***FBLA-PBL:***

***Connecting Excellence!***



**Alabama FBLA-PBL**

**Competitive Events Guidelines**

**High School Level**

**2015-2016**

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**Introduction**

This section includes the guidelines for the Alabama FBLA Competitive Events. These guidelines and the program they represent are the results of a lot of hard work on the part of many dedicated individuals for a period of many years. Their commitment to this association and their work are recognized and appreciated.

**Mission Statement**

Our mission is to prepare students for successful careers in business through support for curriculum development and innovative assessment tools. To help meet that charge, the Alabama FBLA Competitive Events Program has been developed and made available to local chapters for use in assessing students in the various knowledge, skills, and abilities that make up today’s commerce and information technology curriculum.

**Program Design and Purpose**

The Alabama FBLA Competitive Events Program exemplifies the range of activities and focus of FBLA-PBL, Inc. These events are based on projects developed from the goals of FBLA-PBL and the curricula of commerce and information technology programs.

FBLA-PBL is committed to facilitating the transition of its members from their educational development into their career path. The competitive events program plays a central role in delivering on this commitment. The program allows members to demonstrate and validate their mastery of essential business concepts, skills, and knowledge. In addition, members participating in this program will:

* demonstrate their career competencies, business knowledge, and job-related skills
* expand their leadership skills
* demonstrate their competitive spirit
* receive recognition for their achievements
* encourage community service

The Alabama FBLA-PBL Competitive Events Program is designed to correlate with the Business Education Curriculum Standards published by the National Business Education Association (NBEA), and the U.S. Department of Education Career Clusters. Each event’s guideline pages indicate the specific NBEA Standard(s) and Career Cluster(s) the event addresses.

**GENERAL INFORMATION**

**SPECIAL NOTE TO ADVISERS AND ADMINISTRATORS**

Chapter advisers and school administrators are encouraged to keep the following points in mind as they prepare their students for participation in the Alabama FBLA Competitive Events Program.

* Competitive events are excellent motivating devices; they help to instill the desire to learn and to achieve.
* To be the best generally requires innate ability, high motivation, and many hours of hard work.
* Travel and interaction with students from other schools are tremendous learning opportunities for students.
* Competitive events can be helpful in building school spirit and in publicizing a business program.
* Competitive events should not be used to determine curricula, teaching methodology, time spent on class activities, textbooks to be adopted, grading procedures, or for teacher evaluations.
* Excessive class time should not be spent on areas covered in competitive events at the expense of other subject matter that should be taught.
* Delaying contestant selection as long as possible is encouraged so more students are striving for mastery or excellence in a particular area.
* A teacher’s competence or effectiveness should not be judged by the number of student winners. A teacher is not an excellent teacher simply because a student wins a competitive event.
* Likewise, the success of a local chapter should not be determined strictly by the performance of its members in competitive events. While an important element of the overall FBLA-PBL program, competitive events are just that—a part. Many activities and programs work together to build a successful chapter.
* Teachers should recognize the value of competitive events, maintain a professional attitude towards the events, and keep them in proper perspective.

**CHANGES TO THIS EDITION**

Please review these guidelines carefully for modifications and changes. The following list highlights the most significant changes made for the 2015-2016 membership year.

**2015-2016 NEW AND MODIFIED EVENTS**

* **Accounting II** – Remove the production component. Event will revert to being a test only event.
* **Business Ethics** – Remove the requirement for synopsis. Update rating sheet. Rating sheets updated.
* **Graphic Design** – Formerly named Digital Design and Promotion. Remove prejudged component at national level. Rating sheets updated.
* **Future Business Leader** – Add prejudged component of digitally uploaded resume and cover letter. Prejudged component would be worth 50 points added to the 100 point test score and 100 point preliminary interview. Competitors would be required to bring a hard copy of interview materials to both preliminary and final round of interviews. Rating sheets updated.
* **Introduction to Financial Math** –Formerly named Business Math. This event remains a 9th or 10th grade only event.
* **Introduction to Business Presentation** – Formerly named Business Presentation. This event becomes a 9th or 10th grade only event.
* **Introduction to Business Procedures** – Formerly named Business Procedures. This event becomes a 9th or 10th grade only event.
* **Job Interview** – Add prejudged component of digitally uploaded resume and cover letter. Prejudged component would be worth 50 points added to the 100 point preliminary interview. Competitors would be required to bring a hard copy of interview materials to both preliminary and final round of interviews. Rating sheets updated.
* **Local Chapter Annual Business Report –** Rating sheet updated to include the annual Program of Work.
* **Publication Design** – Formerly named Desktop Publishing. Remove objective test. Remove prejudged component. Add performance of 5 minute equipment setup, 7 minutes presentation with 3 minutes Q&A. Rating sheets updated.

