# Competitive Events

Individual and Team

**Changes to Competitive Events**

**2014-2015**

The following list highlights the most significant changes made for the current membership year.

***New Events***

*3D Animation –* individual or team event; create a video; presentation

*Microsoft Office Specialist (Excel) –* Offered at Nationals only. Not a State event.

*Microsoft Office Specialist (Word) –* Offered at Nationals only. Not a State event.

*Sales Presentation –* individual event, includes presentation of product.

*Securities and Investments –* individual event; objective test.

*Social Media Campaign –* individual or team event; presentation

***Modified Events***

*Electronic Career Portfolio –* guidelines and rating sheets have been revised.

*Emerging Business Issues –* teams present both sides; presentation time increased to seven (7) minutes.

*Local Chapter Annual Business Report –* reduced to fifteen (15) pages.

*Public Service Announcement –* eliminate script submission.

*State can advance four (4) competitors in events requiring only objective tests.*

**Overview of FBLA Competitive Event Program Components**

Below is a description of the different types of competitive events. Some of the events may be slightly modified (for example, NJ FBLA requires hard copy of reports). Be sure to check state guidelines prior to entering students in events.

|  |  |
| --- | --- |
| **Test Components** | **Description** |
| Objective TestIndividual | A 60-minute test administered online during the Regional Competitive Events and using Scantron during the State Leadership Conference. |
| Production TestIndividual | A one- or two-hour production test administered and proctored at a designated school site prior to the State Leadership Conference. Some of these events may require an objective test administered at the Regional Competitive Events. |

|  |  |
| --- | --- |
| **Performance Components** | **Description** |
| Role Play Team | Competitors receive a role play scenario 10 or 20 minutes prior to their scheduled event times. Judges receive a copy of the role play along with any suggested questions to ask during each performance. |
| PrejudgedIndividual, Team, or Chapter | Report or project content is prejudged before the conference. The presentation of a report or project is judged at the conference. |
| Interview Individual | The employer (judge) interviews the applicant (competitor) by asking typical job interview questions. |
| Speech Individual | A business speech based on FBLA-PBL goals, current events, and/or relevant business topics created and articulated by competitors. |
| Presentation Individual or Team | The presentation of an individual or team’s project, or campaign on a specific topic provided in the event guidelines. This topic changes each year. |

In addition to competitive events, FBLA-PBL offers open and pilot events. These are offered only at the National Leadership Conference.

***Open Events***

Online testing events are open to any FBLA member present at the National Leadership Conference. Prerequisites or registration is not required. The open events tests may change each year. The top winner of each open event is recognized during the award ceremony.

***Pilot Events***

A person competing in a pilot event is eligible to compete in another individual or team event. The top five (5) winners are recognized during the awards ceremony.

**General Event Guidelines**

The general event guidelines below are applicable to all **STATE** competitive events. Please review and follow these guidelines when competing at the state level. When competing at the National level, check the national guidelines since they may differ slightly.

***Eligibility***

* *Dues:* Competitors may compete in the Regional Competitive Events if their membership is **REGISTERED** by December 1 of the current school year. Dues need not be paid to compete at the Regional Competitive Events. However, competitors must have paid FBLA national and state dues by February 15 of the current school year in order to compete at the State Leadership Conference. In order to compete at the National Leadership Conference, competitors must have paid FBLA national and state dues by March 1 of the current school year.
* *SLC Registration:* Participants must be registered for the SLC and pay the state conference registration fee in order to participate in competitive events whether or not the competitor is attending the State Leadership Conference.
* *Deadlines:* All registration and competitive event prejudged materials must be **RECEIVED** by the state office by the designated deadline date along with the official entry forms.
* *Competitors:* Check the Snapshot overview for the number of competitors in each specific competitive event. For the National Leadership Conference, each state may submit four (4) entries in events requiring only objective tests and three (3) individuals or teams for all events that require a prejudged or performance component.
* Each competitor can only compete in one (1) event and one (1) chapter event.

