakota Event)*

This event recognizes outstanding individuals who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, or national levels.

ELIGIBILITY
Each chapter may enter one or two persons as candidate(s) for an Honorary Membership in North Dakota FBLA.

REGULATIONS
- Honorary Members may be nominated from those employed in government, local teachers, school administrators, employees of local educational agencies, or other interested people in the community.
- Nominees must not have been named to this event at a previous State Leadership Conference.
- The entry form must be completed by the local chapter adviser and received with each nominee's biographical sketch in the state office postmarked by the deadline date.

PROCEDURES
The biographical sketch of each nominee should address the following areas:
- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contributions to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapter(s)

JUDGING
The executive committee will select honorary members and notify the local chapter and person(s). They will be recognized at the State Leadership Conference.

***You will be notified if your candidate is selected. If you are not notified, the person was not selected as an honorary member, and if you wish, you may give this person an award from your chapter*.**

IMPROMPTU SPEAKING

The ability to express one's thoughts without prior preparation is a valuable asset, as are poise, self-confidence, and organization of facts. This event recognizes FBLA members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking.

OVERVIEW

Participants will be given a topic related to one or more of the following: FBLA-PBL Goals, FBLA-PBL activities, FBLA-PBL current national programs, current events, and/or relevant business topics. The goals include:

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

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURE

- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Participants will be given the topic and have ten (10) minutes to prepare their speeches prior to appearing before the judges. All participants will address the same topic in their speeches.
  - Two (2) 4" x 6" note cards will be given to each participant and may be used during the preparation and performance. Information may be written on both sides of the note card. Note cards will be collected following the presentation.
  - No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation.
  - Each speech should be four (4) minutes in length.
  - A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
  - The preliminary performance is not open to conference attendees.
  - From each group one or more participants will be selected to compete in a final round.

- **Final Performance**
  - The order of performance will be drawn at random by an impartial person in the event office.
  - The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING
Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA IMPROMPTU SPEAKING
Performance Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1–5	6–10	11–15	
Memorable central theme stated and repeated	0	1–2	3–4	5	
Supporting information is accurate and appropriate	0	1–2	3–4	5	
Comments:					
Organization					
Immediate introduction of topic	0	1–3	4–7	8–10	
Strong support (body) for topic	0	1–3	4–7	8–10	
Effective and memorable conclusion	0	1–3	4–7	8–10	
Comments:					
Delivery					
Extemporaneous delivery (i.e., not merely read from the notes)	0	1–5	6–10	11–15	
Demonstrate self-confidence, poise, eye contact, and appropriate gestures	0	1–3	4–7	8–10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1–3	4–7	8–10	
Presentation is sincere, interesting, creative, and convincing	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/100 max.**

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

INSURANCE AND RISK MANAGEMENT

This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic insurance and risk management principles and procedures.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ risk management process
- ❑ property and liability insurance
- ❑ health, disability, and life insurance
- ❑ insurance knowledge
- ❑ decision making
- ❑ careers
- ❑ ethics

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

INTRODUCTION TO BUSINESS

Students discover the roles of business in the free enterprise system and the global economy. Students will learn basic financial concepts of banking, insurance, credit, investments and learn to make sound decisions as consumers. In addition, FBLA members will learn the real-world impact of technology, effective communication, and interpersonal skills.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ money management, banking, and investments
- ❑ consumerism
- ❑ characteristics and organization of business
- ❑ economic systems
- ❑ rights and responsibilities of employees, managers, owners, and government
- ❑ career awareness
- ❑ global business
- ❑ ethics
- ❑ insurance

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in grades *9 or 10* of the current school year are eligible.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

INTRODUCTION TO BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ grammar
- ❑ punctuation and capitalization
- ❑ oral communication concepts
- ❑ reading comprehension
- ❑ word definition and usage
- ❑ proofreading and editing
- ❑ spelling

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Only members enrolled in *grades 9 or 10* of the current school year are eligible.
- Members may not enter this event if they have entered the Business Communication event at a previous State Leadership Conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

INTRODUCTION TO BUSINESS PRESENTATION

Using technology to support a presentation can significantly enhance a business leader's effectiveness. This event provides recognition for FBLA members who demonstrate the ability to deliver an effective business presentation while using multimedia presentation technology.

OVERVIEW
This event consists of a presentation given at the SLC.

PERFORMANCE COMPETENCIES
- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.
- *Only members in grades 9 through 10 of the current school year are eligible.*

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The topic to be developed in this presentation and used for competition at the 2017 SLC and NLC will be:

> *Create a presentation for professional members, local businesses, and/or vendors to encourage participation in and benefits of judging opportunities at FBLA competitions.*

The presentation will be developed prior to the SLC and will be used when giving the business presentation.

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the format guide.

PROCEDURES
- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Student members, not advisers, must prepare presentations.
  - Competitors are responsible for bringing a copy of their project to show the judges.
  - The participant must use a presentation software program as an aid in delivering the business presentation.
  - Individuals or team members must perform all aspects of the presentation (e.g. speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
  - Five minutes (5) will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation.
  - Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
  - The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
  - Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.

- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.
- From each group one or more participants will be selected to compete in a final round.

❑ **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

GRADES 9-10 ONLY

FBLA INTRODUCTION TO BUSINESS PRESENTATION

Performance Rating Sheet

❒ **Preliminary Round** ❒ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1–3	4–7	8–10	
Purpose clearly stated	0	1–2	3–4	5	
Effectively uses a variety of formatting and effect features of program such as text, graphics, and transitions	0	1–3	4–7	8–10	
Quality of design is professional. Design elements are appropriate for a business presentation (e.g., color choice, font style and size, and so forth)	0	1–3	4–7	8–10	
Technology is effectively integrated into overall presentation	0	1–5	6–10	11–15	
Suitability and accuracy of statements in presentation	0	1–2	3–4	5	
Comments:					
Organization					
Topic adequately developed	0	1–2	3–4	5	
Logical sequence of ideas	0	1–2	3–4	5	
Accomplished purpose	0	1–2	3–4	5	
Comments:					
Delivery					
Presentation and statements are well organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Demonstrates self-confidence, poise, and good voice projection	0	1–3	4–7	8–10	
Demonstrates the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

INTRODUCTION TO BUSINESS PROCEDURES

Competency in performing daily tasks is a necessity in business. This event provides recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ human relations
- ❑ technology concepts
- ❑ business operations
- ❑ communication skills
- ❑ information processing
- ❑ decision making /management
- ❑ career development
- ❑ database information management
- ❑ ethics and safety
- ❑ finance

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 through 10 of the current school year are eligible.*
- Members may not enter this event if they competed in Business Calculations at a previous conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

INTRODUCTION TO FINANCIAL MATH

Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of basic math functions needed in business.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ basic math concepts
- ❑ consumer credit
- ❑ data analysis
- ❑ probability
- ❑ fractions
- ❑ percentages
- ❑ discounts
- ❑ decimals

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 through 10 of the current school year are eligible.*
- Members may not enter this event if they competed in Business Calculations at a previous conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

INTRODUCTION TO INFORMATION TECHNOLOGY

Successful business leaders must understand the impact of technology and how to effectively harness it to drive business. This event recognizes FBLA members who demonstrate acquired technology skills aligned with the Internet and Computing Core Certification (IC_3) objectives.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ computer hardware and software
- ❑ operating systems
- ❑ common program functions
- ❑ word processing
- ❑ spreadsheets
- ❑ presentation software
- ❑ networking concepts
- ❑ e-mail and electronic communication

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members in grades 9 or 10 of the current school year are eligible.*
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

INTRODUCTION TO PARLIAMENTARY PROCEDURE

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ parliamentary procedure principles
- ❑ FBLA Bylaws

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 of the current school year are eligible.*
- Members may not enter this event if they have entered the Parliamentary Procedure event at a previous State Leadership Conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

JOB INTERVIEW

This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.

OVERVIEW

This event consists of two (2) parts: a cover letter and resume; and an interview. Participants are required to complete all parts to be eligible to win an award.

Each participant must apply for a business or business-related job at Merit Corporation (a fictitious company). The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.

All participants will be scheduled for a ten (10) minute preliminary interview.

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURE

- ❑ **Cover Letter and Resume**
  - Participants will apply for a business or business-related position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacation, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
  - Three (3) copies of the following items must be submitted to the designated location prior to the State Leadership Conference:
    - A one-page cover letter (original or copy) from the participant addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
    - A brief resume (original or copy) not to exceed two (2) pages highlighting your work and volunteer experience. Photographs are not allowed.
  - All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, participant's name, state, and school. Include participant's name on all pages submitted.
  - A deduction of five (5) points will be made from the score of participants who submit materials, but do not adhere to the event guidelines for the submission of proper materials.
  - Student members, not advisers, must prepare the letters of application and resumes.

- ❑ **Preliminary Interview**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Participants will be scheduled for a ten (10) minute preliminary interview.
  - Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.
  - From each group one or more participants will be selected to compete in a final interview.
  - This event is not open to conference attendees.
- ❑ **Final Interview**
  - The final guidelines are the same as the preliminary guidelines described above except the interview time is fifteen (15) minutes.
  - The final round of this event is not open to conference attendees.

JUDGING
Participants will be judged by a panel of judges. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is six.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, the national organization will be pre-judging digitally uploaded cover letter/resume materials submitted prior to the conference, and competitors must bring a hard copy of these materials to preliminary and final round interviews.***

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA JOB INTERVIEW
Interview Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1–3	4–7	8–10	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1–3	4–7	8–10	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1–3	4–7	8–10	
Professional appearance	0	1–2	3–4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1–5	6–10	11–15	
Relates previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1–5	6–10	11–15	
Possesses knowledge about the position and career field	0	1–3	4–7	8–10	
Possesses excellent communication skills, uses appropriate grammar, and uses appropriate length of time to answer questions	0	1–5	6–10	11–15	
Participant asks questions that demonstrates interest in organization and understanding of position	0	1–2	3–4	5	
Application Materials					
Effectiveness of application materials (resume, letter of application, and job application)	0	1-5	6-10	11-15	
Subtotal					**/110 max.**
Penalty Deduct five (5) points in preliminary round if materials received late.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/110 max.**

Name(s): _____

School _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

JOURNALISM

This event recognizes FBLA members who demonstrate an understanding of and skill in basic journalism concepts and procedures

OVERVIEW
A one (1) hour objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ economics of journalism
- ❑ grammar & format
- ❑ law & ethics
- ❑ business of journalism
- ❑ history of journalism

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

LARGEST LOCAL CHAPTER MEMBERSHIP

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

ELIGIBILITY
All active local chapters are eligible.

PROCEDURES
- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office on the designated date of the current school year.

STATE AWARDS
An award is presented at the State Leadership Conference to the largest FBLA chapter in North Dakota.

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

Effective state and national programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. Recognition is given to those local chapters that have attained the highest percentage of increase in local FBLA membership.

ELIGIBILITY
All active local chapters are eligible.

PROCEDURES
- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office at the cut-off date established for the previous and current school years.

STATE AWARDS
An award is presented at the State Leadership Conference to the top local chapter that attained the highest percentage of membership increase in FBLA.

LARGEST PROFESSIONAL DIVISION MEMBERSHIP IN A LOCAL CHAPTER

Effective state and national programs depend upon professional membership support and growth. Development of leadership skills by members can be greatly enhanced through the support and mentoring of professional members. Recognition is given to those local chapters that have attained the largest professional division membership in FBLA.

ELIGIBILITY
All active local chapters are eligible.

PROCEDURES
- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- Winners in this event are determined by the state office after the audit of membership records. The figures used in determining the winners will be the number of paid professional division members on record in the FBLA-PBL state office at the cut-off date established for the current school year.

STATE AWARDS
An award is presented at the State Leadership Conference to the local chapter that attained the largest professional division membership in FBLA.

LIFE SMARTS

The LifeSmarts Competition encourages FBLA members to learn about economics, personal finance, and consumer issues.

OVERVIEW

This online event challenges students to integrate multiple areas of business knowledge and skills, using critical-thinking skills and teamwork during competition. Student teams will compete online during the fall and spring competitions. Teams will:

- ❑ Register online at go.fbla.org/LifeSmarts when competition opens a week before the starting date
- ❑ Compete individually, with both team members completing a 60-question quiz across all LifeSmarts topic areas
- ❑ Demonstrate leadership by completing a team personal finance assessment
- ❑ Complete a team consumer assessment
- ❑ Receive a cumulative score after completing all activities
- ❑ Be ranked against other participating FBLA teams

ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Teams are made up of two (2) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- A team member **cannot** be on more than one team at a time.
- Members may participate in either the fall and/or spring challenges during the school year. ***Note:*** *Participation in this event* ***does*** *constitute either one (1) or both of the two (2) total events in which a North Dakota member may compete at SLC.*
- Team members cannot be changed once a team has registered.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

PROCEDURES

Registration, regulations, and procedures are found on-line at the LifeSmarts website (www.lifesmarts.org). All procedures required by LifeSmarts must be followed in order for North Dakota FBLA members to be ranked and given awards. For each competition your team will be ranked nationally for that specific challenge based on your team's total cumulative score. At the conclusion of both competitions, the FBLA chair for each state will be notified of the teams that placed in the state during each challenge.

2016-17 Dates:

Fall Competition: October 17 – November 11, 2016
Spring Competition: January 30 – February 24, 2017

Note: *FBLA LifeSmarts is sponsored by the LifeSmarts program of the National Consumers League, and the competition is modeled after the LifeSmarts consumer education competition available free of charge to schools across the country through www.lifesmarts.org. LifeSmarts focuses on personal finance, consumer rights and responsibilities, technology, the environment, and health and safety. Teams compete online and in live national competition.*

JUDGING

LifeSmarts, based on final rankings, will determine the ten winning teams from each of the challenges.

STATE AWARDS

Ten awards for each challenge will be presented at the North Dakota State Leadership Conference.

NATIONAL COMPETITION

The top twelve (12) nationally ranked teams from each FBLA LifeSmarts Competition, both fall and spring, but no more than one per state, per challenge—will be eligible to compete in this event at the FBLA National Leadership Conference. These twenty-four (24) teams are determined by the standings in the fall and spring FBLA LifeSmarts Competitions, administered via the Internet during the school year.

NOTE: North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This award recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

OVERVIEW
This event is prejudged before the SLC. The report should include the chapter's program of work. Reports should describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.

PERFORMANCE COMPETENCIES
- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY
All active local chapters may submit a report of their activity.

PROCEDURES
Report Guidelines
- ❑ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- ❑ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx)
  - All reports must be bound (e.g., tape binding, spiral binding).
- ❑ **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
  - Reports must not exceed 15 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
  - Copies should be sent rather than important original documents. No items may be attached to any page in the report.
  - Points will be deducted if the written report doesn't adhere to the guidelines.

JUDGING
Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, please note that paper copies of this report are no longer accepted. A single PDF file of the report must be submitted to the ND FBLA State Director who will upload it to the national office.***

FBLA LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Introduction					
"State of the Chapter" remarks to current members by chapter president • Number of members • Size of school and community	0	1–3	4–7	8–10	
Comments:					
Activities to Benefit Chapter and Its Members					
Program of Work	0	1–2	3–4	5	
Recruitment activities	0	1–2	3–4	5	
Leadership development	0	1–2	3–4	5	
Career exploration and preparation	0	1–2	3–4	5	
Business partnerships	0	1–2	3–4	5	
Chapter fundraising	0	1–2	3–4	5	
Public relations activities and chapter publicity	0	1–2	3–4	5	
Comments:					
Activities to Benefit Other Individuals and Organizations					
State and national projects	0	1–3	4–7	8–10	
Other community service projects	0	1–2	3–4	5	
Comments:					
Conferences and Recognition					
Participation in FBLA conferences	0	1–3	4–7	8–10	
Other chapter and individual recognitions earned	0	1–3	4–7	8–10	
Competitive event winners and participants	0	1–2	3–4	5	
Comments:					
Report Format					
Clear, concise presentation with logical arrangement of information following the rating sheet categories	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics are appropriate for purpose	0	1–2	3–4	5	
Comments:					
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of fifteen [15] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MARKETING

Marketing involves the distribution of products and services to the consumer. This event provides recognition for FBLA members who possess knowledge of the basic principles of marketing.

OVERVIEW

This event consists of two (2) parts: an objective test and an interactive role-play. A one (1) hour objective test will be administered based on the competencies listed. Participants are required to complete all parts to be eligible to win an award.

Team members will take one objective test collaboratively. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.

Based on the scores of the objective test, the top five teams will be scheduled to role-play the case study at the SLC. The interactive case study will consist of a marketing problem that is proposed, and a solution must be discussed.

OBJECTIVE TEST COMPETENCIES

- ❑ basic marketing fundamentals
- ❑ economics
- ❑ selling and merchandizing
- ❑ channels of distribution
- ❑ marketing, information research, and planning
- ❑ promotion and advertising media
- ❑ legal, ethical, and social marketing aspects
- ❑ e-commerce

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook. Each team must be composed of two (2) or three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

PROCEDURE

Objective Test

- Non-graphing calculators will be allowed.
- Electronic devices must be turned off and be out of sight.

Interactive Role Play Problem

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4” x 6” note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.

- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA MARKETING
Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1–5	6–10	11–15	
Alternatives are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Issues presented in case are addressed completely	0	1–3	4–7	8–10	
Marketing's decision is clear	0	1–5	6–10	11–15	
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
All team members actively participate during the presentation	0	1-2	3-4	5	
Team members show self-confidence, poise, and good voice projection	0	1-2	3-4	5	
Team members demonstrate the ability to effectively answer questions	0	1–3	4–7	8–10	
Subtotal					**/100 max.**
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score					**/100 max.**
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

MARKET SHARE AWARD

Effective state and national programs depend upon membership support and growth. A notable percentage of students involved in local chapters shows dedication to the organization. Recognition is given to those local chapters who have achieved a high percentage of their school's total population.

ELIGIBILITY
All active local chapters are eligible.

PROCEDURES
- Official membership records are maintained in the state office, **but to enter this event the entry form must be completed**. This form is found in the "Forms" section of this handbook. Only entries received by the designated date will be considered.
- The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office by the designated date and the total number of students enrolled for the current school year.

STATE AWARDS
An award will be presented to the chapter that has the highest percentage of its school population as FBLA members.

MEMBERSHIP ACHIEVEMENT AWARD

Effective state and national programs depend upon membership support and growth. To maintain increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters who have maintained or increased their membership over the previous school year.

ELIGIBILITY
All active local chapters are eligible.

PROCEDURES
- Official membership records are audited in the state office; therefore, no entry form is required for this event.
- The figures used in determining the winners will be the number of paid FBLA members on record in the FBLA-PBL state office by the designated date and the ending national membership figures (June 30) of the preceding school year.

STATE AWARDS
A certificate of recognition will be presented to chapters qualifying for this award.

MICROSOFT OFFICE SPECIALIST (MOS) EXCEL

A core-level candidate for the Microsoft Excel 2013 exam should have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of the software.

OVERVIEW
Students will take the MOS Excel 2013 Core exam at an MOS test center.

COMPETENCIES
For a list of competencies go to certiport.com/MOS.

ELIGIBILITY
- Individuals from active local chapters may participate in the MOS Excel event. The top four participants from each state are eligible to go on and compete at the National Leadership Conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
FBLA student members must register as a Certiport Testing Candidate and take a Qualifying MOS Certification Exam to participate in the Microsoft Office Specialist Excel event. Students may take the test at the local level more than once. The top four participants scoring the highest and having the least time from each state are eligible for national competition. The qualifying test has associated costs if your school doesn't have a site license to administer the MOS tests.
- Visit www.certiport.com.
- Login using your Username and Password.
- Select "My Profile" at the top margin of the Certiport page.
- Select the "Profile" tab.
- Ensure "Student" is selected under Status.
- CRITICAL: Select "FBLA" in the Student Organizations field.
- CRITICAL: In the Contact Information section, check the box "Allow Certifport to contact me via e-mail regarding new programs, promotional offers, and events." By checking this box you are giving Certiport permission to share your results with FBLA which is the only way FBLA will know if you qualify for the NLC event.
- Click the "Submit" button at the bottom of the page.
- Event open from September 1, 2016 to March 1, 2017. **NORTH DAKOTA NOTE: Even though the event is open until March 1, 2017, students who wish to be recognized as winners at the state level, must have completed the test by February 21, 2017.**

JUDGING
Results will be provided to North Dakota FBLA by Certiport.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference. Qualifying students will be notified at the end of March if they qualify for the national event.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

MICROSOFT OFFICE SPECIALIST (MOS) WORD

A core-level candidate for the Microsoft Word 2013 exam should have a fundamental understanding of the Word environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of the software.

OVERVIEW
Students will take the MOS Word 2013 Core exam at an MOS test center.

ELIGIBILITY
- Individuals from active local chapters may participate in the MOS Word event. The top four participants from each state are eligible to go on and compete at the National Leadership Conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
FBLA student members must register as a Certiport Testing Candidate and take a Qualifying MOS Certification Exam to participate in the new Microsoft Office Specialist Word event. Students may take the test at the local level more than once. The top four participants scoring the highest and having the least time from each state are eligible for national competition. The qualifying test has associated costs if your school doesn't have a site license to administer the MOS tests.
- Visit www.certiport.com.
- Login using your Username and Password.
- Select "My Profile" at the top margin of the Certiport page.
- Select the "Profile" tab.
- Ensure "Student" is selected under Status.
- CRITICAL: Select "FBLA" in the Student Organizations field.
- CRITICAL: In the Contact Information section, check the box "Allow Certifport to contact me via e-mail regarding new programs, promotional offers, and events." By checking this box you are giving Certiport permission to share your results with FBLA which is the only way FBLA will know if you qualify for the NLC event.
- Click the "Submit" button at the bottom of the page.
- Event open from September 1, 2016 to March 1, 2017. **NORTH DAKOTA NOTE: Even though the event is open until March 1, 2017, students who wish to be recognized as winners at the state level, must have completed the test by February 21, 2017.**

JUDGING
Results will be provided to North Dakota FBLA by Certiport.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference. Qualifying students will be notified at the end of March if they qualify for the national event.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

ORGANIZATIONAL LEADERSHIP

This event recognizes FBLA members who demonstrate an understanding of and skill in leadership concepts.

OVERVIEW
A one (1) hour objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ Leadership concepts
- ❑ leadership managerial roles
- ❑ behavior & motivation
- ❑ networking
- ❑ communication skills
- ❑ leader & follower relations
- ❑ team leadership
- ❑ self-managed teams
- ❑ strategic leadership for managing crises & change
- ❑ levels of leadership
- ❑ leadership theory
- ❑ traits of effective leaders
- ❑ personality profile of effective leaders
- ❑ leadership attitudes
- ❑ ethical leadership
- ❑ relationship between power, politics, networking, & negotiation
- ❑ coaching
- ❑ managing conflict
- ❑ team decision making
- ❑ organizational politics
- ❑ team skills
- ❑ charismatic & transformational leadership
- ❑ stewardship & servant leadership
- ❑ diverse settings

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

PARLIAMENTARY PROCEDURE

This event recognizes FBLA members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

OVERVIEW

This event consists of two (2) parts: an objective test and a meeting presentation. Participants are required to complete all parts to be eligible to win an award.

A one (1) hour objective test will be administered based on the competencies listed. Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section of the exam will be drawn from NAP's official test bank. The written objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the state office on or before the established date to be considered for competition. The team score is determined by averaging the scores of its members.

Based on the scores of the objective test, the top five teams will be scheduled to present the case study at the SLC. The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 11th Edition*. Finalists will be selected based on the scores of the objective test. A panel of judges will evaluate the performances.

OBJECTIVE TEST COMPETENCIES

- ❑ parliamentary procedure principles
- ❑ FBLA Bylaws

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Each team must be composed of four (4) or five (5) persons - president, vice president, secretary, treasurer, and an additional member.
- The team members must be on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, two (2) team members may repeat in the event.

PROCEDURE

Objective Test

- Non-graphing calculators will be allowed.
- Electronic devices must be turned off and be out of sight.
- The five (5) teams with the highest scores will be scheduled for a performance.

Case Study Problem

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in

the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting.

- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.
- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- The problem may or may not include each class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.
- Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.
- Final performances are not open to conference attendees.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. Judges' decisions will be based on *Roberts Rules of Order Newly Revised*, *11th Edition*. All decisions of the judges are final.
- In the case of a tie, the objective test score will be added to determine the final rank.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA PARLIAMENTARY PROCEDURE
Performance Rating Sheet

Motions: *Deduct one (1) point for each mistake in each classification.*

Motions Classification	Comments	Value	Score
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
Motions Performance Subtotal			

Comments:

Business of the Meeting		
Problem quality (concise, complete, clear, germane)	15	
Directions followed	5	
Other business quality	10	
Business of the Meeting Performance Subtotal		

Comments:

General Parliamentary Procedure		
Proper order of business	10	
Proper use of parliamentary terms	10	
Clarity of expression and voice projection	5	
Impartiality of presiding official	5	
Initiative of members	5	
Poise, dignity, and appearance	5	
General Parliamentary Procedure Performance Subtotal		

Comments:

Subtotal **/100 max.**

Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:

Penalty Deduct five (5) points for failure to follow directions

Dress Code Penalty Deduct ten (10) points when dress code is not followed.

Final Score **/100 max.**

Objective Test Score (To be used in the event of a tie.)

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PARTNERSHIP WITH BUSINESS PROJECT

This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about a business through communication and interaction with the business community.

OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Participants are required to complete all parts to be eligible to win an award.

This project describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The project should demonstrate the development and implementation of an innovative, creative, and effective partnership plan and include:

- a description of the partnership goals and planning activities
- roles of business leaders and chapter members in developing and implementing the partnership
- results, concepts learned, and impact of the project
- degree of involvement (hours spent, personal contact with executives and department heads)
- examples of publicity and recognition received as a result of the partnership

Based on the highest written report scores, a maximum of five (5) chapters will be selected to make presentations at the State Leadership Conference.

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- All active local chapters may submit a report of their activity. For number of projects each chapter may submit, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook.
- Members representing their chapters in the oral presentation portion of this event may compete in two (2) additional team/individual events.

PROCEDURES

Report Guidelines

- ❑ **Report—General**
  - Student members, not advisers, must prepare reports.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - All team members must participate in the presentation.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- ❑ **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (20xx-xx)
  - All reports must be bound (e.g., tape binding, spiral binding).

- **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
  - Reports must not exceed 15 pages (a title page, divider pages, and appendices are optional and must be included in the page count).
  - Copies should be sent rather than important original documents. No items may be attached to any page in the report.
  - Points will be deducted if the written report doesn't adhere to the guidelines.