 **Administrative and Procedural Reminders**

* There is no limit to the number of entries a chapter may submit in each objective test and computer production event at the **state level**.
* There is no limit to the number of entries a chapter may submit in each interview, speaking, prejudged, and performance event.
* All prejudged projects, presentations, interview documents, and statement of assurances must be named the following: Name the file:  **Event Name-School Name-Participant(s) Last Name(s)** and must be uploaded as a PDF to Drop Box <https://www.dropbox.com/request/wIgHzfejao3BoeRl4Zpr>.
* **All reports or media must contain the event name, student(s) name (for individual or team events), school name, state, and year of competition**.
* School-site online and production testing is administered by a proctor designated by each local chapter adviser and must be received by the deadline.
* Objective tests for state will be administered online. State objective test competitors **MUST** attend state conference in order to be eligible to place in the top three and attend NLC. A special workshop will be held for these competitors (mandatory attendance).
* **Events with five (5) or fewer individuals or teams entered will require a final score of 90 or higher for participant to be eligible to receive financial assistance from the FBLA-PBL Foundation to attend NLC.**

**PREPARING FOR COMPETITION**

* Comply with entry procedures and regulations.
* Check the status of membership dues. Students to compete in the State Competitive Events must be paid members by March 1 (money must be received in the national center by 11:59 p.m. Eastern Time on March 1).
* Ensure the entry forms are completed properly and submitted by the published deadline. This is the responsibility of the local adviser for district and state competitions.
* Be familiar with the event guidelines.
* Make copies of the appropriate guidelines and rating sheets. Check with your state chapter for modifications to the national guidelines for district or state competitions.
* Become completely familiar with the procedures to be followed in administering the event.
* Determine from the rating sheets and guidelines exactly what areas will be judged.
* Identify and assemble needed resources.
* Obtain a variety of textbooks on your subject matter to study. FBLA-PBL provides a FBLA Competitive Event Study Guide with preparation tips and sample questions that can be ordered through the FBLA-PBL Market*Place* (1-866-325-2725).
* Contact former and current chapter members who have entered this event in previous years.
* Find mentors and other experts who can help you prepare.
* Prepare for competition.
* Where appropriate, involve faculty, other members, advisory committee members, and businesspeople. These are excellent resources—use them!
* Practice makes perfect! Try to recreate as realistically as possible the conditions under which the competition will take place.
* Comply with competition regulations.
* Be familiar with the information to be provided and the deadlines to be met.
* Make sure copies of materials to be submitted to judges are error-free and that they are submitted in the proper format.

**GENERAL GUIDELINES**

* **Dress Code. Members** and **advisers** must adhere to the dress code established by the board of directors in order to participate in the SLC.
* **SLC Registration.** Members and advisers must be registered for the conference (following current registration guidelines) in order to participate in the conference. **There will be NO onsite registration.**
* **SLC Hotel.** SLC competitors **MUST** stay at the conference hotel (excludes Jefferson County students).
* **National Dues.** All participants who enter a competitive event must have paid dues by March 1 of the current school year – payment must be **received** in the national office by 11:59 p.m. Eastern Time on March 1 in order to be eligible to compete at state and national conference.
* **Additional Materials.** Reference manuals, textbooks, other resource materials, and electronic devices may not be taken to or used during competitive events. Exceptions to this rule are clearly identified in the guidelines for each individual event. For instance, when an event’s guideline specifies materials or equipment that may be used (e.g., a 4” x 6” card or a calculator), only those materials or that equipment may be used. If an item is not listed, it is to be assumed that it is not allowed. Individual participants and participating teams must conform to this event regulation or be disqualified.
* **Recording of Presentations.** No audio or video recording devices will be allowed in any competitive event. Participants in the team performance events should be aware that the state association reserves the right to record any performance for use in study or training materials.
* **Event Schedules.** Participants must report on time for their competitive event or they may be penalized.
* **Competitive Event Results.** Unless specifically indicated in an individual event’s guidelines, competitions at the state level will be judged using these procedures. In all cases where judges are involved in scoring an event, the decision of the judges is considered final. All announced results are final upon the conclusion of the SLC.

***Individual Events*** *(objective tests only).* Ties will be broken by comparing the performance of affected members on the last ten questions of the exam and then broken by time, then the next ten questions.

***Individual, Team, and Chapter Events*** *(reports and performances).* All materials will be screened to ensure chapters have followed the guidelines. All materials sent to the state office will be prejudged. A separate panel of judges will evaluate the presentations. Final rank is determined by totaling the prejudged scores and the presentation scores.

***Individual and Team Events*** *(objective tests and performances).* The objective test portion of these events will be given online. The performance portion, including written materials where appropriate, of these events will be evaluated by a panel of judges.

***Production Tests*** The score received on the objective portion of the event will constitute 15 percent of the final event score. Judging of the production portion of these events will be based on final copy. A panel of judges for this event will evaluate all documents produced. The score received on this portion of the event will constitute 85 percent of the final event score. Ties in this event will be broken by comparing performance of the affected members on the last ten questions of the objective exam and then by time.

* **State Awards.**
	+ State - the top 4 in all events will advance to the national competition

**ELIGIBILITY GUIDELINES**

* **Membership Status.** Competitive events are provided as a membership benefit for FBLA. Only those students who meet the official membership eligibility requirements and are on record with the national association as dues-paid members on or before March 1 (State) are eligible to compete in these events. **Membership in FBLA is unified on the local, state, and national levels and is not available separately.** FBLA-PBL members may participate only in the competitive events associated with their affiliated divisions. **ALL membership dues collected at the local level in the name of FBLA MUST be submitted to the national office**.
* **Recognition and Chapter Events.** Recognition events generally are directed toward chapters and/or individuals other than members who have provided outstanding support for FBLA-PBL.