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

The following events are only open to 9th and 10th graders:

* Business Math
* FBLA Principles and Procedures
* Introduction to Business
* Introduction to Business Communication
* Introduction to Information Technology
* Introduction to Parliamentary Procedure
* Public Speaking I

***Repeat Competitors***

Competitors are **not** permitted to compete in an event more than once at the SLC unless one of the following circumstances applies:

* *Modified events:* A competitor may compete in the same event when the event is modified.
* *Team events:* One (1) competitor of the team may have competed in the same event at one (1) previous NLC; however, they may not compete more than twice in the event.
* *Chapter Events:* Competitors may compete in a chapter event more than once. (American Enterprise Project, Partnership with Business Project, and Community Service Project)
* *Individual Entry:* A competitor who competed as an individual entry in a team event at the National level may compete in the event a second time as part of a team, but not a second time as an individual.
* *Parliamentary Procedure:* Two (2) competitors of the team may have competed in this event at a previous NLC; however, they may not compete more than twice at the national level.
* *Pilot Event:* Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

***Breaking Ties***

* *Objective Tests:* Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in the shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine a winner.
* *Objective and Production Tests:* The production test scores will be used to break a tie based on the tie breaking criteria of objective tests.
* *Objective Tests and Performances:* The objective test score will be used to break a tie based on the tie breaking criteria of objective tests.
* *Reports/Projects and Performance:* The report/project scores will be used to break a tie.

**FBLA STATE COMPETITIVE EVENTS**

**2014-2015 SCHOOL YEAR**

**NEW JERSEY COMPETITIVE EVENTS PROGRAM**

In implementing the state competitive events program for FBLA and FBLA Middle Level, the national guidelines and rating sheets are found (1) in the **Chapter Management Handbook** sent by the FBLA-PBL national office with subsequent revisions annually in August and (2) on the national website at ***www.fbla-pbl.org***.

It is necessary, however, for New Jersey FBLA to administer the FBLA competitive events and FBLA Middle Level recognition/achievement events with revisions on the regional and state levels to accommodate the smaller number of students and the shorter time frame of the conferences. The revisions appear in these **New Jersey State Competitive Events Guidelines**.

**STATE AND NATIONAL EVENT GUIDELINES AND RATING SHEETS**

In beginning the preparation for an event, the adviser should share and review a copy of the state and national guidelines and rating sheet (if applicable) in the **Chapter Management Handbook** or in these **New Jersey State Competitive Events Guidelines** with the competitor. The adviser should read and review the introductory pages for events in the **Chapter Management Handbook** under FBLA Competitive Events and Recognition and FBLA Middle Level Achievement Program and share applicable information with his/her competitor.

If a rating sheet is used in the event, the preparation of a report or presentation should follow the sequence of the rating sheet to ensure maximum points from the judges.

**PAYMENT OF STATE AND NATIONAL DUES**

In order to compete at the FBLA State and National Leadership Conferences, a participant must be a member on record in the national center as having paid state dues by February 15 and national dues by March 1 of the current school year.

**PREPARATION AND SUBMISSION OF REQUIRED MATERIALS**

If the FBLA competitive/recognition event or FBLA Middle Level recognition/achievement event requires the submission of materials (reports, folders, electronic media, etc.), the required materials MUST be:

* prepared by student members—not advisers and
* sent to the State Office, received by February 10 unless stated otherwise in the event guidelines. The State Office recommends using UPS or FedEx to assure on time delivery.

**FBLA STATEMENT OF ASSURANCE**

The FBLA Statement of Assurance must be submitted for the applicable competitive events at the FBLA State Leadership Conference as per the national guidelines in the **Chapter Management Handbook**.

**PERFORMANCE EVENTS**

Projectors for performance events must be supplied by individual chapters. Screens will be available in each performance room.

**FBLA RESOURCES**

In addition to the **New Jersey State Competitive Events Guidelines** and national guidelines and rating sheets in the **Chapter Management Handbook** from the FBLA-PBL national office, there are other resources to assist advisers in preparing their students for FBLA competitive events. They include, but are not limited to:

* 2014-15 FBLA-PBL Marketplace at [***www.fblapblmarketplace.com***](http://www.fblapblmarketplace.com) or catalog with **Chapter Management Handbook** (August 2014 revisions):
	+ **FBLA Competitive Events Study Guide** @ $35;
	+ **FBLA Winning Reports—1st Place** book and **2nd Place** book @ $35 each;
	+ **FBLA Middle Level Achievement Program Guide** @ $30;
	+ **Parliamentary Procedure Event Preparation Set** book @ $45;
	+ **The ABC’s of Parliamentary Procedure** book @ $6;
	+ **Robert’s Rules in Plain English** @ $7.99;
	+ **Robert’s Rules of Order Newly Revised (11th Edition)** @ $18.00;
	+ **The 250 Job Interview Questions** @ $9.95;
	+ DVD @ $29.95 each for: Banking and Financial Systems, Client Service, Emerging Business Issues, Entrepreneurship, Global Business, Help Desk, Management Decision Making, Management Information Systems, Network Design, and Parliamentary Procedure; and
	+ Digital Downloads with no price listed for: **FBLA Competitive Events Study Guide**, **FBLA Winning Reports—1st Place**, Business Plan, Business Presentation, Computer Game and Simulation Programming, Digital Design and Promotion, Digital Video Production, and Partnership with Business Project.
* Sample tests for FBLA competitive events at the national website at [***www.fbla-pbl.org***](http://www.fbla-pbl.org).
* Cengage Learning (formerly South-Western Publishing Company) books correlated with the FBLA competitive events for students to use as study guides at one of these website addresses: [***http://www.swlearning.com/winningedge/fbla\_products.htm***](http://www.swlearning.com/winningedge/fbla_products.htm)[***http://www.cengage.com/search/showresults.do?N=11+4294920692***](http://www.cengage.com/search/showresults.do?N=11+4294920692).
* Test Frenzy at [***http://fbla.testfrenzy.com***](http://fbla.testfrenzy.com) with sample tests for study.
* Quizlet at [***http://quizlet.com/subject/fbla/***](http://quizlet.com/subject/fbla/) and [***http://quizlet.com/117743823/fbla-intro-to-business-study-guide-flash-cards***](http://quizlet.com/117743823/fbla-intro-to-business-study-guide-flash-cards).
* Ask.com at [***www.ask.com/FBLA+Practice+Tests***](http://www.ask.com/FBLA%2BPractice%2BTests).
* WebCrawler at ***practice.webcrawler.com/***.
* State and local FBLA competitive event study guides and sample tests at:
	+ [***http://fbla.dpi.wi.gov/fbla\_studyguides***](http://fbla.dpi.wi.gov/fbla_studyguides)(Wisconsin Department of Public Instruction),
	+ [***http://chisddevils.com/fbla/FBLA\_2010-2013\_Competitive\_Events\_Guide.pdf***](http://chisddevils.com/fbla/FBLA_2010-2013_Competitive_Events_Guide.pdf) (Chapel Hill School District),
	+ [***http://nehsfbla.wikispaces.com/file/view/FBLA+Competitive+Events+Study+Guide+(2010-2013).pdf***](http://nehsfbla.wikispaces.com/file/view/FBLA%2BCompetitive%2BEvents%2BStudy%2BGuide%2B%282010-2013%29.pdf), and
	+ [***www.bcsd.org/webpages/mblake/index.cfm?subpage=61392***](http://www.bcsd.org/webpages/mblake/index.cfm?subpage=61392)(Brighton School District).
* Bing, Yahoo, and/or Google searches on the event names and/or topics for the event. Do not limit searches to education sites. Search business/corporate and government sites by topics.

**\*Practice tests from various websites may not be based upon the current state and national guidelines.**

**FBLA STATE COMPETITIVE EVENTS GUIDELINES**

**WITH EXCEPTIONS TO NATIONAL GUIDELINES NOTED**

**CMH: Chapter Management Handbook—Competitive Events Section**

**CMH: Chapter Management Handbook—Recognition Section**

**STATE: New Jersey State Competitive Event Guidelines**

**ACCOUNTING I Guidelines: CMH p. 54**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**ACCOUNTING II Guidelines: CMH p. 56, 57**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* One (1) hour will be given for the regional off-site production test at a site designated by the state office. Accounting or spreadsheet software must be used. Students may bring prepared templates which may include, but are not limited to, a general journal, bank reconciliation, financial statements, and a worksheet. The score received on this portion of the event will constitute 50 percent of the final event score.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**AMERICAN ENTERPRISE PROJECT Guidelines: CMH p. 62**

 **Rating Sheet Report: CMH p. 83**

 **Rating Sheet Performance: CMH p. 84**

* Each active chapter may enter one report with up to three members.
* Follow national guidelines for completion of the report and preliminary performance.
* Submit two printed and bound copies of the report to the New Jersey state office received by February 10.
	+ Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
	+ Report must be bound (tape binding, spiral binding, etc.).
	+ Report page limit is 15.
* Reports will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* Top five entries will participate in the performance component.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BANKING AND FINANCIAL SYSTEMS Guidelines: CMH p. 58**