Performance Guidelines

- Participants will be assigned times for the presentation based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Up to three (3) members from each local chapter selected for the finals will give the presentation at the State Leadership Conference. All aspects of the presentation (e.g. speaking, setup, operating audio-visual equipment, etc.) must be performed by these three (3) members. No additional assistance may be provided by other chapter members or advisers.
- Five minutes (5) will be allowed to set up equipment or presentation items. **The participant(s) must provide all equipment for the presentation.**
- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- Prejudged materials, visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- All team members are expected to actively participate in the performance.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the finalists before the State Leadership Conference. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the written report scores and the presentation scores. All decisions of the judges are final. The report scores will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.* ***In particular, please note that paper copies of this report are no longer accepted. A single PDF file of the report must be submitted to the ND FBLA State Director who will upload it to the national office.***

FBLA PARTNERSHIP WITH BUSINESS PROJECT
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Report Content					
Development Description of the partnership goals	0	1–2	3–4	5	
Description of the planning activities used to build a partnership	0	1–3	4–7	8–10	
Roles of business leaders and chapter members in developing the partnership	0	1–2	3–4	5	
Implementation Description of the activities implemented to learn concepts of business operations	0	1–5	6–10	11–15	
Roles of business leaders and chapter members in implementing the project	0	1–3	4–7	8–10	
Results, concepts learned, and impact of the project provided	0	1–5	6–10	11–15	
Degree of involvement (e.g., hours spent, personal contact, and executives and department heads contacted)	0	1–3	4–7	8–10	
Examples of publicity and recognition received as a result of the partnership	0	1–2	3–4	5	
Comments:					
Report Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Professional report design appropriate to audience	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover incorrect ❑ missing table of contents ❑ over fifteen (15) pages ❑ no page numbers ❑ report format does not follow rating sheet					_____
Total Points					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

FBLA PARTNERSHIP WITH BUSINESS PROJECT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement the partnership	0	1–7	8–14	15–20	
Degree of chapter member involvement in the project	0	1–5	6–10	11–15	
Explain roles of business leaders and chapter members in implementing the project	0	1–5	6–10	11–15	
Information learned from management (i.e., business planning, organization, motivation, control, objectives, and goal setting)	0	1–5	6–10	11–15	
Evidence of publicity received	0	1–2	3–4	5	
Student evaluation of project effectiveness	0	1–2	3–4	5	
Comments:					
Delivery					
Statements are well-organized and clearly stated; appropriate business language used	0	1–3	4–7	8–10	
Demonstrates self-confidence, poise, assertiveness, and good projection	0	1-2	3-4	5	
Demonstrates ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Total Points					**/100 max.**
Report Score					**/100 max.**
Final Score (add total points and report score)					**/200 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PERSONAL FINANCE

Financial literacy is essential in meeting the financial challenges of the 21st century. This event recognizes students who possess essential knowledge and skills related to financial issues, can analyze the rights and responsibilities of consumers, and apply knowledge to financial situations.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ credit and debt
- ❑ earning a living (income, taxes)
- ❑ managing budgets and finance
- ❑ saving and investing
- ❑ banking and insurance
- ❑ financial principles related to personal decision making
- ❑ buying goods and services

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

PROJECT AWARENESS *(North Dakota Event)*

This event recognizes FBLA chapters that develop projects and activities within the school or community that increase understanding and support of a service organization.

OVERVIEW
The report submitted must describe a project that helps to highlight the school or community by promoting awareness of a service organization. FBLA Chapters are urged to collaborate with other groups (school administration, Lions Clubs, Chamber of Commerce, local government offices, etc.) in planning and conducting activities and projects that help to educate the school or community. Activities could include efforts of the chapter to promote a service organization such as the March of Dimes, American Diabetes Association, American Heart Association, etc.

This project requires an awareness activity such as an informational assembly program in the school or community, broadcasting of a cable access or radio program, design and dissemination of brochures or other written materials, hosting a speaker, panel discussion, etc. The awareness activity may be augmented by a fundraising component; however, the awareness activity is required for a successful project.

ELIGIBILITY
All local FBLA chapters are eligible.

PROCEDURES
Report Guidelines

- **Report—General**
  - Student members, not advisers, must prepare the report.
  - Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
  - Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.
- **Report Cover**
  - Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
  - Report covers are not counted against the page limit and may contain other information.
  - Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
  - Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
  - Front cover contains the following information: name of the school, state, name of the event, and year (20xx–xx)
  - All reports must be bound (e.g., tape binding, spiral binding).
- **Report Contents**
  - Table of contents with page numbers
  - Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
  - Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
  - Reports must not exceed 15 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
  - Copies should be sent rather than important original documents. No items may be attached to any page in the report.

JUDGING
A panel of judges will select the winners. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be five.

NOTE: This is a North Dakota competitive event only. There is no competitive event on the national level.

PROJECT AWARENESS
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Report Content					
Purpose of project—statement of project goals	0	1 – 7	8 – 14	15 – 20	
Scope and intensity of project—planning, development, and implementation	0	1 – 10	11 – 20	21 – 30	
Uniqueness of project	0	1 – 2	3 – 4	5	
Benefits to and impact on the school and/or community	0	1 – 7	8 – 14	15 – 20	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1 – 3	4 – 7	8 – 10	
Creativity of written report and design	0	1 – 2	3 – 4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 – 3	4 – 7	8 – 10	
Subtotal					**/100 max.**
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ cover ❑ missing table of contents ❑ binding ❑ over fifteen (15) pages ❑ no page numbers ❑ attached items ❑ report format does not follow rating sheet					_____
Total Points					**/100 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLIC SERVICE ANNOUNCEMENT

Public service ads (PSA) or public service announcements are basic messages to the public that raise awareness on a specific social issue. This event recognizes FBLA members who demonstrate the ability to research a topic (issue) and create an original and informative thirty (30) second PSA video, raising awareness and/or evoking a changed attitude toward the issue.

OVERVIEW
This event consists of a pre-judged project where participants are expected to research and form an objective on a given topic, create a script, and create a 30-second video.

PROJECT COMPETENCIES
- ❑ document addresses topic and is appropriate for the audience
- ❑ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ❑ overall layout and design is creative and appealing
- ❑ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ❑ identify the basic functions and resources for editing an audio/video production.
- ❑ required information is effectively communicated
- ❑ copyright laws followed

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The topic to be developed in this presentation and submitted for competition at the 2017 SLC and NLC will be:

> *Develop a public service announcement that addresses the safety and security surrounding the use of drones.*

Copyright and Fair Use Information
It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the Format Guide.

PROCEDURE
- Participants must research and form an objective on the given topic. Student members, not advisers, must prepare the presentations.
- Create a script and a 30-second video on the topic.
- The video production may use any method to capture or create moving images.
- Submit one CD, DVD, or flash drive for judging. Entries should be clearly labeled with the name of the event, state, participants' names(s), and school.
- An entry form (found in the Forms section of this handbook) must be completed and submitted to the designated location and postmarked by the designated date in order to qualify for judging, along with one (1) copy of the script and the project, to be submitted in a standard file folder. The folder tab must be labeled with the participant's name(s), state, school, and event title.
- Members are expected to follow all applicable copyright laws.

JUDGING
Presentations will be judged by a panel of judges. All judges' decisions are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Students who go on to compete in this event at the National Leadership Conference will have a performance component added to the event. The North Dakota FBLA office will arrange to have competitors submit their performance on DVD to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors. **NOTE: The Public Service Announcement event at the national level is strictly a performance event. Only the script is sent in prior to the NLC.**

Note: *North Dakota FBLA guidelines and procedures are different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

FBLA PUBLIC SERVICE ANNOUNCEMENT

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Video Presentation					
Topic (social issue) fully and properly researched and demonstrated in video	0	1–3	4–7	8–10	
Video is clear and concise (does not exceed 30 seconds)	0	1–3	4–7	8–10	
Elements included in PSA video are suitable, appropriate, and directed towards a specific audience	0	1–3	4–7	8–10	
Audio and visual elements coordinated and complimentary	0	1–5	6–10	11–15	
Video is effective at informing and/or evoking a changed attitude towards the issue	0	1–3	4–7	8–10	
Presentation shows creativity and originality	0	1–3	4–7	8–10	
Presentation includes an effective opening, body, and conclusion	0	1–5	6–10	11–15	
Transitions are effective and appealing	0	1–3	4–7	8–10	
Audio Editing • Good quality • Appropriate volume	0	1–5	6–10	11–15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1–5	6–10	11–15	
Titles and graphics enhance overall quality of presentation	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/130 max.**
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					**/130 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLIC SPEAKING I

This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.

OVERVIEW

This event consists of a four (4) minute speech. The speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL goals. The goals include:

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

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 are eligible.*
- Members may not enter this event if they have entered the Public Speaking II event at a previous State Leadership Conference.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURE

- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Student members, not advisers, must prepare speeches. Facts and working data may be secured from any source.
  - When delivering the speech, the participant may use notes or note cards prepared before the event. No visual aids may be used.
  - The speech should be four (4) minutes in length.
  - A timekeeper will stand at three (3) minutes and again at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for time under 3:31 or over 4:29 minutes.
  - The preliminary performance is not open to conference attendees.
  - From each group one or more participants will be selected to compete in a final round.

- **Final Performance**
  - The order of performance will be drawn at random by an impartial person in the event office.
  - The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING
Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

GRADES 9-10 ONLY

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA PUBLIC SPEAKING I

Performance Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Obvious incorporation of FBLA-PBL goals	0	1–3	4–7	8–10	
Memorable central theme stated and repeated	0	1–3	4–7	8–10	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Comments:					
Organization					
Immediate introduction of topic	0	1–5	6–10	11–15	
Strong support (body) for topic	0	1–5	6–10	11–15	
Effective and memorable conclusion	0	1–5	6–10	11–15	
Comments:					
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1–3	4–7	8–10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1–3	4–7	8–10	
Demonstrate self-confidence, poise, eye contact, and appropriate gestures	0	1–2	3–4	5	
Presentation is sincere, engaging, interesting, original, creative, and convincing	0	1–2	3–4	5	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/100 max.**

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLIC SPEAKING II

This event recognizes FBLA members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantial speech.

OVERVIEW

This event consists of a five (5) minute speech. The speech must be of a business nature and must be developed from one or more of the nine (9) FBLA-PBL Goals. The goals include:

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

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURE

- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Student members, not advisers, must prepare speeches. Facts and working data may be secured from any source.
  - When delivering the speech, the participant may use notes or note cards prepared before the event. No visual aids may be used.
  - Each speech should be five (5) minutes in length.
  - A timekeeper will stand at four (4) minutes and again at five (5) minutes. When the speaker is finished, the time used by the participant will be recorded, noting a deduction of five (5) points for any time under 4:31 or over 5:29 minutes.
  - The preliminary performance is not open to conference attendees.
  - From each group one or more participants will be selected to compete in a final round.

- ❑ **Final Performance**
  - The order of performance will be drawn at random by an impartial person in the event office.
  - The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING
Speeches will be evaluated by a panel of judges. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA PUBLIC SPEAKING II

Performance Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Obvious incorporation of FBLA-PBL goals	0	1–3	4–7	8–10	
Memorable central theme stated and repeated	0	1–3	4–7	8–10	
Supporting information is accurate and appropriate	0	1-2	3-4	5	
Comments:					
Organization					
Immediate introduction of topic	0	1–5	6–10	11–15	
Strong support (body) for topic	0	1–5	6–10	11–15	
Effective and memorable conclusion	0	1–5	6–10	11–15	
Comments:					
Delivery					
Extemporaneous delivery; i.e., not merely read from a script or notes	0	1–3	4–7	8–10	
Professional tone, appropriate language (inflection, pace, emphasis, and enthusiasm)	0	1–3	4–7	8–10	
Demonstrate self-confidence, poise, eye contact, and appropriate gestures	0	1–2	3–4	5	
Presentation is sincere, engaging, interesting, original, creative, and convincing	0	1–2	3–4	5	
Comments:					
Subtotal					**/100 max.**
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/100 max.**

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

PUBLICATION DESIGN

Knowledge of publication design is vital in many aspects of today's visual business publications. This event provides recognition to FBLA members who can most effectively demonstrate skills in the areas of design, creativity, and decision making.

OVERVIEW
This event consists of a pre-judged project.

PROJECT COMPETENCIES
- ❑ document addresses topic and is appropriate for the audience
- ❑ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ❑ overall layout and design is creative and appealing
- ❑ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ❑ required information is effectively communicated
- ❑ copyright laws followed

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The topic to be developed in this presentation and submitted for competition at the 2017 SLC and NLC will be:

> *Create a publication portfolio promoting a new, member original TV series or movie. The portfolio should include a poster, character cutout design, ¼ page newspaper advertisement, and three additional promotional productions. Everything should meet "G" rating requirements.*

PROCEDURES
- Participants may use any desktop publishing software to complete the project and highlight print publications.
- Documents produced for this event must be prepared by the participants without help from the adviser or any other person.
- The finished product must be submitted in color.
- Refer to copyright guidelines found in the Format Guide.

JUDGING
- Judging of the project will be based on final copy. All decision of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Students who go on to compete in this event at the National Leadership Conference will only have a performance component in this event. **There will be no pre-judging of the project.** The North Dakota FBLA office will arrange to have competitors submit their performance to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

FBLA PUBLICATION DESIGN
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Output effectively meets goals of the project	0	1–5	6-10	11-15	
Content appropriately addresses the intended target audience	0	1–3	4–7	8–10	
All pieces show a cohesive tie to one another	0	1–2	3–4	5	
Clear connection to theme throughout materials	0	1–3	4–7	8–10	
Included all information required in project instructions	0	1–3	4–7	8–10	
Use of Software Features					
Appropriate font selection and application (including size, spacing, type, etc.)	0	1–2	3–4	5	
Effective use of special effects (including drop cap, shadow, reverse type, watermark, etc.)	0	1–2	3–4	5	
Appropriate use of technology to enhance design and accomplish project goals	0	1–3	4–7	8–10	
Layout					
Effective use of margins, columns, and white space	0	1–2	3–4	5	
Appropriate selection, placement, and manipulation of graphics	0	1–2	3–4	5	
Applied appropriate alignment, text wrapping, indenting, and bullets	0	1–2	3–4	5	
Overall design impact is appealing and relates to target audience	0	1–5	6-10	11-15	
Subtotal					**/100 max.**
Penalty Deduct two (2) points for each spelling, grammatical, capitalization, or typographical error (maximum of twenty [20] points)					
Penalty Deduct five (5) points for failure to follow guidelines.					
Total Points					**/100 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SALES PRESENTATION

Participation in this event will allow the individuals to demonstrate proficiency in selling techniques, merchandise knowledge, and presenting to the customer. Participants will sell a product or concept of their choice to the judges.

OVERVIEW
This event consists of a presentation given at the SLC.

PERFORMANCE COMPETENCIES
- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES
- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - The individual shall provide all of the necessary materials and merchandise for the demonstration along with the product.
  - Each participant's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source.
  - Student members, not advisers, must prepare the demonstration.
  - Visual aids and samples related to the presentation may be used in the presentation; however, no items may be left with the judges or audience.
  - When delivering the demonstration, the participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
  - The individual must perform all aspects of the presentation (e.g. speaking, setup, operating equipment). Other members of the chapter may not provide assistance.
  - The individual has seven (7) minutes to interact with a panel of judges and sell the product or concept. The judges will interact throughout the presentation.
  - A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
  - Preliminary performances are not open to conference attendees.
  - From each group one or more participants will be selected to compete in a final round.
- ❑ **Final Performance**
  - The order of performance will be drawn at random by an impartial person in the event office.
  - The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING
Presentations will be judged by a panel of judges. All judges' decisions are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA SALES PRESENTATION
Performance Rating Sheet

❒ **Preliminary Round** ❒ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Approach					
Suitable opening statement or remark	0	1–2	3–4	5	
Direct customer's attention to merchandise	0	1–2	3–4	5	
Comments					
Product Presentation					
Questions involved customer	0	1–3	4–7	8–10	
Analyze and determine customer needs	0	1–3	4–7	8–10	
Interest in customer as an individual	0	1–3	4–7	8–10	
Adequate knowledge of product features	0	1–3	4–7	8–10	
Creates interest and desire for product	0	1–3	4–7	8–10	
Benefits matched to customer needs	0	1–3	4–7	8–10	
Comments					
Suggestion Selling					
Suggestion selling used	0	1–3	4–7	8–10	
Comments					
Handling Objections					
Welcomes and listens to all objections	0	1–2	3–4	5	
Comments					
Closing					
Takes advantage of customer reactions	0	1–2	3–4	5	
Handles and overcomes objections with respect	0	1–2	3–4	5	
Closes the sale	0	1–2	3–4	5	
Comments					
Total Points					**/100 max.**
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					**/100 max.**

Name(s): _____

School _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SECURITIES AND INVESTMENTS

This event provides recognition for FBLA members who demonstrate an understanding of and skill in basic securities and investments principles and procedures.

OVERVIEW

A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES

- ❑ investment fundamentals
- ❑ personal investing
- ❑ retirement and estate planning
- ❑ financial services industry
- ❑ financial assets and markets
- ❑ financial services regulation
- ❑ stock market
- ❑ mutual funds

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING

Tests will be machine graded.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION

The top four award winners, or alternate, are eligible to compete at the FBLA National Leadership Conference.

SOCIAL MEDIA CAMPAIGN

Social media is changing the way businesses communicate with customers and prospects and how they promote products and services. Effectively using social media as a marketing channel is a crucial component of any strategic marketing plan.

OVERVIEW

This event consists of a presentation given at the SLC, and should do the following:

- effectively address a recruitment opportunity and a strategic approach to targeting prospective members as well as engaging existing members
- topic is addressed effectively and is appropriate for the audience
- campaign has high level of engage and interactivity: likes, shares, retweets, RSVPs, etc.
- demonstrates knowledge of social media marketing beyond community management, including but not limited to: developing unique content, effectively utilizing existing content, optimizing content for search, distributing content across as many platforms as possible within a limited budget
- overall campaign—images, videos, copywriting, graphic designs (if applicable)—is creative and appealing
- final product indicates a clear thought process, a well-formulated campaign, and execution of a firm idea
- effectively communicate required information and drive the campaign toward a clear call-to-action

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC

The topic to be developed in this presentation and used for competition at the 2017 SLC and NLC will be:

> *Create a social media marketing campaign to create buzz surrounding an upcoming, new, member original TV series or movie. Use a minimum of three different social media platforms. Everything should meet "G" rating requirements.*

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the format guide.

PROCEDURES

- ❑ **Preliminary Performance**
  - Participants will be assigned times for the preliminaries based on random selection prior to the State Leadership Conference.
  - Participants failing to report on time for the event may be disqualified.
  - Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
  - Student members, not advisers, must prepare presentations.
  - Competitors are responsible for bringing a copy of their project to show the judges.
  - Individuals or team members must perform all aspects of the presentation (e.g. speaking, setup, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
  - Five minutes (5) will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation.

- Any type of technology device (e.g. laptop, tablet, smartphone, etc.) may be used. The individual or team is responsible for the functionality of all technology devices.
- The team has seven (7) minutes to deliver the presentation. All team members must actively participate in the presentation.
- Visual aids and samples specifically related to the project may be used in the presentation; however, no items may be left with the judges or audience.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any presentation over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Preliminary performances are not open to conference attendees.
- From each group one or more participants will be selected to compete in a final round.

❑ **Final Performance**

- The order of performance will be drawn at random by an impartial person in the event office.
- The final guidelines are the same as the preliminary guidelines described above; and the final performance is open to conference attendees, except performing participants of this event.

JUDGING

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

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be six.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA SOCIAL MEDIA CAMPAIGN

Performance Rating Sheet

❑ **Preliminary Round** ❑ **Final Round**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Design and Distribution					
Overall campaign is aesthetically appealing	0	1–7	8–14	15–20	
Campaign is consistent across all platforms	0	1–3	4–7	8–10	
Campaign shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
High level of interactivity and engagement	0	1–3	4–7	8–10	
Comments:					
Content					
Product/service message is clear	0	1–5	6–10	11–15	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–5	6–10	11–15	
Explains the development, creative design, implementation, and distribution process		1–5	6–10	11–15	
Benefits matched to customer and prospect needs		1–5	6–10	11–15	
Copyright information noted, if applicable	0	1–5	6–10	11–15	
Comments:					
Presentation/Delivery					
Graphic design, when used, shows creativity, originality, and supports	0	1–3	4–7	8–10	
Additional technologies: e.g. videos, linked social media pages used appropriately	0	1–3	4–7	8–10	
Campaign elements gain attention and have eye appeal	0	1–3	4–7	8–10	
Format is consistent and appropriate	0	1–3	4–7	8–10	
Statements are well organized and appropriate	0	1–3	4–7	8–10	
Participants demonstrate self-confidence, poise, and good voice projection	0	1–2	3–4	5	
Demonstrate the ability to effectively answer questions	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/200 max.**
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Final Score					**/200 max.**

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SPELLING AND PROOFREADING SKILLS *(North Dakota Event)*

The ability to spell and proofread is important in business and personal written communications. These skills are a necessity in the business world, as well as in our personal lives. This event is designed to provide recognition for FBLA members who demonstrate the correct spelling of words used in business correspondence as well as the correct use of words in a sentence and who possess knowledge of vital proofreading skills such as grammar, punctuation, word choice, and capitalization.

OVERVIEW
A one-hour written objective test will be administered based on the listed competencies.

OBJECTIVE TEST COMPETENCIES
- ❑ sentence structure
- ❑ correct grammar
- ❑ punctuation
- ❑ word choice
- ❑ capitalization
- ❑ spelling

ELIGIBILITY
- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- *Only members enrolled in grades 9 or 10 of the current school year are eligible.*
- Participants may compete in this event again.

PROCEDURES
- Non-graphing calculators will be provided.
- Electronic devices must be turned off and be out of sight.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors, or they will be assessed penalty points.

JUDGING
Tests will be machine graded.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten. **NOTE: This is a North Dakota event only. There is no competitive event on the national level.**

GRADES 9-10 ONLY

SPORTS AND ENTERTAINMENT MANAGEMENT

The sports and entertainment industries are rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, a core understanding of business and a comprehensive awareness of sports and entertainment are necessary to succeed. This event provides recognition for FBLA members who possess the basic principles of sports and entertainment management.

OVERVIEW

This event consists of two (2) parts: an objective test and an interactive role-play. Participants are required to complete both parts to be eligible to win an award.

A one (1) hour objective test will be administered based on the competencies listed. Team members will take one objective test collaboratively. The objective test is administered in the home school prior to the State Leadership Conference. The test is to be returned to the designated location by the established date to be considered for competition.

Based on the scores of the objective test, the top five teams will be scheduled to present the case study at the SLC. The interactive case study will consist of a problem outlining the understanding and awareness of sports and entertainment issues within today's society.

OBJECTIVE TEST COMPETENCIES

- ❑ management basics
- ❑ event management
- ❑ management functions
- ❑ decision making
- ❑ management strategies
- ❑ strategic planning tools
- ❑ networking and delegating
- ❑ leadership
- ❑ managing groups and teams
- ❑ ethics
- ❑ management for entertainment industry
- ❑ marketing concepts and buyer behavior
- ❑ marketing information management and research
- ❑ marketing mix and product life cycle
- ❑ distribution, pricing, and market conditions
- ❑ promotion, advertising, and sponsorship
- ❑ sales
- ❑ entrepreneurship
- ❑ human resource management
- ❑ careers

PERFORMANCE COMPETENCIES

- ❑ demonstrate excellent verbal communications
- ❑ display effective decision-making and problem-solving skills
- ❑ express self-confidence and poise
- ❑ work well as a team (when applicable)
- ❑ exhibit logic and systematic understanding
- ❑ conduct a professional business presentation
- ❑ answer questions effectively (when applicable)

ELIGIBILITY

- For number of teams who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook. Each team must be composed of two (2) or three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

PROCEDURE

Objective Test

- Non-graphing calculators will be allowed.
- Electronic devices must be turned off and be out of sight.

Interactive Role Play Problem

- Participants will be assigned times based on random selection prior to the State Leadership Conference.
- Participants failing to report on time for the event may be disqualified.
- Participants must adhere to the dress code established by the Board of Directors. At the discretion of the judge, points may be deducted if participants are dressed inappropriately.
- Twenty (20) minutes before the performance, each team will receive the case study.
- Two (2) 4" x 6" note cards will be provided for each team member and may be used during the preparation and performance of the event. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
- No reference materials, visual aids, or electronic devices may be brought to or used during the preparation or performance.
- Teams have seven (7) minutes to interact with a panel of judges and present the solution to the case. The judges will play the role of the second party in the presentation and refer to the case for specifics. This is a role-play event.
- Teams should introduce themselves, describe the situation, make their recommendations, and summarize their case. All team members must participate in the presentation.
- A timekeeper will stand at six (6) minutes and again at seven (7) minutes.
- The performance is open to conference attendees, except performing participants of this event.

JUDGING

- The written objective test will be machine graded.
- The performance portion of this event will be evaluated by a panel of judges. In the case of a tie after the final performance, the objective test score will be added to determine the final rank. All decisions of the judges are final.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number is five.

NATIONAL COMPETITION

The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

Members may enter only one of the following events: Business Ethics, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Introduction to Business Presentation, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

FBLA SPORTS & ENTERTAINMENT MANAGEMENT

Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Marketing challenge for sports and entertainment industry is understood and well-defined	0	1–5	6–10	11–15	
Alternative promotions and sponsorships for sports and entertainment are recognized with pros and cons stated and evaluated	0	1–5	6–10	11–15	
Logical solution is selected for the sports and entertainment challenge with positive and negative aspects of its implementation given	0	1–5	6–10	11–15	
Issues regarding branding strategies of products for sports and entertainment presented in case are addressed completely	0	1–3	4–7	8–10	
Marketing's decision is clear for a specific sports and entertainment market segmentation	0	1–5	6–10	11–15	
Comments:					
Delivery					
Statements are well organized and clearly stated; appropriate business language used for sports and entertainment marketing	0	1–3	4–7	8–10	
All team members actively participate during the presentation	0	1-2	3-4	5	
Team members show self-confidence, poise, and good voice projection while accurately describing marketing strategies for sports and entertainment challenge	0	1-2	3-4	5	
Team members demonstrate the ability to effectively answer marketing questions for sports and entertainment challenge	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/100 max.**
Dress Code Penalty Deduct ten (10) points when dress code is not followed.					
Penalty Points Deduct five (5) points for failure to follow guidelines.					
Final Score					**/100 max.**
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

SPREADSHEET APPLICATIONS

Spreadsheet skills are necessary to convert data to information in business. This event recognizes FBLA members who demonstrate that they have acquired skills for spreadsheet development in business.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all p arts to be eligible to win an award. A one (1) hour objective test will be administered based on the objective test competencies. One (1) hour will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

OBJECTIVE TEST COMPETENCIES

- ❑ formulas
- ❑ functions
- ❑ graphics, charts, reports
- ❑ purpose for spreadsheets
- ❑ pivot tables and advanced tools
- ❑ macros and templates
- ❑ filters and extraction of data
- ❑ format and print options

PRODUCTION COMPETENCIES

- ❑ basic mathematical concepts
- ❑ data organization concepts
- ❑ creating formulas
- ❑ functions
- ❑ generate graphs for analysis purposes
- ❑ pivot tables
- ❑ create macros
- ❑ filter and extract data

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- Documents produced for this event must be prepared by the participant without help from the adviser or any other person.
- Competitors may bring prepared templates to the production portion.
- No reference materials are allowed.
- Calculators are not allowed on the production portion of the test.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

STOCK MARKET GAME (SMG) *(North Dakota Competitive Event)*

The SIFMA Foundation's acclaimed Stock Market Game (SMG) is an online simulation of the global capital markets that engages students in the world of economics, investing and personal finance, and prepares them for financially independent futures. The ND Securities Department sponsors the North Dakota version of The Stock Market Game and provides the program for FBLA's annual SMG competition giving special recognition to the top ten FBLA contestants with the highest valued portfolios at the end of the simulated investment session.

OVERVIEW
Teams of FBLA members from each chapter are invited to participate in the North Dakota Stock Market Game's fall competition for the dates designated by the North Dakota FBLA state office.

ELIGIBILITY
Any number of individuals, or teams consisting of three to five (3-5) members, may participate from each FBLA chapter by registering at www.stockmarketgame.org and following the regulations and requirements as outlined by the North Dakota Securities Department's Stock Market Game Coordinator, Lauren Strinden.