**Individual, Team, and Chapter Events.** A member may enter only **one** individual, team, or chapter event with the following exception:

* *Who’s Who.* A member nominated for Who’s Who in FBLA, which is a recognition event and not a member event, may compete in another event.

**Repeat Competitors.** Members may not repeat an event if they participated in the event at a previous NLC. Exceptions to this regulation are as follows:

* *Modified Events*. An individual may compete in the same event when the event is modified.
* *Team Events.* In the case of an entry submitted by a team, rather than an individual, one member of the team may have been involved in an entry submitted at one previous NLC to include Banking & Financial Systems, Business Financial Plan, Business Presentation, Business Ethics, Digital Video Production, E-business, Entrepreneurship, Global Business, Management Decision Making, and Web Site Design. Team members may not compete in these events more than two (2) years at the national level.
* *Parliamentary Procedure.* Two members of the team may have competed in this event at a previous NLC; however, they may not compete more than two (2) years at the national level.
* *Individual Entry.* A member who has submitted an individual entry may compete in the same event a second time as a part of a team but not compete again in the same event as an individual.
* *Pilot Events.* Participation in a pilot event does not disqualify a member from competing in the same event once it becomes an official competition. A person participating in a pilot event is not eligible to compete in another individual or team event.

**Sequenced Events.** The following events are considered to be linked in a series. Once a member has competed at the NLC in the second, or advanced, event in the series, he/she may not subsequently compete in the first, or introductory, event. Event series impacted by this regulation include:

* Accounting I and Accounting II
* Introduction to Parliamentary Procedure and Parliamentary Procedure
* Public Speaking I and Public Speaking II

**9th and 10th Grade Events.**

* Introduction to Business (I) (9th & 10th only)
* Introduction to Business Communication (I) (9th & 10th only)
* Introduction to Business Presentation (I) or (T) (9th & 10th only)
* Introduction to Business Procedures (I) (9th & 10th only)
* Introduction to Financial Math (I) (9th & 10th only)
* Introduction to Parliamentary Procedure (I)
* (9th & 10th only)
* Introduction to Information Technology – (I) (9th & 10th only)
* Public Speaking I

**Sequestered Events.** The following events are sequestered: Banking and Financial Systems, Client Service, Entrepreneurship, Global Business, Help Desk, Hospitality Management, Impromptu Speaking, Management Decision Making, Marketing, Parliamentary Procedure, and Sports & Entertainment Management. **Participants must report to the holding room prior to the first scheduled performance as indicated in the events guidelines**.

* A participant or team is disqualified if they arrive after the first participant or team starts the performance.
* Sequestered participants must be escorted from room to room.
* Cell phones or other communication devices are not permitted in the sequester room. No text messaging, e-mail, Internet use, or phone calls are allowed.
* Food and drinks may be given to the event coordinator to distribute to the individual participants.
* Sequestered participants may not communicate with outside individuals.

**Event Guidelines.** The following guidelines apply to all competitive events in the class indicated. Please make sure that you review these guidelines carefully as they will be strictly enforced. Entries not adhering to these regulations, as well as any event-specific guidelines, may be penalized.

Refer to the online reference guide for national guidelines (common core crosswalk, guidelines, topics, competencies, sample materials, rating sheets, etc.): <http://www.fbla-pbl.org/fbla/competitive-events/guide/>.

**OBJECTIVE TESTS**

**Accounting I**

**Accounting II**

**Agribusiness**

**Business Calculations**

**Business Communication**

**Business Law**

**Computer Problem Solving**

**Cyber Security**

**Economics**

**FBLA Principles & Procedures *(9th and 10th Grade Only)***

**Health Care Administration**

**Insurance & Risk Management**

**Introduction to Business *(9th and 10th Grade Only)***

**Introduction to Business Communication *(9th and 10th Grade Only)***

**Introduction to Business Procedures *(9th and 10th Grade Only)***

**Introduction to Financial Math *(9th and 10th Grade Only)***

**Introduction to Information Technology *(9th and 10th Grade Only)***

**Introduction to Parliamentary Procedures *(9th and 10th Grade Only)***

**Networking Concepts**

**Personal Finance**

**Securities & Investments**

**Overview**

These events consist of a 60-minute online test administered at school site prior to the State Leadership Conference (SLC).

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Objective Test Guidelines**

* No materials may be brought to the testing site.
* Only four (4) function calculators may be used during test, if applicable.
* Electronic devices must be turned off and out of sight.
* No headphones may be used during the test.
* Bring a writing instrument.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**PRODUCTION AND OBJECTIVE TEST EVENTS**

**Computer Applications**

**Database Design & Application**

**Spreadsheet Applications**

**Word Processing**

**Overview**

These events consist of two (2) parts: a production test administered and proctored at the school site and a 60-minute online test administered at school site prior to the State Leadership Conference (SLC).

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Objective Test Guidelines**

* No materials may be brought to the testing site.
* Only four (4) function calculators may be used during test, if applicable.
* Electronic devices must be turned off and out of sight.
* No headphones may be used during the test.
* Bring a writing instrument.