 **Rating Sheets: CMH p. 85**

* Each active chapter may enter three teams of two or three members for collaborative testing at the New Jersey Regional Competitive Events. Non-graphing calculators may be used.
* Top five (5) teams statewide will advance to the FBLA State Leadership Conference for the performance portion of this event.
* An interactive case study will be given at the FBLA State Leadership Conference consisting of a problem or scenario encountered in the banking or financial business community.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BATTLE OF THE CHAPTERS NJCM**

* Questions may be formulated from any of the FBLA-PBL national and state publications (National Handbook, *Tomorrow’s Business Leader*, National Directory, New Jersey Chapter Manual), Robert’s Rules of Order Newly Revised, National FBLA-PBL World Wide Web Site, current national news issues or entertainment issues from any newspaper or magazine, or topics related to content found in business education or business education related classes. Approximately 45% of all questions will be FBLA related; 45% will be current news or entertainment; and 10% will be business education/business education related subject matter.
* Questions will be developed by the New Jersey FBLA-PBL State Office.
* Finalists will be determined by scores on the objective test administered collaboratively during the Regional Competitive Events. Top two teams in each region are determined to be finalists.
* During the State Leadership Conference, a moderator will read the questions to the teams of finalists; judges will verify if the answer is correct. Judges will use their knowledge to ascertain if a question, if not exact, is acceptable. Judges decisions are final.
* The top two (2) teams will participate in the final round of competition; scores are recorded on a chalkboard.
* If a discrepancy exists between two publications, the information in the most recent publication will prevail.

***Regional Competitive Events***

* Three persons from each chapter shall make up a team. Only one team per chapter is permitted.
* Each three-member team will collaboratively take an online test developed by the New Jersey FBLA-PBL State Office.
* Top two teams in each region are determined to be finalists.

***Preliminary Round – State Leadership Conference***

* Three persons from each chapter make up a team.
* Team members are lined up across the stage or in front of the stage from stage right to stage left in order by region.
* An announcer will give a question to each team beginning in alphabetical order by state. The first team member will have a chance to answer the question within ten seconds. Time will be called by the timekeeper who will announce when the ten seconds are up. If the team member answers incorrectly, the next chapter’s team member will attempt to answer the same question.
* If more than one answer is given by a team member, the first answer will be the only one used by the judges.
* When a team member answers incorrectly, he/she must leave the stage area and be seated in the audience only after the question has been answered correctly. If the question is answered incorrectly by one full rotation of the chapters, the question will be discarded and a new question will be asked; those answering that question incorrectly will not be disqualified.
* Team members are not allowed to discuss the questions. The audience is asked to remain quiet and not respond to the questions.
* Questions will be asked of team members until only two teams are represented. All three team members of these two remaining teams will participate in the finals.

***Final Round – State Leadership Conference***

* Two teams will be represented in the finals.
* Each team has a bell placed in the center of their table. When the moderator asks a question, team members may discuss the answer among themselves. The first team member to ring the bell gets the chance to answer the question first. The person who rings the bell must answer the question. Another team member cannot answer it. Each correct answer is worth five points.
* If members of both teams ring the bells at the same time, the question may be discarded and another question could be asked.
* If an answer given is incorrect, the other team has the opportunity to answer the question. Only five seconds will be allowed to give an answer in the finals. After time is up, another question will be given.
* There will be no penalty points for incorrect answers.
* The team that reaches 50 points first will be the winner.
* The first and second-place team members will receive medallions.

**BUSINESS CALCULATIONS Guidelines: CMH p. 54**

* Each active chapter may enter four members for competition at the Regional Competitive Events
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS COMMUNICATIONS Guidelines: CMH p. 54**

* Each active chapter may enter four members.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS ETHICS Guidelines: CMH p. 77**