Lauren Strinden
ND Stock Market Game Coordinator
ND Securities Department
600 East Boulevard Avenue
State Capitol, Fifth Floor
Bismarck, ND 58505-0510
(701) 328-4698
www.stockmarketgame.org
lastrinden@nd.gov

SIFMA's Stock Market Game connects students to the global economy through virtual investing and real-world learning. Participation is free for all North Dakotans through the Securities Protection Fund administered by the North Dakota Securities Department.

REGULATIONS
Registration, regulations, and procedures are found in materials and forms provided at www.stockmarketgame.org or contact the ND Stock Market Game Coordinator listed above.

JUDGING
The ten winning teams will be determined by the ND Stock Market Game Coordinator based on the ranking values of the SMG portfolios at the end of the fall SMG competition.

STATE AWARDS
Ten awards will be presented at the North Dakota FBLA State Leadership Conference. **Awards will be given only for participation in the fall SMG competition. NOTE: This is a North Dakota competitive event only. There is no FBLA competitive event on the national level.**

VIRTUAL BUSINESS MANAGEMENT CHALLENGE

The FBLA Virtual Business Management Challenge (VBC) encourages FBLA members to test their skills at managing a distribution center individually or as a team. The VBC has two (2) challenges during the year (fall and spring), and each challenge focuses on different business concepts. FBLA VBC is an official event brought to FBLA chapters through a partnership with Knowledge Matters

OVERVIEW

Participation in this event crosses the curriculum areas of Introduction to Business, Information Technology, and Management. The students will manage a simulated business. During the challenge, FBLA members are required to:

- ❑ Register an individual or team of two (2) or three (3) members
- ❑ Run the simulation
- ❑ Submit scores
- ❑ Compete and be ranked against other participating FBLA teams
- ❑ Register online at go.fbla.org/VBC when challenge opens a week before the starting date

ELIGIBILITY

- For number of teams each chapter may enter, see the State Leadership Conference competitive events chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, not to exceed three (3) members. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- A team member **cannot** be on more than one team at a time.
- Members may participate in either the fall and/or spring challenges during the school year. ***Note:*** *Participation in this event* ***does*** *constitute either one (1) or both of the two (2) total events in which a North Dakota member may compete at SLC.*
- No additional team members may be added once a team has registered.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

PROCEDURES

All procedures required by Knowledge Matters must be followed in order for North Dakota FBLA members to be ranked and given awards. For each challenge your team will be ranked nationally for that specific challenge based on your team's total cumulative profit. At the conclusion of both Challenges, the FBLA chair for each state will be notified of the teams that placed in the state during each challenge.

2016-17 Dates:

Fall Competition: October 24 – November 18, 2016
Spring Competition: February 6 – March 3, 2017

JUDGING

Knowledge Matters, based on final rankings, will determine the ten winning teams from each of the challenges.

STATE AWARDS

Ten awards for each challenge will be presented at the North Dakota State Leadership Conference.

NATIONAL COMPETITION

- The top eight (8) nationally ranked teams from each challenge, both fall and spring, but no more than one per state, per challenge, will be eligible to compete in this event at the FBLA National Leadership Conference. These sixteen (16) teams are determined by the standings in the fall and spring challenges administered via the Internet during the school year.
- No additional team members may be added once a team has registered.
- Members are unable to participate in any other event if they have qualified and plan on participating in the final round at the NLC.

NOTE: North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.

WEB SITE DESIGN

The ability to communicate ideas and concepts, and to deliver value to customers, using the Internet and related technologies, is an important element in a business' success. This event recognizes FBLA members who have developed proficiency in the creation and design of Web sites.

OVERVIEW
This event consists of a pre-judged project.

PROJECT COMPETENCIES
- ❑ effectively addresses topic and is appropriate for the audience
- ❑ graphics, text treatment, and special effects show creativity and cohesiveness of design
- ❑ overall layout and design is creative and appealing
- ❑ final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea
- ❑ effectively communicates required information
- ❑ Web site functions without error
- ❑ copyright laws followed

ELIGIBILITY
- For number of entries each chapter may submit, see the State Leadership Conference competitive event chart found in the Official Information section of this handbook. Entries may be created by an individual member or by a team, of two (2) to three (3) members. Participants must be members of an active local chapter and be on record in the FBLA-PBL National Center as having paid dues by the designated date.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC). **Exception:** In the case of a team event where the participants did compete in the event at NLC, one (1) team member may repeat in the event.

2017 STATE AND NATIONAL LEADERSHIP CONFERENCE TOPIC
The Web site developed for competition at the 2017 SLC and NLC will be based on the following:

> *Develop a website for a new Family Entertainment Center (FEC) opening in a city with a population of approximately 200,000. Name the FEC. The FEC will be offering a variety of activities of your choice with a snack bar. The FEC will offer party packages to their customers. The website should allow customers to check availability for parties and make party reservations online. The site should also include a contact page.*

Copyright and Fair Use Information. It is the policy of FBLA-PBL to comply with state and federal copyright laws. Refer to the Format Guide.

PROCEDURES
- Student members, not advisers, must prepare projects.
- Projects must address the given topic (information may be real or fictitious).
- The Web site must be available for viewing on the Internet at the time of judging. No changes can be made to the Web site after the official entry date. Judging of the Web site will take place before the SLC.
- Web sites should be designed to allow for viewing by as many different platforms as possible.
- Entries will be judged according to the rating sheet.
- An official event entry form must be completed and submitted. This form is located in the Forms section of this handbook.

JUDGING
Web sites will be screened to determine if chapters have complied with event eligibility and regulations. Using the rating sheet, a panel of judges selects the winners. All decisions of the judges are final.

STATE AWARDS
The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL AWARDS
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Students who go on to compete in this event at the National Leadership Conference will have a performance component added to the event. The North Dakota FBLA office will arrange to have competitors submit their performance to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

FBLA WEBSITE DESIGN
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Overall design is aesthetically appealing	0	1–7	8–14	15–20	
Design is consistent across all pages	0	1–3	4–7	8–10	
Design shows creativity, originality, and supports theme	0	1–7	8–14	15–20	
Design maintains a high level of usability	0	1–3	4–7	8–10	
Comments:					
Content					
Proper use of grammar, spelling, punctuation, etc.	0	1–3	4–7	8–10	
Copyright laws have been followed, permissions are cited on the website, and the use of templates is identified at the bottom of the page	0	1–5	6–10	11–15	
Product/service message is clear	0	1–10	11–20	21–30	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1–10	11–20	21–30	
Comments:					
Technical					
Site is compatible with multiple platforms	0	1–3	4–7	8–10	
Overall code—readability, white space, semantic, efficient, separation of structure	0	1–5	6–10	11–15	
Site interactivity functions and is error-free	0	1–3	4–7	8–10	
Additional technologies; e.g. Flash JavaScript, etc. Are used appropriately	0	1–3	4–7	8–10	
Site is compatible with multiple browser variants	0	1–3	4–7	8–10	
Comments:					
Subtotal					**/200 max.**
Penalty Points: Deduct five (5) points each for not following Guidelines.					
Penalty Points: Deduct five (5) points for not submitting Entry Form.					
Total Points					**/200 max.**

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

WHO'S WHO IN FBLA

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

OVERVIEW
The entry form must be completed by the chapter adviser and submitted to the state office. This form is found in the Forms section of this handbook.

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

ELIGIBILITY
- Each chapter may enter one (1) or more participants who are members of an active local chapter, on record as having paid dues for the current school year.
- State officers automatically earn recognition in this event; therefore, chapters should not select state officers for this honor.

GUIDELINES
Criteria for selection of nominees by the local chapter should include:
- years of participation in FBLA activities
- extent of participation in conferences sponsored by the state chapter and national association
- offices, chairships, and committee memberships held
- contributions to local, state, and national projects
- participation in other activities
- recommendations supportive of the member's involvement in FBLA
- complete the "Future" level of the Business Achievement Awards

STATE AWARDS
One (1) or more members from each chapter submitting an entry form and all state officers will be recognized as recipients of the national Who's Who in FBLA award at the SLC.

NATIONAL COMPETITION
One (1) member from North Dakota will be selected to receive national Who's Who recognition.

WORD PROCESSING

Word processing skills are necessary for all business leaders. This event recognizes FBLA members who demonstrate acquired word processing skills.

OVERVIEW

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete all parts to be eligible to win an award. A one (1) hour objective test will be administered based on the objective test competencies. One (1) hour will be given for the production test.

Both the skills portion and the written portion of this test will be administered in the home school prior to the state conference. Both portions of the test are to be received at the designated location by the postmark date indicated to be considered for competition. The form to request this test is in the Forms section of this handbook. Students participating must register and pay registration fees for the State Leadership Conference.

OBJECTIVE TEST COMPETENCIES

- ❑ related application knowledge
- ❑ advanced applications
- ❑ document formatting rules and standards
- ❑ grammar, punctuation, spelling, and proofreading
- ❑ printing

PRODUCTION COMPETENCIES

- ❑ production of all types of business forms
- ❑ letters and mail merge
- ❑ memos
- ❑ tables
- ❑ reports (including statistical)
- ❑ materials from rough draft and unarranged copy
- ❑ e-mail messages

ELIGIBILITY

- For number of members who may enter this event, please see the State Leadership Conference competitive event chart in the Official Information section of this handbook. Participants must be members and on record in the FBLA-PBL state office as paying dues by the established state membership deadline.
- Participants may compete in this event again if they have not competed in it at a previous National Leadership Conference (NLC).

PROCEDURES

- A Format Guide (located at the end of this section) has been developed to be used as a guide for all skill events that require word processing documents. The Format Guide **will be** allowed in the test site. All documents must be prepared according to the style in the format guide.
- Calculators are not allowed on the production portion of the test.
- Documents produced for this event must be prepared by the FBLA competitors, without help from the adviser or any other person.

JUDGING

- Objective tests will be machine graded. This test constitutes 15 percent of the final event score.
- Judging of the skill test will be based on final copy. The score received on this portion of the event will constitute 85 percent of the final event score.
- The production test will be used to break a tie.

STATE AWARDS

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number will be ten.

NATIONAL COMPETITION
The top four award winners are eligible to compete at the FBLA National Leadership Conference.

Note: *North Dakota FBLA guidelines and procedures are slightly different than the national guidelines. Please read the national guidelines if entering this event at the national level.*

OVERVIEW

In today's business world, communication is consistently expressed through writing. Successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide, which enables a corporation to maintain a uniform image through all its communications. Use this guide to prepare for Computer Applications and Word Processing skill events.

GENERAL GUIDELINES

Font Size:	11 or 12
Font Style:	Times New Roman, Arial, Calibri, or Cambria
Spacing:	1 space after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 space after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists: **(enumerated items)**	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 11.5 inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.

Note: Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.

ELECTRONIC RESUME GUIDELINES

Job seekers now turn to email and online job databases to apply for open positions. Currently, almost 50 percent of mid-size employers and just about all large-size employers use on online job tracking systems. This results in more requests for online job applications and a need for applicants to create an scannable, electronic resume.

Here are tips to create a clear, readable electronic resume:

- do not use boldface, italics, underlining, script, bullets, logos, symbols, or shading
- do not use artistic or decorative font
- do not use condensed typeface; white space separates letters and no space mashes them together
- do not use vertical lines, only horizontal lines
- do not use two column formats or designs
- begin each line at the left margin and do not justify the right margin
- use a laser printer, black ink, and resume paper to achieve the sharpest possible image for effective scanning

STANDARDS OF MAILABILITY

The following regulations apply to the Computer Applications and Word Processing events. Materials submitted in these events are graded against the standard of zero errors and businesslike format. The Format Guide must be followed to ensure proper formatting of any word processing document in these events.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points.

- omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
- minor errors in vertical or horizontal placement
- minor spacing errors
- inserted or omitted words that do not change the meaning of the sentence
- The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.
- keying or spelling errors
- inserted or omitted words that change the meaning of the sentence
- formatting errors
- failure to follow directions

FAIR USE GUIDELINES FOR EDUCATIONAL USE

Text for Use in Multimedia Projects	What You Can Do	According to	Fine Print
Same rights as "Printed Material" above	Students may incorporate text in multimedia projects up to 10% or 100 words, whichever is less. Teachers may incorporate into multimedia for teaching courses.	*Fair Use Guidelines for Educational Multimedia*	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
Video ("Motion Media") for Use in Multimedia Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media".	*Fair Use Guidelines for Educational Multimedia*	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use."*Tina Ivany, UC San Diego 12/08/95.*
Video for Integration into Video Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted working in their academic multimedia".	*Fair Use Guidelines for Educational Multimedia*	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Illustrations and Photographs			
Photograph Illustration Collections of photographs Collections of illustrations	Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	*Fair Use Guidelines for Educational Multimedia*	Older illustrations may be in the public domain, but the collection may be copyrighted.
Music for Integration into Multimedia / Video Projects			
Music	Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes.	*Fair Use Guidelines for Educational Multimedia*	Some authorities site a maximum length of 30 seconds. *(www.indiana.edu)*, some do not mention a maximum *(Tina Ivany, UCSD, 12/08/95).*
Internet			
Internet connections World Wide Web	Images may be downloaded for student projects. Sound files may be downloaded for use in projects *(see portion restrictions above).*	*Fair Use Guidelines for Educational Multimedia* & DMCA	Images may **not** be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).

Top Margin:	2"
Side Margins:	1"
Second Page Top:	1"

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA
(DS)
Board of Directors Agenda
(DS)
Tuesday, March 20, 20__
(DS)

1. Call to Order—Jean Buckley, Chief Executive Officer
   (DS)
2. Roll Call—Mary Anvil, Secretary
3. Reading of the Minutes—Mary Anvil, Secretary
4. Treasurer's Report—Harvey Weinberg, Treasurer
5. Other Officer Reports
6. Committee Reports
   Accounting—Mildred Wright
   Social—Betty Einstein **(SS)**
   Fund-raising—Bret Rushmore
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

Note:
Numbers may be left or right aligned.

Top Margin:	2"
Side Margins:	1"
Second Page Top:	1"

ITINERARY
(DS)
M. J. Lawson
(DS)
October 10–13, 20__
(DS)

Sunday, October 10
(DS)

9:30 a.m.	Depart Memphis Municipal Airport, United Airlines, Flight 433, nonstop, lunch served
(DS)	
1:02 p.m.	Arrive San Francisco International Airport
(DS)	
5:30 p.m.	Depart hotel for Chinatown visit

Monday, October 11

9:00 a.m.	Conference at Mark Hopkins Hotel
Reminder:	Call Pat Martin to confirm dinner arrangements for tomorrow

Tuesday, October 12

9:00 a.m.	Conference at Mark Hopkins Hotel
7:00 p.m.	Dinner with Pat Martin

Wednesday, October 13

9:30 a.m.	Depart hotel for airport
12:20 p.m.	Depart San Francisco International Airport, United Airlines, Flight 700, one stop, lunch served
7:15 p.m.	Arrive Memphis Municipal Airport

LABEL/ENVELOPE

MS JUNE R TIJERINA
CLAIMS DEPARTMENT
GOLDEN INSURANCE COMPANY
1846 MARKET STREET
SAN FRANCISCO CA 94102-1234

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

BUSINESS LETTER

Top Margin: 2"
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326
(DS)
Dear Ms. Green
(DS)
This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.
(DS)
This letter style is to be used for FBLA-PBL competition.
(DS)
Sincerely

(QS)

Barbara Small
Director of Education
(DS)
xx

PERSONAL LETTER

Top Margin: 2"
Side Margins: 1"

1912 Association Drive
Reston, VA 20191-1591
Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326
(DS)
Dear Ms. Green
(DS)
This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included.
(DS)
Sincerely

(QS)

Barbara Small

LETTER WITH ADVANCED FEATURES

Top Margin: 2"
Side Margins: 1"

Current Date
(DS)
CONFIDENTIAL (If no mailing notation, **QS** after date.)
(DS)
Attention FBLA-PBL Competitors
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
(DS)
Ladies and Gentlemen
(DS)
LETTER FORMAT WITH ADVANCED FEATURES
(If no subject line, **DS** after salutation.)
(DS)
This letter illustrates the placement of all advanced letter parts as described on the enclosed sheet. It also illustrates the block style letter with open punctuation.
(DS)
Please refer to this letter when keying such a document to avoid making formatting errors.
(DS)
Sincerely
(DS)
FBLA-PBL, INC.

(QS)

Barbara Small
Director of Education
(DS)
xx
(DS)
Enclosure
(DS)
c Ms. Jean Buckley, President/CEO
(DS)
Best of luck in your competition!

LETTER & MEMO SECOND PAGE

Top Margin: 1"
Spacing of Materials: SS
Spacing after Date to Body: DS

Name of Addressee or Company
Page 2 **(SS)**
Date
(DS)

To: communications@fbla.org
From: education@fbla.org (since this field is automatically generated it may only show in the recipient's email heading)
Cc: marketing@fbla.org
Bcc: ceo@fbla.org
Date: Wed, April 10, 2013 at 8:47 PM (since this field is automatically generated it may only show in the recipient's email heading)

Subject line: Netiquette Rules

Ms. Young

When sending a business email use proper grammar, spelling, capitalization, and sentence structure. Use abbreviations and acronyms sparingly, and avoid using emoticons. Answer email promptly, even if there's only time for a quick, one line response. Answering email is a professional courtesy that tells the sender he or she is not being ignored.

An email heading includes the To, From, Cc, Bcc, Date, and Subject fields. In this email, the marketing director is copied and the executive director is blind copied. The director will receive this email without the receiver (in this case, the communications manager) knowing it.

The subject line is used to summarize the email's content and should be precise and brief. The body of the email provides information and details regarding the subject. Word documents, PDFs, images, and other documents can be attached to an email and sent electronically.

Remember, an email is a written document that can easily be viewed by someone other than the intended recipient(s). Be careful what you type; do not include libelous, slanderous or defamatory remarks. If you're emailing information confidentially, you should include a confidential tag line below the signature.

Barbara Small
Education Director
FBLA-PBL
1912 Association Drive
Reston, VA 20191
800-325-2946
www.fbla-pbl.org

MEMORANDUM

Top Margin: 2"
Side Margins: 1"

TO: FBLA-PBL Competitors
(DS)
FROM: Judging Committee
(DS)
DATE: Current
(DS)
SUBJECT: Formatting a Standard Memorandum
(DS)
When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx
(DS)
Enclosure

NEWS RELEASE

Top Margin:	**2"**
Side Margins:	**1"**
Body:	**DS**

NEWS RELEASE
(DS)
Contact: Patricia Wells, Adviser
XYZ Club
1801 E. National Avenue
Phoenix, AZ 85007-0032
602-555-1234
(DS)
Release May 1, 20—
(DS)
STUDENTS EARN TRIP TO FBLA NATIONAL CONFERENCE
(DS)

Fifteen XYZ Club members have been selected to represent Arizona at the National Leadership Conference.

These students have the opportunity to attend this conference with over 8,000 delegates representing each state.

To raise funds to attend this conference, members will hold a yard sale and silent auction May 23–24 from 8 a.m. to 2 p.m. at the school.

Any community members wishing to make a donation for the yard sale/silent auction may contact Patricia Wells at the above number.

(DS)
###

Top Margin:	2"
Side Margins:	1"

XYZ CLUB
(DS)
Minutes of September 1, 20__

(DS)
Call to Order
(DS)
The regular meeting of the XYZ Club was called to order on Monday, September 1, 20__ at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes.
(DS)
Attendance

All members were in attendance.

Minutes

The minutes of the August 1, 20__ meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved.

Treasurer's Report

Treasurer Kelly Osborne reported a chapter balance as of September 1, 20__ of $347.16. The report was filed.

Unfinished Business

The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be $5 each or $8 per couple.

New Business

None.

Announcements

Reminder for all members to begin collecting pledges for the March of Dimes March for Babies.

Adjournment

There being no further business, the meeting was adjourned at 4:10 p.m.

(QS)

Terra Green, Secretary

Top Margin:	**2"**
Side Margins:	**1"**
Spacing in Body:	**SS**

FORMATTING OUTLINES

(DS)
I. VERTICAL SPACING
(DS)
A. Title of Outline
1. Two-inch top margin
2. Followed by a double space
B. Major Headings
1. All headings preceded by a double space
a. Organized thoughts
b. Easy to read
c. Professional appearance
(1) Extra credit
(2) Five points
2. All major headings following by a double space
3. All subheadings single spaced
(DS)
II. HORIZONTAL SPACING
(DS)
A. Title of Outline Centered Over Line of Writing
B. Major Headings and Subheadings
1. Identifying lowercase roman numerals aligned at left margin or aligned on periods
2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading
(DS)
III. CAPITALIZATION
(DS)
A. Title of Outline Keyed in ALL CAPS
B. Major Headings Keyed in ALL CAPS
C. First-order Subheadings Keyed with All Major Words Beginning with Initial Caps
D. Second-order Subheadings Keyed with First Word Only Using Initial Cap

Top Margin:	2"
Side Margins:	1"
Spacing in Body:	DS

REPORT FORMATTING
(DS)

(DS)

Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one inch top and bottom margins.

Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and double space above and below the quoted materials.

Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body.
Side headings. Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Bold side headings. Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize first letter of the first word only. Underline the heading and follow it with a period.[1]

Citations

A parenthetical citation places relevant source information in parenthesis after a quote or paraphrase. A citation includes the last name of the author and a page number where the information can be found (Mays 4).

REPORT CONTINUED

Top Margin:	**1"**
Side Margins:	**1"**
Spacing in Body:	**DS**

2

Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.[2]

References/Works Cited

All references cited will be listed alphabetically under the heading REFERENCES or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.[3]

The *MLA Style Manual* will be used for References/Works Cited.

ENDNOTE PAGE

Top Margin:	**2"**
Side Margins:	**1"**
Spacing in Body:	**SS**

ENDNOTES
(DS)

[1]D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills,* Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111.
(DS)

[2]Rose Huber, "Teaching Students How to Study," *Eastside Weekend,* September 1–7, 1998, p. 18.
(DS)

[3]Theodore Silver, *Study Smart,* New York: Villard Books, 2000, p. 99.

In-text Citation Within the Report

CITATIONS
(DS)

Paraphrasing:

He was ready to move forward with the plan and encouraged his friends to work quickly (Woodsworth 283).

Quotation:

Woodsworth stated, "It's time to get the ball rolling" (Woodsworth 283).

Work with multiple authors:

Woodsworth received a Nobel Prize for the work on this project (Jones, Smith, and Moore 79).

"What a success!" Stewart shouted (Jones et al. 99). *use this format repeatedly once the citation that includes all author last names has been used

Print sources with no author:

The average surface temparature of earth has increased more than one degree Fahrenheit since 1900 ("Impact of Global Warming" 7).

Internet:

A gradual increase in the average temperature of earth's atmosphere is termed global warming (Allen, News on Global Warming, www.globalwarming.abc).

Top Margin:	2"
Side Margins:	1"
Spacing in Body:	SS

REFERENCES
MLA Style Manual
(DS)

Sample Book Reference:
Bohlman, Herbert M., and Mary Jane Dundas. *The Legal, Ethical and International Environment of Business*. 5th ed. Cincinnati, OH: Penguin, 1987. Print.

Sample Book Reference without Author:
The Economist, Princeton Press: Princeton, 1997. Print.

Sample Magazine Reference:
Cohen, Stephen S., and J. Bradford DeLong. "Shaken and Stirred." *Atlantic Monthly* Jan.–Feb. 2005: 112. Print.

Sample Magazine Reference without Author:
"Coca-Cola Paid CEO $32 Million U.S. in 2007." *Toronto Star* 4 Mar. 2008: B2.

Sample Internet Reference:
Thomason, Larisa. *HTML Tip: Why Valid Code Matters*. Webmaster Tips Newsletter. Dec. 2003. NetMechanic. 6 Jan. 2008 <http://www.netmechanic.com/ news/vol6/html_no20.htm>.

Sample Encyclopedia:
Nazi Party. *New Encyclopedia Britannica*. New York: Somerset, 1997 ed.

Sample Interview Reference:
Chirac, Jacques. Interview by John Smith. *Time* 16 Feb. 2003. 10 Oct. 2005 http://www.time.com/time/europe/magazine/2003/0224/cover/interview.html>.

Sample Booklet/Pamphlet Reference:
Diabetes Care: Blood Glucose Monitoring. Burnaby, BC: LifeScan Canada, 1997.

Sample DVD Reference:
Encarta 2004 Reference Library. CD-ROM. Microsoft, 2003.

Sample Radio/Television Reference:
"New York Museum Celebrates Life of Einstein." By Martha Graybow. Reuters, New York. WBFO, Buffalo. 13 Nov. 2002.

Sample Government Pubs Reference:
United States. National Council on Disability. *Carrying on the Good Fight Summary Paper from Think Tank 2000- Advancing the Civil and Human Rights of People with Disabilities from Diverse Cultures*. Washington: GPO, 2000

TABLES

Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.
- Do not include $ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

Center Vertically
Center Horizontally

Example Table with Gridlines

SALARY CHART TABLES
(DS)
Administrative Support Department

(QS)

Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26,000.00	6.5	1,690.00	27,290.00
Administrative Assistant	23,000.00	5.5	1,265.00	24,265.00
Data Entry Clerk	16,500.00	4.5	742.50	17,242.50
Executive Assistant	25,000.00	6.5	1,625.00	26,625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	$109,500.00		$6,272.50	$115,372.50

Example Table without Gridlines

SALARY CHART
(DS)
Administrative Support Department

(QS)

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Office Specialist	19,000.00	5.0	950.00	19,950.00
Total	$109,500.00		$6,272.50	$115,372.50

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Side Margins:	**1"**

JENNIFER SMITH
1234 Jupiter Lane- Jupiter, Florida 33458
777-888-9999 jupitergirl@gmail.com

CAREER OBJECTIVE

Marketing Manager with the ability to promote sales growth and exceed profit goals while utilizing exceptional organizational, time management, and interpersonal relationship skills

MARKETING SKILLS

Research and assess potential market size for new products, identify problems and the need for changes in product design, develop detailed marketing plans based on team input, create catchy slogans and jingles to attract new customers

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, Access, and PowerPoint, knowledgeable in HTML code, extensive Internet search capabilities utilizing key words and phrases, ability to type 75 words per minute with accuracy

EDUCATION (Note if education is recent include it here; if work experience is more recent, move education down after employment experience)

XYZ High School, Reston, VA, pending graduation 2014 or graduated 2014 (FBLA)

Bachelor of Science in Marketing with minor in Business Administration, 2013, Old Dominion University, Norfolk, Virginia, GPA: 3.97/4.0 (include GPA if greater than 3.0) (PBL)

EMPLOYMENT EXPERIENCE

Sales Associate for Dip and Dots, Jupiter, Florida, May 2007–Oct. 2007

Engaged customers and promoted ice cream; answered customer questions, and provided additional information as needed; processed cash, check and credit card transactions; cleaned store on a daily basis, and opened and closed store as needed

Jupiter Marketing Office, Jupiter, Florida, January 2013–June 2013 (internship)

Analyzed marketing objectives and developed a training manual for new employees; generated over 300 new customer leads; wrote, designed, and created annual fundraising brochures; collaborated with office staff and produced quality work; and completed 400+ internship hours

REFERENCES

Available Upon Request

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Side Margins: 1"

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Note:
Page numbers should be right aligned with leader lines.

CHAPTER ACTIVITIES

ADOPT-A-CHAPTER

The Adopt-a-Chapter program is designed to encourage the recruitment of high schools in your area that currently do not have an FBLA chapter. The goal is to get new chapters involved with FBLA.

RECOGNITION
All chapters who participate in this project and help charter or reactivate a new chapter will be recognized at the State Leadership Conference.