**Production Test Guidelines**

* Documents produced for this event must be prepared by the competitor without help from the adviser or any other person.
* Administration of the production test must be proctored by a non-business teacher.
* No calculators are allowed to be used on the production test.
* The production score will constitute 85% of the final event score.
* The production test score will be used to break a tie.
* A PDF copy of the production must be uploaded to DropBox no later than the registration materials deadline. Format and link to upload file:
	+ Name the file:  **Event Name-School Name-Participant(s) Last Name(s)**
	+ Documents must be uploaded as a PDF to Drop Box <https://www.dropbox.com/request/wIgHzfejao3BoeRl4Zpr>.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**PREJUDGED REPORTS AND PRESENTATION EVENTS**

**American Enterprise Project**

**Business Financial Plan** [**(2016 topic)**](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Business Plan**

**Community Service Project**

**Local Chapter Annual Business Report**

**Partnership with Business Project**

**Overview**

These events consist of two (2) parts: a prejudged report and a presentation. Competitors are required to complete both parts for award eligibility.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Finals**

A maximum of five (5) finalists, or an equal number from each group in the preliminary round, will advance to the final round. An event with fewer than eight entries will go directly to a final round.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A(3 min.) |
| American Enterprise Project | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Business Financial Plan | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Business Plan | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Community Service Project | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Local Chapter ABR | Only prejudged written report |
| Partnership with Business Project | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |

**Report Guidelines**

* Competitors must prepare reports. Advisers and others are not permitted to write reports.
* Front cover is not counted against page limit.
* American Enterprise Project, Community Service, Local Chapter Annual Business Report, and Partnership with Business Project should include the name of school, state, name of event, and year (20XX-XX) on the front cover. Business Financial Plan and Business Plan should also include the names of participants on the front cover.
* Divider pages and appendices are optional and must be included in the page count.
* Reports must include a table of contents and page numbers.
* Pages must be numbered and formatted to fit on 81/2” x 11” paper.
* Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
* Follow the rating sheet sequence when writing the report.
* If information is not available for the particular criterion, include a statement to that effect in your report.
* Points will be deducted if the written project doesn’t adhere to the guidelines.
* Project content is prejudged before the SLC. The presentation of the project is judged at the SLC.
* Prejudged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
* The report scores will be used to break a tie.
* Reports must be original, current, and not submitted for a previous SLC.
* Reports submitted for competition become the property of FBLA-PBL, Inc. These reports may be used for publication and/or reproduced.
* A PDF copy of the report must be uploaded to DropBox no later than the registration materials deadline. Format and link to upload file:
	+ Name the file:  **Event Name-School Name-Participant(s) Last Name(s)**
	+ Reports must be uploaded as a PDF to Drop Box <https://www.dropbox.com/request/wIgHzfejao3BoeRl4Zpr>.

**Performance Guidelines**

* Visual aids related to the project may be used; however, no items may be left with the judges or audience.
* Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.

**Technology Guidelines**

* Internet access will not be provided.
* Five (5) minutes will be allowed to set up and remove equipment or presentation items.
* The following will be provided for all technology presentation events: screen, power, table, and projector.
* Competitors utilizing Apple products or other devices that do not have a VGA port or HDMI will need to provide their own adapters.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for presentations over the allotted time.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**INTERVIEW EVENTS**

**Future Business Leader**

**Job Interview**

**Overview**

These events consist of multiple components, including material submission prior to the conference, a preliminary interview, and a final interview. The Job Interview event may have a second round interview. The Future Business Leader event also includes an objective test. Competitors are required to complete all parts for award eligibility.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Finals**

A maximum of six (6) finalists, or an equal number from each group in the preliminary round and/or second round, will advance to the final round. An event with fewer than eight entries will go directly to a final round.

**Interview Guidelines**

* Competitors must bring one (1) hard copy of resume and cover letter in a folder to each round of interviews onsite.
* Label folders (keyed and not handwritten) with the event title, competitor’s name, state, and school. Include the competitor’s name on all pages submitted.
* Resumes should be brief, not exceeding two (2) pages. Photographs are not allowed.
* Competitors will be scheduled for a ten (1) minute preliminary interview. Job Interview may have a second round ten minute (10) interview.
* Finalists will be scheduled for a fifteen (15) minute interview.
* Interviews are not open to conference attendees.
* Objective test scores will be used to break a tie in the final round (Future Business Leader).
* A PDF copy of the one-page cover letter and resume must be uploaded to DropBox no later than the registration materials deadline. Format and link to upload file:
	+ Name the file:  **Event Name-School Name-Participant(s) Last Name(s)**
	+ Documents must be uploaded as a PDF to Drop Box <https://www.dropbox.com/request/wIgHzfejao3BoeRl4Zpr>.

