

2019-2020 GEORGIA FBLA MIDDLE LEVEL COMPETITIVE EVENT GUIDELINES

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LEAD:

[Bronze](#) Link

[Silver](#) Link

[Gold](#) Link

Many forms are now online; check the Adviser Area at www.fbla-pbl.org

March of Dimes Reporting Form: <https://www.fbla-pbl.org/media/Donation-form-1.pdf>

Membership Achievement Form: <https://fblapbl.wufoo.com/forms/m8r7xdu1evrsob/>

100% Class Participation Form: <https://fblapbl.wufoo.com/forms/q8wevdw05ziga0/>

Membership Madness Form: Go to LiveBinders for ML

Membership Mania Form: Go to LiveBinders for ML

ONLINE ONLY TESTS

Business Concepts
Business Etiquette
Business Math & Financial Literacy
Career Exploration
Computer/Internet Concepts
Digital Citizenship
Employability Skills
FBLA Concepts
Introduction to Business Communication
Introduction to Computer Science & Coding
Marketing Concepts
Microsoft Office Concepts
Parliamentary Procedure Concepts
Social Media Concepts

**ALL
 are
 Region
 &
 State
 Events**

Eligibility

Each chapter may enter unlimited participants who are members of an active local chapter and are on record in the FBLA-PBL National Center as having paid dues by October 31 for RLC competition or January 15 for SLC competition of the current school year. Participants must not have placed first in this event at a previous State Leadership Conference.

Only members enrolled in grades 5 through 8 as of May 20 of the current school year are eligible.

Procedure

A 30-minute online objective test will be administered prior to the *Region and ML State Leadership Conferences* based on the previously listed competencies. Advisers should refer to the Georgia FBLA School-site Online Testing Procedures. Participants must use the standard calculator function provided by the computer's operating system.

RLC Online Testing: December 2-6 (Week after Thanksgiving)
ML SLC Online Testing: February 6-7, 10-11

Participants are not required to have participated in this event at a Region Leadership Conference to enter this event at the State Leadership Conference.

Judging

Tests will be machine graded. Ties will be broken by comparing the last ten questions for each affected participant.

Awards

The number of awards presented at the Region and ML State Leadership Conferences is determined by the judges and/or number of entries.

Region Leadership Conference: The maximum number of awards will be five (5).

ML State Leadership Conference: The maximum number of awards will be ten (10). The top winner in Business Etiquette, Business Math & Financial Literacy, Career Exploration, Digital Citizenship, and Introduction to Computer Science & Coding are eligible to advance to the National Leadership Conference.

Name of Event	Description	Advance to Nationals?
Business Concepts	Questions related to characteristics and organizations of business, consumerism, money management and banking, career awareness, and rights and responsibilities of managers, employees, owners, and government.	No
Business Etiquette	Questions on proper introductions and direct eye contact; public speaking; table manners and dining decorum; cell phone etiquette; texting and social media protocol; netiquette; professionalism; international customs and etiquette	Top 1
Business Math and Financial Literacy	Questions related to percentages; fractions and decimals; ratios and proportions; savings; checking accounts; decision making; taxes; investing; insurance; real estate; financial goals; definition of terms; basic economic concepts.	Top 1
Career Exploration	Questions on career plans; career goals; career pathways; job searches; job applications; cover letters; interviews; basic career education; employability skills; stress and time management.	Top 1
Computer/Internet Concepts	Questions on basic computer principles, terminology, computer application concepts, programming concepts and procedures, computer equipment, the Internet, world wide web, browsers, e-mail, computer security, ethics, and privacy.	No
Digital Citizenship	Questions on personal security and online privacy; rights and responsibilities; ethics; digital footprint; internet searches; copyrights; cyberbullying	Top 1
Employability Skills	Questions on resumes, job applications, cover letters, interviews, and getting a job.	No
FBLA Concepts	Questions about the organization of FBLA-PBL, its goals, creed, bylaws, and other facts found in the <i>FBLA-PBL Chapter Management Handbook</i> and the national FBLA website. Questions may also be asked about general information about Georgia FBLA	No
Introduction to Business Communication	Questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and spelling.	No
Introduction to Computer Science & Coding	Questions on computational thinking and problem solving; algorithms and programs; logical reasoning; basic coding; manipulating and analyzing data using digital tools; robotics.	Top 1
Marketing Concepts	Questions on basic marketing principles: price, product, place, promotion, economics, selling and merchandising, advertising, media, and e-commerce.	No
Microsoft Office Concepts	Questions on Microsoft Office Word, Excel, PowerPoint, Access, and Outlook.	No
Parliamentary Procedure Concepts	Questions on parliamentary procedure principles, concepts, and terminology.	No
Social Media Concepts	Questions on different online communications such as Facebook, Twitter, LinkedIn but not limited to.	No

REPORT/PRESENTATION EVENT

Community Service Project

Eligibility

Each chapter may submit one (1) report of an active local chapter that is on record in the FBLA-PBL National Center as having paid dues by January 15 of the current school year.

Only chapters that are classified as official FBLA – Middle Level chapters are eligible.

Procedure

Report format must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report.

1. **The report must be uploaded as a .PDF file no later than January 28.** Reports must be accompanied by the cover sheet.
2. The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
3. The report must adhere to the following guidelines: Points will be deducted, or reports will be disqualified for not meeting the following guidelines:

Report Guidelines

1. Report must be keyed in the order of the questions listed in the following Report Format.
2. The report must describe a chapter project that serves the community and by answering the questions located in the Report Format section. The chapter report is to be conducted during the current school year. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.
3. The report should be no more than five pages including the cover sheet and attachments and be on standard 8 ½" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Pages must **not** be laminated or bound in sheet protectors.
6. Reports may be single-or double-spaced.
7. Copies should be sent rather than important original documents.
8. Scrapbooks and loose or bulky exhibits are not acceptable.

Report Format

The project report will consist of questions and answers. Key the following questions followed with your comments and descriptions.

1. Describe the chapter's Community Service Project.
2. State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.

3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.
6. Describe why this project is unique.
7. Explain the benefits and impact your project had on the school or community.
8. Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
9. You may incorporate pictures into the report.

Performance Guidelines (ML SLC)

- The reports will be prejudged and only the top 5 projects will be invited to present their projects before a panel of judges at the ML SLC.
- The oral presentation of the finalist entries must be delivered by a team of 1-3 members. This will count as one of a member's competitive events. Only the individual registered for this event may participate in the oral presentation.
- Each speech presented should be five (5) minutes in length.
- A timekeeper will stand at four (4) minutes. At 5 minutes, the timekeeper will call time and the team must end their presentation immediately.
- Visual aids (electronic, printed, etc.) to the project may be used. However, no items may be left with the judges or audience.
- Internet access will not be provided.
- Projectors will not be provided and cannot be used. If choosing to use laptops/devices, competitors will present directly from their device.

The performances are NOT OPEN TO CONFERENCE ATTENDEES.

The event will be held at the Middle Level State Conference on February 24, 2020.

Judging

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges selects the winners. All decisions of the judges are final. A rating sheet will be used to assist the judges. See pages 20 & 21.

The top 5 reports will be invited to present at the ML State Leadership Conference. The report and presentation components will each count 50% of the total score.

Awards

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

ML State Leadership Conference: The maximum number of awards will be ten (10). The top winner is eligible to advance to the National Leadership Conference.

Event Name	RLC	Specific Guidelines	Perform Time	Setup Time	Warning	Time Up	Time Penalty
Community Service Project	No	<p>The report must describe a chapter project that serves the community and by answering the questions located in the Report Format section. The chapter report is to be conducted during the current school year. The activity must be in the interest of the local community, focus on one primary project, and be designed for chapter participation.</p> <p>Videos must be uploaded via Wufoo by January 28 (SLC); the window to submit videos is January 20-January 28 only.</p> <p>NO AUDIENCE FOR THIS EVENT AT THE ML SLC.</p>	5 min.	5 min.	4 min.	5 min.	No

SKILLS EVENTS

Computer Applications
Desktop Publishing

Eligibility

Each chapter may enter three (3) participants (*Desktop Publishing* allows 3 team entries of 1-3 members each) who are members of an active local chapter and are on record in the FBLA-PBL National Center as having paid dues by January 15 of the current school year. Participants must not have placed first in this event at a previous State Leadership Conference.

Only members enrolled in grades 5 through 8 as of May 20 of the current school year are eligible.

Procedure

Students will take a school-site skills test (2/6-7, 10-11) for competition at the ML State Leadership Conference.

Computer Applications and Spreadsheet: Tests will be uploaded by the students as a .PDF file during the testing period; directions will be given by the proctor on testing date.

1. The competitor will take a skills test administered through school-site testing
2. Students will be given 45 minutes to complete the skill test. Additional time will be allowed for general directions, equipment setup, and warm-up. Problems are weighted according to difficulty and may be completed in any order
3. Students may use only one computer for the event.
4. Participants may bring clip art or use the Internet to access graphics. (For DTP)
5. The finished product will be submitted in color (if applicable) and downloaded as a .PDF during the testing period.

6. Word-division manuals and dictionaries may be used as reference materials.
7. Participants must recognize the necessity for accurate proofreading

Participants must furnish their own No. 2 pencils, erasers, and non-graphing, cordless calculators.

Judging

Judging of the production portion of this event will be based on final copy. A panel of judges for this event will evaluate all documents produced. All decisions of the judges are final. A rating sheet will be used to assist judges. The score received on this portion of the event will constitute 100 percent of the final event score for the State Leadership Conference.

Awards

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

ML State Leadership Conference: The maximum number of awards will be ten (10).

NOTE TO PROCTORS: ALL COPIES OF TESTS MAY BE MAILED TO THE EVANS P.O. BOX. PO BOX 2417, EVANS, GA 30809 OR SEAL THE TEST ENVELOPE, AND ADVISER CAN TURN IN AT REGISTRATION AT THE ML SLC OR PROCTOR CAN SEND AN E-MAIL TO linda@georgiafbla.org THAT YOU (PROCTOR) HAVE SHREDED ALL ML SKILLS TESTS, PRINTOUTS, ETC. FAILURE TO DO SO COULD RESULT IN DISQUALIFICATION.

Event	Description
Computer Applications	Participants should be prepared to produce a personal business letter, one-page report with a table as well as create a problem in a spreadsheet format which will include basic functions and printing the spreadsheet and in formula format.
Desktop Publishing	Team entry of 1-3 members per team. Participants should be prepared to create, design, and produce usable copy on a computer using desktop publishing software. Students should be prepared to create documents such as a flyer, brochure, and invitation (but not limited to) which include graphics, text, layout creativity, and appropriate fonts and type sizes.

PROJECT EVENTS

Video Public Service Announcement—can submit 1 team

Description

See specific guidelines below for this project.

Eligibility

Each chapter is to be an active local chapter that is on record in the FBLA-PBL National Center as having paid dues by January 15 for SLC competition of the current school year. Participants must not have placed first in this event at a previous State Leadership Conference.

Only chapters that are classified as official FBLA – Middle Level chapters are eligible.

Project Event—upload by January 28

1. Please note that the project must be submitted by the above deadline. There is NO late registration for this event.
2. The project must be prepared by student members, not advisers. Local advisers should serve as consultants.

3. The project must adhere to the guidelines in the table below. Points will be deducted, or reports will be disqualified for not meeting the guidelines in the table below.
4. Projects submitted for competition become the property of Georgia FBLA. These materials may be used for publication and or reproduction for sale by the state chapter or national association.

Judging

Projects will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges selects the winners. All decisions of the judges are final. A rating sheet will be used to assist the judges. See page 29.

Awards

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

ML State Leadership Conference: The maximum number of awards will be ten (10).