All chapters who adopt another chapter can use it as a Level II activities in the Go for North Dakota Gold project.

TERMS OF ADOPTION
All chapters who adopt a chapter must follow the "adoption terms," have the new chapter sign the verification form, and return the form to the state FBLA office postmarked by the deadline.

In order to receive recognition for participation in the Adopt-A-Chapter Project, chapters must do the following:

- Contact a school that does not currently have an FBLA chapter and set up an appointment with an interested teacher to inform them about FBLA. (Contact the state office for a presentation that can be used at this meeting.)
- Request a "Chapter Organization Packet" from the state office and personally deliver it to the prospective chapter. This packet includes handbooks, charter application, office resource guides, etc.
- Assist adopted chapter with completing the charter application.
- Meet with the adopted chapter a minimum of two times. The new chapter should be assisted with developing a program of work for their first year.
- Conduct a chapter installation service for new chapter. **(Mandatory—this can be one of the two meetings listed in the previous item.)**
- Complete the Verification Form with all required signatures and mail to the state office by the postmark deadline.

All chapters are challenged to spread the word about North Dakota FBLA and give more students the opportunity to participate in this organization.

FORM IN FORMS SECTION

CHAPTER CHECK-IN (formerly called Infoshare)

The Chapter Check-In is a way for chapters to report their chapter's news. The Chapter Check-In is easily completed through an online process.

COMPLETING THE CHAPTER CHECK-IN

Several things will happen when you complete the Chapter Check-In:

1. Chapter Check-Ins collected each month will be collected by the state webmaster for inclusion on the ND FBLA website.

2. By completing a Chapter Check-In form, on three separate months, prior to the State Leadership Conference, your chapter will have fulfilled one of the Level I requirements for the "Go for the Gold" event.

3. The Chapter Check-In is your chapter's way of letting other chapters know what's happening with FBLA at your school.

All you need to do is go to www.nd-fbla.org, and complete the online Chapter Check-In form found on the home page and hit the submit button. The form won't allow for a picture, but if you have one that goes with your submission, you can email it to Ms. DeVaal at jdevaal@nd.gov.

You must submit at least one activity, but may submit more if you had a busy month. Just remember that forms must be submitted on three separate months, by the deadline, in order to qualify for "Go for the Gold."

Please complete and submit the Chapter Check-In by the 5th of each month. We look forward to reading all about your local chapters!

CHAPTER OF THE MONTH

The Chapter of the Month program is designed to recognize excellence and active involvement in North Dakota FBLA projects and activities. Each month one North Dakota FBLA chapter will be recognized as the Chapter of the Month. Selection of Chapter of the Month will be based on activities submitted through the Chapter Check-In program.

RECOGNITION

All chapters who are selected as the Chapter of the Month during the current membership year will receive a certificate noting their achievement, ribbons at SLC, and will be recognized at the State Leadership Conference.

CORPORATE SPONSORSHIP

The corporate sponsorship program is designed to raise money to help send state competitive event winners to the National Leadership Conference. Next year's conference will be held in Anaheim, CA.

Chapters who secure corporate sponsorships can use them as a Level II activity for the Go for the Gold project.

TIPS FOR RECRUITING CORPORATE SPONSORS

Make a list of potential sponsors. In identifying sponsors, consider businesses that benefit from statewide exposure, such as car dealerships or statewide corporations. Many of your hometown businesses will also support you if asked. Corporate sponsors will receive the following recognition by sponsoring an event at the State Leadership Conference:

- recognition at the Fall Leadership Conference
- recognition in our State Leadership Conference program
- recognition (via multimedia screen) at the SLC Awards of Excellence Program
- recognition on the ND FBLA website (www.nd-fbla.org)
- an invitation to attend the SLC Awards of Excellence Program and personally hand out the awards for the event you've sponsored

When contacting potential corporate sponsors:

- Make an appointment convenient to them.
- Make sure you know everything about the program before you go and talk to potential sponsors. Know the basics of FBLA, such as the mission statement (printed in your chapter handbook), so you can inform them of what our organization strives to achieve. Make the business aware of what their money does. The sponsorship pays for registration fees of members who qualify to compete at NLC.
- Have a general idea of what you're going to say and how you are going to say it before you contact a potential sponsor.
- If possible, show an example of last year's SLC program with sponsors' names in it. Tell how their name appears on the multimedia screen at the SLC next to the event name. Get the company's business card, so their sponsorship information can be printed in the conference program.
- Dress appropriately.
- Have an introduction that is informative and is ten seconds or less. As an example: "Hi, I'm Robin Walters, the president of the Martian Protection Society, and I'd like to speak to you about the benefits of sending an outstanding high school student into outer space."
- Tell them what happens at the NLC. Share the excitement of a North Dakota team winning first in the nation in desktop publishing or digital video production. Also tell them about the great experience of participating in NLC.
- Remember to send a written thank you within 48 hours to thank the business for their sponsorship.
- From the moment you enter a business to contact a potential corporate sponsor, make sure you are as professional as you can be. One tip—if you have to wait for someone and you are sitting when they enter, be sure you stand to greet them and shake their hand.

When you get a corporate sponsorship:

- ❑ Complete **all** sections of the form
- ❑ Secure a check for the proper amount made out to North Dakota FBLA
- ❑ Send the information to the state FBLA office (address is in the chapter handbook)
- ❑ Send a thank you to the sponsor

Events that have been sponsored, and the businesses that sponsored them, will be listed on the website so that we do not get duplicate sponsors for an event. Check the website at www.nd-fbla.org to see which events have been sponsored before talking to a business.

A list of events that are available for sponsorship and a corporate sponsorship proposal can be found on the next three pages.

FORM IN FORMS SECTION

2016 – 2017 NORTH DAKOTA FBLA COMPETITIVE EVENTS

(for use with Corporate Sponsorship Program)

The purpose of the Corporate Sponsorship Program is to help send North Dakota FBLA members, who qualify for national competition, to the National Leadership Conference. We request a $200 sponsorship for a business to be the sole sponsor of an individual event. With team or chapter events, in order to be the sole sponsor, the amount could range anywhere from $200 to $1,000 (depending on the size of the team). If a business should choose to partially sponsor an event, we would accept sponsors for that event until it is fully sponsored. We would like to suggest that $100 be the minimum amount for a sponsorship.

CHAPTER AND TEAM EVENTS:

American Enterprise Project — 3 members per team
Business Ethics - 1 to 3 members per team
Business Plan — 1 to 3 members per team
Community Service Project — 3 members per team
Digital Video Production—1 to 3 members per team
Emerging Business Issues — 1 to 3 members per team
Entrepreneurship — 2 to 3 members per team
Graphic Design—1 to 3 members per team
Introduction to Business Presentation — 1 to 3 members per team
LifeSmarts—2 members per team
Local Chapter Annual Business Report — 1 report per chapter
Marketing—2 to 3 members per team
Parliamentary Procedure — 4 to 5 members per team
Partnership with Business Project — 3 members per team
Public Service Announcement—1 to 3 members per team
Publication Design — 1 to 2 members per team
Social Media Campaign—1 to 3 members per team
Sports and Entertainment Management—2 to 3 members per team
Virtual Business Challenge – 1 to 3 members per team
Web Site Design — 1 to 3 members per team

INDIVIDUAL EVENTS:

Accounting I
Accounting II
Advertising
Agribusiness
Business Calculations
Business Communication
Business Law
Computer Applications
Computer Problem Solving
Cyber Security
Database Design and Applications
Economics
Electronic Career Portfolio
FBLA Principles and Procedures
Future Business Leader
Impromptu Speaking
Insurance and Risk Management
Introduction to Business
Introduction to Business Communication
Introduction to Business Procedures
Introduction to Financial Math
Introduction to Information Technology
Introduction to Parliamentary Procedures
Job Interview
Journalism
Microsoft Office Specialist (MOS)—Excel
Microsoft Office Specialist (MOS)–Word
Organizational Leadership
Personal Finance
Public Speaking I
Public Speaking II
Sales Presentation
Securities and Investments
Spreadsheet Applications
Word Processing

ND Future Business Leaders of America
Contact: Jessica DeVaal
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Phone: 328-2286
Email: jdevaal@nd.gov

Who Are We? – Future Business Leaders of America (FBLA) is a student business organization whose mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

What Are We Doing? – The North Dakota FBLA State Leadership Conference is a three-day conference bringing together over 1,300 of the brightest and most talented students from across North Dakota. During the conference, participants and advisers will hear dynamic speakers, participate in seminars and hands-on workshops, and compete in our competitive events program, with more than 50 different events ranging from accounting to public speaking and computer applications to website development (see attached list).

State officers work to develop and maintain relationships with local FBLA chapters to continually develop leadership skills at various levels. We hope that these relationships will promote active participation in FBLA during their high school years.

State officers develop and train through planning retreats, and meetings throughout the year. Parliamentary procedure, teamwork, networking, and a combination of professional and personal development are the main focuses for FBLA state officers. State officers spend time traveling to local chapters to increase communication among chapters and creating networking opportunities for students.

When Is The Conference? – The conference is scheduled for April 2 – 4, 2017, in Bismarck.

What Will Members Get From Their Conference Experience? – The conference begins on Sunday evening with an opening session welcome from a national FBLA staff member, a keynote speaker, and recognition of chapters and members for their leadership accomplishments during the year.

Monday's events include competitive events, workshops, and campaign speeches for a new state officer team. Throughout the day, conference attendees can compete in their chosen fields/events against students from all over North Dakota with the opportunity win a first, second, third, or fourth-place finish in order to move on to competition at the National Leadership Conference. In addition, workshops and other leadership activities will be conducted in a variety of business-related topics that will help students to network and to develop their leadership skills.

Tuesday ends the conference with the installation of new state officers for the upcoming year and, finally, the Awards of Excellence Program where student competitors and chapter award winners will be recognized.

Why Are We Doing This? – We are doing this to help students develop leadership skills and to help them plan for their futures. Our members will gain valuable experience and skills that will help them transition from high school to college and then to careers.

Additionally, we have developed the corporate sponsorship program to assist our North Dakota FBLA members who excelled in competition at the state level to move on to competition at the national level. Your financial assistance will aid our members in competing at the FBLA National Leadership Conference.

How Can You Help? – We are inviting *you* to assist our efforts by sponsoring a competitive event at the State Leadership Conference. The possibilities for sponsorships include the events listed on the attached sheet.

What Are The Benefits to You? – You can help our group of upcoming and developing business professionals by sponsoring one or more competitive events. Sponsorship opportunities exist anywhere from the $100 to $1,000 level. For your sponsorship, you receive:

(1) recognition in our conference program
(2) recognition (via multimedia screen) at the Awards of Excellence Program
(3) recognition on the ND FBLA website (www.nd-fbla.org) and on Facebook and Twitter
(4) an invitation to attend the Awards of Excellence Program to personally hand out the awards for the event you've sponsored

This conference is being planned and coordinated by and for high school students. The North Dakota state officer team, their local chapter advisers, and the ND state director, Jessica DeVaal, are ensuring the standards and professionalism of the conference through continual planning and communication.

Thank you for your consideration of our proposal. We are excited and honored to have you join us for this spectacular event being planned for North Dakota FBLA members.

MEMBER OF THE MONTH

The Member of the Month program is designed to recognize excellence and active involvement by local chapter members in North Dakota FBLA. Each month advisers are encouraged to nominate a local chapter member for this recognition via the online nomination form found at www.nd-fbla.org. Nomination forms will be reviewed by the State Executive Committee, and one North Dakota FBLA member from each region will be recognized as the Member of the Month. State officers are not eligible for this recognition.

RECOGNITION

All members who are selected as the Member of the Month during the current membership year will receive a certificate noting their achievement, a ribbon at SLC, and will be recognized at the State Leadership Conference.

MIDDLE LEVEL MEMBER OF THE MONTH

The Middle Level Member of the Month program is designed to recognize excellence and active involvement by local middle level chapter members in North Dakota FBLA. Each month advisers are encouraged to nominate a local middle level chapter member for this recognition via the online nomination form found at www.nd-fbla.org. Nomination forms will be reviewed by the State Executive Committee, and one North Dakota FBLA-ML member will be recognized as the Middle Level Member of the Month.

RECOGNITION

All members who are selected as the Middle Level Member of the Month during the current membership year will receive a certificate noting their achievement, a ribbon at SLC, and will be recognized at the State Leadership Conference.

MEMBERSHIP MADNESS & MEMBERSHIP MANIA

Effective state and national programs depend upon membership support and growth. In order to support the efforts of members who recruit new FBLA members, recognition is given to those who recruit five or ten new members.

MEMBERSHIP MADNESS AWARD

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least five (5) new members receive a certificate of recognition and have their efforts recognized at the State Leadership Conference. Completing the requirements of the Membership Madness Award can also be used as an optional activity for Go for the Gold.

In addition to submitting the form for state-wide recognition, advisers/members are encouraged to go online and submit the same information via the national website (www.fbla-pbl.org) in order to be recognized nationally for this achievement.

MEMBERSHIP MANIA AWARD

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least ten (10) new members receive a certificate of recognition and have their efforts recognized at the State Leadership Conference. Completing the requirements of the Membership Mania Award can also be used as an optional activity for Go for the Gold.

In addition to submitting the form for state-wide recognition, advisers/members are encouraged to go online and submit the same information via the national website (www.fbla-pbl.org) in order to be recognized nationally for this achievement.

FORM IN FORMS SECTION

PROFESSIONAL DRESS DAY

Learning to dress in a professional manner is an important element in conveying a professional impression in a business environment, and it is a required element at state FBLA events. Professional Dress Day is designed to give FBLA members an opportunity to wear professional attire and to determine if what they are wearing conveys a professional impression and meets the FBLA Dress Code.

Professional Dress Day is designed to teach members about professional business attire, as defined by the FBLA Dress Code. Chapters who have a majority (51%) of their members who wear professional dress to school in three separate months prior to the submission deadline, can use this activity to qualify for Go for the Gold or Silver.

The Professional Dress Day verification form must be completed and submitted along with the Go for the Gold application form.

FORM IN FORMS SECTION

OFFICIAL INFORMATION

50th Annual FBLA State Leadership Conference

April 2 – 4, 2017

Bismarck Event Center
Bismarck, ND

All forms in Forms Section or available online.

2017 NORTH DAKOTA STATE LEADERSHIP CONFERENCE

The highlight of the year in North Dakota FBLA is the State Leadership Conference, which will be held in Bismarck on April 2 – 4, 2017. This exciting, fun-filled, three-day leadership conference provides students with many opportunities for leadership development and an opportunity to participate in various competitive events. Winning qualifiers in the competitive events are eligible to compete at the National Leadership Conference in Anaheim, CA, June 29 to July 2, 2017.

This section of the handbook contains all the information and forms necessary to register students for the State Leadership Conference. Please read this section very carefully. Please notify the state office immediately if you spot a problem or conflict. Others will have the same concern.

ONLINE CONFERENCE REGISTRATION INFORMATION:
The State Leadership Conference registration and competitive event registration will be done online utilizing the national FBLA database. Guidelines to complete the online registration process will be sent to advisers, via the ND FBLA listserv, in February.

COMPETITIVE EVENT INFORMATION:
Members are allowed to compete in two (2) individual or team events. An exception will be made for members who are part of the presentation team in chapter events. Keep in mind, however, that members are absolutely not allowed to compete in more than one (1) of the following events: Business Ethics, Introduction to Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Marketing, Parliamentary Procedure, Public Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

Future Business Leader and Job Interview materials are to be mailed ahead of time to the designated place by the specified postmark date.

The Publication Design, Graphic Design, Digital Video Production, Electronic Career Portfolio, Public Service Announcement, and Web Site Design entry forms and where applicable, the accompanying projects are to be mailed to the designated place by the specified postmark date. Students who go on to compete in these events at the National Leadership Conference will have a performance component added to the event. The North Dakota FBLA office will arrange to have competitors submit their performance on DVD to be judged prior to NLC in order to receive feedback on their performance before presenting to judges at NLC. Information on this opportunity will be sent to competitors after the State Leadership Conference. This is voluntary on the part of the competitors.

Individuals and/or teams are responsible for providing their own equipment for appropriate events at the State Leadership Conference. Note: This is a different procedure for the state conference than will be found at the national conference! ND FBLA does not have enough projectors to provide them for everyone, so it is up to your school to provide projectors, laptops, adapters, or any other equipment needed. As we get closer to SLC dates, we may find that the venue has room with a screen and projector. Students will have to do the setup and cannot get help, so you may choose to bring your own projector so that the student(s) is familiar with the equipment.

Participants failing to report on time for an event may be disqualified. Participants must adhere to the dress code established by the Board of Directors or they will receive a point deduction in their competitive events and will not be allowed on stage.

Calculators may be used in all written events as appropriate; non-graphing calculators will be provided at the SLC.

Individual Events (written tests only). Tests will be machine graded. Ties will be broken by comparing the performance of affected members on the last ten questions of the exam.

Remember that students entering FBLA Principles and Procedures, Introduction to Financial Math, Introduction to Business, Introduction to Business Communication, Introduction to Business Procedures, Introduction to Business Presentation, Introduction to Information Technology, Introduction to Parliamentary Procedure, Public Speaking I, and Spelling and Proofreading Skills must be in grades 9-10 only.

The following events are considered to be linked in a series. Once a member has competed at the State Conference in the second, or advanced, event in the series, he/she may not subsequently compete in the first or introductory event. Event series impacted by this regulation include:

- Accounting I and Accounting II
- Introduction to Financial Math and Business Calculations
- Introduction to Business Communication and Business Communication
- Introduction to Parliamentary Procedure and Parliamentary Procedure
- Public Speaking I and Public Speaking II

SCHOOL-SITE TESTING:
The objective test portion of the Word Processing, Computer Applications, Database Design and Application, Spreadsheet Applications, Parliamentary Procedure, Entrepreneurship, Marketing, Sports and Entertainment Management, and Future Business Leader events will be taken online. Instructions for administering these online tests will be sent to chapters prior to the conference. These tests are to be administered by someone at your school site other than the adviser. The designated school-site test administrator will be sent the testing information. Advisers may help with equipment set-up for the skills portion of any tests, but may not be present in the testing room; and advisers are not to see any of the tests.

The Entrepreneurship, Marketing, and Sports and Entertainment Management objective tests will be taken online in the home school and completed **cooperatively** by all team members at the same time at one computer only.

Computer Applications skills portion will be administered in the home school. Two hours will be allowed for the skills portion. **Database Design & Application, Spreadsheet Applications, and Word Processing** skills portion will be administered in the home school. One hour will be allowed for the skills portion. All tests must be completed in one sitting. For example, a two-hour test cannot be started from 8 to 9 a.m. and then finished from 2 to 3 p.m.

The skills tests given in the home schools are to be mailed by the school-site test administrator to the designated place by the specified postmark date. *This procedure is for North Dakota only.*

STATE OFFICER CANDIDATES:
Your chapter may have **two** state officer candidates. However, you may have any number of students apply for the state parliamentarian position. Any student wishing to be considered for state parliamentarian must have at least one year remaining in high school, complete an application, and take the Introduction to Parliamentary Procedure written test. The chapter does not have to enter a Parliamentary Procedure team. The student scoring the highest, who has completed an application form and who has gone through the interview process will be selected as state parliamentarian. All necessary information and forms needed to apply can be found in the State Officer Candidate Guide, which is part of this publication.

NATIONAL OFFICER CANDIDATES:
Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the State Executive Board (which consists of the State Chair, State Advisers, and State President) or the State Chair to determine the national officer candidate from North Dakota.

Guidelines and forms can be found in the State and National Officer Candidate Guides, which are part of this publication.

MEMBERSHIP:
Be certain all students attending the FBLA State Leadership Conference have joined both the state and national FBLA chapters. Dues--$10 ($4 state and $6 national) must be paid to the national membership address by **February 1, 2017,** in order for the student to attend. Membership will be checked with registration. Name tags will be checked at all events.

FBLA CALENDAR FOR 2017 STATE LEADERSHIP CONFERENCE
"Connect"

State Office Address (Bismarck)	State and Nat'l Dues Address—($10)	SLC Registration Fee Address—($45 for members and advisers)
Jessica DeVaal, FBLA State Chair Dept. of Career & Tech. Educ. 600 East Boulevard, Dept. 270 Bismarck, ND 58505-0610 Phone: 701-328-2286 Fax: 701-328-1255 jdevaal@nd.gov	www.fbla-pbl.org **ONE CHECK** is sent to the National Office.	Beth Allen FBLA Fiscal Agent P.O. Box 6022 Bismarck, ND 58506-6022 Phone: 701-224-8390 ballen@ndffa.org **CHECKS MADE OUT TO: ND FBLA**

All due dates are postmark dates (unless otherwise indicated).

Dec. 1, 2016 Postmark deadline for submitting North Dakota FBLA Bylaw Amendments **(sent to Bismarck)**

Feb. 1, 2017
- ☐ Last day to postmark state and national dues. ***Dues of $10 must be postmarked directly to national office in order to participate in State Leadership Conference.***

Postmark deadline for **(sent to Bismarck)**:
- ☐ Businessperson of Year and Honorary Membership nominations **(sent to Bismarck)**
- ☐ Professional Division Dues **(sent directly to national office)**
- ☐ State officer candidate applications **(sent to Bismarck)**
- ☐ National officer candidate applications **(sent to Bismarck)**
- ☐ Who's Who in FBLA/Chapter President Form (**sent to Bismarck)**

February 6 Postmark deadline for:
- ☐ Pre-conference school-site test orders **(sent to Bismarck)**
- ☐ Marketshare Award forms **(sent to Bismarck)**
- ☐ Membership Madness/Mania forms **(sent to Bismarck)**
- ☐ Adopt-A-Chapter forms **(sent to Bismarck)**
- ☐ Special Needs Assistance Request form **(sent to Bismarck)**
- ☐ Hotel Reservation forms **(sent directly to hotel)**
- ☐ Chapter Hotel form **(sent to Bismarck)**
- ☐ American Enterprise Project, Community Service Project, Partnership with Business Project, and Business Plan written reports **(sent to Bismarck)**

February 13 Postmark deadline for:
- ☐ Registration fee for State Leadership Conference **(sent to fiscal agent, check made out to ND FBLA)**
- ☐ Online conference and competitive event registration
- ☐ Campaign Luncheon Reservation Form **(sent to Bismarck)**

February 21 Postmarked deadline for:
- ☐ North Dakota Go for Gold **(sent to Bismarck)**
- ☐ Business Financial Planning Project **(3 copies sent to Dorothy Lick in Bismarck)**
- ☐ All other written reports/projects/scrapbooks **(sent to Bismarck)**
- ☐ Job Interview and Future Business Leader materials **(sent to Bismarck)**
- ☐ Web Site Design, Graphic Design, Digital Video Production, Publication Design, Public Service Announcement, and Electronic Career Portfolio forms/materials **(sent to Bismarck)**
- ☐ Completed pre-conference tests **(sent to Bismarck)**

March 1 Postmark deadline for:
- ☐ Business Achievement Awards Program verification for Future, Business, and Leader levels —**Must be done online. State office will check national database to verify.**
- ☐ Business Achievement Awards Program verification for America level in order to be recognized at both SLC and NLC —**Must be done online. State office will check national database to verify.**

April 2-4 State Leadership Conference, Bismarck
Bring along Code of Conduct forms (must be turned in at registration) and Consent, Medical Release Forms (to be kept with adviser)

April 19 Deadline to *notify* Travel World of Crosby of intent to compete at National Leadership Conference

April 25 Deadline for:
- ☐ Business Achievement Awards Program verification for America level in order to be recognized only at NLC—**Must be done online. National office will verify.**

Jun 28-29 Institute for Leaders, Anaheim, CA

Jun 29-Jul 2 National Leadership Conference, Anaheim, CA

REGISTRATION PROCEDURES

1. *All students attending must be in grades 7-12 and must have paid North Dakota FBLA dues of $4 and national FBLA dues of $6 by the established deadline. Middle Level chapter dues are $4 for national and $4 for state.*

2. *Each member participating must be registered in his/her own name for the conference.*

3. *"Registration" means all forms completed and* **monies paid**. *If registration fees are not paid prior to the start of the conference, members will not be allowed to compete.*

Advance Registration Policies/Deadline

1. *Only students registered to compete by the established date may participate. Late registration for competition will not be accepted. Only cancellations will be accepted at the conference.*

2. *Fees will be refunded in full if requested in writing* **two weeks** *prior to the conference.*

3. *In case of inclement weather, the SLC may be postponed or modified as determined by the North Dakota FBLA Executive Committee. It is imperative that we have the home phone of two different people from each FBLA chapter to contact if this occurs.* ***Partial refunds only,*** *may possibly be given if the SLC is cancelled completely. The exact amount of the refund will be determined and refunded to each chapter within a month of the conference. Several large expenses such as multi-media, speakers, auditorium rental, etc., are non-refundable. In most instances, the SLC will be held for those who can attend.*

PROCEDURAL GUIDELINES FOR ADVISERS IN ADMINISTRATING CONDUCT OF FBLA MEMBERS ATTENDING STATE LEADERSHIP CONFERENCES

Conduct of students attending FBLA state leadership conferences or workshops is primarily the responsibility of the **local** chapter adviser and the **local** school. Local chapters should bring sufficient chaperones. It is suggested that one chaperone supervise no more than ten students. Each chaperone should set up specific procedures and regulations for their own chapter members to follow so that members' whereabouts are always known.

It is suggested that each chapter arrange to hold meetings or caucuses at various times to decide what candidates they are going to vote for or where they are going to eat breakfast, lunch, etc. This will also give you an opportunity to physically see each student.

It is **required** that local chapter advisers **physically** check on **each** student before retiring. This is the only way to be certain of the physical condition of each student. Don't just phone the room and have one student tell you all students registered for this room are in the room and are in good condition. Students may possibly be under the influence of alcohol or drugs or have left the motel or are in some other person's room.

The official Code of Conduct form must be signed by each member and their parent/guardian in order to attend the state conference, even if the member is 18 years old. **One signed copy must be turned in at registration**, and the adviser should also keep a copy.

Students must adhere to the North Dakota Dress Code.

It is required that each member and their parent/guardian sign and return to the local chapter adviser a consent, medical release form. This must be done before any student is registered for the conference. This includes students attending from the city where the conference is held. **Do not send the medical form to the state office**, but bring it with you to the conference.

FORMS IN FORMS SECTION

Tentative Agenda
50th ANNUAL
FBLA STATE LEADERSHIP CONFERENCE

"A Legacy of Leadership"

Bismarck Event Center
Bismarck, ND

SUNDAY, April 2, 2017

1:00-5:00	**FBLA State Officers' Meeting and Rehearsal**
4:00-6:30	**Registration**
6:00-7:00	**State Parliamentarian Test**
6:00-8:00	**American Enterprise Project, Community Service Project, Business Plan, and Partnership with Business Project Presentations (*additional events may need to be added as final schedule is developed)***
7:15-7:45	**Regional Parade of Chapters Rehearsal**
8:00-10:00	**Opening General Session**
12:00 a.m.	**Curfew (In your own room)**

MONDAY, April 3, 2017

7:45-8:15	**Officer Candidate Interviews**
7:45-8:15	**Judges/Event Coordinators Breakfast Meeting**
7:30-2:30	**Written Test Sessions**
8:00-4:30	**Workshops and Other Related Conference Activities**
8:30-11:30	**Preliminary Performance Events**
11:30-1:00	**CAMPAIGN LUNCHEON** ***(2017-2018 North Dakota FBLA State Officer Candidates will present their campaign speeches to advisers, guests, chapter voting delegates and chapter presidents.)***
12:30	**Posting of Preliminary Results for Final Competition**
1:00-1:30	**Judges and Event Coordinators Meeting**
1:00-4:45	**Visit Exhibitors**
1:45 4:00	**Final Round of Performance Events**
2:00-3:00	**Set Up Campaign Booths**
3:00-4:45	**Visit Campaign Booths**
5:30	**Chapter Fellowship Activities**
8:45-9:30	**2017-2018 State Officer Election**
9:00-11:00	**Reception for Advisers, Chaperones, and Guests**
9:00-11:00	**Dance**
12:00 a.m.	**Curfew (in your own room)**

TUESDAY, April 4, 2017

9:00-11:00	**Awards of Excellence Program**
11:15-12:15	**Luncheon Meeting of Retiring and New FBLA State Officers and Their Advisers**

North Dakota FBLA Awards Program

Mission Statement

The mission of the National Awards Program and the North Dakota Awards Program is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, this competitive events series has been developed for use in assessing students in the various knowledge, skills, and abilities that make up today's business education curriculum.