**Prejudged Materials**

* Cover letters and resumes will be prejudged for maximum of 50 points to be added to the preliminary interview score.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted if competitors do not submit materials by the deadline.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**SPEECH EVENTS**

**Impromptu Speaking**

**Public Speaking I (9th and 10th grade only)**

**Public Speaking II**

**Overview**

These events consist of a business speech based on FBLA-PBL goals. There will be a preliminary round, second round (if a large number of participants are registered), and a final round.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Finals**

A maximum of six (6) finalists, or an equal number from each group in the preliminary round and/or second round, will advance to the final round. An event with fewer than eight entries will go directly to a final round.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A |
| Impromptu Speaking | NA | 10 min. | 4 min. | 3 min. | 4 min. | Yes | No |
| Public Speaking I | NA | NA | 4 min. | 3 min. | 4 min. | Yes | No |
| Public Speaking I | NA | NA | 5 min. | 4 min. | 5 min. | Yes | No |

**FBLA Goals**

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

**Performance Guidelines**

* Competitors must prepare speeches. Advisers and others are not permitted to help.
* Handouts are not allowed.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for presentations over the allotted time.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**PRESENTATION EVENTS WITH EQUIPMENT**

**Electronic Career Portfolio**

**Graphic Design** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Introduction to Business Presentation *(9th and 10th Grade Only) (***[***2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Public Service Announcement** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Publication Design** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Sales Presentation**

**Social Media Campaign** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Overview**

These events include a presentation. Review specific guidelines for each event as guidelines vary.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Finals**

A maximum of five (5) finalists, or an equal number from each group in the preliminary round, will advance to the final round. An event with fewer than eight entries will go directly to a final round.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A(3 min.) |
| Electronic Career Portfolio | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Graphic Design | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Introduction to Business Presentation | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Public Service Announcement | 5 min. | NA | 5 min. | 4 min. | 5 min. | Yes | Yes |
| Publication Design | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Sales Presentation | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Social Media Campaign | 5 min. | NS | 7 min. | 6 min. | 7 min. | Yes | Yes |

**Project Guidelines**

* Competitors must prepare projects. Advisers and others are not permitted to help.
* Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
* Competitors are responsible for bringing a copy of their project to show to the judges.

**Performance Guidelines**

* Presentation of the entry must be conducted by competitors who authored the event.
* Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
* Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.

**Technology Guidelines**

* Internet access will be provided for **Electronic Career Portfolio, Public Service Announcement, and Social Media Campaign**. Internet access **may not be Wi-Fi**, so competitors should plan appropriately when selecting laptops/tablets on which to present.
* Five (5) minutes will be allowed to set up and remove equipment or presentation items.
* The following will be provided for all technology presentation events: screen, power, table, and projector.
* Competitors utilizing Apple products or other devices that do not have a VGA port or HDMI will need to provide their own adapters.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for presentations over the allotted time.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**PRESENTATION EVENTS WITHOUT EQUIPMENT**

**Business Ethics** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Client Service**

**Emerging Business Issues** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Overview**

These events include a presentation or role play. Review specific guidelines for each event as guidelines vary.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A(3 min.) |
| Business Ethics | NA | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Client Service | NA | 10 min. | 5 min. | 4 min. | 5 min. | NO | NO |
| Emerging Business Issues | NA | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |

**Performance Guidelines**

* Presentation of the entry must be conducted by competitors who authored the event.
* Client Service performances are not open to conference attendees.
* Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for presentations over the allotted time.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**COLLABORATIVE OBJECTIVE TESTS AND TEAM PERFORMANCE (ROLE PLAY) EVENTS**

**Banking & Financial Systems**

**Entrepreneurship**

**Global Business**

**Hospitality Management**

**Management Decision Making**

**Management Information Systems**

**Marketing**

**Network Design**

**Sports & Entertainment Management**

**Overview**

These events consist of two (2) parts: an objective test and interactive role-play. A 60-minute objective test will be administered at the schools site prior to the SLC. Team competitors will take one (1) objective test collaboratively.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Finals**

The top five (5) scoring teams advance to the final round.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A(3 min.) |
| Banking & Financial Systems | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Entrepreneurship | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Global Business | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Hospitality Management | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Management Decision Making | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Management Information Systems | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Marketing | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Network Design | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |
| Sports & Entertainment Management | NA | 20 min. | 7 min. | 6 min. | 7 min. | NA | NA |

**Performance Guidelines – Final Round**

* Two (2) 4” x 6” note cards will be provided to each competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
* No additional reference materials allowed.
* Flip charts are provided for Management Information Systems and Network Design.
* Teams should introduce themselves, describe the situation, make their recommendations, and summarize their cases.
* All team members are expected to actively participate in the performance.
* All questions raised in the case must be addressed during the presentation.
* Turn off all electronic devices.
* Objective test scores will be used to break a tie.
* Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**PREJUDGED PROJECTS AND PRESENTATION EVENTS**

**3-D Animation** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Computer Game & Simulation Programming** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Desktop Application Programming** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Digital Video Production** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**E-business** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Mobile Application Development** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Website Design** [***(2016 Topic)***](http://www.fbla-pbl.org/files/1014/4839/8289/2016_NLC_FBLA_Competitive_Event_Topics.pdf)

**Overview**

These events consists of two (2) parts: a prejudged project and a presentation. Competitors are required to complete both parts for award eligibility. Review specific guidelines for each event as guidelines vary.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

Finals

A maximum of five (5) finalists, or an equal number from each group in the preliminary round, will advance to the final round. An event with fewer than eight entries will go directly to a final round.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A(3 min.) |
| 3-D Animation | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Computer Game & Simulation Programming | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Desktop Application Programming | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Digital Video Production | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| E-business | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Mobile Application Development | 5 min. | NA | 7 min. | 6 min. | 7 min. | Yes | Yes |
| Website Design | 5 min. | NS | 7 min. | 6 min. | 7 min. | Yes | Yes |