Event	No. of Entries	Specific Guidelines
Video Public Service Announcement	1 Team (1-3)	<ul style="list-style-type: none"> • Videos must be uploaded via Wufoo by January 28 (SLC); the window to submit videos is January 20-January 28 only. • The PSA should be no more than 60 seconds in length. • The event entry form will be submitted via Wufoo. <p>2020 ML SLC Topic: Create a 60-second PSA on “Why is financial literacy important?”</p>

PROJECT/TEST EVENTS

Multimedia & Website Development

Eligibility

Each chapter may enter up to two (2) **individuals** who are members of an active local chapter and are on record in the FBLA-PBL National Center as having paid dues by January 15 of the current school year.

THIS IS NOT A TEAM EVENT.

Only chapters that are classified as official FBLA – Middle Level chapters are eligible.

Overview

Competitors must submit a website with multimedia elements and must also

Project Procedures

1. Please note that the project must be submitted by the above deadline. There is NO late registration for this event.
2. The project must be prepared by student members, not advisers. Local advisers should serve as consultants.
3. The project must adhere to the guidelines in the table below. Points will be deducted or disqualified for not meeting the guidelines in the table below.
4. Projects submitted for competition become the property of Georgia FBLA. These materials may be used for

publication and or reproduction for sale by the state chapter or national association.

Online Testing Procedures

A 30-minute online objective test will be administered prior to the *ML State Leadership Conference* based on the previously listed competencies. Advisers should refer to the Georgia FBLA School-site Online Testing Procedures. Participants must use the standard calculator function provided by the computer's operating system.

Judging

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

A rating sheet will be used to assist the judges. See page 27.

Awards

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

ML State Leadership Conference: The maximum number of awards will be ten (10). The top winner is eligible to advance to the National Leadership Conference.

Event	No. of Entries	Specific Guidelines
Multimedia & Website Development	2 Individuals	<ul style="list-style-type: none"> • The website URL will be submitted via Wufoo event entry form) by January 28 (SLC); the window to submit videos is January 20-January 28 only. • The website should include, but is not limited to, the following: <ul style="list-style-type: none"> • An animated theme and logo that includes music • A form for potential members to complete in order to join your chapter • A video from your chapter president welcoming potential members to the website and inviting them to check out FBLA-Middle Level by attending one of your regularly scheduled meetings • Websites must be compatible with a variety of browsers (e.g., Netscape, Internet Explorer, Google Chrome, Mozilla Firefox). <p>2020 ML SLC Topic: Design, build, and launch a website that introduces your new FBLA-Middle Level chapter to the other students in your school. The website must include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • An animated theme and logo that includes music • A form for potential members to complete in order to join your chapter • A video from your chapter president welcoming potential members to the website and inviting them to check out FBLA-Middle Level by attending one of your regularly scheduled meetings

Performance Events

Creed
Critical Thinking
Elevator Speech
Invention Convention
Public Speaking - ML

All these events
are region
Pre-submissions

Eligibility

Each chapter may enter one (1) participant in Creed, Elevator Speech, and Public Speaking-ML; one (1) team of 1-3 members in Critical Thinking and up to two (2) teams of 1-3 members in Invention Convention. Members must be members of an active local chapter and is on record in the FBLA-PBL National Center as having paid dues by October 31 to qualify for state competition at the RLC competition by means of video. Participants must not have placed first in this event at a previous State Leadership Conference.

Only members enrolled in grades 5 through 8 as of May 20 of the current school year are eligible.

Overview

These events consist of a prejudged video (RLC). **Only the top fifteen (15) prejudged RLC video entries statewide** in each event will participate in the oral performance component before a panel of judges at the State Leadership Conference.

Pre-Conference Submission Guidelines (RLC)

- **Videos must be uploaded to an online video service (YouTube, School Tube, Vimeo, etc.) via Wufoo by December 3; the window to submit videos is November 19-December 3 only. Please note that the presentation must be submitted by the above deadline. There is NO late registration for this event.**
 - Creed: Submit video of member reciting Creed
 - Critical Thinking: video of members' presentation; **can only video 1 take of the video**
 - Elevator Pitch: Submit video of member delivering a 30-second prepared speech based on the given topic, plus upload visual and business card

- Invention Convention: Submit video of members giving sales pitch
- Public Speaking--ML: Submit video of member delivering a 3-minute prepared speech based on one or two of the FBLA goals
- **Entry form will be submitted via Wufoo.**
- **Materials will not be returned.**

Performance Guidelines (ML SLC)

- Based on the highest prejudged presentation scores from RLC, a maximum of fifteen (15) entries will be selected to make oral presentations at the ML SLC.
- The oral presentation of the finalist entries must be conducted by the participant in the video submitted. No replacement or substitutes will be allowed. Only the individual registered for this event may participate in the oral presentation.

The performances are NOT OPEN TO CONFERENCE ATTENDEES.

The event will be held at the Middle Level State Conference on February 24, 2020.

Judging

The judges will rate the participant according to the rating sheet. See pages 22-23, 25-26, 28.

Awards

The number of awards presented at the Region and ML State Leadership Conferences is determined by the judges and/or number of entries.

Region Leadership Conference: The maximum number of awards will be five (5).

ML State Leadership Conference: The maximum number of awards will be ten (10). The top winner in Critical Thinking & Elevator Speech are eligible to advance to the National Leadership Conference.

There is no national competition for Creed, Invention Convention & Public Speaking—ML.

NOTE: December 3 is the deadline; the week before is THANKSGIVING BREAK!! Plan accordingly!!!!!!

Event Name	RLC	Specific Guidelines	Perform Time	Prep Time	Warning	Time Up	Time Penalty
Creed	Yes	<ul style="list-style-type: none"> Individual Event The creed must be memorized and presented verbatim. The official wording must be used. Participants may not use outlines, notes, or index cards. No visual aids may be used. You may use a lectern. The top 15 statewide advancing from RLC will present the Creed live before a panel of judges at ML SLC. The first-place winner will be asked to recite the Creed at the ML SLC Awards Program. NO AUDIENCE FOR THIS EVENT AT THE ML SLC. <p>FBLA Creed (revised 2001/2002) <i>I believe education is the right of every person.</i> <i>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> <i>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> <i>I believe every person should actively work toward improving social, political, community, and family life.</i> <i>I believe every person has the right to earn a living at a useful occupation.</i> <i>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> <i>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.</i></p> <p>Note: The above revised creed is the one to be recited; other versions (older) given by participant will be disqualified</p>	5 min.	N/A	N/A	5 min.	N/A
Critical Thinking	Yes	<ul style="list-style-type: none"> Team Event (1-3) Participants will be given case study related to a challenge or opportunity within their chapter 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 cards. Note cards will be collected following the presentation at ML SLC. No other reference materials, visual aids, or electronic devices may be brought to or used during the preparation or presentation. Individuals/teams should introduce themselves, describe the situation, make their recommendations, and summarize their cases. If participating as a team, all team members are expected to actively participate in the performance. All questions raised in the case must be addressed during the presentation. Judges may ask up to three (3) questions following the presentation at ML SLC. A lectern will be available. No microphone will be used. Participants must report for instructions twenty (20) minutes prior to the time of the first scheduled presentation at ML SLC. Participants will be given fifteen (15) minutes to prepare their presentation prior to appearing before the judges. All participants will address the same topic in their presentation. Each presentation should be five (5) minutes in length. Five (5) points will be deducted if competitors do not follow the dress code. Five (5) points will be deducted if competitors do not follow the guidelines. A timekeeper will stand at four (4) minutes. When the speaker is finished, the time used by the participant will be recorded. The time limit for the question & answer session is 3 minutes. NO AUDIENCE FOR THIS EVENT AT THE ML SLC. 	5 min.	15 min.	4 min.	5 min.	No

Event Name	RLC	Specific Guidelines	Perform Time	Prep Time	Warning	Time Up	Time Penalty
Elevator Speech	Yes	<ul style="list-style-type: none"> Individual Event The speech should be 30 seconds in length, of a business nature, and must be developed based on the below topic. When delivering the speech via video, the participant may use notes or note cards. You may use a lectern. Each speech should be 30 seconds in length. For RLC only, a speech is longer than 30 seconds, 5 points will be deducted. Students must have at least one visual (2 copies) for the judges that they prepared (flyer, brochure, etc.) about FBLA-Middle Level, and a business card. No other visual aids will be allowed For RLC, the competitors will upload their visuals and business card. For ML SLC, the competitors will give these to the judges prior to their speech. <p>For those competitors advancing to SLC only:</p> <ul style="list-style-type: none"> A timekeeper will stand at 15 seconds. At 30 seconds, the timekeeper will call time and the competitor must end immediately. Judges will role-play the part of the woman sitting next to you and can ask up to 2 questions for student response after the competitor has finished the speech. The time limit for the question & answer session is 3 minutes. NO AUDIENCE FOR THIS EVENT AT THE ML SLC. <p>2020 ML SLC Topic: You and other members of your FBLA-Middle Level chapter are on your way to your first National Leadership Conference. The woman sitting next to you on the airplane notices the FBLA t-shirt you are wearing and asks what FBLA is. In a 30-second elevator speech, share with this woman FBLA's mission and how you have benefitted from membership in FBLA.</p>	30 sec.	N/A.	15 sec.	30 sec.	Yes

Event Name	RLC	Specific Guidelines	Perform Time	Prep Time	Warning	Time Up	Time Penalty
Invention Convention	Yes	<ul style="list-style-type: none"> • May be a team entry of 1-3 members. • Each school may submit 2 teams • Participants will create an invention using a set list of supplies and develop promotional materials and a sales pitch to accompany the invention. <p>Invention</p> <ul style="list-style-type: none"> • With the exception of only one, single item, all other items used in the invention must come from the following list: <ul style="list-style-type: none"> • Disposable paper or plastic plates, cups, or bowls • Cardboard, index cards, cardstock, construction paper, copy paper, colored paper (not to exceed 65 lbs), poster board, newspaper, recycled food boxes (paper or plastic) • Yarn, string, or rope • Popsicle sticks, bamboo skewers, toothpicks, or chopsticks (all must be made of wood) • Recycled cans, plastic bottles, toilet paper or paper towel rolls, plastic bags (grocery style), CDs, • Cotton balls, cotton pompoms, or cotton swabs (Q-tips) • Fabric • Aluminum foil • Markers or paint • Only one additional item may be used in this product that is not listed above. The product may not be battery-operated, electrical, or motorized. • Items may be bound together or attached using only the following binding agents: <ul style="list-style-type: none"> • Glue (including heavy duty glue), hot glue, rubber cement, or glue sticks • Scotch tape, masking tape, duct tape, electrical tape • String, paperclips, brads, rubber bands • The use of nails or screws is prohibited. <p>Promotional Packet</p> <ul style="list-style-type: none"> • Promotional packets must be no more than five (5) pages, including cover sheet and attachments. • Pages must be standard 8 ½" by 11" paper. • Pages must not be laminated or bound in sheet protectors. • Reports may be single-or double-spaced. • Each side of the paper providing information is counted as a page. • Copies should be sent rather than important original documents. • Scrapbooks and loose or bulky exhibits are not acceptable. • The project must include the following items: <ul style="list-style-type: none"> • One-page (single-sided) flyer promoting the product • Complete list of items (with quantities listed) used to construct product. • Picture of the product but may not exceed four pictures of the product throughout the entire packet. • RLC: Upload the promotional packet via Wufoo by December 3. <p>Sales Pitch</p> <ul style="list-style-type: none"> • The sales pitch may not exceed three (3) minutes. • All team members must participate in the sales pitch presentation. • When delivering the pitch, the participants may use notes or note cards. You may use a lectern. • The sales pitch should address the following items: <ul style="list-style-type: none"> • Purpose of the invention • Benefits and beneficiaries of the invention • How the invention works and what it accomplishes • How the invention was created <p>NO AUDIENCE FOR THIS EVENT AT THE ML SLC.</p>	3 min.	N/A	2 min.	3 min.	Yes

Event Name	RLC	Specific Guidelines	Perform Time	Prep Time	Warning	Time Up	Time Penalty
Public Speaking -- ML	Yes	<ul style="list-style-type: none"> • Individual Event • The speech should be three (3) minutes in length, of a business nature, and must be developed from one or more of the nine (9) FBLA-PBL goals. • When delivering the speech via video, the participant may use notes or note cards. You may use a lectern. • Each speech should be three (3) minutes in length. • RLC: Upload the speech via Wufoo by December 3. <p>For those competitors advancing to SLC only:</p> <ul style="list-style-type: none"> • A timekeeper will stand at two (2) 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 2:31 or over 3:29 minutes. <p>NO AUDIENCE FOR THIS EVENT AT THE ML SLC.</p>	3 min.	N/A.	2 min.	3 min.	Yes

Battle of the Chapters

Competencies

This event is composed of two (2) parts: an online objective test and an oral question/answer session.