Program Design and Purposes

The competitive events series exemplifies the range of activities and focus of FBLA-PBL, Inc. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs.

FBLA-PBL is committed to facilitating the transition of its members from their educational development into their career path. The competitive events program plays a central role in delivering on this commitment. The program allows members to demonstrate and validate their mastery of essential business concepts, skills, and knowledge. In addition, members participating in this program will:

- demonstrate their career competencies, business knowledge, and job-related skills;
- expand their leadership skills;
- demonstrate their competitive spirit; and
- receive recognition for their achievements.

The FBLA-PBL competitive events program is designed to correlate with nationally recognized business curriculum standards. For instance, members participating in competitive events demonstrate their mastery of the Foundation Skills and Competencies outlined by the SCANS Workplace Skills Standards. These include Foundation Skills of basic skills, thinking skills, and personal qualities. They also include the competencies of resources, interpersonal skills, information skills, systems skills, and technology utilization skills.

Finally, the FBLA-PBL competitive events have been fully correlated against the Business Education Curriculum Standards published by the National Business Education Association. Each event's guideline pages indicate the specific NBEA standards(s) that the event addresses.

General Information

North Dakota FBLA events are divided into three categories: individual, team, and chapter events.

- A member may participate in any number of chapter events.
- A member may compete in one or two events, which can be either team or individual. A member taking the Introduction to Parliamentary Procedure test only for consideration as state parliamentarian is not classified as an official participant entering an event and may compete in other events.
- A member may enter only one of the following events: Business Ethics, Introduction to Business Presentation, Emerging Business Issues, Entrepreneurship, Future Business Leader, Impromptu Speaking, Job Interview, Marketing, Parliamentary Procedure, Public

Speaking I, Public Speaking II, Sales Presentation, Social Media Campaign, and Sports and Entertainment Management.

Several points deserve specific mention when preparing for event participation.

- Many textbook sources are utilized in the preparation of test questions for the various competitive events. Participants are urged to prepare by reviewing as many texts as possible. Terminology may vary from one publisher to another, and test questions may be from several sources.
- Reference manuals, textbooks, and other source materials, except for those listed in the guidelines, may not be taken into events.
- **Participants must adhere to the dress code established by the Board of Directors, or they will be penalized in their events and will not be allowed on stage.**

Event guidelines refer to postmark dates. This is the official date stamp placed by the U.S. Post Office and not a postage meter date.

Members whose dues are not postmarked to the FBLA national office by the designated deadline are not eligible to participate in state competitive events. Membership in FBLA is unified on local, state, and national levels and is not available separately.

2016 – 2017 North Dakota FBLA Competitive Events

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	American Enterprise Project *(up to 3 members per presentation team)*
Chapter	1	Chapter Activities Scrapbook *(North Dakota only event)*
Chapter	1	Chapter Activities Scrapbook-Digital *(North Dakota only event)*
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Community Service Project *(up to 3 members per presentation team)*
Chapter	1	Local Chapter Annual Business Report
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Partnership with Business Project *(up to 3 members per presentation team)*
Chapter	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Project Awareness *(North Dakota only event)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Ethics*** *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Financial Planning *(2 to 3 members per team)* *(North Dakota only event)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Business Plan *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Digital Video Production *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Emerging Business Issues*** *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Entrepreneurship*** *(2 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	FBLA Acalympics *(3 to 5 members per team)* *(North Dakota only event)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Graphic Design *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Introduction to Business Presentation*** *(1 to 3 members per team)* *(Grades 9-10 only)*
Team	Unlimited	LifeSmarts *(2 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Marketing*** *(2 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Parliamentary Procedure*** *(4 to 5 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Service Announcement *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Publication Design *(1 to 2 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Social Media Campaign*** *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Sports and Entertainment Management*** *(2 to 3 members per team)*
Team	Unlimited	Stock Market Game (SMG) Worldwide *(3 to 5 members per team)* *(North Dakota only event)*
Team	Unlimited	Virtual Business Management Challenge *(1 to 3 members per team)*
Team	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Web Site Design *(1 to 3 members per team)*

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Individual	Unlimited	Accounting I *(First-year Accounting students only)*
Individual	Unlimited	Accounting II *(Second-year Accounting students only)*
Individual	Unlimited	Advertising
Individual	Unlimited	Agribusiness
Individual	Unlimited	Business Calculations
Individual	Unlimited	Business Communication
Individual	Unlimited	Business Law
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Computer Applications
Individual	Unlimited	Computer Problem Solving
Individual	Unlimited	Cyber Security
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Database Design & Application
Individual	Unlimited	Economics
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Electronic Career Portfolio
Individual	Unlimited	FBLA Principles and Procedures *(Grades 9-10 only)*
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Future Business Leader***
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Impromptu Speaking***
Individual	Unlimited	Insurance and Risk Management
Individual	Unlimited	Introduction to Business *(Grades 9-10 only)*
Individual	Unlimited	Introduction to Business Communication *(Grades 9-10 only)*
Individual	Unlimited	Introduction to Business Procedures *(Grades 9-10 only)*
Individual	Unlimited	Introduction to Financial Math *(Grades 9-10 only)*
Individual	Unlimited	Introduction to Information Technology *(Grades 9-10 only)*
Individual	Unlimited	Introduction to Parliamentary Procedure *(Grades 9-10 only)*
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Job Interview***
Individual	Unlimited	Journalism
Individual	Unlimited	Microsoft Office Specialist (MOS) Excel
Individual	Unlimited	Microsoft Office Specialist (MOS) Word
Individual	Unlimited	Organizational Leadership
Individual	Unlimited	Personal Finance
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Speaking I*** *(Grades 9-10 only)*
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Public Speaking II***
Individual	1 (1-29) 2 (30-49) 3 (50-74) 4 (75+)	Sales Presentation***
Individual	Unlimited	Securities and Investments
Individual	Unlimited	Spelling and Proofreading Skills *(Grades 9-10 only)* *(North Dakota only event)*

EVENT TYPE	ENTRANTS ALLOWED	EVENT TITLE
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Spreadsheet Applications
Individual	3 (1-29) 4 (30-49) 5 (50-74) 6 (75+)	Word Processing
Recognition Award		Adopt-a-Chapter
Recognition Award		Outstanding Local Chapter Adviser
Recognition Award		Adviser Length of Service Award
Recognition Award		Business Achievement Awards
Recognition Award		Businessperson of the Year
Recognition Award		Chapter of the Month
Recognition Award		Dorothy L. Travis Outstanding Chapter Award
Recognition Award		Go for North Dakota Gold
Recognition Award		Honorary Membership in North Dakota FBLA
Recognition Award		Largest Local Chapter Membership
Recognition Award		Largest Percentage of Increase in Local Chapter Membership
Recognition Award		Largest Professional Division Membership in a Local Chapter
Recognition Award		Local Chapter Who's Who
Recognition Award		Market Share Award
Recognition Award		Member of the Month
Recognition Award		Membership Achievement Award
Recognition Award		Membership Madness/Mania
Recognition Award		Middle Level Member of the Month
Recognition Award		North Dakota Who's Who
Recognition Award		State Officer Who's Who

*****Students may enter only one of the events marked with asterisks.**

List of Hotels and Rates
2017 State Leadership Conference
Bismarck, North Dakota

Flat rates (excluding tax) **per room, per night** are as follows:

Hotel Name	Address	Phone	Rate	Breakfast
Best Western Ramkota Hotel	800 South 3rd Street Bismarck, ND 58504	701-258-7700	$81.90 single/$100 for 2 or more	
America's Best Value Inn & Suites	1505 Interchange Avenue Bismarck, ND 58501	701-223-8060	$64 plus tax	Yes
AmericInn Lodge & Suites	3235 State Street Bismarck, ND 58503	701-250-1000	$115.90 plus tax	Yes
Baymont Inn & Suites (formerly Seven Seas)	2611 Old Red Trail Mandan, ND 58554	701-663-7401	$109 plus tax	Yes
Bismarck Motor Motel	2301 E. Main Avenue Bismarck, ND 58501	701-223-2474	$68.22 plus tax	
Candlewood Suites	4400 Skyline Crossings Bismarck, ND 58503	701-751-8900	$140 plus tax	
Comfort Inn	1030 E. Interstate Avenue Bismarck, ND 58501	701-223-1911	$74 plus tax	Yes
Comfort Suites	929 Gateway Avenue Bismarck, ND 58501	701-223-4009	$79 plus tax	Yes
Comfort Inn & Suites Mandan	1516 27th St. NW Mandan, ND 58554	701-751-7484	$99 plus tax	Yes
Courtyard by Marriott	3319 N. 14th Street Bismarck, ND 58503	701-471-5124	$99 plus tax	
Days Inn	1300 E. Capital Avenue Bismarck, ND 58501	701-223-9151	$69.95 plus tax	Yes
Expressway Inn	200 E. Bismarck Expressway Bismarck, ND 58504	701-222-2900	$79.95 plus tax	Yes
Expressway Suites	180 E. Bismarck Expressway Bismarck, ND 58504	701-222-3311	$89.95 plus tax	Yes
Fairfield Inn & Suites—South	135 Ivy Avenue Bismarck, ND 58504	701-223-9293	Call for rates and availability	Yes
Hampton Inn	1440 Mapleton Avenue Bismarck, ND 58503	701-751-3100	$109 plus tax	Yes
Hampton Inn & Suites	2020 Schafer Street Bismarck, ND 58501	701-751-5656	$104 plus tax	Yes
Holiday Inn	3903 State Street Bismarck, ND 58503	701-751-8240	$99 plus tax	
LaQuinta Inn & Suites	2240 N. 12th Street Bismarck, ND 58501	701-751-3313	$119 plus tax	Yes
MainStay Suites	2507 N. 9th Street Bismarck, ND 58503	701-223-9119 Ex. 389	$99 plus tax	
Radisson Hotel	605 E. Broadway Bismarck, ND 58501	701-255-6000	$149 plus tax	

Ramada Bismarck Hotel	Exit 150 & I-94 Bismarck, ND 58501	701-258-7000	$130 plus tax	
Ramada Limited Suites	3808 E. Divide Avenue Bismarck, ND 58501	701-221-3030	$115 plus tax	
Staybridge Suites	2801 Gateway Ave Bismarck, ND 58503	701-223-1499	$119 plus tax	Yes
Wingate	1421 Skyline Boulevard Bismarck, ND 58503	701-751-2373	$120 plus tax	Yes

NOTE: All conference activities will take place at the Bismarck Event Center.

If a chapter finds themselves in need of additional rooms, please contact the state office, and we will work with the convention and visitors bureau to assist you.

Hotel rules and curfew times take precedence over times published in the FBLA program.

FORMS

Honorary Membership or Businessperson of the Year Nomination

No pictures, be brief. State reasons on this form only.

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Nominated for: ☐ Honorary Membership ☐ Businessperson of the Year	
Statement of why the nominee should receive the award:	
Submitted by	Chapter

NOTE: You will be notified if candidate is selected. If you do not receive notification, the person *was not* selected as State Businessperson of the Year or Honorary Member. You may give this person an award from your chapter, if you wish.

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

NORTH DAKOTA FBLA
PARENT OR GUARDIAN PERMISSION FORM, MEDICAL AND MEDIA RELEASE

NORTH DAKOTA FBLA MEDICAL RELEASE

Name of FBLA Member	
Address	City/State/Zip
Chapter	Date of Birth
Name of Insurance Company	Policy Number
Known drug allergies	Cell Phone Number
History of: (check if applicable) ☐ Heart Condition ☐ Diabetes ☐ Asthma ☐ Epilepsy ☐ Rheumatic Fever ☐ Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? ☐ No ☐ Yes (explain)	
In the event we are unable to reach you, please list name and telephone number of either nearest relative and/or family physician.	

MEMBER OBLIGATION

I have read the Code of Conduct/Dress Code for North Dakota FBLA. While attending any FBLA Function, I will make sure that my attitude, conduct and appearance will be such as to reflect credit to my chapter, school, community and our State Association. I will follow policies of the conference, school, and the North Dakota High School Activities Association.

Cell Phone: _____ _____

Signature of Business Student / FBLA Member

Home Phone: _____

PARENT or GUARDIAN OBLIGATION

I, the parent/guardian of the above-named student have read the Code of Conduct/Dress Code and agree to the policy of the organization. I permit the adult advisers/chaperones to routinely check member's room to insure that students adhere to policies established by FBLA and the local school district. In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above-named person as deemed necessary in medical judgment and in accordance with the above confidential information. I agree to indemnify and hold harmless, FBLA, the Career and Technical Student Organizations and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.

Cell/Home Phone: _____ _____

Signature of Parent/Guardian

Work Phone: _____

MEDIA PERMISSION

We authorize Career and Technical Student Organizations and FBLA to distribute for publication the above member's name and/or picture and any results (examples would include: printed publications, web pages, radio, etc. of leadership activities or competition, etc.).

_____ _____

Signature of Participant Signature of Parent/Guardian

This form is for your use. Bring it with you to the conference.
DO NOT SEND IT TO THE STATE OFFICE.

Who's Who in FBLA Award

Every FBLA chapter should name one FBLA member to receive the Who's Who award. Every chapter has a winner. State FBLA officers are ***not*** to be local chapter winners. They receive the award automatically. This award should be given to the person most deserving for service to the local FBLA chapter, not necessarily the president, but the member who always is present, always willing to help, etc. If the adviser feels it is merited, chapters may have more than one Who's Who winner.

1	Name of Student Receiving Award (please type)
2	Name of Student Receiving Award (please type)
3	Name of Student Receiving Award (please type)

NOTE: The Who's Who Award is recognized in a "Parade of Chapters" at the State Leadership Conference. The "Parade of Chapters" participants are the Local Chapter Who's Who winner, the chapter adviser, and the president of the chapter (or representative).

Name of President or a Representative (please type)
Name of Adviser, Region, Chapter (please type)

DO NOT LIST STATE OFFICERS

Postmark, Email or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Go for North Dakota Gold Application

School Name and City	Adviser's Signature

PLEASE MAKE SURE SUPPORTING DOCUMENTS ARE ATTACHED TO THIS FORM.

Gold Level—complete the six (6) Level I activities and ten (10) Level II activities. Gold level chapters will receive recognition and preferred seating during the Awards of Excellence Program at the SLC.
Silver Level—complete five (5) Level I activities and eight (8) Level II activities. Silver level chapters will receive recognition at SLC.
Bronze Level—complete four (4) Level I activities and six (6) Level II activities. Bronze level chapters will receive recognition at SLC.
Check level for which you are applying: ☐ Gold Level ☐ Silver Level ☐ Bronze Level

Level I Activities:

- ❑ Pay initial state and national dues of $10 per member by October 20.
- ❑ Submit Local Chapter Annual Business Report for state competition.
- ❑ Submit online Chapter Check-In forms (formerly known as Infoshare) on three separate months.
- ❑ Chapter attends the Fall Leadership Conference.
- ❑ Recruit at least two professional members. **Attach verification of professional membership registration.**
- ❑ At least 20% of members complete one or more levels of the Business Achievement Awards Program. **Attach list of students and which level was completed**

Level II Activities:

- ❑ Submit article to FBLA-PBL national publication. **Attach copy of article**.
- ❑ Conduct a public relations program in the school and community and document the activities with newspaper clippings and reports of radio/TV coverage. **Attach copies of documentation.**
- ❑ Qualify for the North Dakota Membership Achievement Award.
- ❑ Have a candidate run for state office.
- ❑ Attend a national conference.
- ❑ Include a businessperson in a chapter activity or attend a business tour. **Attach a description of name, position, and activity.**
- ❑ Include a school official/administrator in a chapter activity. **Attach a description of name, position, and activity.**
- ❑ Submit American Enterprise Project for state competition.
- ❑ Submit Business Financial Planning Project for state competition.
- ❑ Submit Community Service Project for state competition.
- ❑ Submit Project Awareness for state competition.
- ❑ Submit Business Plan for state competition.
- ❑ Submit Partnership with Business Project for state competition.
- ❑ Conduct a job shadowing activity for chapter members. **Attach a short description of each activity.**
- ❑ Secure a corporate sponsorship. **Attach a copy of sponsorship form. (Form found in Forms section)**
- ❑ Adopt-a-Chapter. **Attach copy of verification form. (Form found in Forms section)**
- ❑ Chapter has a majority of members participate in Professional Dress Day on three separate months. **Attach copy of verification form. (Form found in Forms section)**
- ❑ At least one (1) chapter member completes Membership Madness or Membership Mania. **Attach copy of verification form(s). (Form found in Forms section)**
- ❑ Hold a March of Dimes Fundraiser. **Attach a description of activity and copy of check sent to the March of Dimes.**
- ❑ Create a website or social media site. Submit URL to state webmaster prior to submission of entry form so that there is also a link on the state Web site.
- ❑ Recruit an additional five professional members. (This is in addition to the two professional members recruited in Level I.)
- ❑ Plan and carry out activities designed to celebrate FBLA-PBL Week. **Attach a short description of each activity.**
- ❑ Have a state officer visit your chapter in person or by video conference and provide information or assistance at a chapter meeting or event. **Attach a short description of visit.**
- ❑ Conduct a local officer installation ceremony. **Attach a short description of activity.**
- ❑ Hold a chapter/member recognition event. **Attach a short description of activity.**
- ❑ Nominate a chapter member for the Member of the Month recognition on at least three separate months. **List the names of members nominated.**
- ❑ Submit at least two (2) photos with descriptions of local members participating in FBLA events to North Dakota FBLA social media sites. **List ND FBLA social media sites posted to, along with dates photos were posted.**

Postmark form, along with supporting documents, by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Adopt-a-Chapter Verification Form

Chapter _____

This form verifies that members of the _____ High School chapter of FBLA have adopted _____ High School in order to charter/reactivate the school into FBLA membership. This form verifies that all ***Terms of Adoption*** were fulfilled and the adopted school has chartered or reactivated with a minimum of five members by mailing dues to the national FBLA office. The chapter adviser and president of both the established chapter and the adopted chapter must sign this form.

Please provide the following information:

Date adopted chapter was first contacted _____

Date chapter installation ceremony was performed **(mandatory)** _____

Dates and types of activities conducted to assist adopted school:

Date	Type of Activity

_____ _____ _____
President/established chapter Date Adviser/established chapter

_____ _____ _____
President/adopted chapter Date Adviser/adopted chapter

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Corporate Sponsorship Form

Name of Company Representative:	Name of Business:	
Address:	City, State:	ZIP:
Phone:	Fax:	
E-mail Address:		
Name of Competitive Event Sponsored: 1st Choice: 2nd Choice:	Amount: $ Make check payable to North Dakota FBLA	

Will a representative of this business be present at the State Leadership Conference to present the award?
☐ Yes ☐ No

If yes, please list name: _____

Each business will be identified as an event sponsor in the program booklet and acknowledged during the general awards session.

Signatures:

Representative of Business:	Date:
North Dakota FBLA Representative:	Date:

Postmark, along with check, by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Membership Madness Form

Member's Name: _____ Chapter #: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Adviser's Name: _____ School Phone: _____

Adviser's E-mail: _____

Recruited five new members: (List names of new members in the blanks below)

1. Name: _____
2. Name: _____
3. Name: _____
4. Name: _____
5. Name: _____

Member's Signature: _____ Date: _____

Adviser's Signature: _____ Date: _____

If additional members were recruited, please attach list and send to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Membership Mania Form

Member's Name: _____ Chapter #: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Adviser's Name: _____ School Phone: _____

Adviser's E-mail: _____

Recruited ten new members: (List names of new members in the blanks below)

1. Name: _____
2. Name: _____
3. Name: _____
4. Name: _____
5. Name: _____
6. Name: _____
7. Name: _____
8. Name: _____
9. Name: _____
10. Name: _____

Member's Signature: _____ Date: _____

Adviser's Signature: _____ Date: _____

If additional members were recruited, please attach list and send to:

Linda Kuntz
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Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Professional Dress Day Verification Form

Professional Dress Day is designed to teach members about professional business attire, as defined by the FBLA Dress Code. Chapters who have a majority (51%) of their members wear professional dress to school in three separate months prior to the submission deadline, can use this activity to qualify for Go for the Gold, Silver, or Bronze.

School Name and City:

Please fill out the information below. Professional Dress Day must be verified by the chapter adviser.

Percentage of Members in Professional Attire:	Date:
Percentage of Members in Professional Attire:	Date:
Percentage of Members in Professional Attire:	Date:

Signature of Chapter President:	Signature of Chapter Adviser:

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

FBLA Preconference Test Request

School:	**Adviser:**
Phone with best time to call:	**Fax:**
Pre-conference test administrator: (May ***not*** be an adviser. You may have more than one test administrator, but all tests will be sent to only one person.)	**Mailing address of test administrator:**

******All students must pay registration fee to participate in these events.******
******All competitors in the same event must take the test on the same day and time.******

Event	Names of Competitors *(For team events, place names of all team members on same line.)*
Future Business Leader *Individual event* *1 (1-29), 2 (30-49),* *3 (50-74), 4 (75+)*	1. 2. 3. 4.
Entrepreneurship *Teams consisting of 2 or 3 members* *Team tests cooperatively* *1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)*	1. 2. 3. 4.
Marketing *Teams consisting of 2 or 3 members* *Team tests cooperatively* *1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)*	1. 2. 3. 4.
Parliamentary Procedure *Teams consisting of 4 or 5 members* *Team takes tests individually* *1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)*	1. 2. 3. 4.
Sports and Entertainment Management *Teams consisting of 2 or 3 members* *Team tests cooperatively* *1 (1-29), 2 (30-49), 3 (50-74), 4 (75+)*	1. 2. 3. 4.
Computer Applications *Individual event* *3 (1-29), 4 (30-49),* *5 (50-74), 6 (75+)*	1. 2. 3. 4. 5. 6.

Continued on next page

Event	Names of Competitors *(For team events, place names of all team members on same line.)*
Database Design & Applications *Individual Event* *3 (1-29), 4 (30-49),* *5 (50-74), 6 (75+)*	1.
	2.
	3.
	4.
	5.
	6.
Spreadsheet Applications *Individual Event* *3 (1-29), 4 (30-49),* *5 (50-74), 6 (75+)*	1.
	2.
	3.
	4.
	5.
	6.
Word Processing *Individual event* *3 (1-29), 4 (30-49),* *5 (50-74), 6 (75+)*	1.
	2.
	3.
	4.
	5.
	6.

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Market Share Award Application

School Name and City:

Please fill out the information below. Chapter membership will be verified using National FBLA membership records.

Number of Members in Chapter:	School Enrollment:
Percentage of Population:	

(To calculate percentage of population, divide your chapter membership by the total school enrollment.)

Signature of Chapter President:	Signature of Chapter Adviser:

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Special Needs Assistance Request

North Dakota Department of Career and Technical Education

The following student or adviser requests special assistance or accommodations at the State Leadership Conference. **Please complete a separate form for each student or adviser from your chapter needing assistance.**

Name and type of assistance required:
Describe how you believe we could best assist student or adviser with special needs. (Example: provide room on ground level.)

Chapter	Adviser

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov

Hotel Reservation FBLA State Leadership Conference

Hotel	Conference Dates **April 2-4, 2017**	Mail No Later Than **February 6, 2017**

1. A block of rooms has been reserved at several hotels in Bismarck. See list of hotels and rates for this information. **<u>Mail this form directly to the hotel of your choice</u>. No reservation will be made for the conference without this form. Any changes must be made with the hotel.**
2. Money for the hotel rooms must be paid by the adviser upon checkout with *one check for the entire amount payable to the hotel*.
3. Advisers must be responsible for all students and are expected to be in the hotel overnight.
4. Type entire form.

Name of School	Adviser Responsible
Total number of rooms to reserve	Dates rooms should be reserved ☐ **April 2-3, 2017** ☐ **April 2, 2017 only**

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room A	1.	☐ Single ☐ Double ☐ Triple ☐ Quad	☐ Male ☐ Female	
	2.			
	3.			
	4.			

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room B	1.	☐ Single ☐ Double ☐ Triple ☐ Quad	☐ Male ☐ Female	
	2.			
	3.			
	4.			

SEND CONFIRMATION TO:

Name		Phone
Address		Fax
City	State	Zip

Continued on next page

DUPLICATE THIS FORM IF ADDITIONAL SPACE IS NEEDED.

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room C	1.	☐ Single	☐ Male	
	2.	☐ Double	☐ Female	
	3.	☐ Triple		
	4.	☐ Quad		

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room D	1.	☐ Single	☐ Male	
	2.	☐ Double	☐ Female	
	3.	☐ Triple		
	4.	☐ Quad		

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room E	1.	☐ Single	☐ Male	
	2.	☐ Double	☐ Female	
	3.	☐ Triple		
	4.	☐ Quad		

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room F	1.	☐ Single	☐ Male	
	2.	☐ Double	☐ Female	
	3.	☐ Triple		
	4.	☐ Quad		

	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room G	1.	☐ Single	☐ Male	
	2.	☐ Double	☐ Female	
	3.	☐ Triple		
	4.	☐ Quad		

FBLA State Leadership Conference Chapter Hotel Reservation

EMAIL OR FAX TO:

Name	Phone	Fax
Linda Kuntz	701-328-3174	**701-328-1255**
Email llkuntz@nd.gov	Date Sent	

MESSAGE:

Hotel at which our chapter is staying:

Number of members plus advisers staying here:

Total number of rooms reserved at this hotel:

CONTACT INFORMATION:

Name of Adviser to Contact in Case of Bad Weather:

Phone Number:

Email Address:

Name of Alternate Contact in Case of Bad Weather:

Phone Number:

Email Address:

FAX FROM:

Adviser's Name
School, City

Campaign Luncheon Reservation Form

EMAIL OR FAX TO:

Name	Phone	Fax
Linda Kuntz	701-328-3174	701-328-1255
Email llkuntz@nd.gov	Date Sent	

- In order to have an accurate count, and to eliminate the waste of extra food that is ordered, please complete the information requested below regarding how many people your chapter will have attending the campaign luncheon.
- Please do not duplicate your counts. For example: If your chapter president is also a voting delegate or campaign manager, do not count him/her twice.
- **Chapters must attend this luncheon in order to be eligible to vote in the State Officer Election.**

Number Attending	PLEASE INDICATE THE NUMBERS FROM YOUR CHAPTER WHO WILL BE ATTENDING THE CAMPAIGN LUNCHEON	Cost
	Number of chapter presidents attending	No Cost
	Number of state officer candidates attending	No Cost
	Number of campaign managers attending	No Cost
	Number of advisers attending	No Cost
	Number of voting delegates attending—***Do not include anyone in this count who is already listed in the above items.***	No Cost
	Number of future or potential state officer candidates attending (maximum of 2)	No Cost
	Number of chaperones or guests attending	$15/person

FAX FROM:

Adviser's Name
School, City

Please send check for chaperones or guests attending the luncheon, along with a copy of this form, to FBLA Fiscal Agent:

Beth Allen
FBLA Fiscal Agent
PO Box 6022
Bismarck, ND 58506-6022

Checks should be made out to ND FBLA. Please include a note identifying payment as State Conference Campaign Luncheon Fees.

