



2013-2014 Georgia FBLA ML State Project

Objective

The purpose of this project is to equip students with the knowledge and skills to be successful in the workplace.

By participating in this state project, students will:

- Understand how to keep the job of your choice.
- Identify important ethical decisions.
- Determine ethical dilemmas and solutions.
- Describe the importance of a professional image.

Submission Instructions

Points should be recorded on the attached form. However, to receive credit, this entry form must be completed online at the conclusion of this project. Supporting documentation must be bound and submitted in the order of the entry form. **Postmark date is January 31 and must be received by February 4** to receive credit at ML SLC and on the Chapter of the Year form.

Awards and Recognition

Individual Recognition: Members can complete activities for their level on the Middle Level Achievement Program. These activities are marked MAP on the State Project Entry Form.

Chapter Recognition: All chapters earning at least 300 points will receive a special State Project recognition ribbon at the State Leadership Conference

Chapter of the Year Points: Your chapter will receive 1 Chapter of the Year point for each 10 points received on the State Project Entry Form. Some individual activities count for points toward the Chapter of the Year. These activities are marked COY on the State Project Entry Form.

Resources

www.gacollege411.org

<http://www.proprofs.com/quiz-school/story.php?title=computer-ethics-quiz>

Department of Labor



Middle Level State Project Form – Due January 31, 2014. Must be RECEIVED by February 4.

ML School Name:

Chapter Number:

Activity	Chapter of the Year/MAP	Points	Max Points	Earned
Professionalism				
Create a journal of your duties and time log of service hours (5+) to one of your teachers.	MAP: Entrepreneur Level	1	15	
Create a weekly log of your arrival of school, sports practice, after school events, and family events.		1	15	
Host a Professional Dress Day	COY: #4	5	5	
Create a flyer on How to Dress in the Workplace		1	15	
Submit an entry for the state project competition at the Fall Motivational Rally	COY: #24	15	15	
Create a flyer on How to Keep a Job		1	15	
Create a table of texting language that should not be used in business and the terminology that should be used instead.		1	15	
Complete in Creed (1), Impromptu Speaking (1), Public Speaking(1), Invention Convention(1), Employability Skills (up to 5)		8	40	
Present to a local advisory committee	COY: #15	10	10	
Give a presentation to a local business or civics group	COY: #15	10	10	
Create a presentation of Do's/Don'ts of Social Media.		2	30	
Explain the importance of a dress code in the workplace. (Attach a 50-word summary.)	MAP: Entrepreneur Level	2	30	
Ethics				
Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics.	MAP: Business Level	5	20	
Locate 10 statements on workplace ethics from the Internet. Must use at least 3 websites. List the websites for each statement.		1	15	
Create a flyer on workplace ethics		1	15	
Complete the interactive computer ethics quiz on the Internet:Only 11 questions http://www.proprofs.com/quiz-school/story.php?title=computer-ethics-quiz Print out your certificate at the end of the quiz		2	30	

Skills				
Bring a friend to a meeting. <i>(Name of student and FBLA member; date of meeting; what the meeting was about; adviser's signature)</i>	MAP: Entrepreneur Level	1	30	
Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. <i>(Attach a sample of the flyer, poster, or a picture of the bulletin board).</i>	MAP: Entrepreneur Level	2	30	
Submit news articles to state or national office (Tomorrow's Business Leader, ML GA Newsletter, or GA FBLA Website)	COY: #11 or #12	10	20	
Compete in a Skills or Technical Event: Desktop Publishing, Keyboarding Applications I, Keyboarding Applications II, Spreadsheet, Computer Slide Show, Web Page Creation		5 (per event)	30	
Professional Development				
List five personal goals. (Attach goals.)	MAP: Entrepreneur Level	2	30	
Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. <i>(Attach strength, weakness, and description.)</i>	MAP: Business Level	3	30	
Take a Career Interest Inventory or Skills Inventory on GACollege411.org		3	30	
Research a career in business. <i>(Attach a one-page report.)</i>	MAP: Business Level	2	30	
Complete one or more levels of MAP	COY: #28	5	50	
Teamwork				
List ten (10) fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. <i>(Attach fun activities/icebreakers.)</i>	MAP: Enterprise Level	5	20	
Compete in an FBLA team or chapter competitive event		5 (per event)	40	
Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. <i>(Attach a 50-word summary of the project.)</i>	MAP: Entrepreneur Level	10	10	
Play on a Monopoly team at Fall Leadership Conference	COY: #18	5	15	
List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.	MAP: Enterprise Level	5	10	
Participate in an FBLA Scavenger Hunt		5	30	
Total Points				