Online Objective Test: The online objective test may include questions on any FBLA state or national publication or current national and state news issues. Questions will be formulated from information contained in the National and State handbooks, National FBLA Bylaws, National and Georgia FBLA websites, The Tomorrow's Business Leader, Robert's Rules of Order, Newly Revised, National and State Awards Program Guidelines, Georgia FBLA Chapter Planning Guide, and national and state mailings. **This portion will be administered during ML SLC testing on February 6-7; 10-11.** All members of the team must complete the test at the same testing session. Each member will take the test individually **NOT** together. **Test will NOT be given if less than 10 teams enter this event. The teams will automatically perform at the state conference on February 24, 2020 at the ML SLC.**

Question/Answer Session: A maximum of ten teams will be selected for the oral question/answer session with questions based on the same content as the objective test. This portion will be held at the ML State Leadership Conference on February 24, 2020.

Eligibility

Each chapter may enter one team that must be composed of three (3) members. Only two members of the team may have competed in this event at a previous conference. Each member of the team must be a member of an active local chapter and be on the record in the FBLA National Center as having paid dues by January 15.

Procedure

Online Objective Test:

A 30-minute online objective test will be administered prior to the ML State Leadership Conferences. Contestants should study FBLA Bylaws, FBLA history and operations, important individuals and dates in national and state FBLA, parliamentary procedure, current events, FBLA partnerships and programs, national and state competitive event guidelines.

The team score is determined by averaging the scores of its members. The teams with the highest average scores on the objective test will be scheduled for the question and answer session. The number of teams advancing to the question/answer session will be determined by the judges. The maximum is ten.

Question/Answer Session – Preliminary Round:

Prior to the preliminary oral round, each team member and their adviser will be required to attend an orientation session shortly before the semifinal competition. Time and location will be announced at the conference. Failure to attend may result in the team being disqualified. The team members participating in the oral rounds must be the same members who took the online objective test. Chapter teams will be lined up across the stage in alphabetical order according to school name. An announcer will give a question to each chapter beginning in alphabetical order. The first team member on that chapter will have a chance to answer the question within ten (10) seconds. A timekeeper will state when the ten seconds are up. If the team member answers the question incorrectly, the next chapter's team member will attempt to answer the same question.

Questions will be asked in random order. They will not range in order of difficulty. If more than one answer is given by a team member, the first answer will be the only one used by the judges. When the question has been answered correctly, a new question will be asked of the next chapter's team member. If no one answers a question correctly, the question is discarded. Another question is given with no one disqualified for the previous question. When a team member answers incorrectly, he/she will leave the stage only after the question has been answered correctly. Questions will be asked of team members until only two chapters are represented.

Team members are not allowed to discuss the question in the preliminary round. The audience is asked to remain quiet and not respond to the question. Failure to adhere to these rules will result in the team being disqualified. The audience is not permitted to come to the judges' table during or after the performance. All judges' decisions are final. If one chapter eliminates all remaining teams, that team will automatically advance to the final round. The teams just eliminated will return and will continue until only one team remains.

The use of recording devices, including video cameras, is prohibited.

Question/Answer Session—Final Round:

Two teams are represented in the finals. All three team members of these teams will participate in this round. The final round will be divided into ten rounds, each round consisting of each team being asked a question. The order the teams will answer a question will be determined by a coin toss.

The first team will be asked a question. The team will have five (5) seconds to answer the question. The time will start from the time the question has been completed. If that team answers the question correctly, that team will receive one (1) point for that round. If an incorrect answer is given, the question will be thrown out and a new question will be asked of the next team. A round will be completed when both teams have been given a question. For the next round, the order of teams will be rotated.

At the end of ten rounds, the team with the most points will be the winner. In the event that the teams are tied at the end of the tenth round, the competition will continue until one team is able to answer a question correctly while the other team answers the question in that round incorrectly.

Judging

The online objective tests will be computer graded. Ties will be broken by comparing the last ten questions of the objective tests for the affected participants. The judging for the oral question/answer session will be by the emcee (person giving the questions to the teams).

Awards

Each team member, as well as the chapter, of the championship team, will receive an award at the ML State Leadership Conference. To receive the award, at least 2 teams need to be entered into the oral rounds to determine the winner.

There is no national competition for this event.

Chapter of the Year – Middle Level

Eligibility

Each local chapter may enter this event and must be on record in the FBLA-PBL National Center as paying dues by January 15 of the current school year.

To be eligible for this award, a chapter must accumulate a minimum number of points on the Georgia FBLA Middle Level Chapter of the Year submission form.

Regulations

1. The entry form, submission packet, and supporting materials (Appendix C) must be completed by the local adviser or designee and **must be RECEIVED no later than February 7** and mailed to GA FBLA, PO Box 2417, Evans, GA 30809.
2. To qualify for overall Middle Level Chapter of the Year, a chapter must also submit with the entry form, required documentation.
3. **All documentation must be provided in the order according to the entry form/submission packet and MUST BE bound (not stapled). DO NOT submit materials in three ring binders. All documentation must reference the applicable Chapter of the Year Activity Number. It will be DISQUALIFIED if these guidelines are not followed.**
4. Any entry that is not accompanied by the Chapter of the Year Submission Packet may be disqualified.

Procedure

To obtain the required points as specified on the Georgia FBLA Outstanding Chapter Recognition and Chapter of the Year form, chapters must meet the following criteria for each requirement.

1. **State ML Officer.** Chapters can obtain points for a 2019-2020 ML state officer or state officer candidate at the 2020 ML State Conference. **Maximum: 10 points**

You will receive:
10 points for having a 2019-2020 ML state officer
5 points for having a ML state officer candidate at the 2020 ML State Conference
2. **Professional Chapter Meetings.** Chapters can obtain points by holding professional chapter business meetings with either a guest speaker or a leadership training activity. These meetings must be professional in nature. Chapter meetings where the primary activity is a social event do not qualify as a professional chapter business meeting. You receive 5 points for each professional chapter meeting that must include a guest speaker or leadership training activity. **Maximum: 20 points**
3. **Chapter Management and Organization.** Chapters can obtain points by developing a Chapter Program of Work; point system for chapter member recognition; conducting a planning session for new officers, officer installation or new member ceremony; History presentation or Emblem ceremony; nominating an eligible ML member for Member of the Month; Young Leader Award entry or an eligible ML adviser for Outstanding ML Adviser. **Maximum: 45 points**

You will receive:
5 points for developing a Chapter Program of Work; see Appendix E: page 68-69.
5 points for conducting a planning session for new officers during the summer or at the beginning of the school year

- 5 points** developing a point system for chapter member recognition
- 5 points** for conducting an officer installation **OR** new member induction ceremony
- 5 points** for conducting a FBLA-PBL History Presentation **OR** Emblem Ceremony
- 5 points** for nominating an eligible local ML member for Member of the Month **(due January 28) (max 10 points)**
- 5 points** for nominating an eligible local ML adviser for Outstanding Middle Level Adviser **(due January 28)**
- 5 points** for nominating an eligible local ML member the Young Leader Award **(due January 28)**

4. **FBLA Week Activities.** Chapters can obtain points for conducting activities during FBLA Week 2019-2020. You will receive **5 points** for each activity conducted during FBLA Week 2019-2020. **Document each activity on the Project Activity Form. Maximum: 25 points**
5. **Social Activity.** Chapters will receive **5 points** for each social activity your chapter plans. **Document each activity on the Project Activity Form. Maximum: 10 points**
6. **Chapter Membership (based on February 1 numbers).** Chapters can obtain points for membership **paid and posted** by February 1. You will receive **1 point** for every paid member by February 1. Dues must be **RECEIVED** in the national office by February 1. **Maximum: 100 points**
- *7. **Chapter Membership Increase (based on February 1 numbers).** Chapters can obtain points for chapter 2019-2020 membership increase from 2018-2019. **Maximum: 50 points**

You will receive:

- 2 points** for each additional **PAID** member over last year's membership. Dues must be received in the national office by **February 1**.
- 5 points** for exceeding the 2018-2019 final membership by **November 1**.

8. **Membership Campaigns.** Chapters can obtain points for participating in the various membership campaigns. **Maximum: 25 points**

You will receive:

- 1 point** for each member who submits a ML Membership Madness application **via wufoo** (recruit 2 NEW MEMBERS) by **February 1**.
- 3 points** for each member who submits a ML Membership Mania application **via wufoo** (recruit 4 NEW MEMBERS) by **February 1**.
- 5 points** for each adviser who submits a 100% class participation form **via online (fbla-pbl.org)** (minimum 10 students) by **February 1**.
- 5 points** for placing in one of the Georgia FBLA membership campaigns: Rally Roundup, Operation October, Now in November, or December Draft **(max 5 points)**

9. **New Chapter Charter or Reactivation.** Chapters can obtain points by chartering a new ML chapter or reactivating a ML chapter. You will receive **15 points** each for chartering or reactivating a FBLA-ML chapter by **February 1. Maximum: 30 points**
- *10. **Professional Division Member Recruitment (based on February 1 numbers).** Chapters can obtain points by recruiting members in the FBLA-PBL Professional Division. You will receive **5 points** for each Professional Division Member from your local chapter. Information will be verified with national records. **Maximum: 20 points**

11. **Publicity.** Chapters can obtain points for obtaining publicity of chapter events in local media OR school website. You must attach a copy of all newspaper articles and include the name and date of newspaper. Website entries must contain activities of your club, not just pictures and announcements. All radio and television appearances must be verified by a statement from the radio or television station. **Maximum: 40 points**

You will receive:

5 points for each article appearing in the school/system newsletter or website (**max 10 points**)
10 points for each article appearing in the local/community newspaper
15 points for a television appearance or radio program (school TV or school radio appearance does not count)
5 points for developing and publishing a **chapter website about your chapter's current year activities**

12. **FBLA Publication Submission.** Chapters can obtain points for obtaining publicity of chapter activities in the online version of *Tomorrow's Business Leader* OR the Georgia FBLA website. **Maximum: 20 points**

You will receive:

10 points for each article **published** in the online version of the *Tomorrow's Business Leader* prior to **February 1**
5 points for each article posted on the Georgia FBLA website by **February 1 (max 10 points; limit 2 articles per month)**

13. **Submission of FBLA Chapter Pictures.** Chapters can obtain points for submitting **digital** pictures to linda@georgiafbla.org no later than **February 1**. You will receive **4 points** per digital picture. (**Limit 2 pictures per month**) **Maximum: 40 points**