**Project Guidelines**

* Competitors must prepare projects. Advisers and others are not permitted to help.
* Competitors are expected to follow all applicable copyright laws. Refer to the Format Guide for copyright guidelines.
* Projects must be clearly labeled (not handwritten) with the name of the event, state, participant’s name(s), and school.
* Project content is prejudged before the SLC. The presentation of a project is judged at the SLC.
* Competitors are responsible for bringing a copy of their project to show to the judges.
* Any photographs, texts, trademarks, or names used on the site must be supported by proper documentation and approvals indicated on the site.
* When applicable, the use of templates must be identified.
* Projects submitted for competition become the property of FBLA-PBL, Inc. These projects may be used for publication and/or reproduced.
* **3-D Animation** and **Digital Video Production** – video must be uploaded as a URL (to YouTube, SchoolTube, etc.)
* **Computer Game & Simulation Programming, Desktop Application Programming, and Mobile Application Development** must submit two (2) copies of a CD/DVD/USB labeled appropriately to the Alabama FBLA State Adviser by the registration materials deadline.
* A PDF copy of the **Statement of Assurance** (keyed – NOT HANDWRITTEN) for ALL of the events must be uploaded to DropBox no later than the registration materials deadline. Format and link to upload file:
	+ Name the file:  **Event Name-School Name-Participant(s) Last Name(s)**
	+ Statement of Assurance must be uploaded as a PDF to Drop Box <https://www.dropbox.com/request/wIgHzfejao3BoeRl4Zpr>.

**Performance Guidelines**

* Presentation of the entry must be conducted by competitors who authored the event.
* Visual aids related to the project may be used during the presentation; however, no items may be left with the judges or audience.
* Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.

**Technology Guidelines**

* Internet access will be provided for **3-D Animation, Digital Video Production, and Website Design**. Internet access **may not be Wi-Fi**, so competitors should plan appropriately when selecting laptops/tablets on which to present.
* Five (5) minutes will be allowed to set up and remove equipment or presentation items.
* The following will be provided for all technology presentation events: screen, power, table, and projector.
* Competitors utilizing Apple products or other devices that do not have a VGA port or HDMI will need to provide their own adapters.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for presentations over the allotted time.
* Five (5) points may be deducted for not following guidelines.

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**OBJECTIVE TESTS AND ROLE PLAY EVENTS**

**Help Desk**

**Parliamentary Procedure**

**Overview**

These events consist of two (2) parts: an objective test and a role-play (**Parliamentary Procedure** will have a **team role play**). A 60-minute objective test will be administered at the school site prior to the SLC. The **Parliamentary Procedure team score** is determined by the average scores of its members.

**Eligibility**

There is no limit to the number of participants a chapter may enter into these events. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year (payment must be received).

**SLC Registration**

Participants must be registered for the SLC and attend the required workshop at SLC in order to be eligible to be in the Top 4.

**Finals**

The top five (5) scoring individual (Help Desk) and teams (Parliamentary Procedure) advance to the final round.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Equipment Setup Time | Prep Time | Performance Time | Warning Time | Time Up | Penalty Over Time | Q&A(3 min.) |
| Help Desk | NA | 10 min. | 5 min. | 4 min. | 5 min. | NA | NA |
| Parliamentary Procedure | NA | 20 min. | 9-11 min. | 8 min. | 11 min. | YES | NA |

**Performance Guidelines – Final Round**

* Two (2) 4” x 6” note cards will be provided to each competitor and may be used during event preparation and performance. Information may be written on both sides of the note cards. Note cards will be collected following the presentation.
* No additional reference materials allowed.
* Individuals should introduce themselves, describe the situation, make their recommendations, and summarize their cases.
* All questions raised in the case must be addressed during the presentation.
* Turn off all electronic devices.
* Objective test scores will be used to break a tie.
* Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors’ performances in their event.

Additional Guidelines for **Parliamentary Procedure**

* Parliamentary procedure reference materials may be used during the preparation period but not during the performance itself. The following items may be taken into the prep and performance room: a copy of the problem for each team member, the treasurer’s report, and a copy of the minutes from a preceding meeting.
* Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items also should be taken up during the meeting. The secretary will take notes during the performance, but notes will not be transcribed into minutes.
* The problem may or may not include class of motions, but all five (5) classes of motions – main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly – must be demonstrated during the performance.
* No reference materials, visual aids, or electronic devices may be brought to or used during the performance.

**Penalty Points Deducted by Judges**

* Five (5) points are deducted if competitors do not follow the dress code.
* Five (5) points may be deducted for not following guidelines.
* Deduction of one (1) point for each full thirty (3) seconds under nine (9) or over 11 minutes. (**Parliamentary Procedure only**.)

Go to <http://www.fbla-pbl.org/fbla/competitive-events/guide/> for specific event guidelines and competencies.

**2015-2016 COMPTEITIVE EVENT TOPICS**

**3D ANIMATION**

You are an employee for the Code County School System and have been assigned to participate on the Marketing Team to promote the School System’s dress code in the workplace for all employees including administrators, teachers, assistants, aides, etc.