North Dakota FBLA Code of Conduct

_____ _____

Student Name (print/type) School (print/type)

☐ Fall Leadership Conference ☐ State Leadership Conference ☐ National Leadership Conference

Advisers: Have each delegate sign a copy. Signed copies must be turned in at registration.

FBLA-PBL Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts ***at all times***. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. ***Do not throw anything*** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: _____

Parent Signature_____ Date_____

FBLA-PBL Dress Code

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- Business suit with collared shirt, and necktie (or bow tie)**
- Sport coat, dress slacks, collared shirt and necktie (or bow tie)
- Dress slacks, collared shirt, and necktie (or bow tie)
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie (or bow tie), and dress slacks
- Dress socks and dress shoes (not sandals, work boots, or other shoes with heavy soles—dress cowboy boots are ok)

Females

- Business suit with blouse or sweater, sleeveless suit is appropriate**
- Business pantsuit with blouse or sweater**
- Skirt or dress slacks with buttoned-up blouse or sweater (knee length*)
- Business dress (knee length*)
- Maxi length skirt with coordinating jacket/cardigan
- Jumpsuit with coordinating jacket/cardigan
- Capris/gauchos with coordinating jacket/cardigan, worn below the knee
- Dress shoes (closed or open toe)

Inappropriate attire includes:

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Tunics and leggings
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris, or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- ***Casual shoes – no sandals, athletic shoes, colored (or black) canvas sneakers, Toms-style shoes, work shoes, hiking boots, over-the-knee boots, cowboy boots for females, flip-flop/thong sandals of any kind, or bare feet
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

CLARIFICATION: *Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes and sleeveless dresses/suits are accepted.*

***Knee length would be any skirt or dress that hits at some point of the knee—either just above, in the middle of the knee, or just below.**
****Business suits must be appropriate to the decade.**
*****Any shoe made of fabric or canvas is considered a casual shoe and does not meet FBLA dress code guidelines.**

Event Entry Form

This form must be completed and sent for the following events. Please check one:

	Digital Video Production		Electronic Career Portfolio
	Graphic Design		Publication Design
	Public Service Announcement		Web Site Design

All media and/or projects must be clearly labeled and include the name of the event, state, participants' name(s), and school.

- **Provide the URL for Digital Video Production.**
- **Provide the URL for Electronic Career Portfolio, or submit on a CD, DVD, or a flash drive.**
- **Submit Graphic Design on a CD, DVD, or a flash drive.**
- **Submit file folder for Publication Design that contains printed documents**
- **Submit Public Service Announcement on a CD, DVD, or a flash drive.**
- **Provide the URL for Web Site Design.**

Chapter Name		
Web site URL Address (where appropriate):		
Adviser Name		
Adviser Email Address	Phone Number	
Team Member Names		

We, the undersigned, attest that the design and creation of this presentation is the original work of the team members. We agree that this presentation may be linked, promoted, and used in any way by North Dakota FBLA-PBL for purposes of promoting the association.

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

CONTINUED ON THE NEXT PAGE

Complete this Document Section for All Appropriate Events:

Software Used:
Source of Information:
Copyright Notations:
Instructions for Running Project:
Template(s) Used (source):

Postmark this form and presentation by deadline date and send to person indicated.

STATE OFFICER CANDIDATE GUIDE

Dear Prospective State Officer Candidate:

Congratulations! You have taken the first step toward running for a state office.

This guide provides you with essential information and steps that you need to know to become a state officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other state officer candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. You will have to persuade the voting delegates at the State Leadership Conference (SLC) that you are the one for the job!

Preparing, campaigning, speaking—all come together to form a learning experience you will use for the rest of your life. The experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a state officer candidate alone. You need the support and encouragement of many people.

- Your parents and school administrator need to be informed and support your effort. They also need to approve and sign your application form.

- Your local adviser will need to approve and sign your application for state office and serve as your coach and guide through the entire process. Your adviser is also the link to the FBLA state director.

- Your chapter officers and members need to support your candidacy and rally behind your campaign.

Please read this guide carefully to make sure you meet the qualifications and adhere to the deadlines.

By the way . . . it is fun! Good luck!

Jessica DeVaal
State FBLA Director

COMMENTS FROM FORMER STATE OFFICERS

"We are just ordinary members who have the determination and desire to strive for the best we can be. You should never feel that you have to be extra-special to fill the shoes of a state officer; you just must be willing to put much effort and enthusiasm into the job."

"I never really thought becoming a state officer could be reality for me. It was hard for me to put myself in that role, because I would go to our State Leadership Conference and see people standing on the stage, and I was in awe! I didn't think it could happen! But I asked them what was involved, and that's what really got me going. I thought, 'Yes, I think I can do that!'"

"I think each one of us who ran for office had the winning spirit and a good positive attitude."

"We have the determination and drive to reach out and really try for what we think is the highest point. I think that's also what makes a chapter successful—those who are willing to go out and work for it and make it a success. We're not that much different from other members."

"Becoming a state officer was a way of developing professionalism in myself and incorporating all that I had learned, both in the classroom and in membership in FBLA."

"Without FBLA I would not have been able to experience so many wonderful and unforgettable events. I know that as I become a leader in society, I'll always remember what FBLA has done to prepare me. I just wish that every high school student could experience all the great things that I have."

THE DECISION TO RUN FOR STATE OFFICE

FBLA chapters are urged to recruit applicants for state office. Applicants should be selected from among the leaders in the local FBLA chapter. Chapters may have two candidates for state office and they may have one or more applicants for state parliamentarian.

Service as an FBLA state officer is one of the ultimate achievements a member can attain. The planning, organization, and execution of a state officer campaign is a valuable leadership experience. The decision to run for office should be taken very seriously.

This guide provides information about state officer candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this *entire* document before finalizing your decision to run for office to ensure that all eligibility requirements have been met and that the commitments required of state officers can be met.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether he/she has the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a state officer.

Before you begin to fill out the state officer application, the following should be carefully reviewed and considered:

- Review the entire guide to become thoroughly familiar with state officer responsibilities and election requirements.

- FBLA members elected to state office for one Career and Technical Student Organization (DECA, FFA, FCCLA, SkillsUSA, or TSA) may not serve in the capacity of a state officer for North Dakota FBLA. In other words, if you are elected to state office in FBLA, you may not hold state office in another Career and Technical Student Organization.

- Meet with your local adviser, parents, school administrators, employers, and other significant parties to discuss running for state office and to gain their support.

- Obtain the support of your local chapter adviser as this is of the utmost importance. You and your adviser are a team as you carry out your state officer duties and responsibilities.

- Study FBLA's mission, history, bylaws, publications, programs, and activities. Local advisers should have copies of these materials.

After careful review and consideration of these points, the applicant should begin to complete the officer application and plan the campaign.

QUALIFICATIONS AND PROCEDURES FOR STATE OFFICE

1. All candidates must:
   - Have an adviser at his/her school who will support the member's candidacy.
   - Be a paid member in good standing in an FBLA chapter at the school in which he/she is enrolled.
   - Have taken or be currently enrolled in a business or business-related class.
   - Have held or now hold a local leadership position in FBLA or another organization.
   - Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, SkillsUSA, or TSA) while serving as an FBLA state officer.
   - Possess keyboarding skills.
   - Have at least one year remaining in high school.
   - Be present at the Fall Leadership Conference and the State Leadership Conference.
   - Agree to attend all meetings and conferences as outlined on the "Suggested Time Line," which is contained in this guide.
   - Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
   - Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.

2. Each of the four regional vice presidents shall be from the same region he/she is to represent.

3. Candidates for president, secretary, treasurer, webmaster, historian, parliamentarian, and regional vice president shall submit the following items to the state director postmarked by February 1, 2017.
   - An application for state office.
   - A resume not to exceed two pages.
   - A website permission form.
   - A **digital** head and shoulders photo for publicity, which should be e-mailed to jdevaal@nd.gov.
   - A brief article for the North Dakota FBLA website which outlines your qualifications for office. (This is to be emailed to jdevaal@nd.gov).
   - A statement of priorities and objectives to be accomplished during the term of office.
   - A letter of recommendation from the head of the school or business department.

4. Webmaster candidates will submit a URL of a website they have designed, which should be e-mailed to jdevaal@nd.gov.

5. All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director two weeks before the State Leadership Conference.

6. All candidates except parliamentarian shall be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference. The parliamentarian must take the Introduction to Parliamentary Procedure test, and the candidate with the highest score will be appointed state parliamentarian.

7. All candidates will be interviewed at the state conference prior to giving their speeches at the candidates' nomination session. The interview screening committee will be composed of current state officers and state advisers. Candidates must bring samples of their campaign materials and a copy of their campaign financial disclosure statement.

8. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state office.

DUTIES AND RESPONSIBILITIES OF ALL STATE OFFICERS

1. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but for North Dakota FBLA.

2. All state officers are **required** to attend all State Officer meetings, State Officer Training, the Fall Leadership Conference, and the State Leadership Conference. State officers are encouraged to attend the National Fall Leadership Conference and the National Leadership Conference.

3. All officers shall:
   - Prepare and present workshops for the Fall Leadership Conference (FLC) and/or the State Leadership Conference (SLC).
   - Meet timelines for submitting FLC and/or SLC scripts, working closely with your adviser.
   - Understand that the workshop timelines must be met in order to present the workshop.
   - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
   - Portray the proper image when representing the organization by wearing your state officer uniform.
   - Use correct grammar, display proper manners and etiquette, maintain a positive attitude, and demonstrate effective public relations skills in working with individual members and chapters.
   - Be a good listener.
   - Prepare appropriate speeches when asked to visit schools, conferences, and business and civic groups.
   - Contribute ideas for the Program of Work at State Officer Training.

4. Officers must keep up to date on correspondence and send a copy of all official emails, memos, and letters to the state director and state president promptly. All correspondence and reports must be co-signed by the officer's local chapter adviser and e-mails must be copied to local advisers.

5. Each officer is responsible for a monthly report based on the Program of Work, which will be developed at State Officer Training.

6. All officers will be supplied with state officer FBLA binders during his/her term of office. The binders, which contain a calendar, FBLA bylaws, correspondence, reports, minutes, etc., will be kept up to date by the officers.

7. Support the FBLA Dress Code for professional dress and always dress in the proper FBLA "uniform" when applicable. (Refer to the ND FBLA Handbook for dress code.)

8. Each elected officer will fill out a blanket permission form, which will be in effect for the entire term of office and kept by the state director.

9. A candidate for any office must agree that in case he/she enrolls later in a school in which there is not an active chapter, he/she will resign the office.

10. All officers shall install incoming officers at the State Leadership Conference.

11. Additional responsibilities:
    - Communicate with FBLA members through the North Dakota FBLA website and social networking sites by submitting articles as assigned.
    - Support your region and its activities.
    - Support and promote the activities in the Program of Work.
    - Have a good working knowledge of parliamentary procedure.

- Work closely with local adviser and state director. Keep them informed at all times.
- Communicate with other state officers. Give fellow officers full support. Remember, the officer team is only as strong as its weakest member.
- Work with the local chapter. Let the members benefit from having a state officer. Remember, all officers need the support of their chapters to be truly successful.
- Recognize the outstanding work of others.
- Recruit new members and chapters.
- Have a positive attitude as you are always in the public eye.
- Obtain corporate sponsorships, as assigned in Program of Work.
- Actively work toward and progress in achieving recognition in the Business Achievement Awards programs.
- Assist in the promotion and development of FBLA.

DUTIES OF THE STATE PRESIDENT

In addition to the duties listed for all state officers, the state president shall:

1. Preside over and conduct all State Officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised,* and the North Dakota FBLA bylaws. Preside over the Fall Leadership Conference and the State Leadership Conference.

2. After discussing agenda items with the state director, send the agenda and notice of all meetings to all state officers, their advisers, the state advisers, and the state director at least ten working days prior to each meeting.

3. Serve as a voting delegate at the National Leadership Conference.

4. Appoint committees and committee chairpersons, and serve as an ex-officio member of all committees.

5. Lead the state officer team in planning the program of work and presenting at conferences.

6. Give the state report at the National Leadership Conference.

7. Accept any state awards at the National Leadership Conference.

8. Serve as a model representative for FBLA public relations, and assist in the promotion and development of FBLA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.

9. Work closely with the state director.

DUTIES OF THE REGIONAL VICE PRESIDENTS

In addition to the duties listed for all state officers, the regional vice presidents shall:

1. Assist the president as needed and be prepared to act in the president's place, if necessary.

2. Solicit news from the local chapters in their regions, prepare a monthly news report, and submit it to the webmaster for publication on the ND FBLA website.

3. Serve as a voting delegate, on a rotational basis, at the National Leadership Conference.

4. Work closely with the state director.

DUTIES OF THE STATE SECRETARY

In addition to the duties listed for all state officers, the state secretary shall:

1. Keep an accurate record of all state officer meetings.
2. Publish and mail minutes of the state officer meetings within ten working days after the meeting to all state officers, their advisers, the state advisers, and the state director.
3. Work closely with the state director.

DUTIES OF THE STATE TREASURER

In addition to the duties listed for all state officers, the state treasurer shall:

1. Present the financial report at each State Officer meeting.
2. Work to secure professional members and corporate sponsorships.
3. Work closely with the state director.

DUTIES OF THE STATE HISTORIAN

In addition to the duties listed for all state officers, the state historian shall:

1. Prepare and present the conference flashback at the Fall Leadership Conference.
2. Work with the webmaster in disseminating information on all ND FBLA social networking sites.
3. Work closely with the state director.

DUTIES OF THE STATE WEBMASTER

In addition to the duties listed for all state officers, the state webmaster shall:

1. Develop and maintain the ND FBLA web site.
2. Submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters.
3. Work closely with the state director.

DUTIES OF THE STATE PARLIAMENTARIAN

In addition to the duties listed for all state officers, the state parliamentarian shall:

1. Advise the state president on parliamentary procedure during State Officer meetings and at conferences.

2. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.

3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.

4. Have a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the North Dakota bylaws, the national bylaws, and a small flag at every meeting.

5. Make sure the bylaws are kept up to date and are followed accurately at all times.

6. Work closely with the state director.

STATE OFFICER ADVISER RESPONSIBILITIES

1. Advisers are asked to attend state officer training and other state officer meetings with their officer. Advisers are also required to chaperone their officers at the National Leadership Conference.

2. The adviser shall oversee the duties of his/her state officer and shall keep in contact with the state director on matters concerning the state chapter.

GENERAL ADVISER OVERVIEW

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer's term of office.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows his/her support to the officer and organization.

The adviser and officer need to work together closely on the workshops for the Fall Leadership Conference and/or State Leadership Conference. Timelines will be set at State Officer Training and the adviser needs to guide the student through this assignment. The adviser should review workshop content and materials, and make sure that the officer practices the workshop prior to presenting the workshop. Any changes and/or suggestions made at rehearsals need to be followed up by the adviser.

The local adviser should work closely with the state director to keep him/her informed of the officer's progress with projects and any challenges that may arise.

The local adviser should proofread all correspondence before mailing as well as sign his/her name. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

STATE OFFICER TRAINING

The date and site for the 2017 State Officer Training is set for June 12-15, 2017, in Bismarck. Transportation to and from the training site for both the student and the adviser will be reimbursed. While at training, all lodging and meal costs will be covered by North Dakota FBLA.

Training will take place over four days between the end of the school year and the start of the National Leadership Conference. Among the many tasks and activities to be completed during officer training, the most important will be to develop a program of work to guide the team throughout the year. Time will also be spent on the development of the Fall and State Leadership Conferences.

FINANCIAL NOTES

Funds are available to cover travel, and lodging for each state officer and their adviser to attend all trainings. Most food expenses will also be paid by ND FBLA, but there may be instances at conferences, when the officer and adviser are expected to pay for food depending on time and situations. Travel to and from conferences is the chapter's responsibility, unless they are required to arrive ahead of the chapter.

Name badges will be provided for newly elected officers.

Complimentary registration will be provided for the Fall Leadership Conference (FLC), and State Leadership Conference (SLC). A portion of the registration for the National Leadership Conference (NLC) will be paid.

Hotel rooms will be provided at the Fall and State Leadership Conferences (officer team will room together).

Each officer will be provided with an officer uniform (business suit) that must be worn at all official FBLA functions.

Each officer will be provided with an FBLA polo shirt that must be worn when traveling for FBLA and at "casual" FBLA conference functions.

Officers and/or their chapters will need to pay for the following:

- Dress shoes to be worn with their officer uniform
- Khaki pants to be worn with their FBLA polo shirt
- National Fall Leadership and/or National Leadership Conference expenses

ELECTION PROCEDURES FOR
PRESIDENT, REGIONAL VICE PRESIDENT, SECRETARY, TREASURER, HISTORIAN, AND WEBMASTER

1. All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director two weeks before the State Leadership Conference.

2. All candidates must attend a candidate interview on Monday morning of the conference.

3. Examples of all campaign materials and a financial disclosure statement must be approved at the above-mentioned meeting. At that time candidates will be apprised of campaign rules and procedures and be allowed to ask appropriate questions.

4. There is a spending limit of $300 per candidate.

5. Candidates may use posters, brochures, candy, or other means to advertise their candidacy. Following the nomination of the candidates, the campaign materials may be posted only in designated areas. Any food must be commercially packaged and sample size. Due to venue guidelines, no beverages (including bottled water) may be distributed at the booth. Venue guidelines also state that gum and stickers may not be distributed. Campaign materials must meet the guidelines of the venue.

6. It is suggested that each candidate bring approximately 150 printed items to be given away at campaign booths. However, candidates may want to have a larger quantity of candy to be given away.

7. Any give-aways must be something that can be given to anyone who visits the campaign booth. Specific items may be given just to voting delegates, but it must be something that each voting delegate would receive. Raffle/drawing items or giveaways that would go to just one person are not allowed.

8. At the statewide candidates' nomination session, the candidate will give a speech of two minutes stating his/her platform and qualifications for office. There will be no speeches given by campaign managers. No skits, music, dances, props, etc. will be allowed as part of the two-minute speech.

9. At the end of the statewide candidates' nomination session, chapter advisers will pick up voting delegate ribbons and voting delegate cards. The voting delegates will be required to visit each candidates' booth and ask questions of the candidates. (Voting delegates only need to visit the booths of regional vice president candidates from their region.) After visiting the booth and asking questions, the candidates or his/her campaign manager will stamp the card. Voting delegates will have to turn in a completely stamped card in order to be allowed to vote.

10. Each candidate will be provided a draped cloth campaign booth (size 6' x 8' with a 2' x 8' table). Candidates and only two helpers will be allowed to set up campaign booths ½ hour prior to the start of campaigning. Helpers must be chapter members, not advisers. Due to venue guidelines, signs can't be pinned to the curtains of your booth – if you plan to hang a sign, please have grommets or holes that can be used to hang the sign. Shower hooks work great to hang things from the pipes.

11. **Campaigning is restricted to the designated area and designated time. No campaigning in other hotels where chapters may be staying.**

12. Candidates or the campaign manager will be required to stamp the card of voting delegates after they have had the opportunity to ask questions of the candidates. **Voting delegates will not be allowed**

to vote if they have not had their card stamped by all candidates, so it is important that his task be completed.

13. Business attire is required in campaign booths. No costumes or clothing items, such as t-shirts, with campaign slogans will be allowed.

14. No equipment requiring electricity may be used at a campaign booth or as part of the campaign since we cannot guarantee that each candidate will have access to an electrical outlet.

15. No campaign materials are to be in the halls, on doors, or other public areas of the conference facility. No handouts of favors at the general sessions. Materials can only be given out at campaign booths.

16. No campaigning may be done using the hotel's phone system or via social networking.

17. If an office is not filled at the SLC, applications will be accepted from qualified applicants following the SLC and the vacancy will be filled by appointment.

18. The election of officers will be by written ballot of voting delegates. Each chapter is entitled to send 2 to 4 voting delegates to the State Leadership Conference according to the number of active members (under 50 members—two voting delegates; 50-100 members—three voting delegates; over 100 members—four voting delegates). These delegates will vote on the candidates following instructions from the members of their chapter in attendance.

19. State officer candidates may run for a national FBLA office at the same time as running for a state office.

CAMPAIGN TIPS

One of the highlights of FBLA conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks that need to be done is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Some campaigning suggestions include:

1. Have a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.

2. Integrate the campaign theme throughout the campaign speech.

3. Be sure not to include equipment requiring electricity.

4. Develop some way to state the candidate's qualities, ideas, and goals, such as a fact sheet or brochure.

5. Have giveaways (candy, pens, etc.). **Any food items must be commercially prepared and wrapped. Due to venue guidelines, giveaways cannot be gum or stickers.** Any giveaways must be something that can be given to anyone who visits the campaign booth. Specific items may be given just to voting delegates, but it must be something that each voting delegate would receive. Raffle items or giveaways that would go to just one or two persons are not allowed.

6. There is a spending limit of $300 per candidate.

7. It is suggested that each candidate bring approximately 150 printed items to be given away at campaign booths. However, candidates may want to have a larger quantity of candy to be given away.

8. Make posters or other means of catching attention.

9. Have the candidate visible and prepared to talk to people and answer questions.

10. Develop a campaign budget and stick to it.

11. Practice your campaign speech in front of others, and have them ask practice questions to help you prepare for the "real thing."

Candidates and/or their chapter are responsible for cleaning up campaign materials.

TENTATIVE MEETING/CONFERENCE DATES

Dec. – Jan.	❑ Get approval of local chapter adviser ❑ Complete State Officer Candidate Application ❑ Prepare resume ❑ Complete website permission form ❑ Have head and shoulders photo taken ❑ Write a brief article outlining your qualifications for office ❑ Write a statement of priorities and objectives ❑ Secure a letter of recommendation from the head of the school or business department ❑ Choose campaign manager ❑ Establish platform
Feb. 1	**Postmark date** for completed application packet to state director
Feb. – Mar.	Plan campaign
March 20	All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director
April 2-4	State Leadership Conference
April 3	Candidate interviews and screening of campaign materials and financial disclosure statements
April 3	Candidates' nomination session—give speeches
April 3	Candidates' campaign booths-- Candidates or campaign manager will be required to stamp the card of voting delegates after they have had the opportunity to ask questions of the candidates. **Voting delegates will not be allowed to vote if they have not had their card stamped by all candidates, so it is important that his task be completed.**
April 3	Election for president, regional vice presidents, secretary, treasurer, historian, and webmaster
April 4	Installation at Awards Session
April 4	Meeting with outgoing officers and state chairperson
June 12-15	State Officer Training
June 29-July 2	National Leadership Conference, Anaheim, CA
September	State Officer Meeting
Late September/ Early October	Fall Leadership Conference, Bismarck
November	National Fall Leadership Conferences take place

NORTH DAKOTA FBLA
STATE OFFICERS CODE OF CONDUCT

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by the code.

State officers who violate or ignore any of the following subject themselves to:

A. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local adviser/state director.

B. Have any honors or offices cancelled and withdrawn.

CODE OF CONDUCT

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.

2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.

3. State officers shall abide by the North Dakota FBLA Dress Code.

4. State officers shall be willing to take and follow instructions as directed by those responsible for them.

5. State officers shall avoid places and actions which in any way could raise questions as to moral character or conduct.

6. State officers shall treat all members equally.

7. State officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations and/or buildings will be paid for by state officers at their own expense.

8. State officers shall communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to their local adviser and the state director.

9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.

10. State officers must adhere to set curfews at all meetings and conferences. Any curfew violation may result in removal from office.

NATIONAL OFFICER CANDIDACY

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the ND FBLA Executive Board or the ND FBLA State Director to determine the national officer candidate from North Dakota.

North Dakota State Officer and State Parliamentarian Application
North Dakota State Board for Career and Technical Education

DEADLINE:
Postmark (not postage meter stamp) no later than February 1, 2017

MAIL COMPLETED MATERIALS TO:
Jessica DeVaal FBLA State Director Career and Technical Education 600 East Boulevard Ave., Dept. 270 Bismarck, ND 58505-0610

.

Each local officer applicant and local chapter adviser must complete this form and mail it with all attachments to the state director.

Application attachments:

1. A resume, no more than two pages, which includes your qualifications for office.
2. Website Permission Form
3. Head and shoulders picture. (digital, emailed to jdevaal@nd.gov)
4. Brief article outlining your qualifications for office for publication on the North Dakota FBLA website. (emailed to jdevaal@nd.gov)
5. A statement of priorities and objectives to be accomplished during the term of service.
6. A letter of recommendation from your local chapter adviser or an administrator at your school.

APPLICATION MUST BE TYPED

Office Sought	Should I be elected/appointed as a state officer, I am interested in running for a national office ☐Yes ☐No	Region ☐ I ☐ II ☐ III ☐ IV

Name	Birth Date	Age	Sex ☐ M ☐ F

Home Address	City/State/Zip	Home Phone

Mailing Address (if different from home address)

Email Address	Grade Next Year ☐10 ☐11 ☐12

School Name	Mailing Address

City/State/Zip	School Phone	School Fax

Adviser Name	Adviser's Email Address	Best time to call

FBLA or Other Offices Held	No. of Years as an FBLA Member

Business Subjects Completed, or Enrolled in This Year:

Subject	Year	Subject	Year	Subject	Year

Parent's/Guardian's Name	Mailing address

CERTIFICATION FOR STATE OFFICER APPLICANT

The responsibility for sponsoring a North Dakota state officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for state office. Materials must then be submitted to the state director postmarked by designated date. Faxes will not be accepted.

The local chapter adviser and applicant must be familiar with the general regulations that govern the nomination and election of state officers as presented in the bylaws and the State Officer Candidate Guidelines. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are now allowed to transport themselves to any meetings/conferences.

CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: _____ Date: _____

As the parent/guardian to _____, I agree to support his/her candidacy and, if elected, his/her term as a North Dakota FBLA state officer.

Parent's/Guardian's Signature: _____ Date: _____

CERTIFICATION BY LOCAL CHAPTER ADVISER

The credentials for _____ are attached. The applicant meets the qualifications for the office indicated. If elected, he/she will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: _____ Date: _____

Adviser's Home Address: _____

Home Phone #: _____ Adviser's Email: _____

CERTIFICATION BY SCHOOL ADMINISTRATOR

The school supports this candidacy and will ensure the candidate's attendance at all North Dakota chapter activities.

School Administrator's Signature _____

Title _____ Date _____

North Dakota FBLA State Officer Candidate Web Site Permission

The North Dakota FBLA Web site is on the road to becoming one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.

The North Dakota Future Business Leaders of America is authorized to publish the following on their Web site (check all to which you agree):

- ☐ Name
- ☐ Email Address
- ☐ Photo

Print Name: _____

Office Sought: _____

School: _____

Signature: _____

Date: _____

Signature of Guardian: _____
(if above individual is less than 18 years of age)

Date: _____

Include with FBLA State Officer Candidate Materials

NATIONAL OFFICER CANDIDATE GUIDE

NATIONAL OFFICER CANDIDACY

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the ND FBLA Executive Board or the ND FBLA State Director to determine the national officer candidate from North Dakota.