14. **Participation in the Georgia FBLA Business Organization Contact Project.** Chapters can obtain points for making a presentation to business groups, advisory committees, PTSOs or BOE, a supporter for ML Outstanding Supporter, or participate in a job shadow activity. **Maximum: 35 points**

You will receive:

10 points for each presentation to a local civic or business group (i.e., Kiwanis, Rotary, Jaycees, Optimist, Exchange)
5 points for making a presentation to a local business advisory committee or PTSO or BOE (**max 5 points**)
5 points for nominating a supporter for ML Outstanding Supporter by **January 28**
5 points for each member who completes a job shadow experience (**max 10 points**)

15. **Community Service Projects.** Chapters will receive **5 points** for each community service project by your chapter benefitting your community. This cannot be a fundraising project. **Document each activity on the Project Activity Form. Maximum: 25 points**

You will receive:

5 points for each service project befitting your community (not fundraising)

16. **School Service Project.** Chapters will receive **5 points** for each school service project benefitting your school, another school organization, or faculty & staff that is not a fundraising project. **Document each activity on the Project Activity Form. Maximum: 25 points**

You will receive:

5 points for each service project benefitting your school, another school organization, faculty, or staff

17. **Participation in State Service Project at the Fall Leadership Conference.** Chapters can obtain **3 points** for each **pre-registered team entry** in the Monopoly @ tournament. **Maximum: 21 points**

18. **Participation in the Georgia FBLA State Service Project – March of Dimes.** Chapters can obtain points for raising money for the March of Dimes. **Maximum: 25 points**

You will receive:

1 point for each \$20 a chapter raises AND contributes on behalf of the FBLA chapter to the March of Dimes from **February 26, 2019 to January 28, 2020**
5 points for conducting a March of Dimes educational activity at your school

- *19. **Participation/Recognition @ the 2019 ML State Leadership Conference.** Chapters can obtain points for receiving recognition at the 2019 ML SLC. All entries will be verified. **Maximum: 100 points**

You will receive:

3 points for each entry placing **First-Fifth** Place in a competitive event at the 2019 ML SLC
2 points for each entry placing **Sixth-Tenth** Place in a competitive event at the 2019 ML SLC
1 point for each entry competing but not placing at the 2019 ML SLC
3 points for **entering** a ML Skill event (Keyboarding Applications, Desktop Publishing Team, or Spreadsheet) at the 2019 ML SLC (**max 3 points**)
3 points for **entering** a ML performance event (Community Service Team, Creed, Elevator Speech, Impromptu Speaking, Invention Convention, or Public Speaking-ML) at the 2019 ML SLC (**max 3 points**)
3 points for **entering** a ML technical event (Computer Slide Show, Video Public Service Announcement, or Multimedia & Website Development) at the 2019 ML SLC (**max 3 points**)
5 points for entering the ML Chapter Scrapbook page event at the 2019 ML SLC
5 points for entering a national event at the 2019 ML SLC (**max 3 points**)

20. **Participation/Recognition @ the 2019 National Leadership Conference.** Chapters can obtain points for receiving recognition at the 2019 NLC. All entries will be verified. Advisers and chaperones do not qualify. **Maximum: 50 points**

You will receive:

5 points for each member attending AND competing in an open ML event
2 points for each member attending and NOT competing in an open ML event
10 points for each member placing in an open ML event
10 points for each member attending and competing in a ML national event
15 points for each member placing 2nd in a ML national event
20 points for each member placing 1st in a ML national event

21. **Participation @ the 2019 Summer Leadership & Officer Training Summit (SLOTS).** Chapters can obtain points by attending the 2019 SLOTS; advisers and chaperones do not count. You will receive **5 points** for each member attending. **Maximum: 50 points**

22. **Participation @ the 2019 Adviser Leadership Conference (FALCON)** Chapters can obtain points by advisers attending the 2019 FALCON. You will receive **10 points** for each adviser attending. **Maximum: 10 points**

***23. Participation @ the 2019 Fall Motivational Rally.** Chapters can obtain points by attending the 2019 Fall Motivational Rally; advisers and chaperones do not count. You will receive **2 points** for each member attending. **Maximum: 100 points**

24. Participation in the 2019 Fall Motivational Rally Events. Chapters can obtain points by participating in competitive events offered at the 2019 Georgia FBLA Fall Motivational Rally. All entries will be verified. **Maximum: 25 points**

You will receive:

- **5 points** for each competitive event entry at the 2019 Fall Motivational Rally (T-shirt, State Project, etc.)
- **1 point** for each different Open Event completed **NOT** 1 point per participant (**max 5 point**)
- **5 points** for each placing 1st or 2nd place in a competitive event (T-shirt, State Project, Open event, etc.) at the 2019 Fall Motivational Rally

***25. Participation in the 2019 ML Fall Leadership Conference.** Chapters can obtain points for each member that attends the 2019 Georgia FBLA Fall Leadership Conference. **Maximum: 36 points**

You will receive:

3 points for each member registered who completes their leadership track.

***26. Participation/Recognition @ the 2020 Region Leadership Conference.** Chapters can obtain points for receiving recognition at the 2020 Region Leadership Conference. This information will be verified. **Maximum: 55 points**

You will receive:

3 points for each entry placing **First** Place in each regional competitive event
2 points for each entry placing **Second-Fifth** Place in each regional competitive event
1 point for member competing not placing at the Region Leadership Conference

27. Conference All-Stars.** Chapters can receive 10 points for each member who becomes a Conference All-Stars by attending SLOTS, Rally, FLC, RLC participation, and ML SLC. **Maximum: 70 points

***28. Participation in the Middle Level LEAD Program—by February 1.** Chapters can receive up to 100 points for participating in the **LEAD** program. **Maximum: 100 points**

You will receive:

15 points for receiving the National FBLA-Middle Level Chapter Excellence Award or Outstanding Chapter Award of Merit for 2018-2019 (**documentation from national**)
20 points for each member achieving the Gold level of the Individual LEAD Program for 2019-2020 (**documentation from national**)
10 points for each member achieving the Silver level of the Individual LEAD Program for 2019-2020 (**documentation from national**)
6 points for each member achieving the Bronze level of the Individual LEAD Program for 2019-2020 (**documentation from national**)

29. Participation in the Georgia FBLA State Project—Follow Your Vision can obtain points by participating in the Georgia FBLA State Project— **Follow Your Vision.** **Maximum: 40 points**

You can receive:

2 points for each 10 points your chapter received on the Georgia FBLA State Project Form

30. Participation in National FBLA Program or Project. Chapters can obtain points for participating in National FBLA Programs or Projects. Chapters will receive 5 points for each program or project. **Maximum: 15 points**

The following projects qualify for consideration.

- *For **Adviser Wall of Fame**, attach a copy of the valid nomination form*
- *For **America Youth Saves/Georgia Youth Saves**, attach a copy of your Georgia Youth Saves entry form or entry from the Consumer Federation of America*
- *For **March of Dimes Grants**, attach a copy of your grant application. Simply raising money for the March of Dimes does not count as you can count this under Criterion #18.*
- *For **Connecting Chapters**, attach a Project Activity Form Template (Appendix D—pg. 67) and the 100-word summary of your project*
- *For **i-SAFE Internet Safety Program**, attach a copy of your Savvy Surfing entry form (max 3 points)*
- *For **School Store Manual**, attach a Project Activity Template (Appendix D—pg. 67) and a copy of your income/expense statement*
- *For **The Stock Market Game Program** (www.fbla-pbl.org), attach a copy of your account summary.*
- *For **FBLA National Scholarship Fund**, attach a copy of the completed application form and a copy of the check for your contribution to the FBLA National Scholarship Fund*
- *For **VISA—Practical Money Skills for Life**, attach a copy of the VISA—Practical Money Skills for Life Official Entry Form*
- *For **American Enterprise Day (November 15)**, attach a Project Activity Template (Appendix D—pg. 67) and a picture of your chapter's American Enterprise Day celebration. This must be done the week before or week after November 15)*
- *For **Membership Awards**, attach a copy of the completed application for the **one** of the following awards: (See the Table of Contents Page for links to the following:

 - 100% Class Participation
 - Membership Achievement Award
 - ML Membership Madness
 - ML Membership Mania*

31. Participation in the Social Media Twitter Challenge. Chapters can obtain points for participating in the Social Media Twitter Challenge by **February 1**. Chapters will receive 3 points for each picture submitted. **Maximum: 30 points**

You will receive **3 points** for each picture submitted for the Social Media Twitter Challenge by February 1.

- **Summer Challenge:** What has your chapter done this summer? Post a picture of what your chapter has done this summer. Must be completed by September 21.
- **Chapter Takeoff Challenge:** Start the year right! Post a picture of your chapter's back to school recruitment efforts (ex: Table at Orientation). Must be completed by September 21.
- **First Meeting:** We're excited to see your members! Post a group shot of your chapter's first meeting. Must be completed by September 30.
- **Fall Motivational Rally:** Ready for the fair? Post a picture of your chapter at Fall Motivational Rally held in Perry. Must be completed by October 15.

- **Fall Leadership Conference:** In FBLA, we build leaders. Post a picture of your chapter from Fall Leadership Conference, held in Athens. Must be completed by November 10.
- **Region Leadership Conference:** It's time to compete! Post a picture of your chapter at your Region Leadership Conference. Must be completed by February 5.
- **FBLA Week Challenge:** Show your FBLA pride! Post a picture of your chapter's FBLA Week activities. Must be completed by February 7.
- **Fundraising:** Post a picture of one of your chapter's fundraising efforts. Must be completed by February 1.
- **Community Service:** FBLA members support the community around them. Post a picture of your chapter's community service efforts. Must be completed by February 1.
- **Officer Team:** Your local officers are the most important piece in recruiting for your chapter. Post a picture of your chapter officer team. Must be completed by February 1.

All photos submitted must be through an official local chapter Twitter account. Photos submitted via a personal account for a member or officer will not be eligible for credit. (Contact linda@georgiafbla.org if your school has a security issue with a chapter Twitter account.)

All documentation submitted for Chapter of the Year consideration **MUST** be submitted as prescribed in the Chapter of the Year Submission Packet. All Chapter of the Year documentation that is submitted manually must be included with your entry

See the Chapter of the Year Submission Packet for detailed requirements as to the proper documentation that must be submitted for each of the above projects/programs.

Cover Page for Chapter of the Year must include: (not necessarily in this order)

Name of School
Region
City
State Theme
Current School Year
Total Points

Award applications that are not accompanied by documentation as proscribed by the Chapter of the Year Submission Packet will be disqualified.

Awards

The number of awards presented at the State Leadership Conference will be determined by the number of entries received with validated ratings. There is no national competition for this event. Chapters recognized as Outstanding Local Chapters will be considered for the national Outstanding Chapter Award of Merit.

Chapters will be recognized as a Gold Chapter if they obtain at least **750** points on the Georgia FBLA-ML Chapter of the Year form.

Chapters will be recognized as a Silver Chapter if they obtain at least **550** points on the Georgia FBLA-ML Chapter of the Year form.

Chapters will be recognized as a Bronze Chapter if they obtain at least **350** points on the Georgia FBLA-ML Chapter of the Year form.

The chapter that has the highest point total on the Georgia FBLA-Middle Level Chapter of the Year form will be named the Middle Level Chapter of the Year.

In the event of the tie, the maximum ceilings will be removed from criteria 7, 10, 19, 23, 25, 26, 27, and 28 and the chapter with the highest points then will be named Middle Level Chapter of the Year.

All Chapter of the Year entries and supporting documentation must be RECEIVED by February 7, 2020.