Your school system has struggled for the last 18 months to enforce the Code County School System’s dress code. Your Marketing Team has been assigned the task of designing a promotional video clip using 3-D animation to stress the required dress code. Design a 3-D animated video clip keeping in mind the audience to be sure that the dress code will be followed throughout the rest of the school year. The focus of the clip should be following the dress code versus the actual code itself. Present the video clip to the panel of judges, your superintendent, and his/her administrators.

**BUSINESS ETHICS**

Research an ethical topic related to animal testing on products for safety and human use of those products.

**BUSINESS FINANCIAL PLAN**

You just recently graduated from your university with a degree in Health and Physical Fitness. You played two sports at your university and continue to remain healthy by working out and eating well. Your dream has been to open your own athletic club with high-end equipment, structured class exercise rooms, cardio exercise equipment, weight machines, and free weights. You want to offer 30- and 60-minute massages and personalized fitness plans. You will have locker rooms and operate 24 hours/7 days a week. There is an opportunity to grow and hire other employees who could be personal trainers working with you in the same school of philosophy.

You have thousands of dollars of debt and no disposable income because you have not been hired for your first job since graduating. You really want to open this athletic club. You are planning to open your own facility in a 15,000 square foot, stand-alone building. You will need equipment, inventory, software for schedules, and more to open your doors.

You did your research and you found a great opportunity to present your idea including a business financial plan to a major Angel Investor who may want to invest in your plan.

Prepare a well-written business financial plan following the parameters and FBLA Performance Indicators as assigned. You will need to submit your report and then give a seven-minute presentation to the Angel Investor (judges).

**COMPUTER GAME AND SIMULATION PROGRAMMING**

Create a computer game that includes the following features/capabilities:

* Has at least three levels
* Incorporates the use of touch screen
* Keeps score
* Must run on a PC using Windows 7 or newer
* Must be a standalone executable program
* Virus and malware free
* Must have some type of celebratory conclusion if the game is conquered. Must have some type of encouragement for those who cannot conquer the game. Can replay.
* At least two lives or chances
* Game features should be compatible with a maximum ESRB rating of E10+

**DESKTOP APPLICATION PROGRAMMING**

You have been hired by the national office of Future Business Leaders of America-Phi Beta Lambda.

Create a program to keep current membership data, allowing the addition and change of records. Each record in the master file should contain the membership number, first name, last name, school, state, email, year joined, code for active/non-active, and amount owed.

Create a report that will produce a list of members by state from the master file that has the member number, member name, year joined, grade in school, and amount owed. Include only the members owing a balance. The report footer should include the total number of non-active members, total number of active members, total number of members owing, and the amount owed. Have an option to view or print the report, allowing for 50 detail lines per page and at the end of the report, with the footer information described above.

Create a report that lists all seniors and their email addresses, sorted by state. Have an option to view, print, or export to an .xls file.

The design concepts of the master file, update program, membership report, and email report are left to the competitors. Usability and functionality should be the prime objectives.

**GRAPHIC DESIGN**

Create a digital sales kit for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the digital sales kit. All files should be shown in the presentation. The kit should include:

* Floor plans
* Catering menus
* Special packages with upscale features
* Special services such as linens, decorations, china, seating, etc.

**DIGITAL VIDEO PRODUCTION FBLA**

Using a popular cover song as a starting point, create a parody music video that will promote FBLA. It should incorporate music, acting, singing, and multiple production elements.

**E-BUSINESS**

Create a website for a banquet hall (to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings). Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a banquet hall, including but not limited to:

* Interactive calendar with availability
* Interactive photo gallery
* Interactive contact information page
* Ability to reserve date online and pay deposit
* Ability to order and pay for two different features
* Ability to request digital sales kit

**EMERGING BUSINESS ISSUES**

In the last several years, the entertainment industry has undergone a substantial number of changes. In the original days of television, there was nothing more than antenna. This was followed by cable, satellite, digital cable, digital antennas, and now, online streaming.

Unlocked and jailbroken devices have become increasingly available and popular. It is your responsibility to research the following:
• Legal implications of unlocked or jailbroken devices
• Ethical implications of unlocked or jailbroken devices
• Potential penalties for using unlocked or jailbroken devices
• Availability of software/hardware/services to unlock or jailbreak a device

Competitors should be ready to argue both the pro (there is nothing wrong with using unlocked or jailbroken devices) and the con (legally and ethically, unlocked or jailbroken devices are wrong) and present the arguments for both sides of the scenario to a panel of judges. Competitors should be ready to answer questions.

**INTRODUCTION TO BUSINESS PRESENTATION**

You have just taken first place in Introduction to Business Presentation at your FBLA State Leadership Conference, and you are now faced with the need to raise over $2,000 per person on your team to attend the FBLA National Leadership Conference in Atlanta. Prepare a seven-minute presentation that can be used in front of a variety of potential sponsors that may include community service groups, local small businesses, the school board, etc.

**MOBILE APPLICATION DEVELOPMENT**

An App is to be created that allows FBLA members to interact and share their opinions on style, fashion, and attire.

Users can snap a picture with their phone. They can share what they want to know—things like (a) Is this outfit stylish?, (b) Is this outfit professional?, (c) Is this outfit within the FBLA-PBL dress code?, (d) What should I change to make this outfit better?, and other important details.

It should allow users to post outfits and interact with anyone else who has posted outfits.