QUALIFICATIONS AND PROCEDURES FOR NATIONAL OFFICE

1. All candidates must:
   - ❑ Have an adviser at his/her school who will support the member's candidacy.
   - ❑ Be a paid member in good standing in an FBLA chapter at the school in which he/she is enrolled.
   - ❑ Have taken or be currently enrolled in a business or business-related class.
   - ❑ Have held or now hold a state officer position in ND FBLA.
   - ❑ Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, SkillsUSA, or TSA) while serving as an FBLA national officer.
   - ❑ Possess keyboarding skills.
   - ❑ Have at least one year remaining in high school.
   - ❑ Be present at the Fall Leadership Conference and the State Leadership Conference.
   - ❑ Agree to attend all meetings and conferences as outlined on the "Suggested Time Line," which is contained in this guide.
   - ❑ Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
   - ❑ Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.
   - ❑ All requirements and regulations governing North Dakota FBLA state officers are also applicable to national officer candidates or members who have been elected or appointed to national office. (Please review those requirements and regulations in the State Officer Candidate Guide.)

2. The candidate must obtain a copy of the FBLA National Officer Candidate Guide.

3. Application: If the candidate is applying as a ND FBLA state officer candidate, answer the question regarding running for national office on the ND FBLA State Officer application and complete that application packet. If you are a previous state officer and not running again, file a North Dakota Application for National Officer Candidacy and a FBLA National Officer Application by their prescribed deadlines and fulfill both sets of qualifications. Candidates for national office shall submit the following items to the state director postmarked by February 1, 2017.
   - ❑ A ND application for national officer candidacy.
   - ❑ A resume not to exceed two pages.
   - ❑ A website permission form.
   - ❑ A **digital** head and shoulders photo for publicity, which should be e-mailed to jdevaal@nd.gov.
   - ❑ A statement of priorities and objectives to be accomplished during the term of office.
   - ❑ A letter of recommendation from the local chapter adviser or an administrator at the school.

4. The candidate will be interviewed at the State Leadership Conference by the State Executive Board along with his/her adviser. The candidate will then be either approved or not approved as a North Dakota national officer candidate.

5. If approved, the candidate must declare which national office he/she will pursue and have this decision approved by his/her local chapter adviser and the state director.

6. If approved, the candidate can then submit the FBLA National Application. It is your responsibility to collect all of the necessary items and submit the application by the published deadline.

7. If elected to serve as a national officer, he/she will serve as an ex-officio, non-voting member of the state officer team for the following school year.

8. If elected to serve as a national officer, he/she is required to attend National Officer Training in July.

9. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state or national office.

TENTATIVE MEETING/CONFERENCE DATES

Dec. – Jan.

- ❑ Get approval of local chapter adviser
- ❑ Complete ND FBLA State Officer Application or ND Application for National Officer Candidacy
- ❑ Prepare resume
- ❑ Complete website permission form
- ❑ Have head and shoulders photo taken
- ❑ Write a statement of priorities and objectives
- ❑ Secure a letter of recommendation from the head of the school or business department

Feb. 1	**Postmark date** for completed application packet to state director
April 2-4	State Leadership Conference – State Officer elections
April	Candidate interview (including your adviser) with the State Executive Board or State Director

<u>If approved as a candidate:</u>

April-May	Submit FBLA National Officer Application (online)
May-June	Plan campaign
June 29-July 2	National Leadership Conference, Anaheim, CA

<u>If elected:</u>

July	National Officer Training
September	State Officer Meeting
Late September/ Early October	Fall Leadership Conference, Bismarck
November	National Fall Leadership Conferences take place
Late March	State Leadership Conference, Bismarck
June 8-July 1	National Leadership Conference, Baltimore, MD

North Dakota Application for National Officer Candidacy
North Dakota State Board for Career and Technical Education

DEADLINE:
Postmark (not postage meter stamp) no later than February 1, 2017

MAIL COMPLETED MATERIALS TO:
Jessica DeVaal FBLA State Director Career and Technical Education 600 East Boulevard Ave., Dept. 270 Bismarck, ND 58505-0610

.

Each applicant and local chapter adviser must complete this form and mail it with all attachments to the state director.

This application is for current or past ND FBLA state officers who are not running again.

Application attachments:
1. A resume, no more than two pages, which includes your qualifications for office.
2. Website Permission Form
3. Head and shoulders picture. (digital, emailed to jdevaal@nd.gov)
4. A statement of priorities and objectives to be accomplished during the term of service.
5. A letter of recommendation from your local chapter adviser or an administrator at your school.

APPLICATION MUST BE TYPED

Office Sought	Do you wish to apply for national parliamentarian? ☐Yes ☐No	Region ☐ I ☐ II ☐ III ☐ IV		
Name		Birth Date	Age	Sex ☐ M ☐ F
Home Address	City/State/Zip	Home Phone		
Mailing Address (if different from home address)				
Email Address	Grade Next Year ☐10 ☐11 ☐12			
School Name	Mailing Address			
City/State/Zip	School Phone	School Fax		
Adviser Name	Adviser's Email Address	Best time to call		
FBLA or Other Offices Held		No. of Years as an FBLA Member		

Business Subjects Completed, or Enrolled in This Year:

Subject	Year	Subject	Year	Subject	Year

Parent's/Guardian's Name	Mailing address

CERTIFICATION FOR NATIONAL OFFICER APPLICANT

The responsibility for sponsoring a North Dakota national officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for national office. Materials must then be submitted to the state director and the national FBLA-PBL office postmarked by designated date. Faxes will not be accepted.

The local chapter adviser and applicant must be familiar with the general regulations that govern the nomination and election of national officers as presented in the bylaws, the ND National Officer Candidate Guidelines, and FBLA-PBL, Inc. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are now allowed to transport themselves to any meetings/conferences.

CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: _____ Date: _____

As the parent/guardian to _____, I agree to support his/her candidacy and, if elected, his/her term as a North Dakota FBLA national officer.

Parent's/Guardian's Signature: _____ Date: _____

CERTIFICATION BY LOCAL CHAPTER ADVISER

The credentials for _____ are attached. The applicant meets the qualifications for the office indicated. If elected, he/she will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: _____ Date: _____

Adviser's Home Address: _____

Home Phone #: _____ Adviser's Email: _____

CERTIFICATION BY SCHOOL ADMINISTRATOR

The school supports this candidacy and will ensure the candidate's attendance at all assigned FBLA-PBL, Inc. and North Dakota chapter activities.

School Administrator's Signature _____

Title _____ Date _____

North Dakota FBLA National Officer Candidate Web Site Permission

The North Dakota FBLA Web site is on the road to becoming one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.

The North Dakota Future Business Leaders of America is authorized to publish the following on their Web site (check all to which you agree):

- ☐ Name
- ☐ Email Address
- ☐ Photo

Print Name: _____

Office Sought: _____

School: _____

Signature: _____

Date: _____

Signature of Guardian: _____
(if above individual is less than 18 years of age)

Date: _____

Include with FBLA Officer Candidate Materials

APPENDIX A

State Chapter Constitution/Bylaws
State FBLA History

UNIFORM STATE CHAPTER CONSTITUTION

FUTURE BUSINESS LEADERS OF AMERICA PHI BETA LAMBDA, INC.

Article I – Name

The name of this organization shall be the North Dakota State Chapter of the Future Business Leaders of America Phi Beta Lambda, Incorporated, herein after referred to as the Chapter.

Article II – Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of North Dakota. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of North Dakota. The chapter shall provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

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

The chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Incorporated.

Article III – Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of North Dakota. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

Article IV – Dues and Finance

Section 1

The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Incorporated.

Section 2

No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of money or money's worth; by selling any substantial parts of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than the objects in this Constitution set forth, or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The chapter shall not devote a substantial portion of its activities to carry on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might effect its right or the right of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

Article V – Organization

Section 1

The chapter is a subsidiary of the Future Business Leaders of America Phi Beta Lambda, Inc. As an integral part of FBLA-PBL Inc., the chapter shall have

goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

Section 2

The chapter shall be governed by a Board of Directors, which shall serve as the policy making body for the chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3

The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4

The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of North Dakota as shall be approved by the Board of Directors. The chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5

Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

Article VI – Emblems and Insignia

The chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

Article VII – Amendment

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for the adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

Revised by National FBLA-PBL December 5, 1975

Adopted April 12, 1984, by North Dakota State Chapter of FBLA-PBL, Inc.

National Office Address:
FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
703-860-3334 OR
1-800-325-2946
FAX: 703-758-0749

North Dakota Address:
North Dakota State Chapter
FBLA-PBL, Inc.
State Capitol, 15th Floor
600 E. Boulevard Ave.
Dept. 270
Bismarck, ND 58505-0610
701-328-2286
FAX: 701-328-1255

FUTURE BUSINESS LEADERS OF AMERICA

North Dakota Chapter

BYLAWS

Article I – Membership

Section 1

FBLA membership shall consist of members of nationally chartered local chapters. These members shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

Active Members--shall be secondary students (grades 7-12) who become members while enrolled in business or business related classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

Professional Members shall be persons associated with or participating in the professional development of FBLA. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Members may be elected to a local or state chapter. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to the local or state chapter. Honorary life members shall not vote or hold office and shall not be required to pay dues.

National Honorary Life Members may be recommended by the membership and shall be accepted upon approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Article II – Dues and Finance

Section 1

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State and national dues shall be forwarded directly to the national office by the local chapter, and the national office will reimburse the state chapter for state dues.

Section 2

Annual North Dakota State Chapter dues shall be $4.

Section 3

The affairs and property of FBLA shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1018 (1967 ed.).

Section 4

The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

Article III - Organization

Section 1

The state Chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by national FBLA-PBL, Inc.

Section 2

A chapter of FBLA shall be considered in good standing with the national and state organization when the following conditions are met:

a. State and national membership dues have been paid,
b. All reports have been submitted to the national office and state chairman as requested, and
c. The local chapter constitution and bylaws are not in conflict with the state and national constitutions and bylaws in any of the provisions.

Section 3

Active members shall be considered in good standing when they:

a. Attend local chapter meetings with reasonable regularity,
b. Show an interest in, and take part in, the affairs of the chapter, and
c. Pay their dues

Section 4

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

Section 5

The state Chapter shall hold at least one annual state leadership conference to elect state officers and conduct business.

Section 6

The position of state chairman shall be filled by recommendation of the National Executive Director and approval of the National Board of Directors of FBLA-PBL, Inc.

Section 7

Each group wishing to become a chapter of FBLA shall make a formal written application to the North Dakota state chairman who will submit the application to the national FBLA office for approval, and the national FBLA office will issue the local chapter charter.

Section 8

Each local chapter shall have at least one adviser who shall be appointed by the local school district. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

Section 9

The State Executive Board shall be represented by four state advisers—one from each region. State advisers shall be

appointed by the State Executive Board to serve an unspecified term of office.

Article IV – Officers and Elections

Section 1

The state elected officers of FBLA shall be a president, four regional vice-presidents, secretary, treasurer, historian, and webmaster. The parliamentarian shall be appointed by the state chairman and shall serve as a voting member of the State Executive Board.

Section 2

The person scoring highest on the parliamentary procedure written test shall be appointed parliamentarian by the state chairman and shall be installed at the State Leadership Conference. This individual shall have at least one year remaining before being graduated from a secondary institution.

Section 3

Qualifications for Elected State Officers

a. Only active members are eligible to hold state office.
b. Only those applicants who are present at the State Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
c. To be considered for an elected office in FBLA, a candidate shall:
    1. have at least one full year remaining in their secondary program,
    2. be recommended by the chapter and endorsed by their local chapter adviser, parents, and school official, and
    3. file an official application before the deadline established by the FBLA state office.
    4. maintain a grade point average of a "C" grade in all grading periods using a grading scale of 'A, B, C, D, F". Any officer not maintaining this academic requirement in all separate formal recorded grading periods (i.e. report cards issued to parents after a nine-week or six-week grading period) is removed from office permanently and the office is declared vacant.
    5. be eligible at all times to participate in activities approved by the North Dakota High School Activities Association. Any officer suspended from participation in high school activities in accordance with the rules of the North Dakota High School Activities Association for any period of time, is immediately removed from office permanently and the office is declared vacant.
    6. all requirements and regulations governing North Dakota FBLA State Officers are applicable to FBLA members who are candidates, or who have been elected or appointed as a national FBLA officer, representing the North Dakota State Chapter of FBLA-PBL.
    7. Candidates for webmaster must have completed one year of computer application courses, and must possess the ability to edit, publish, update, and maintain North Dakota FBLA list serves, chat rooms, and web pages, including the web pages of the *Dakota RoughWriter* by July 1 of the year they begin their term of office.

Section 4

Nominations for Elected Officers

a. Nominees that have filed nomination papers in accordance to the established deadline(s) (Section 4, B.) will be presented at a general session of the leadership conference.
b. The deadlines for application are as follows:

    Eight weeks prior to the State Leadership Conference – Deadline for filing for all offices. Application forms must be received in state office by this date.

    Seven weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

    Six weeks prior to the State Leadership Conference – Second deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

    Five weeks before the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

    Four weeks prior to the State Leadership Conference – Final deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

    Three weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.
c. In the event there are no candidates for an office, nominations will be accepted by the State Executive Board.
d. Only candidates approved by the office screening committee shall be nominated.

Section 5

Elections

a. The president, four regional vice-presidents, secretary, treasurer, historian, and webmaster shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
b. These officers shall be elected by a majority of the local voting delegates.
c. Two state officers may be elected from the same local chapter. The parliamentarian may be appointed from a local chapter with two elected state officers.

Section 6

Term of Office

a. State officers shall be elected for one year, or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.
b. Officers may succeed themselves in the same office for two consecutive years.

Section 7

Vacancy in Office

a. A vacancy in any office, other than that of president shall be filled or remain vacant, as determined by the State Executive Board.
b. Should the office of president become vacant, one of the regional vice presidents, determined by a yearly rotating basis, shall become president. If the vice president, who has assumed the office of president is unable or unwilling to assume or continue in the office of president, the next vice president in the rotation shall assume the duties of president. If the vice presidents cannot assume the duties, then the secretary, treasurer, historian, webmaster, or parliamentarian, shall assume the office of president in the order listed.

Article V – Duties of FBLA State Officers

Section 1

The president shall:

a. serve as chairman of the State Executive Board, meetings of FBLA,
c. appoint appropriate committees and committee chairman,
d. serve as an ex-officio member of all committees, and
e. perform other duties for the promotion and development of local, state, and national FBLA, and
f. maintain a close and continuing relationship with the state chairman of FBLA.

Section 2

The four regional vice presidents shall:

a. on a yearly rotational basis, by region, fill in for the president, if needed.
b. serve as a communications liaison by gathering news and information from the chapters be region and submitting it to the webmaster.
c. **Region I**
   All schools located east of Highway 3 and north of Highway 200.
   Region II
   All schools located west of Highway 3 and north of Highway 200.
   Region III
   All schools located west of Highway 3 and south of Highway 200.
   Region IV
   All schools located east of Highway 3 and south of Highway 200.

Section 3

The secretary shall:

a. keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Board,
b. supply at least one copy of the minutes and substantiating reports to the president and state chairman promptly, and
c. assist in the promotion and development of FBLA.

Section 4

The treasurer shall:

a. promote the professional division and recruit professional division members
b. present financial reports to members at State Executive Board meetings and the State Leadership Conference, and
c. assist in the promotion and development of FBLA.

Section 5

The historian shall

a. photograph, compile, and maintain a historical record (flashback presentation) of the Fall Leadership Conference
b. assist in the promotion and development of FBLA.

Section 6

The webmaster shall:

a. be responsible for publishing the *North Dakota FBLA Website* on the World Wide Web,
b. submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters, and
c. assist in the promotion and development of FBLA.

Section 7

The parliamentarian shall:

a. advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order Newly Revised-1990 Edition*, and
b. assist in the promotion and development of FBLA.

Section 8

These officers shall serve on the State Executive Board, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are not inconsistent with these Bylaws or other rules adopted by FBLA.

Article VI – State Leadership Conference and Meetings

Section 1

A state leadership conference shall be held each year.

Section 2

Each local chapter in good standing shall be entitled to send two to four local voting delegates from its active membership to the State Leadership Conference in accordance with the following:

a. under 50 members – two voting delegates
b. 50-100 members – three voting delegates
c. over 100 members – four voting delegates

Section 3

All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Executive Board for the State Leadership Conference.

Section 4

Local voting delegates shall be entitled to vote on all matters which come before the State Leadership Conference. There will be no proxy voting.

Section 5

The quorum for all business meetings at the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

Section 6

Leadership development conferences and meetings may be held as determined by the State Executive Board.

Article VII – State Executive Board

Section 1

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

Section 2

The State Executive Board shall:

a. adopt policies of operation for FBLA as deemed necessary,
b. approve committee appointments and the creation of new committees by the president.
c. review all proposed amendments to the Bylaws,
d. Present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the State Executive Board, and
e. perform such other duties as are prescribed by these bylaws.

Section 3

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

Section 4

Business of the State Executive Board may be conducted by mail, e-mail, or teleconference at the discretion of the president and approval of the state chairman and state advisers. All mail, e-mail, or teleconference business, and results of this business, shall be recorded

in the minutes of the next regular State Executive Board meeting.

Article VIII – Committees

Section 1

Advisory and other committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the State Executive Board.

Section 2

The president of FBLA shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the president's term in office, and assist in their activities.

Section 3

Committee business may be conducted by mail, e-mail, or teleconferences at the discretion of the state chairman. For adoption, action by mail, e-mail, or teleconferences shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular committee meeting.

Article IX – Emblems and Colors

Section 1

The official emblem and insignia item designs are described and protected from infringement by registration, in the U. S. Patent Office, under the Trademark Act of 1946. The manufacturing, reproduction, wearing, or displaying of the emblem shall be governed by the National Board of Directors.

Section 2

Emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 3

The official colors of FBLA shall be blue and gold.

Article X – Parliamentary Authority

Section 1

The rules contained in *Robert's Rules of Order Newly Revised-1990 Edition* shall govern the FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order the FBLA may adopt.

Article XI – Amendment of the Bylaws

Section 1

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters by February 1.

Section 2

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates. The State Executive Board shall present approved amendments, with recommendations, to the voting delegates at the State Leadership Conference.

Section 3

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption of amendments.

North Dakota FBLA History

1967-68

John Sand, Mayville State College, Jack Sullivan, Grafton, and Dorothy Travis, Grand Forks, initiated a meeting of seventeen North Dakota business educators in Bismarck on November 17, 1967, to plan the organization of the state chapter of the Future Business Leaders of America. Robert Stickler, Illinois state chairman, representing the FBLA national office, served as a consultant. Dorothy Travis was appointed state chairman by Hollis Guy, national executive director.

A planning meeting for the first State Leadership Conference (SLC) was held in Grand Forks in March 1968. The first SLC was held at the Clarence Parker Hotel, Minot, on April 5-6, 1968. Chapters represented: Garrison, Grafton, Grand Forks Central, Jamestown, Minot, Mohall, and West Fargo. Eighty-nine registered. Competitive events included public speaking, parliamentary procedure, Mr. and Miss FBLA, largest chapter membership, spelling relay, and best chapter exhibit. Mark Gums, Jamestown, was elected first state president. Bill Drengler, FBLA national president from Wisconsin, attended.

The North Dakota state chapter was officially installed at the National Leadership Conference (NLC) held in Washington, D.C., in August 1968. North Dakota was represented at the NLC by three students and two advisers.

1968-69

First Fall Leadership Workshop (FLW) Jamestown, October 1968. Annual state dues were set at 50 cents. First officers planning session - Carrington, January 1969. SLC Tumble Weed Inn, Jamestown, April 1969. Added competitive events: beginning and advanced typewriting, beginning and advanced shorthand, most original project, and local annual chapter activities report. Rocky Finck, Hettinger, was elected state president and was candidate for national vice-president for Mountain-Plains (M-P) Region at the NLC held in Dallas, Texas. The first Phi Beta Lambda chapter in North Dakota was organized at Dickinson State College.

John Sand, Mayville State College; Harriet Shurr, Jamestown High School; and Curtis Tonneson, Minot High School; were appointed state FBLA advisers by Dr. O. J. Byrnside, Jr., national executive director.

1969-70

FLW and SLC Holiday Inn, Bismarck. SLC host chapter Hettinger. Marsha Warren, West Fargo, elected state president. Steve Taylor, FBLA national president from Washington, attended.

1970-71

Dr. Wilmer Maedke, UND, became state chairman. FLW and SLC Minot. Added contest: filing. As a service project, Jamestown published the first FBLA state newsletters. Rich Rauschenberger, Velva, was elected state president. NLC Miami Beach.

1971-72

FLW and SLC Bismarck. For the first time the SLC was held on Monday/Tuesday, rather than Friday/Saturday. Added competitive events: clerical procedures, bookkeeping, and accounting. A $100 Money Management Award was established by the North Dakota Association of Life Underwriters. Edward Burakowski, national director of Administrative Affairs for FBLA attended.

Lynn Johnson, Scranton, elected state president and candidate for national vice-president for M-P Region at NLC in Houston, Texas. By winning first place in clerical procedures, Cheryl Schafer, Lisbon, became North Dakota's first national first-place winner. Scranton won eighth place for Most Original Project. The NLC was attended by 34 North Dakota members.

1972-73

Dr. Maedke moved to California, and Miss Travis, FBLA state executive secretary, became acting state chairman. FLW Jamestown. SLC Bismarck, with Scranton as host chapter. The Money Management Award of $100 was divided into three awards: first place $50, second place $35, and third placed $15. Lynn Shattuck, Velva, was elected state president and was also elected national vice-president for the M-P Region at the NLC in Washington, D.C.

1973-74

FLW Jamestown. Edward Burakowski of the national office attended. As national vice-president, Lynn Shattuck was chairman of the M-P Regional Leadership Conference in Denver in November 1973. SLC Bismarck, hosted jointly by Bismarck, Lisbon and Velva chapters. Competitive events added: FBLA Creed and machine transcription. Ross Teigen, Scranton was elected state president. NLC San Francisco.

1974-75

Mr. Jerald Lydeen, state supervisor of office education, became FBLA-PBL state chairman. First summer conference for officers of all vocational youth organizations was held in Bismarck in July 1974. SLC Lynette Larson, Edgeley, was elected state president.

1975-76

FLW Jamestown, and SLC UND, Grand Forks. Co-hosts: Grand Forks Central and Red River High Schools. Cindy Revo, FBLA national president from Nebraska, attended. David Michaelson, Velva, was elected state president.

1976-77

FLW and SLC Bismarck. Competitive events and other conference activities were held at Holiday Inn, Bismarck High School, Mandan Senior High School, and Mandan Community Center. Mark Provence, FBLA national treasurer, presented a Project Awareness workshop. Over 500 attended the largest number yet. Julie Eberle, Enderlin, was elected state president.

1977-78

FLW Jamestown; SLC Bismarck. SLC hosted jointly by Bismarck High School, Bismarck Century High School, and Mandan High School. Mr. John Gringer, Mayville, was selected as North Dakota's first Businessperson of the Year. Bruce Ludwig, Drake, was elected state president.

1978-79

FLW Bismarck. Special guest was Edward Miller, national executive director. SLC Bismarck; hosted jointly by Bismarck High School, Bismarck Century High School, and Velva High School. Congressman Mark Andrews and Governor Arthur Link were guests. Mark Lagodinski, Edgeley, was elected state president. NLC: New Orleans, LA.

1979-80

FLW Mandan Community Center; SLC Bismarck. Stuart Fulton, FBLA national president from Colorado, attended both. SLC host chapters were Velva, Lisbon, and Mayville-Portland. Ross Teigen, Scranton, was selected Businessperson of the Year. Mr. Teigen became a member of FBLA in 1973, and later served as state president for both FBLA and PBL. Janel Muckenhirn, Enderlin, was elected state president. NLC Washington, D.C.

1980-81

FLW Mandan Community Center. Edward Burakowski of the national office attended. SLC Bismarck. John Anderson, FBLA national parliamentarian from Wisconsin, assisted with the competitive events. Workshops were added to the program. Mark Dosmann, Langdon, was the first recipient of the "Investment in the Future" scholarship ($150) made possible by Mr. Leo Reis, president of Peoples and Enderlin State Bank. The Years of Service Award for local chapter advisers was instituted. Sandy Horner, Devils Lake, was elected state president.

1981-82

FLW Mandan Community Center; SLC Bismarck. Lyn Scott, national vice-president of the M-P Region, attended the SLC. John Bachmeier, Mayville-Portland, was elected state president.

1982-83

No Fall Leadership Conference (FLC) because M-P Regional Leadership Conference was held in Bismarck. The Killdeer chapter organized the "Roll Out the Barrel" project, in which a barrel was pushed approximately 350 miles from the Montana border to the Minnesota border. FBLA and PBL state chapters participated jointly. Chapters throughout the state were urged to raise money through pledges. The money earned was divided among the March of Dimes, the FBLA-PBL National Building Center Fund, and the FBLA and PBL state chapters. SLC Bismarck, was attended by Patty Hendrickson, FBLA national president. Ken Kostelnak, Killdeer, was elected state president. NLC San Francisco.

1983-84

FLC Mandan Community Center: SLC Bismarck. Angela Butler, national vice-president for M-P Region, attended. Leann Erickson, Beulah, was elected state president. NLC Atlanta, Georgia.

1984-85

FLC Sheraton Riverside Inn, Minot; SLC Bismarck. Nicole Stone, national vice-president for M-P Region, attended. Shelly Becker, Cavalier was elected state president. NLC Houston, Texas

1985-86

FLC Jamestown; SLC Bismarck. Leann Tatro, national vice-president for M-P Region, attended. Monte Zingleman, PBL national secretary, University of North Dakota, and Henry Rosales, PBL national vice-president of M-P Region, from Colorado, also attended. A chapter event entitled Handicapped Awareness Project was added to the North Dakota competition. Kip Jaeger, Beulah, was elected state president. NLC Washington, D.C.

1986-87

FLC none; SLC Bismarck; Randy Neugebauer, national vice-president for M-P Region, attended. Joe Lukach, Stanley, was appointed state adviser along with Marilyn Nelson, Enderlin. The fun event, Acalympics, was added. Heidi Nelson, Enderlin, was elected state president. NLC Anaheim, CA.

1987-88

FLC none. RLC Colorado Springs, CO. SLC Fargo. Stephanie Brodine, national secretary, and Christopher Heider, Florida, alumni national president, attended. An individual event entitled Principles and Practices was added to the North Dakota competition. Kent Jeger, Beulah, was elected state president. NLC Orlando, FL. Tara Erickson, Hatton, was elected M-P Region vice-president.

1988-89

FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Tara Erickson, Hatton, Mountain-Plains vice-president, represented national office. James Ramey, Linton, was elected state president. NLC Orlando, Florida; Mitch Dvorak, Killdeer, elected national secretary for 1989-90.

1989-90

FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Mitch Dvorak, Killdeer, ND, national secretary, and J. J. Ament, national president, Illiff, Colorado, represented national FBLA. Jenny Berthold, Hatton, was elected state president. NLC Washington, D.C.

1990-91

FLC Holiday Inn, Bismarck; SLC Holiday Inn, Fargo. Bridget M. Osowski, FBLA National Parliamentarian from Thorpe, Wisconsin, attended. Eric Grant Chester gave the keynote address, "The X-Factor." Joe Lagodinski, Edgeley, was elected 1991-92 state president. NLC Anaheim, CA.