Mail to:

**GA FBLA
PO Box 2417
Evans, GA 30809**

Recognition Events

Outstanding Middle Level Adviser
 Outstanding Middle Level Supporter
 Young Leader Award

Eligibility

Each FBLA – Middle Level chapter may enter one nominee in each event in accordance with the individual eligibility requirements listed below.

An adviser or supporter shall not be nominated if he/she has received an Outstanding Middle Level Adviser or Outstanding Middle Level Supporter Recognition within the past three (3) years.

Procedure

The following information should be stapled together and submitted for consideration as an overall region winner and the overall state winner by mailing the documentation to GA FBLA, PO Box 2417, Evans, GA 30809: **Receipt Date: February 1, 2020**

1. The event entry form completed by the local chapter president.
2. A letter of recommendation addressed to the GA FBLA Assistant Director/ML Coordinator (Linda Grooms) to the address above from the local chapter president or adviser naming the person nominated and giving the reasons for the nomination.
3. The nominee must submit a biographical sketch of no more than two pages and include the bullets listed in the Awards Information/Eligibility section in the table below.
4. Optional. You may also include no more than three (additional letters of recommendations from school administrators, department or vocational supervisors, fellow FBLA advisers, other local officers, etc.

Awards

An adviser of the year will be selected for each FBLA region.

One adviser individual will be selected as Georgia FBLA – Outstanding Middle Level Adviser and Supporter and a Young Leader Award. Each of these will be recognized as a recipient of the national Middle Level Outstanding Adviser and Supporter and Young Leader Award will be recognized on the FBLA-PBL Web site.

Event	Additional Submission Requirement	Award Information/Eligibility
Outstanding Middle Level Adviser		<p>The nominee must have taught at least three years at the middle level and have been an active FBLA-ML adviser for three years.</p> <p>Criteria for selection of nominees should include, but are not limited to</p> <ol style="list-style-type: none"> 1. Number of years taught (indicate years at each level). 2. Indicate the number of region, state, and national conferences attended (minimum of three required.) 3. Indicate two unique activities that your local chapter has successfully completed. 4. Indicate any workshops led or other responsibilities at the above conferences attended. 5. Indicate how you integrate FBLA-ML activities into your classes. 6. Recommendations supportive of the adviser's involvement in FBLA <p>Only advisers of chapters that are classified as official FBLA – Middle Level chapters are eligible.</p>
Outstanding Middle Level Supporter		<p>Nominees may be members of an educational institution (non-teaching staff) or the business community.</p> <p>Criteria for selection of nominees by the local chapters should include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Years of participation in FBLA-Middle Level activities. 2. Promotion of FBLA-Middle Level through presentations, seminars, and school-related activities. 3. Contributions to local, region, state activities, and/or national activities. 4. Financial assistance to and sponsorship of activities for local chapters.
Young Leader Award	GA FBLA ML Coordinator will verify on the national website that the Silver Level has been achieved.	<p>A member nominated for the Young Leader Award may compete in another event.</p> <p>Criteria for selection of nominees by the local chapter should include, but are not limited to:</p> <ol style="list-style-type: none"> 2. Number of years in FBLA-Middle Level. 3. Indicate the extent of participation in region, state and/or national programs and conferences. 4. Indicate the offices, chairmanships, and/or committee memberships held in FBLA-Middle Level. 5. Indicate your involvement in local activities and the outcome of at least one of the projects. 6. Answer the question – “What FBLA has done for me?” 7. Complete at least the <i>Silver</i> level in the LEAD membership program –Need a recommendation letter from the local chapter adviser. <p>Only members enrolled in grades 5 through 8 as of May 20 of the current school year are eligible.</p>

Community Service Project

Prejudged Report **Revised 8/2019**

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content (This section of the rating sheet is to be used for the report for region)					
Clear project description	0	1-5	6-10	11-15	
Goals well defined	0	1-3	4-7	8-10	
Logical and systemic development of project	0	1-3	4-7	8-10	
Project effectively implemented	0	1-3	4-7	8-10	
Community Impact	0	1-5	6-10	11-15	
Publicity received	0	1	2-3	4-5	
Problem-solving and decision-making skills recognized	0	1	2-3	4-5	
Comments					
REPORT Subtotal (Prejudged Report)					/70 max
Penalty Deduct five (5) points for failure to follow guidelines.					
REPORT Total (Prejudged Report)					/70 max

Judge's Comments:

Community Service Project

State Competition—Revised 8/2019

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Clear project description	0	1-5	6-10	11-15	
Goals well defined	0	1-3	4-7	8-10	
Logical and systemic development of project	0	1-3	4-7	8-10	
Project effectively implemented	0	1-3	4-7	8-10	
Comments					
Presentation (This section of the rating sheet is to be used for the presentation at ML-SLC)					
Community Impact	0	1-5	6-10	11-15	
Publicity received	0	1	2-3	4-5	
Problem-solving and decision-making skills recognized	0	1	2-3	4-5	
Engaging presentation	0	1	2-3	4-5	
Confidence and poise exhibited	0	1	2-3	4-5	
Used appropriate eye contact, voice projection, gestures, and posture	0	1-3	4-7	8-10	
Effectively answered questions	0	1-3	4-7	8-10	
Presentation Subtotal (State Competition)					/55 max
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score (Region & State)					/100 max

Judge's Comments:

Creed

Performance Rating Sheet—Revised 8/2019

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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Delivery

Voice quality	0	1-2	3-4	5	
Diction	0	1-2	3-4	5	
Clear, specific language	0	1-2	3-4	5	
Fluency	0	1-2	3-4	5	

Stage Presence

Personal appearance	0	1-2	3-4	5	
Poise, body posture	0	1-2	3-4	5	
Confidence, ease before audience	0	1-2	3-4	5	
Eye contact	0	1-2	3-4	5	

Power of Expression and Effect

Emphasis, directness, sincerity	0	1-2	3-4	5	
Conveyance of thought and meaning	0	1-2	3-4	5	
Extent to which Creed was presented in an understandable, convincing, and pleasing manner	0	1-3	4-7	8-10	

Accuracy of Creed

Participants will receive 40 points for correct presentation of Creed				40	
Deduct as follows:					
Leave out word –5 each					
Stumble, gargle, etc. -5 each					
Omit one paragraph –10 each					

Total Points

/100 max

Dress Code Penalty: Deduct five (5) points when dress code is not followed; **Participants DO NOT have to be in official dress**
(Region Presubmission & ML SLC)

Final Score

/100 max

Judge's Comments:

Critical Thinking

Rating Sheet—Revised 8/2019

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-7	8-14	15-20	
Alternatives are recognized with pros and cons stated and evaluated	0	1-7	8-14	15-20	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-7	8-14	15-20	
Demonstrates knowledge and understanding of critical thinking concepts in relation to the topic	0	1-3	4-7	8-10	
Comments					
Presentation					
Statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Used appropriate eye contact, voice projection, gestures, and posture	0	1-3	4-7	8-10	
Effectively answered questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty: Deduct five (5) points when dress code is not followed; Participants DO NOT have to be in official dress (Region Presubmission & ML SLC)					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max

Judge's Comments:

Desktop Publishing

Production Test Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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Overall Appeal

Presentation immediately grabs audience.	0	1-3	4-7	8-10	
Content effectively covers topic with all the vital information—who, what, when, where, why, and how.	0	1-3	4-7	8-10	
Presentation appeals to intended audience.	0	1-3	4-7	8-10	

Layout

Layout is creative and original	0	1-3	4-7	8-10	
Text and graphics are well-balanced with no overlapping items that reduce visibility.	0	1-3	4-7	8-10	
Graphics are appropriate to subject and are effectively utilized	0	1-3	4-7	8-10	
Font selection (type, size, style, kerning, leading, number of typefaces) is appropriate and appealing	0	1-3	4-7	8-10	

Technical Features

Effective application of a special effect(s) may include but, not limited, to drop caps, shadowing, reverse type, screens, and mirror images	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, numbering, hanging indents, alignment, text wrapping)	0	1-3	4-7	8-10	
Proper use of grammar, spelling, punctuation, etc.)	0	1-3	4-7	8-10	

Final Score

/100 max

Judge's Comments:

Elevator Speech

Rating Sheet—Revised 8/2019

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Related topic to audience	0	1-3	4-7	8-10	
Ideas presented logically and sequentially	0	1-5	6-10	11-15	
Speech is sincere and engaging	0	1-3	4-7	8-10	
One business card with additional visual (3 copies)	0	1-5	6-10	11-15	
Comments					
Presentation					
Smoothly-paced speech	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-3	4-7	8-10	
Confident, enthusiastic, professional	0	1-3	4-7	8-10	
Used appropriate eye contact, voice projection, gestures, and posture	0	1-3	4-7	8-10	
Effectively answered questions	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max
Penalty Deduct five (5) points for failure to follow guidelines.					

Dress Code Penalty: Deduct five (5) points when dress code is not followed; **Participants DO NOT have to be in official dress**
(Region Presubmission & ML SLC)

Dress Code Penalty Deduct five (5) points when dress code is not followed.

Final Score /100 max

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

Judge’s Comments:

Invention Convention

Performance Rating Sheet—Revised 8/2019

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Invention					
Purpose of product clearly stated	0	1-3	4-7	8-10	
Product is beneficial and those who will benefit are identified	0	1-3	4-7	8-10	
Usefulness of the product	0	1-2	3-4	5	
Explanation of how the product works	0	1-3	4-7	8-10	
Product appears to be soundly constructed; Guidelines for constructing product were followed	0	1-2	3-4	5	

Organization

Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-2	3-4	5	

Delivery

Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which presentation was sincere, interesting, clear, creative, convincing, and concise	0	1-2	3-4	5	

Total Points

/100 max

Time Penalty: Deduct five (5) points for presentation **over 3:00 minutes**. Time:

Penalty: Deduct ten (10) points if prohibited or additional products have been used in the creation of the product

Dress Code Penalty: Deduct five (5) points when dress code is not followed; **Participants DO NOT have to be in official dress**
(Region Presubmission & ML SLC)

Dress Code Penalty: Deduct five (5) points when dress code is not followed. **Participants DO NOT have to be in official dress**

Final Score

/100 max

Judge's Comments

Multimedia & Website Development

Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Creative and original	0	1-3	4-7	8-10	
Effectively covers topic	0	1-3	4-7	8-10	
Web pages appeal to audience	0	1-3	4-7	8-10	
Web page incorporates a theme and logo	0	1-3	4-7	8-10	
Includes one activity with user interaction (game, survey, form completion, etc.)	0	1-3	4-7	8-10	
Comments					
Technical Components					
Web pages are viewable on standard browsers	0	1-3	4-7	8-10	
Logical and effective sequence of navigation	0	1-3	4-7	8-10	
All links are functional and allow viewer a path to home page	0	1-3	4-7	8-10	
Sites uses technology tools and enhancements effectively (i.e. video, sound, photo, image editing, graphics)	0	1-3	4-7	8-10	
Multimedia presentation includes sound, photos, image editing, graphics (1-3 minutes)	0	1-3	4-7	8-10	
Comments					
Subtotal					/100 max
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max

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

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

Judge's Comments:

Public Speaking--ML

Performance Rating Sheet—Revised 8/2019

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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Content

Relation to FBLA-PBL goals, activities, and/or current programs	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	

Organization

Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	

Delivery

Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Confidence	0	1-2	3-4	5	
Professional appearance	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	

Total Points

/100 max

Time Penalty: Deduct five (5) points for presentation **under 2:31 or over 3:29 minutes.**

Dress Code Penalty: Deduct five (5) points when dress code is not followed; **Participants DO NOT have to be in official dress**
(Region Presubmission & ML SLC)

Dress Code Penalty: Deduct five (5) points when dress code is not followed. **Participants DO NOT have to be in official dress**

Final Score

/100 max

Judge's Comments:

Video Public Service Announcement

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme fully and properly developed	0	1-3	4-7	8-10	
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	1-2	3-4	5	
Presentation is clear and concise	0	1-3	4-7	8-10	
Proper use of grammar	0	1-2	3-4	5	

Presentation					
Presentation shows creativity and originality	0	1-3	4-7	8-10	
Presentation includes an effective opening, body, and conclusion	0	1-3	4-7	8-10	
Audio and visual elements coordinated and complementary	0	1-3	4-7	8-10	
Audio/Video: Good quality Appropriate volume Video is smooth and steady Video is focus	0	1-3	4-7	8-10	
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	

Total Points /100 max

Time Penalty: Deduct five (5) points for presentation **under 30 sec. or over 60 sec.** Time:

Final Score /100 max

Topic: Create a 60-second PSA on “Why is financial literacy important?”