**PUBLIC SERVICE ANNOUNCEMENT**

In light of current events with professional sports teams, franchises, and professional sports players the image of these companies has been tarnished. Produce a PSA demonstrating the positive impact of sports.

**PUBLICATION DESIGN**

You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today’s society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. To attract new customers and let people know about the restaurant, the owner has asked you to develop a series of print items suitable for a new bakery and restaurant marketing campaign. This will include the design of a brochure, 1/4 page newspaper ad, magazine coupon, and campaign poster not to exceed 18” x 24”.

Before you begin, design a logo for the company. This logo should communicate the company name, incorporate graphic elements, and include a tagline/slogan that you create. The logo should be used on all promotional items. The marketing campaign should be cohesive. Create contact information including a URL.

**SOCIAL MEDIA CAMPAIGN**

Create a social media campaign to market your new business: a banquet hall to be used for wedding receptions, engagement parties, and any type of celebrations or business presentation meetings. You must use at least three sources of social media (e.g., Twitter, Facebook, Instagram, Pinterest, etc.).

**WEBSITE DESIGN**

You have been hired by a new restaurant owner who is offering both a bakery and restaurant for gluten-free products. Being gluten- and wheat-free is considered the norm in today’s society. The owner, who is gluten-free, decided to get funding to open a business. The entrepreneur specializes in making baked goods from breads to muffins and pastries, as well as simple lunch or dinner menu items for the casual diner who is gluten- and/or wheat-free. The owner has hired one of the top pastry and restaurant chefs in the area with experience in gluten- and wheat-free foods. Develop a company identity including a name and logo that has a cohesive design structure to be used throughout the website. The site should have elements typical of a restaurant, including but not limited to:

* Menus
* Contact information and hours of operation
* Make a reservation online
* About Us
* Preferred customer loyalty program
* Reviews

#  **PARTICIPANTS WITH SPECIAL NEEDS**

## **2016 SLC Notification Form**

|  |  |
| --- | --- |
| **Chapter:** |       |
| **Check One:** | **[ ]  FBLA** | **[ ]**  | **PBL**  |

# **SERVICES FOR MEMBERS WITH DISABILITIES**

Members who have disabilities add an important dimension to the organization. They serve as models within the profession and to the students, as well as provide guidance concerning program needs, sensitivity, and accessibility. Please contact the national staff as soon as possible if you know of a delegate who may require special services.

|  |  |
| --- | --- |
| Participant's Name: |       |
| Participant's School: |       |
| Adviser’s Name: |       |
| Adviser's Work Phone Number: |       |
| Adviser’s Cell Phone Number: |       |
| Adviser’s E-mail: |       |
| Event Entered: |       |

**List disability that might require special services and what accommodation you require.**

|  |  |
| --- | --- |
| [ ]  Mobility Impaired | [ ]  Hearing Impaired -- [ ]  Need Signer |
| [ ]  Uses a Wheel Chair | [ ]  Other:       |
| [ ]  Visually Impaired (please select one below and indicate what is required on site) |
|  [ ]  Regular Print |       |
|  [ ]  Large Print |       |
|  [ ]  Braille |       |
|  [ ]  Reader Required |       |
| [ ]  IEP, 504 Time Accommodation on Written Test: [ ]  Unlimited [ ]  Extra Time (Indicate Amount      ) |
| Indicate other accommodation(s) needed: |       |

**I attest that all information provided on this form is true and accurate.**

|  |  |
| --- | --- |
| Adviser Signature (May Be Typed)  |       |

**WHO’S WHO IN FBLA - *STATE AND NATIONAL RECOGNITION – 12TH GRADE***

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

**Eligibility**

There is no limit to the number of entries a chapter may submit in this event. Membership in an active chapter must be on record in the national center as having paid dues by February 15 of the current school year. Only members enrolled in grade 12 of the current school year are eligible. **Nominees must attend the state conference.**

**STUDENTS MAY PARTICIPATE IN A COMPETITIVE EVENT IN ADDITION TO WHO’S WHO.**

**Submit the following:**

1. Resume reflecting participation in FBLA activities
2. One (1) letter of recommendation from local chapter adviser
3. One (1) letter of recommendation from local school administrator
4. One (1) letter of recommendation from community leader or employer
5. **Documentation of completion of the “Future” level of the Business Achievement Awards**
6. A PDF copy of the file must be uploaded to DropBox no later than the registration materials deadline. Format and link to upload file:
	1. Name the file:  **Event Name-School Name-Participant(s) Last Name(s)**
	2. File must be uploaded as a PDF to Drop Box <https://www.dropbox.com/request/wIgHzfejao3BoeRl4Zpr>.

**Criteria for selection of nominees must include:**

1. Years of participation in FBLA activities
2. Extent of participation in conferences sponsored by the state chapter and national association
3. Offices, chairpersons, and committee memberships held
4. Contributions to local, state, and national projects
5. Participation in other activities
6. Recommendations supportive of the member’s involvement in FBLA
7. **Complete the “Future” level of the Business Achievement Awards**.

**State Awards**

One entry will be recognized from each district and one overall entry will be recognized as Alabama's Who's Who.

**National Awards**

Alabama’s Who’s Who will be eligible to attend and be recognized as recipient of the national Who’s Who in FBLA award at the NLC.