1991-92

State membership 1,420, 49 chapters. FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck, Richard W. James, M-P Region vice-president, Kingman, Kansas, represented the national office. Bill Sanders, Kalamazoo, Michigan, gave the keynote address, "Show the World Your Greatness." Shelly Salwei, Wishek, was elected 1992-93 state president. The following competitive events were added on the state level: Introduction to Parliamentary Procedure, Proofreading Skills and Knowledges, and Spelling and Correct word Usage. New Recognition Awards: Go for North Dakota Gold, Membership Achievement Award. Curt Schaff, Hatton, was appointed state adviser. The banquet was dispensed with this year. NLC Chicago, IL

1992-93

At the SLC in 1992 the decision was made to divide North Dakota into four regions. Four regional FLCs were held Watford City, Jamestown, Dickinson, and Grand Forks. SLC Radisson Inn, Bismarck. Jeffrey Whitworth, FBLA national parliamentarian, Ada, OK, attended. Opening keynote address J. J. Ament, Boulder, Colorado, "Endeavors of Excellence." Closing keynote address John Crudele, Minneapolis, MN, "Choose Life, Choose Love, Choose You." Chad Sundberg, Harvey, was elected state president.

Dorothy L. Travis (1904-1992), one of the founders of North Dakota FBLA-PBL, (the national FBLA-PBL Parliamentary Procedure competitive event was named in her honor) passed away in her sleep at her home in Grand Forks on December 3, 1992.

1993-94

State membership is at an all-time high of 1,666. One statewide FLC was held in Bismarck at the Ramada Hotel on September 27, 1993. SLC Radisson Inn, Bismarck. Eric Chester, Colorado, gave the keynote address, "Lookin' for A Hero, The Journey Begins Within." Rachel Fehringer, Mt. Plains vice-president, Colorado, represented National FBLA. David Glennon, Hatton, was elected 1994-95 state president. Conference attendance was 1,202.

The 1993-94 SLC was held in Loving Memory of Krista Dawn Erickson, Hillsboro FBLA chapter officer, (1977-1993) and Amie Ann Hildebrant, Beach FBLA chapter officer (1976-1994).

Nancy Wolff, Hettinger, was elected national FBLA Mountain-Plains vice president. NLC Anaheim, CA.

1994-95

State membership peaked at 1,915; 52 chapters. Enderlin had 101 members, largest local chapter ever. This year national opened membership to middle schools. Hughes Junior High School in Bismarck is the first middle school in North Dakota to become a chapter. Other new chapters: Fargo Shanley, Des Lacs, Center (reactivated).

The SFLC was held on September 25 at the Ramada Hotel in Bismarck. The SLC was held at the Holiday Inn, Radisson Hotel, and the Civic Memorial Auditorium in Fargo on March 26-28, 1995. Patty Hendrickson from LaCrosse, Wisconsin gave the keynote address "Get A Clue: Leadership Is In You!" Nancy Wolff, Mountain-Plains Region Vice President from Hettinger, North Dakota represented the national office. May-Port CG HS received the Dorothy L. Travis Award. Marc Skjervem, Lakota, was elected 1995-96 president.

1995-96

State membership peaked at 2,117; 56 chapters. New chapters activated this year are: Dakota High School, Hunter; St. Mary's High School, Bismarck; Central Valley High School, Buxton; Dakota Prairie High School, Petersburg; and Williston High School.

The SFLC was held October 1-2, at the Ramada Hotel in Bismarck. The SLC was held at the Radisson Inn and Civic Center in Bismarck, scheduled for March 24-26. Due to a severe storm the conference did not start till after lunch on the 25th. Approximately 43 chapters attended. Craig Zablocki, Denver, CO, gave the keynote address, "Dream Big, Take Yourself Lightly." Representing the national office were Kenneth Corn, national president, Howe, OK; and Louise LeGrand, national secretary, Wessington, SD. Carrie Selle, DCHS, Crosby, was elected 1996-97 president. The Handicapped Awareness Project was expanded, therefore, the new name is Project Equality. The number of members from each chapter who could participate in an event was increased in several events. May-Port CG received the Dorothy L. Travis Award. NLC in Washington, DC.

1996-97

State membership peaked at 2100 with 58 chapters. FLW—Held in Bismarck at the Radisson Inn and Sertoma Park. Candace Kane from the Kathryn Center, Valley City, did the workshop on Monday.

SLC was to have been held in Minot. A blizzard came through North Dakota starting late Friday. The conference was cancelled. The written tests were mailed and administered to the local schools. Interview events were judged on resumé and written test; speaking events, Parliamentary Procedure and Entrepreneurship events were put on video for judging. State officer candidates mailed their materials to each chapter and the voting was conducted by mail. The old officers and new officers met in Minot for an installation ceremony. Shayla Swedlund from Velva was elected state president. May-Port CG HS received Dorothy L. Travis Award. NLC Anaheim, CA.

1997-98

State membership 1,923 with 56 active chapters. FLW held in Bimsarck at the Radisson Inn. SLC was held in Minot March 29-31, 1998. The weather was beautiful. The keynote address, "The Best Way to Predict the Future is to Create It", was delivered by Scott Friedman from Denver, CO. Scott also gave a workshop entitled "A Funny Thing Happened on the Way to Happiness." National Mountain-Plains Region Vice-President, Jill M. Kirk from Holton, Kansas presented a workshop titled "FBLA Soup for the Soul."

May-Port CG HS received Dorothy L. Travis Award. Rachel Langer from Enderlin was elected 1998-99 state president. NLC in Orlando, Florida.

1998-99

State membership was 2,191 with 60 chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot April 11-13 in conjunction with the Governor's Youth Leadership Summit. Sunday evening Governor Edward D. Schafer gave the address, "Why North Dakota Cares About You." The special Guest was Admiral Bill Owens. The keynote address was given by Astronaut Rick Hieb.

Divide County HS, Crosby, received the Dorothy L. Travis Award. Jenny Boland from Northern Cass High School, Hunter, was elected president. NLC in Chicago, IL

1999-2000

State membership was 2,138 with 60 active chapters. Hettinger had the largest chapter in ND FBLA history with 114 members in a school with 166 students. A state FLC was not held. Hettinger High School sponsored an FLC for Region III which was held in Dickinson and was a great success. SLC held in Fargo. Terry Fleck from Bismarck, ND gave the keynote address, "The Attitude Virus." J.R. Parsons, Mountain Plains Region vice-president attended. Hettinger High School received the Dorothy L. Travis Award. Kay Johnson from Hettinger was elected 2000-2001 state president. NLC Long Beach, CA

2000-2001

Jerry Lydeen, state chairman since 1971, retired on October 12, 2000. Kelly Scholl was appointed as the new state chairperson on January 2, 2001.

State membership reached an all-time high of 2,237 with 59 active chapters. FLC was held at the Radisson Inn in Bismarck, and the SLC was held at the Ramada Plaza Suites and the Holiday Inn in Fargo. Region III once again held a regional meeting in Dickinson. Byron Garrett of Life Works, Intl., in Phoenix, AZ, gave the keynote address at SLC, "Lead Now or Step Aside:" William Heermann, Mountain Plains Region Vice President attended SLC and gave a workshop entitled "The Essentials of Teamwork." Hettinger High School had the largest chapter and received the Dorothy L. Travis Award. Amber Rose Bjerke of Central Valley High School in Buxton was elected state president. NLC was held in Orlando, FL.

2001-2002

State membership was 1,929 with 56 active chapters. FLC was held at the Holiday Inn in Bismarck, and James Vossler of the Harold Shafer Leadership Center at the University of Mary, delivered a ½ day presentation entitled "Starting Your Leadership Engine." SLC was held at the Municipal Auditorium in Minot. Keith Hawkins from Roseville, CA gave the keynote address, "The Power of One." Jessica Vincik, Mountain Plains Region Vice-President from Aurora, Nebraska, presented the workshop, "The Person You Didn't Think You Could Be." Hettinger had the largest chapter and Cavalier received the Dorothy L. Travis Award. David Meier of Hettinger High School was elected state president. NLC was held in Nashville, TN.

2002-2003

State membership was 1,887 with 57 active chapters. FLC was held at the Holiday Inn in Bismarck. SLC was held at the Municipal Auditorium in Minot. Rolfe Carawan gave the keynote address, "The Character Revolution." Allison Floeter, PBL Mountain Plains Region Vice President from the University of North Dakota represented the national chapter. Cavalier had the largest chapter, and Divide County received the Dorothy L. Travis Award. Mason Bjerke of Central Valley High School was elected state president. NLC was held in Dallas, TX.

2003-2004

State membership was 1,729 with 53 active chapters. FLC was held at the Radisson Inn in Bismarck. SLC was held at the Ramada Plaza Suites and Holiday Inn in Fargo. Ryan Underwood of TRI Leadership Resources gave the keynote address and presented two workshops. Arvind Cadambi, FBLA National Treasurer from California represented the national chapter and presented a workshop entitled "Blazing the Way." Velva had the largest chapter, and Divide County received the Dorothy L. Travis Award. Jordan Regan of Fargo South High School was elected state president. NLC was held in Denver, CO.

2004-2005

State membership was 1,713 with 53 active chapters. FLC was held at the Best Western Ramkota in Bismarck. SLC was held at the Best Western Ramkota and Bismarck Civic Center in Bismarck. James Malinchak of Henderson, NV, was the keynote speaker. Evan Lemoine, FBLA National Treasurer from Woonsocket, RI, attended the conference and presented a workshop. Velva High School had the largest chapter with 87 members, and Divide County High School received the Dorothy L. Travis Award. Max Kringen of Enderlin High School was elected state president. NLC was held in Orlando, FL.

2005-2006

State membership increased for the first time since 2001, with 1,839 members and 54 active chapters. Parshall and Fairmount High Schools chartered their chapters. FLC was held at the Best Western Ramkota in Bismarck. LoAnn Wegh of LoAnn's Marketing in Dickinson was the keynote speaker. SLC was held at the Alerus Center in Grand Forks. Chuck Peterson of Florida was the keynote speaker. Velva High School had the largest chapter with 81 members, and Divide County High School received the Dorothy L. Travis Award. Amanda Martin of Drake High School was elected state president. Tom Farnham of Enderlin was appointed state adviser representing Region IV. NLC was held in Nashville, TN.

2006-2007

State membership was 1,651 members and 51 active chapters. Milnor and Rugby High Schools chartered their chapters. FLC was held at the Best Western Ramkota in Bismarck. Entrepreneur, Scott Molander, of InDesign was the keynote speaker. SLC was held at the Municipal Auditorium in Minot. Patty Hendrickson of Wisconsin was the keynote speaker. Velva High School had the largest chapter with 83 members, and Divide County High School received the Dorothy L. Travis Award. Anna Moss of Kenmare High School was elected state president. NLC was held in Chicago, IL.

2007-2008

State membership was 1,617 members and 53 active chapters. Berthold and Bishop Ryan High schools chartered/reactivated their chapters. FLC was held at the Best Western Ramkota in Bismarck. Terry Fleck, the "Attitude Doctor" was the keynote speaker. SLC was held in Bismarck at the Civic Center and Ramkota Hotel. C.L. Lindsay, the keynote speaker, spoke on the responsibility of using the internet and the dangers associated with social networking sites. National treasurer, Michael Miller of Missouri, presented a workshop on the Business Achievement Awards. Velva High School had the largest chapter with 80 members, and Divide County High School received the Dorothy L. Travis Award. Brett Anderson of Divide County High School was elected state president. NLC was held in Atlanta, GA.

2008-2009

State membership was 1,613 members with 53 active chapters. Max High School chartered their chapter. FLC was held at the Best Western Ramkota in Bismarck. Nicole Morrison-Mathern of the University of Mary was the keynote speaker. SLC was held in Minot at the Municipal Auditorium. Amy Gallimore of TRI Leadership was the keynote speaker. National Mountain Plains Vice President, Justin Schultis of Nebraska attended the conference and presented a workshop. Stanley High School had the largest chapter with 82 members, and Divide County High School received the Dorothy L. Travis Award. John Mitzel of Fargo South High School was elected state president. NLC was held in Anaheim, CA.

2009-2010

State membership was 1,659 members with 55 active chapters. Ray High School and Sawyer High School chartered their chapters. Bismarck High School and Grand Forks Red River High School reactivated their chapters. FLC was held at the Best Western Ramkota in Bismarck. FOCUS Training presented the conference program. SLC was held in Fargo at the Ramada Plaza Suites and Holiday Inn. Governor John Hoeven spoke at the opening session. Kelly Barnes of Your Next Speaker was the keynote speaker. National Mountain Plains Vice President, Brennan Foo of Texas, attended the conference and presented a workshop. Stanley High School had the largest chapter with 106 members, and Divide County High School received the Dorothy L. Travis Award. Ryan Blumhagen of Drake/Anamoose High School was elected state president. NLC was held in Nashville, TN, and had to be moved from the Gaylord Opry Resort to various downtown locations due to the historic flooding in Nashville during the spring of 2010.

2010-2011

State membership was 1,612 members with 55 active chapters. Wing High School chartered their chapter. Grant County High School reactivated their chapter. FLC was held at the Best Western Doublewood in Bismarck. TRI Leadership presented the conference program. SLC was held in Grand Forks at the Alerus Center. Rhett Laubauch of Your Next Speaker was the keynote speaker. National Mountain Plains Vice President, Kandace Irvine of Kansas, attended the conference and presented a

workshop. Stanley High School had the largest chapter with 124 members. Divide County High School received the Dorothy L. Travis Award. Paige Gravning of Hettinger High School was elected state president. NLC was held in Orlando, FL.

2011-2012

State membership was 1,590 members with 57 active chapters. Hankinson High School chartered their chapter. Center/Stanton High School reactivated their chapter. FLC was held at the Best Western Ramkota in Bismarck. FOCUS Training presented the leadership program. SLC was held in Bismarck at the Best Western Ramkota and the Civic Center. Bob Upgren of Cross-Training, Inc. was the keynote speaker. National Secretary, McKenna Murray of Nevada, attended the conference and presented a workshop. Stanley High School had the largest chapter with 87 members. Divide County High School received the Dorothy L. Travis Award. Jonathan Olson of Ray High School was elected state president. NLC was held in San Antonio, TX.

2012-2013

State membership was 1,540 with 55 active chapters. Des Lacs-Burlington and Turtle Mountain reactivated their chapters. The first FBLA Middle Level chapters were chartered at Cavalier, Drake-Anamoose, and New Rockford-Sheyenne. FLC was held at the Best Western Doublewood in Bismarck. FOCUS Training presented the leadership program. SLC was held in Minot at the North Dakota State Fairgrounds. Brandon Lee White was the keynote speaker. National Parliamentarian Brendan Hopkins of Pennsylvania attended the conference. MayPort CG has the largest chapter with 87 members. Divide County High School received the Dorothy L. Travis Award. Kyle McFadden of Cavalier High School was elected state president. NLC was held in Anaheim, CA.

2013-2014

State membership was 1,480 with 58 active chapters. New chapters were chartered at Fargo Davies and Midkota High Schools. Chapters were reactivated at Bismarck, St. Mary's Central, Bottineau, and Richardton-Taylor High Schools. A new FBLA Middle Level chapter was chartered at Rugby. FLC was held at the Best Western Ramkota in Bismarck. TRI Leadership presented the leadership program. SLC was held in Grand Forks at the Alerus Center amidst a huge blizzard. Amy Gallimore was the keynote speaker. National Mountain Plains Vice President Holland Gray attended the conference. MayPort CG had the largest chapter with 82 members. Divide County High School received the Dorothy L. Travis Award. Kaleb Dschaak of Dickinson High School was elected state president. NLC was held in Nashville, TN.

2014-2015

State membership was 1,478 with 60 active chapters. New chapters were chartered at Grenora and Powers Lake. Chapters were reactivated at Mott-Regent, Grand Forks Red River, and Berthold. New FBLA Middle Level chapters were chartered at Bismarck Light of Christ Academy, Kenmare, and Scranton. FLC was held at the Best Western Ramkota in Bismarck. Patty Hendrickson stepped in to present the leadership program when Rhett Laubauch had to cancel due to illness. SLC was held in Fargo at the Ramada and Holiday Inn. Kat Perkins, former FBLA state officer and Voice contestant was the keynote speaker. National PBL Treasurer Karthik Krishnan attended the conference. Dickinson had the largest chapter with 72 members. Divide County High School received the Dorothy L. Travis Award. Keaton Erickson of Carrington High School was elected state president. NLC was held in Chicago, IL, and Keaton Erickson was elected national Mountain Plains Region Vice President.

2015-2016

State membership was 1,612 with 66 active chapters. New chapters were chartered at Mohall Landsford Sherwood, Dickinson Catholic Schools, and Burke Central. Chapters were reactivated at Killdeer and Strasburg. New FBLA Middle Level chapters were chartered at Dickinson Trinity Junior High, Grant County, Rugby and Stanley. FLC was held at the Best Western Ramkota in Bismarck. Hayley Henderson and Patrick Grady from TRI Leadership presented the leadership program. SLC was held in Bismarck at the Bismarck Event Center. Brooks Harper was the keynote speaker. National Mountain Plains Vice President Keaton Erickson attended the conference. Divide County had the largest chapter with 65 members. Divide County High School received the Dorothy L. Travis Award. Hudson Pierce of Scranton High School was elected state president. NLC was held in Atlanta, GA.

APPENDIX B

National Leadership Conference
Information

Join the North Dakota FBLA Travel Group

FBLA National Leadership Conference
Anaheim, CA

Join the North Dakota FBLA Travel Group and attend the Institute for Leaders and the FBLA National Leadership Conference in Anaheim, CA, and participate in other fun-filled activities of the area on June 28 – July 2, 2017.

Travel World of Crosby has been designated as the exclusive North Dakota FBLA travel agency. You cannot participate in the North Dakota FBLA room block or participate in activities and services provided in the travel package unless **Travel World of Crosby** makes your airline reservations. By using **Travel World of Crosby** to book your plane reservation, you will receive the lowest airfare available. Family members and friends are invited to become part of this group. Reservations, all monies to be paid, and questions about the travel package should be directed to **Travel World of Crosby.** Phone toll free at 1-800-965-6232 or e-mail at travelwld@nccray.com.

Travel World of Crosby will coordinate for the North Dakota FBLA state office all travel arrangements and assist with the assembling of a winning North Dakota FBLA competitive events team. **Travel World of Crosby** will assist you in finding roommates with other North Dakota FBLA members attending to cut expenses and get the lowest room rates. Room rates, registration fees, ground transportation, and other activity fees have not yet been determined, so it is very important to watch for announcements and up-to-date information from **Travel World of Crosby**, the North Dakota FBLA state office, and the national FBLA-PBL conference department. Contact the national FBLA office at 800/325-2946 ext. 119 and/or go to the national FBLA-PBL Website: http://www.fbla-pbl.org.

Every FBLA member must have an adult chaperon from their local chapter in order to participate in the travel group*. This could be your local FBLA chapter adviser, school official, parent, or other responsible adult. No chaperone may supervise more than ten FBLA members. Liability release forms and parental permission forms will be required for all members attending.*

The only role the North Dakota FBLA state office will assume is to register FBLA members for the competitive events and confirm your participation in these competitive events at the NLC. **Neither the state office nor Travel World of Crosby will register you for the conference.**

Every active chapter of FBLA will receive the FBLA-PBL NLC Guide in April, 2017, which will contain up-to-date conference information, schedule of activities, registration forms, etc*. It is very important that all participants register for the NLC by the designated deadline, or you cannot vote!* The 2017 NLC conference registration fee has not been determined, but the registration fee was $105 in 2016. **Travel package costs determined by Travel World of Crosby do not include the FBLA conference registration fee.**

Travel World of Crosby will arrange air transportation. They will also arrange for ground transportation and arrange other fun-filled activities to nearby attractions. Contact **Travel World of Crosby** if you have suggestions to nearby attractions in Anaheim. Ground transportation will be provided to/from the airport/hotel as well as check-in/check-out of the hotel. All travel group participants will participate in tours and activities in the Anaheim area.

The National FBLA Dress Code is strictly enforced for all attending the NLC. Advisers, members, and guests attending general sessions, competitive events, regional meetings, workshops, and other activities, unless otherwise stated in the conference program, must conform to the National FBLA-PBL Dress Code. Conference name tags and wristbands are part of the dress code and must be worn at all times.

More details will be available at the North Dakota SLC. Be sure to visit with Steve and Ardis Joraanstad and Jody Nelson of **Travel World of Crosby** at their booth at the FBLA State Conference. They will be happy to answer any questions you may have about the ND FBLA Travel Group, attending the Institute for Leaders, and the FBLA National Leadership Conference in Anaheim.

COMPETITIVE EVENT REGISTRATION

Check the national competitive event guidelines in the Chapter Management Handbook to see if you placed high enough (1st through 4th) to compete at NLC. If so, you must phone or email your intentions (YES or NO) to **Travel World of Crosby no later than April 19, 2017**. If the qualifying winners are not going to compete at the NLC, we will contact the fifth place winner, and then the sixth place winner, until we have a complete team of competitors from North Dakota in all events. **Please phone (1-800-965-6232) or email (travlwld@nccray.com) your YES or NO answer no later than April 19, 2017 to Travel World of Crosby.**

Travel World of Crosby Information Sheet

Please mail a copy of this form and a $200 nonrefundable deposit for each person who is traveling, to:
TRAVEL WORLD OF CROSBY, PO BOX 124, CROSBY, ND 58730
Phone: 1-800-965-6232 e-mail: travlwld@nccray.com **DUE: April 19, 2017**

Legal Name (as it appears on drivers license or birth certificate)	Home Phone	Home E-mail
Mailing Address		City, State, Zip

I am a: ☐ Student ☐ Adviser ☐ Chaperon

Sex: ☐ Male ☐ Female

I am a: ☐ Senior ☐ Junior ☐ Sophomore ☐ Freshman

At the State Conference, I placed: ___1st, ___2nd, ___3rd,____4th other (list place) in the _____event.

High School:	School Phone:	School e-mail:
Adviser/Chaperone:	Adviser/Chaperone Email:	Adviser/Chaperone Phone Number:

T-Shirt Size: ☐ Small ☐ Medium ☐ Large ☐ X-Large ☐ XX-Large

Type Room: ☐ Single ☐ Double ☐ Triple ☐ Quad	Roommates: 1. 2. 3.
Credit Card: (*airline ticket only*)	Expiration Date:
Departure City: ☐ Bismarck ☐ Fargo	Delta Airlines World Perk #: (Frequent Flyer Program)

Participants agree that:
Personal safety and liability for accidents is a personal liability for each individual participating. Travel World of Crosby, North Dakota State Chapter of FBLA-PBL, the Department of Career and Technical Education, the organizer of this travel group, local school districts and colleges, FBLA-PBL chapters and advisers, and local chaperons are not responsible for the health and safety or loss of personal property of any person participating in this travel group. All individuals must carry their own personal health, accident, and travel insurance.

Every person is fully aware of the dangers and perils of the trip. No person, during day or night, is to leave the hotel alone. No minor student is to leave the hotel without an adult chaperon. Money, including traveler's checks, and valuables, should be kept in a safe deposit box. The hotel itself is not safe. Doors should be chain locked at all times. This travel group assumes no responsibility for the personal safety, loss of personal property, accidents, or the health of any individual participating.

A parental guardian must sign this form.

As parental guardians, we permit our child to participate in this travel group with the understanding that he/she is personally responsible for personal safety and liability as stated above.

We agree to the above-stated conditions.

Signature of Adult Participant or Student's Parent/Guardian

NOTE: You must also submit to Travel World the FBLA Code of Conduct Form and Medical Liability Release/ Parental Permission Slip form prior to ticketing.

North Dakota FBLA Code of Conduct

_____ _____

Student Name (print/type) School (print/type)

☐ Fall Leadership Conference ☐ State Leadership Conference ☐ National Leadership Conference

Advisers: Have each delegate sign a copy. Signed copies must be turned in at registration.

FBLA-PBL Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts ***at all times***. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. ***Do not throw anything*** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: _____

Parent Signature_____ Date_____

FBLA-PBL Dress Code

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- Business suit with collared shirt, and necktie (or bow tie)**
- Sport coat, dress slacks, collared shirt and necktie (or bow tie)
- Dress slacks, collared shirt, and necktie (or bow tie)
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie (or bow tie), and dress slacks
- Dress socks and dress shoes (not sandals, work boots, or other shoes with heavy soles—dress cowboy boots are ok)

Females

- Business suit with blouse or sweater, sleeveless suit is appropriate**
- Business pantsuit with blouse or sweater**
- Skirt or dress slacks with buttoned-up blouse or sweater (knee length*)
- Business dress (knee length*)
- Maxi length skirt with coordinating jacket/cardigan
- Jumpsuit with coordinating jacket/cardigan
- Capris/gauchos with coordinating jacket/cardigan, worn below the knee
- Dress shoes (closed or open toe)

Inappropriate attire includes:

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Tunics and leggings
- Cargo pocket or zip-off pants
- Jean-style khaki pants, capris, or skirt, or other pants or skirts with pockets sewn on the outside
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- ***Casual shoes – no sandals, athletic shoes, colored (or black) canvas sneakers, Toms-style shoes, work shoes, hiking boots, over-the-knee boots, cowboy boots for females, flip-flop/thong sandals of any kind, or bare feet
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

CLARIFICATION: *Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes and sleeveless dresses/suits are accepted.*

***Knee length would be any skirt or dress that hits at some point of the knee—either just above, in the middle of the knee, or just below.**
****Business suits must be appropriate to the decade.**
*****Any shoe made of fabric or canvas is considered a casual shoe and does not meet FBLA dress code guidelines.**

NORTH DAKOTA FBLA
PARENT OR GUARDIAN PERMISSION FORM
MEDICAL AND MEDIA RELEASE

NORTH DAKOTA FBLA MEDICAL RELEASE

Name of FBLA Member	
Address	City/State/Zip
Chapter	Date of Birth
Name of Insurance Company	Policy Number
Known drug allergies	Cell Phone Number
History of: (check if applicable) ☐ Heart Condition ☐ Diabetes ☐ Asthma ☐ Epilepsy ☐ Rheumatic Fever ☐ Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? ☐ No ☐ Yes (explain)	
In the event we are unable to reach you, please list name and telephone number of either nearest relative and/or family physician.	

MEMBER OBLIGATION

I have read the Code of Conduct/Dress Code for North Dakota FBLA. While attending any FBLA Function, I will make sure that my attitude, conduct and appearance will be such as to reflect credit to my chapter, school, community and our State Association. I will follow policies of the conference, school, and the North Dakota High School Activities Association.

Cell Phone: _____

Home Phone: _____

_____
Signature of Business Student / FBLA Member

PARENT or GUARDIAN OBLIGATION

I, the parent/guardian of the above-named student have read the Code of Conduct/Dress Code and agree to the policy of the organization. I permit the adult advisers/chaperones to routinely check member's room to insure that students adhere to policies established by FBLA and the local school district. In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above-named person as deemed necessary in medical judgment and in accordance with the above confidential information. I agree to indemnify and hold harmless, FBLA, the Career and Technical Student Organizations and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.

Cell/Home Phone: _____

Work Phone: _____

_____
Signature of Parent/Guardian

MEDIA PERMISSION

We authorize Career and Technical Student Organizations and FBLA to distribute for publication the above member's name and/or picture and any results (examples would include: printed publications, web pages, radio, etc. of leadership activities or competition, etc.).

_____
Signature of Participant

_____
Signature of Parent/Guardian

NORTH DAKOTA STATE BOARD FOR
CAREER AND TECHNICAL EDUCATION

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Bismarck ND 58505-0610
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