Judge’s Comments:

Standards of Mailability

Appendix A:

Materials submitted in these events are graded against the standard of zero errors and business-like format. 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 per error.

1. Omission of a nonessential part of a document (e.g., reference initials, enclosure notation)
2. Minor errors in vertical placement
3. Minor errors in horizontal placement
4. Minor spacing errors
5. Inserted or omitted words that do not change the meaning of the sentence
6. Transposed 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.

1. Failure to follow specific directions
2. Keying or spelling errors
3. Inserted or omitted words that change the meaning of the sentence
4. Omission of essential parts of a document (e.g., date, inside address)
5. Format Guide not followed

****If using Word 2007/2010, you need to change Spacing Style Set to Word 2003, otherwise, you will lose points on your document(s).**

GENERAL GUIDELINES FOR GA ML SKILLS

****Note: Problem Instructions Overrule These Guidelines**

Font Style/Size: Times New Roman

Spacing: 1 space after punctuation ending a sentence (stay consistent within the document)

1 space after a semicolon, comma

1 space after a colon (stay consistent within the document)

1 space between state abbreviation and zip code

Bulleted/Listed Lists: Single space individual items; double space before and after the list of items

Letters: Block Style with Open Punctuation (no punctuation after salutation or complimentary closing)

Block Style with Mixed Punctuation (colon after salutation and comma after complimentary closing)

Bullets: Align with left margin if block style; SS; DS before and after bulleted list

Margins: 2” Top; Side and Bottom: 1”

Agendas, Minutes: Standard Style

Margins: 2” Top; Side and Bottom: 1”

Unbound Report with a Table: Body double spaced

Top Margin: 2 inches first page, 1 inch remaining pages

Side and Bottom Margins: 1 inch

Titles: Bold and CAPS

Page number: Placed 0.5 inches at right margin starting on page 2

Table within a Report: Center table horizontally within the margins

No Gridlines

Titles: Bold and CAPS

DS after title and subtitles

Data can be either SS or DS

CHANGE STYLE SET TO WORD 2003

Personal Business with Bullets and Open Punctuation Letter Example

1234 FBLA Lane
City, ST 20191
Current Date

(QS)

Ms. Nancy Morris
ABC, Inc.
7890 Alphabet Street
Lima, MO 44433

(DS)

Dear Nancy

(DS)

Thank you for speaking to our organization. Pet rescue is a very important project for us this year.

(DS)

We enjoyed learning about the projects you have worked on in the area of pet rescue. I will be meeting with all our sponsors to see which projects they are interested in. Our sponsors are:

(DS)

- Sally Fowler
- Joe Booker
- Cathy Sands

(DS)

Again, thank you for sharing information with our organization and agreeing to work with us in this important endeavor.

(DS)

Sincerely yours

(QS)

Janice Goodwin

Unbound Report With a Table

SAMPLE AGENDA FOR FBLA MEETINGS

WHAT IS FBLA ABOUT?

www.fbla-pbl.org

Membership

FBLA-PBL is the largest business career student organization in the world. Over 11,000 advisers round out the group. Exclusive membership and career recognition programs are designed for each division to provide additional personal and chapter development opportunities.

Information that might be useful if you have any questions:

<u>Position</u>	<u>Name</u>
CEO/President	Alex Graham
Membership	Troy White
Conference Director	Richard Bowen
Education Director	Kelly Scholl

Funding & Endorsements

FBLA-PBL, Inc. is funded by membership dues, conference fees, corporate contributions, and grants. FBLA-PBL is recognized by the Association for Career and Technical Education, and, National Business Education Association, and the U.S. Department of Education.

FBLA Meeting

Agenda

Wednesday, August 1, 2018

1. Call to Order—Member, President
2. Roll Call—Member, Secretary
3. Reading of the Minutes—Member, Secretary
4. Treasurer’s Report—Member, Treasurer
5. Other Officer Reports
6. Committee Reports
 - Rally—Member or Adviser
 - Fundraising—Member
 - Social—Member
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

SAMPLE MINUTES FOR FBLA MEETINGS

FBLA

Minutes of August 1, 2018

Call to Order

The regular meeting of FBLA was called to order on Wednesday, August 15, 2018 at 3:30 p.m. President Member called the meeting to order with Secretary Member recording the minutes.

Attendance

Thirty-two were in attendance out of 51 members.

Minutes

The minutes of the August 1, 2018 meeting were read. Member moved to approve the minutes as read. They were seconded and approved.

Treasurer's Report

Treasurer Member reported a chapter balance as of August 1, 2018 of \$257.18. The report was filed.

Unfinished Business

The date for the Winter Dance was announced. It will be held September 15 in the common areas. The price per person will be \$5 per person.

New Business

None

Announcements

Bring money for the Rally by Friday, August 31. There are only 30 seats left on the bus.

Begin collecting pledges for the March of Dimes.

Adjournment

There being no further business, the meeting was adjourned at 4:30 p.m.

Member, Secretary

2019-2020 GEORGIA MIDDLE LEVEL FBLA CHAPTER OF THE YEAR ENTRY FORM

Appendix C:

Must be **RECEIVED** by February 7, 2020

Refer to the Georgia Middle Level Competitive Event Guidelines for exact rules and regulations on eligible activities and documentation requirements.

Name of School:		Chapter President:		
Adviser's Name:		Adviser's Email:		
No.	Activity	Max	Points	
Chapter Management	1 State ML Officer 10 points for having a current 2019-2020 ML state officer 5 points for a 2020-2021 ML state officer candidate at the 2020 ML SLC	10		
	2 Professional Chapter Meetings 5 points for each professional meeting held that includes a guest speaker or leadership training activity	20		
	3 Chapter Management and Organization 5 points for developing a Chapter Program of Work 5 points for conducting a planning session for new officers during the summer or at the beginning of the school year 5 points for developing a point system for chapter member recognition 5 points for conducting an officer installation OR new member induction ceremony 5 points for conducting a FBLA-PBL History Presentation OR Emblem Ceremony 5 points for nominating an eligible local ML member for Member of the Month (due January 28) (max 10 points) 5 points for nominating an eligible local ML adviser for Outstanding Middle Level Adviser (due January 28) 5 points for nominating an eligible local ML member for the Young Leader Award (due January 28)	45		
	4 FBLA Week Activities 5 points for each activity conducted in celebration of FBLA Week (fill out the FBLA Project Activity Template for each day of your planned activities for 2019-2020)	25		
	5 Social Activity 5 points for each activity conducted for your chapter members (fill out the FBLA Project Activity Template for each day of your planned activities for 2019-2020)	10		
Membership Recruitment	6 Chapter Membership (based on February 1 numbers) 1 point for every paid member by February 1. Dues must be RECEIVED in the national office by February 1	100		
	7 Chapter Membership Increase (based on February 1 numbers) 2 points for each additional PAID member over last year's membership. Dues must be received by February 1 5 points for exceeding the 2018-2019 final membership by November 1	50*		
	8 Membership Campaigns 1 point for each member who submits a ML Membership Madness application via Wufoo (recruit 2 NEW members) by February 1 3 points for each member who submits a ML Membership Mania application via Wufoo (recruit 4 NEW members) by February 1 5 points for each adviser who submits a 100% Class Participation Form via national website online (minimum 10 students) by February 1 5 points for placing in one of the GEORGIA FBLA membership campaigns (max 5 points)	25		
	9 New Chapter Charter or Reactivation 15 points for chartering or reactivating a FBLA-Middle Level chapter by February 1	30		
10 Professional Division Member Recruitment (based on February 1 numbers) 5 points for each member of the Professional Division from your local chapter	20*			
Public Relations Activities	11 Publicity 5 points for each article appearing in the school/system newsletter, newspaper or website (max 10 points) 10 points for each article appearing in the local/community newspaper 15 points for a television appearance or radio program (school TV or radio appearance does not count) 5 points for developing and publishing a chapter website about your chapter's current year activities (August – February)	40		
	12 FBLA Publication Submission 10 points for each article published in the online version of <i>Tomorrow's Business Leader</i> prior to February 1 5 points for each article posted on the Georgia FBLA Website by February 1 (max 10 points; limit 2 articles per month)	20		
	13 Submission of FBLA Chapter Pictures 4 points per digital picture emailed to linda@georgiafbla.org by February 1 (limit 2 pictures per month)	40		
	14 Participation in the Georgia FBLA Business Organization Contact Project 10 points for each presentation to a local civic or business group (i.e., Kiwanis, Rotary, Jaycees, Optimist, Exchange) 5 points for making a presentation to a local business advisory committee, PTSO or BOE (max 5 points) 5 points for nominating a supporter for ML Outstanding Supporter by January 28 5 points for each member who completes a job shadow experience (max 10 points)	35		
Service Projects	15 Community Service Projects 5 points for each service project benefiting your community (not fundraising) (fill out the FBLA Project Activity Template for each day of your planned activities for 2019-2020)	25		
	16 School Service Projects 5 points for each service project benefiting your school, another school organization, or faculty/staff (not fundraising) (fill out the FBLA Project Activity Template for each day of your planned activities for 2019-2020)	25		

	No.	Activity	Max	Points
	17	Participation in State Service Project at the Fall Leadership Conference 3 points for each pre-registered team entry in the MONOPOLY® Tournament	21	
	18	Participation in the Georgia FBLA State Service Project – March of Dimes 1 point for each \$20 a chapter raises and contributes on behalf of the FBLA chapter to the March of Dimes from February 26, 2019 to January 2, 2020 5 points for conducting a March of Dimes educational activity at your school (max 5 points) (fill out the FBLA Project Activity Template for each day of your planned activities for 2019-2020)	25	
Conference Participation and Recognition	19	Participation/Recognition at 2019 ML State Leadership Conference 3 points for each entry placing First-Fifth Place in a competitive event at the 2019 ML SLC 2 points for each entry placing Sixth-Tenth Place in a competitive event at the 2019 ML SLC 1 point for each entry competing but not placing at the 2019 ML SLC 3 points for entering a ML skill event (Keyboarding Applications, Desktop Publishing Team, Spreadsheet) at the 2019 ML SLC (max 3 points) 3 points for entering a ML performance event (Community Service Team, Creed, Elevator Speech, Impromptu Speaking, Invention Convention, and Public Speaking-ML) at the 2019 ML SLC (max 3 points) 3 points for entering a ML technical even (Computer Slide Show, Video Public Service Announcement, and Multimedia & Website Development) at the 2019 ML SLC (max 3 points) 5 points for entering the ML Chapter Scrapbook event at the 2019 ML SLC 5 points for entering a National event at the 2019 ML SLC (max 5 points)	100*	
	20	Participation/Recognition at 2019 National Leadership Conference 5 points for each member attending and competing in an open ML event 2 points for each member attending and not competing in a ML event 10 points for each member placing in an open ML event 10 points for each member attending and competing in a ML national event 15 points for each member placing 2 nd in a ML national event 20 points for each member placing 1 st in a ML national event	50	
	21	Participation at 2019 Summer Leadership & Officer Training Summits (SLOTS) 5 points for each member attending	50	
	22	Participation at 2019 FBLA Adviser Leadership Conference (FALCON) 10 points for each adviser attending	10	
	23	Participation at 2019 Fall Motivational Rally 2 points for each member attending	100*	
	24	Participation in 2019 Fall Motivational Rally Competitive Events 5 points for each competitive event entry (not open events) at the 2019 Fall Motivational Rally (T-shirt, State Project, etc.) 1 point for each different Open Event completed NOT 1 point per participant (max 5 points) 5 points for each placing 1 st or 2 nd place in a competitive event at the 2019 Fall Motivational Rally	25	
	25	Participation in 2019 ML Fall Leadership Conference 3 points for each member registered who completes their leadership track	36*	
	26	Participation/Recognition at 2020 Region Leadership Conference 3 points for each entry placing First place in each region competitive event 2 points for each entry placing Second-Fifth place in each region competitive event 1 point for each member competing not placing at the Region Leadership Conference	55*	
	27	Conference All-Stars 10 points for each member who becomes a Conference-All Star by attending SLOTS, Rally, FLC, RLC, ML SLC	70*	
	FBLA Projects	28	Participation in the Middle Level LEAD Program – by February 1 15 points for receiving the National FBLA-Middle Level Chapter Excellence Award or Outstanding Chapter Award of Merit for 2018-2019—documentation required from national 20 points for each member achieving the Gold level of the Individual LEAD Program for 2019-2020 – (Documentation from national) 10 points for each member achieving the Silver level of the Individual LEAD Program for 2019-2020 -- (Documentation from national) 6 points for each member achieving the Bronze level of the Individual LEAD Program for 2019-2020 – (Documentation from national)	100*
29		Participation in Georgia FBLA State Project—Follow Your Vision 2 points will be awarded for each 10 points received on the Georgia FBLA State Project Form (separate entry)	40	
30		Participation in National FBLA Program or Project by February 1 See ML Event Guidelines for individual points	15	
31		Participation in the Social Media Twitter Challenge 3 points for each picture submitted See ML Event Guidelines for details	30	
		TOTAL POINTS RECEIVED		
Chapters will be honored as Outstanding Local Chapters as follows: Bronze Chapters: Minimum of 350 points. Silver Chapters: Minimum of 550 points. GOLD Chapters: Minimum of 750 points. Refer to the ML Georgia FBLA Event Guidelines for detailed information.				

1. State ML Officer

Maximum: 10 points

Points Received _____

Points will be awarded for having a 2019-2020 ML state officer or having a ML state officer candidate at the 2020 ML State Conference

10 points for having a 2019-2020 ML state officer

5 points for having a ML state officer candidate at the 2020 ML State Conference

Behind this page, you MUST attach (LABEL EACH PAGE WITH #1):

- *For 2019-2020 ML state officer: Copy of page 29 of the Chapter Planning Guide*
- *For ML state officer candidate at the 2020 ML SLC: A copy of the candidate's application (do not need documentation, just the first page) OR a copy of his/her flyer*

2. Professional Chapter Meetings

Maximum: 20 points

Points Received _____

5 points for each professional chapter meeting that must include a guest speaker or leadership training activity
(max 20 points)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #2):

- *Professional Chapter Meetings: Copy of agenda AND minutes of each professional chapter meeting
See Format Guide (Appendix B—pgs. 31-33) for the formatting of the agenda and minutes*

NOTE: Chapter meetings where the primary activity is a social event do not qualify as a professional chapter business meeting.

3. Chapter Management and Organization

Maximum: 45 points

Points Received _____

5 points for developing a Chapter Program of Work

5 points for conducting a planning session for new officers during the summer or at the beginning of the school year

5 points developing a point system for chapter member recognition

5 points for conducting an officer installation **OR** new member induction ceremony

5 points for conducting a FBLA-PBL History Presentation **OR** Emblem Ceremony

5 points for nominating an eligible local ML member for Member of the Month (**due January 28**)

(max 10 points)

5 points for nominating an eligible local ML adviser for Outstanding Middle Level Adviser (**due January 28**)

5 points for nominating an eligible local ML member for Young Leader Award (**due January 28**)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #3):

- ***Program of Work:*** Copy of the completed Program of Work Template (Appendix E—pgs. 68-69)
- ***Planning Session for Officers:*** Copy of agenda
- ***Point System for Chapter Member Recognition:*** Copy of point system
- ***Officer Installation OR Induction Ceremony:*** Copy of Program
- ***FBLA History Presentation OR Emblem Ceremony:*** Copy of History Presentation from meeting or program from the event
- ***Member of the Month Nomination:*** Documentation that was sent to Monty
- ***Outstanding ML Adviser Nomination:*** Copy of the letter of recommendation sent to Linda Grooms
- ***Young Leader Award:*** Name of the member (will be verified from the national website)

4. FBLA Week Activities

Maximum: 25 points

Points Received _____

5 points for each activity conducted in celebration of FBLA Week (fill out FBLA Project Activity Template for each day of your planned activities for the 2019-2020 school year.

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #4):*

- *For each activity attach a separate, completed Project Activity Report Template (Appendix D—pg. 67)*

5. Social Activity

Maximum: 10 points

Points Received _____

5 points for each social activity conducted for your chapter members.

Behind this page, you MUST attach (LABEL EACH PAGE WITH #5):

- *For each social activity, attach a separate, completed Project Activity Report Template (Appendix D—pg. 67)*

6. Chapter Membership (based on February 1 numbers)

Maximum: 100 points

Points Received _____

Points will be awarded based on membership dues **PAID and POSTED** by February 1.

1 point for every **paid** member by February 1. Dues must be received in the national office by February 1. Membership will be verified with national records on February 1.

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #6):*

- *Copy of national FBLA membership forms or online renewal forms*

7. Chapter Membership Increase (based on February 1 numbers)

Maximum: 50 points*

Points Received _____

2 points for each additional **PAID** member over last year's membership. Dues must be received by February 1. Membership will be verified with national records. Points based on chapter 2019-2020 membership increase from 2018-2019 membership.

5 points for exceeding the 2018-2019 final membership by **November 1**.

Behind this page, you MUST attach (LABEL EACH PAGE WITH #7):

- *Copy of email sent to you by Linda Grooms*

8. Membership Campaigns

Maximum: 25 points

Points Received _____

Chapters can obtain points for participating in the various membership campaigns.

1 point for each member who submits a ML Membership Madness application **via wufoo** (recruit 2 NEW MEMBERS) by **February 1**

3 points for each member who submits a ML Membership Mania application **via wufoo** (recruit 4 NEW MEMBERS) by **February 1**

5 points for each adviser who submits a 100% class participation Form **via online from national website** (minimum 10 students) by **February 1**

5 points for placing in **one** of the Georgia FBLA membership campaigns (**max 5 points**)

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #8):*

- *ML Membership Madness: Copy of the ML Membership Madness application **via wufoo** (members recruited cannot be previous members; recruited members can only be listed once)*
- *ML Membership Mania: Copy of the ML Membership Mania application **via wufoo** (members recruited cannot be previous members; recruited members can only be listed once)*
- *100% Class Participation: Copy of the 100% Class Participation **Form** (via online from national website) and roster of your class*
- *Georgia FBLA membership campaign: Copy of certificate received*
 - *Rally Roundup*
 - *Operation October*
 - *Now in November*
 - *December Draft*

NOTE: Applications will be verified

9. New Chapter Charter or Reactivation

Maximum: 30 points

Points Received _____

15 points for chartering or reactivating a FBLA-ML chapter by **February 1**.

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #9):*

- *Copy of an email from the adviser of the school you chartered or reactivated*

NOTE: Chapters will be verified

10. Professional Division Member Recruitment (based on February 1 numbers)

Maximum: 20 points*

Points Received _____

5 points for each Professional Division Member from your local chapter.

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #10):*

- *Copy of your membership (Professional Division) roster from national*

NOTE: Membership will be verified with national records

11. Publicity

Maximum: 40 points

Points Received _____

5 points for each article appearing in the school/system newsletter or website (**max 10 points**)

10 points for each article appearing in the local/community newspaper

15 points for a television appearance or radio program (school TV or school radio appearance does not count)

5 points for developing and publishing a chapter website about your chapter's current year activities
(August-February)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #11):

- *Copy of each **actual** article appearing in the school/system newsletter (label with the name of the newsletter and date)*
- *Copy of each actual article appearing in the paper (label with the name of the newspaper and date)*
- *Copy of the letter from the television or radio station verifying appearance on the program*
- *Copy of the website created and the URL*

12. FBLA Publication Submission

Maximum: 20 points

Points Received _____

10 points for each article published in the online version of *Tomorrow's Business Leader* prior to February 1
5 points for each article posted on the Georgia FBLA website by February 1; limit 2 articles per month
(max 10 points)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #12):

- *Copy of the online article from Tomorrow's Business Leader*
- *Copy of the online article posted on the Georgia FBLA website*

13. Submission of FBLA Chapter Pictures

Maximum: 40 points

Points Received _____

4 points per digital picture emailed to linda@georgiafbla.org by February 1 (limit 2 pictures per month)
(Can include those sent to Monty but must be sent to linda@georgiafbla.org to receive the points)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #13):

- *Copy of email(s) by Linda Grooms confirming submission of pictures.*

14. Participation in the Georgia FBLA Business Organization Contract Project

Maximum: 35 points

Points Received _____

- **10 points** for each presentation to a local civic or business group (i.e., Kiwanis, Rotary, Jaycees, Optimist, Exchange)
- **5 points** for making a presentation to a local business advisory committee, PTSO, or BOE (**max 5 points**)
- **5 points** for nominating a supporter for ML Outstanding Supporter by January 28
- **5 points** for each member who completes a job shadow experience (**max 10 points**)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #14):

- *Presentation to local civic or business group: Letter/email from organization that you presented (should include subject of presentation and date)*
- *Presentation to advisory committee or PTSO or BOE: Letter/email from advisory committee. PTSO, or BOE that you presented (should include subject of presentation and date)*
- *ML Outstanding Supporter: A copy of the letter of recommendation*
- *Job Shadow: Letter/email from the person who student shadowed: Whom, Where, Date, Time Length*

15. Community Service Projects

Maximum: 25 points

Points Received _____

5 points for each service project befitting your community (not fundraising)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #15):

- *For each project, attach a separate, completed Project Activity Report Template (Appendix D—pg. 67)*

16. School Service Project

Maximum: 25 points

Points Received _____

5 points for each service project benefitting your school, another school organization, faculty, or staff

Behind this page, you MUST attach (LABEL EACH PAGE WITH #16):

- *For each project, attach a separate, completed Project Activity Report Template (Appendix D—pg. 67)*

17. Participation in State Service Project at the Fall Leadership Conference

Maximum: 21 points

Points Received _____

3 points for each **pre-registered team entry** in the Monopoly ® tournament

*Behind this page, you **MUST** attach (**LABEL EACH PAGE WITH #17**):*

- *Copy of your Fall Leadership Conference registration form showing the number of teams*

NOTE: Teams you register on-site will not be counted for points

18. Participation in the Georgia FBLA State Service Project – March of Dimes

Maximum: 25 points

Points Received _____

1 point for each \$20 a chapter raises AND contributes on behalf of the FBLA chapter to the March of Dimes from February 26, 2019 to January 2, 2020

5 points for conducting a March of Dimes educational activity at your school

Behind this page, you MUST attach (LABEL EACH PAGE WITH #18):

- *Contributions: Copy of March of Dimes FBLA Reporting Form and copy of checks sent.*
- *Educational Activity: Attach a completed Project Activity Template (Appendix D—pg. 67)*

19. Participation/Recognition @ the 2019 ML State Leadership Conference

Maximum: 100 points*

Points Received _____

- 3 points** for each entry placing **First-Fifth** Place in a competitive event at the 2019 ML SLC
- 2 points** for each entry placing **Sixth-Tenth** Place in a competitive event at the 2019 ML SLC
- 1 point** for each entry competing but not placing at the 2019 ML SLC
- 3 points** for **entering a** ML Skill event (Keyboarding Applications, Desktop Publishing Team, Spreadsheet) at the 2019 ML SLC (**max 3 points**)
- 3 points** for **entering a** ML performance event (Community Service Team, Creed, Critical Thinking, Elevator Speech, Impromptu Speaking, Invention Convention, Public Speaking--ML) at the 2019 ML SLC (**max 3 points**)
- 3 points** for **entering a** ML technical event (Computer Slide Show, Video Public Service Announcement, and Multimedia & Website Development) at the 2019 ML SLC (**max 3 points**)
- 5 points** for entering the ML Chapter Scrapbook page event at the 2019 ML SLC
- 5 points** for entering a National event at the 2019 ML SLC (**max 5 points**)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #19):

- *Placement: Copy of your winners (**Chapter Results**) from the 2019 ML SLC*
- *Scrapbook page: Picture of your page OR email from Linda Grooms*

20. Participation/Recognition @ the 2019 National Leadership Conference

Maximum: 50 points

Points Received _____

- 5 points** for each member attending and competing in an open ML event
- 2 points** for each member attending and NOT competing in a ML event
- 10 points** for each member placing in an open ML event
- 10 points** for each member attending and competing in a ML national event
- 15 points** for each member placing 2nd in a ML national event
- 20 points** for each member placing 1st in a ML national event

Behind this page, you MUST attach (LABEL EACH PAGE WITH #20):

- *Copy of information sent to Monty (attendees)*
- *Event placement: Picture of award or certificate OR picture of member receiving the award*

21. Participation @ the 2019 Summer Leadership & Officer Training Summit (SLOTS)

Maximum: 50 points

Points Received _____

5 points for each member attending

Behind this page, you MUST attach (LABEL EACH PAGE WITH #21):

- *Copy of your SLOTS registration*

22. Participation @ the 2019 FBLA Adviser Leadership Conference (FALCON)

Maximum: 10 points

Points Received _____

10 points for each adviser attending

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #22):*

- *Copy of your FALCON Registration*

23. Participation @ the 2019 Fall Motivational Rally
Maximum: 100 points*

Points Received _____

2 points for each member attending

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #23):*

- *Copy of your Rally Registration*

24. Participation in the 2019 Fall Motivational Rally Competitive Events

Maximum: 25 points

Points Received _____

- **5 points** for each competitive event entry at the 2019 Fall Motivational Rally (T-shirt, State Project, etc.)
- **1 point** for each different Open Event completed **NOT** 1 point per participant (**max 5 point**)
- **5 points** for each placing 1st or 2nd place in a competitive event (T-shirt, State Project, Open Event, etc.) at the 2019 Fall Motivational Rally

Behind this page, you MUST attach (LABEL EACH PAGE WITH #24):

- *Entry: Picture of your entry (T-shirt, State Project, etc.)*
- *Entry of open events: Email from Linda Grooms (send Linda an email requesting this info)*
- *Placement: Copy of the certificate*

25. Participation in the 2019 ML Fall Leadership Conference

Maximum: 36 points*

Points Received _____

3 points for each member registered who completes their leadership track

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #25):*

- *Copy of the Fall Leadership Conference registration*

26. Participation/Recognition @ the 2020 Region Leadership Conference

Maximum: 55 points*

Points Received _____

3 points for each entry placing **First Place** in each region competitive event

2 points for each entry placing **Second-Fifth Place** in each region competitive event

1 point for member competing not placing at the Region Leadership Conference

*Behind this page, you **MUST** attach (LABEL EACH PAGE WITH #26):*

- *Copy of your Chapter Results (2020 RLC) or email from Monty*

27. Conference All-Stars

Maximum: 70 points*

Points Received _____

10 points for each member who becomes a Conference All-Stars by attending SLOTS, Rally, FLC, RLC participation, and ML SLC

Behind this page, you MUST attach (LABEL EACH PAGE WITH #27):

- *Copy of your registrations from: SLOTS, Rally, FLC, RLC, and ML SLC with names highlighted that qualify*

28. Participation in the LEAD Program—by February 1

Maximum: 75 points*

Points Received _____

15 points for receiving the National FBLA-Middle Level Chapter Excellence Award or Outstanding Chapter Award of Merit for 2018-2019—documentation required from national

20 points for each member achieving the Gold level of the Individual LEAD Program for 2019-2020 (documentation from national)

10 points for each member achieving the Silver level of the Individual LEAD Program for 2019-2020 (documentation from national)

6 points for each member achieving the Bronze level of the Individual LEAD Program for 2019-2020 (documentation from national)

Behind this page, you MUST attach (LABEL EACH PAGE WITH #28):

- ***2018-2019 Middle Level Chapter Excellence Award or Outstanding Chapter Award of Merit: Copy of verification from national.***
- ***Gold, Silver, or Bronze level of the LEAD Program for 2019-2020: Documentation from national***

Names will be verified from national records.

29. Participation in the Georgia FBLA State Project—Follow Your Vision
Maximum: 40 points

2 points for each 10 points your chapter received on the Georgia FBLA State Project Form

Behind this page, you MUST attach (LABEL EACH PAGE WITH #29):

- *Copy of Follow Your Vision Rating Sheet.*

30. Participation in National FBLA Program or Project

Maximum: 15 points

Points Received _____

5 points for each different program/project

Note: You can only obtain points once for each project. For example, if multiple students complete America Youth Saves/Georgia Youth Saves, your chapter will only receive 5 points for that project.

Behind this page, you MUST attach (LABEL EACH PAGE WITH #30):

- For **Adviser Wall of Fame**, attach a copy of the valid nomination form
- For **America Youth Saves/Georgia Youth Saves**, attach a copy of your Georgia Youth Saves entry form or entry from the Consumer Federation of America
- For **March of Dimes Grants**, attach a copy of your grant application. Simply raising money for the March of Dimes does not count as you can count this under **Criterion #18**.
- For **Connecting Chapters**, attach a Project Activity Template (Appendix D—pg. 67) and a **100-word summary of your project**
- For **i-SAFE Internet Safety Program**, attach a copy of your Savvy Surfing entry form
- For **School Store Manual**, attach a Project Activity Template (Appendix D—pg. 67) and a copy of your income/expense statement
- For **The Stock Market Game Program** (www.fbلا-pbl.org), attach a copy of your account summary.
- For **VISA—Practical Money Skills for Life**, attach a copy of the VISA—Practical Money Skills for Life Official Entry Form
- For **American Enterprise Day (November 15)**, attach a Project Activity Template (Appendix D—pg. 67) and a picture of your chapter's American Enterprise Day celebration. This must be done the week before or after November 15, 2019.
- For **Membership Awards**, attach a copy of the completed application for **ONE** of the following awards:
 - 100% Class Participation
 - Membership Achievement Award
 - ML Membership Madness
 - ML Membership Mania

Many forms are now online; check the Adviser Area at www.fbلا-pbl.org

Forms are to be done online, if applicable.

See Table of Contents for some of the links

31. Participation in the Social Media Twitter Challenge

Maximum: 30 points

Points Received _____

3 points for each picture submitted. **All photos submitted must be through an official local chapter Twitter account. Photos submitted via a personal account for a member or officer will not be eligible for credit**

****Note dates for deadline to submit.**

- **Summer Challenge:** What has your chapter done this summer? Post a picture of what your chapter has done this summer. Must be completed by September 21.
- **Chapter Takeoff Challenge:** Start the year right! Post a picture of your chapter's back to school recruitment efforts (ex: Table at Orientation). Must be completed by September 21.
- **First Meeting:** We're excited to see your members! Post a group shot of your chapter's first meeting. Must be completed by September 30.
- **Fall Motivational Rally:** Ready for the fair? Post a picture of your chapter at Fall Motivational Rally held in Perry. Must be completed by October 15.
- **Fall Leadership Conference:** In FBLA, we build leaders. Post a picture of your chapter from Fall Leadership Conference, held in Athens. Must be completed by November 20.
- **Region Leadership Conference:** It's time to compete! Post a picture of your chapter at your Region Leadership Conference. Must be completed by February 5.
- **FBLA Week Challenge:** Show your FBLA pride! Post a picture of your chapter's FBLA Week activities. Must be completed by February 7.
- **Fundraising:** Post a picture of one of your chapter's fundraising efforts. Must be completed by February 1.
- **Community Service:** FBLA members support the community around them. Post a picture of your chapter's community service efforts. Must be completed by February 1.
- **Officer Team:** Your local officers are the most important piece in recruiting for your chapter. Post a picture of your chapter officer team. Must be completed by February 1.

All photos must include the hashtag #GAFBLACOY

Behind this page, you MUST attach (LABEL EACH PAGE WITH #31):

- *Copy of tweet and photo from official chapter Twitter account. Tweet must include the #GAFBLACOY hashtag*



Project Activity Template

Appendix D:

(Use this form for COY #4, 5, 15, 16, 18, & 30)

Committee:		Date:	
Check appropriate report (only one)			
<input type="checkbox"/> Business Knowledge & Skills <input type="checkbox"/> Public Relations <input type="checkbox"/> Leadership/Professional Development <input type="checkbox"/> Community Service <input type="checkbox"/> Fundraising <input type="checkbox"/> Social <input type="checkbox"/> Other:			
Description of the Activity:			
Purpose of the Activity:			
Steps to Complete Project:			
Target Dates:		Cost:	
Briefly describe steps below:			
How many FBLA members participated?			
What was accomplished and what effect did it have?			
Audience Reached:		Publicity Received:	(Attach to report.)
Audience Reached:		Project Successful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Suggested Improvements:			



FBLA Program of Work

Appendix E:

Date:	
School/Chapter Name:	
Address:	
Advisers:	
Chapter President:	
Proposed Programs for the Year	
National Theme:	
State Theme:	
Major Project (briefly describe):	
Meetings	
How often will you meet?	
At what time will you meet?	
Where will you meet?	
What is the average length of your meetings?	
What will you do to encourage students to attend your meetings?	
How are you going to promote your meetings?	
FBLA-PBL Goals	
<ol style="list-style-type: none"> 1. Develop competent, aggressive business leadership. 2. Strengthen the confidence of students in themselves and their work. 3. Create more interest in and understanding of American business enterprise. 4. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community. 5. Develop character, prepare for useful citizenship, and foster patriotism. 6. Encourage and practice efficient money management. 7. Encourage scholarship and promote school loyalty. 8. Assist students in the establishment of occupational goals. 9. Facilitate the transition from school to work. 	
Program of Work	
Complete yearly activities on the next page. Include Region, State, and any National Fall Leadership and National Leadership Conferences that you plan to attend and the dates you will attend them in your Program of Work.	
Signed	Chapter President:
	Chapter Secretary:
	Chapter Adviser:

Month	Activities	FBLA Goals	Comments
Example	Have Officers create a bulletin board to encourage students to join FBLA Hold membership rush week	2,4 2,4	Help students become aware of local chapter benefits Increase exposure of FBLA to other students
August/ September			
October			
November			
December			
January			
February			
March			
April			
May			
June/July			