 **Rating Sheet: CMH p. 86**

* Each active chapter may enter one team of two (2) to three (3) members.
* This event consists of a performance component. Each team will present and defend its positions related to an ethical dilemma.
* Participants will be assigned groups and times for the preliminary round based on random selection prior to the State Leadership Conference.
* A maximum number of ten (10) teams, depending upon the number and size of the groups, will be selected for the final round.
* The same procedure as outlined for the preliminary round will be followed for the final round. A different topic will be given for each round. All performances are open to conference attendees except participants performing in this event.
* Participants must research the case study prior to the conference. ***2014-2015 Topic: Research an ethical topic dealing with global business and sweatshops and/or child labor.***
* All team members must participate in the presentation.
* Submit six (6) copies of a written synopsis on the selected case which does not exceed 500 words. Include a reference section which is not included in the 500-word limit. All copies must be submitted in six standard file folders. Label the folder tab with the participants’ names, school, and event title. Entries must be received by February 10.
* Teams are permitted to bring prepared notes.
* Final performance only is open to conference attendees who are not participants in the final round of this event.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS FINANCIAL PLAN Guidelines: CMH p. 62**

 **Rating Sheet Report: CMH p. 87**

 **Rating Sheet Performance: CMH p. 88**

* Each active chapter may enter one report with up to three members.
* Follow national guidelines for completion of the report and preliminary performance.
* Submit two printed and bound copies of the report to the New Jersey state office received by February 10.
	+ Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
	+ Report must be bound (tape binding, spiral binding, etc.).
	+ Report page limit is 15.
* Reports will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* Top five entries will participate in the performance component.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS LAW Guidelines: CMH p. 54**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS MATH Guidelines: CMH p. 54**

* Each active chapter may enter four members in grades 9-10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS PLAN PROJECT Guidelines: CMH p. 63**

 **Rating Sheet Report: CMH p. 89-90**

 **Rating Sheet Performance: CMH p. 91**

* Each active chapter may enter one report with up to three members.
* Follow national guidelines for completion of the report and preliminary performance.
* Submit two printed and bound copies of the report to the New Jersey state office received by February 10.
	+ Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
	+ Report page limit is 30.
	+ Report must be bound (tape binding, spiral binding, etc.).
* Reports will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* Top five entries will participate in the performance component.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS PRESENTATION Guidelines: CMH p. 72**

 **Rating Sheet Performance: CMH p. 92**

* Each active chapter may enter one presentation with up to three members.
* Follow national guidelines for the performance.
* Submit electronic copies of the presentation to the New Jersey state office received by February 10.
* Presentations will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* ***2014-2015 Topic: You have been asked to make a presentation to the local Chamber of Commerce members on how they can protect themselves from Identity Theft.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**BUSINESS PROCEDURES Guidelines: CMH p. 54**

* Each active chapter may enter four members.
* A maximum of eight qualifying scores will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

.

**COMMUNITY SERVICE PROJECT Guidelines: CMH p. 63**

 **Rating Sheet Report: CMH p. 94**

 **Rating Sheet Performance: CMH p. 95**

* Each active chapter may enter one report with up to three members.
* Follow national guidelines for completion of the report and preliminary performance.
* Submit two printed and bound copies of the report to the New Jersey state office received by February 10.
	+ Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
	+ Report must be bound (tape binding, spiral binding, etc.).
	+ Report page limit is 15.
* Reports will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* Top five entries will participate in the performance component.
* A maximum of five awards will be given at the FBLA State Leadership Conference

**COMPUTER APPLICATIONS Guidelines: CMH p. 56**

* Each active chapter may enter three members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* Two (2) hours will be given for the regional off-site production test at a site designated by the state office.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**COMPUTER GAME & SIMULATION Guidelines: CMH p. 65, 67**

**PROGRAMMING Rating Sheet Production: CMH p. 96**

 **Rating Sheet Performance: CMH p. 97**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two copies on USB or CD completed production project to the New Jersey state office received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: You are a computer virus tracker. You live inside a computer and travel the network looking for viruses and malware. When some are detected, you have to travel to the infection site and launch anti-virus software discs at the malware minions. Escalate the adventure from basic network bugs to a Web Bot boss. Take note in design to include computer networking structure and devices.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**COMPUTER PROBLEM SOLVING Guidelines: CMH p. 54**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**COVER DESIGN NJCM**

The 2015 FBLA State Leadership Conference will be held in March. Local chapter artists who wish to create a cover design for the SLC program should follow these guidelines:

* The cover must be created using black ink on 8-1/2" x 11" white paper. It may be hand-drawn or designed using computer graphics.
* The layout must incorporate the state theme, "New Jersey FBLA-PBL: “Transforming Tomorrow", the FBLA logo and the year.
* All layout designs must be the work of the FBLA members. Guidance as to layout design, however, may be sought from others outside the chapter.
* All entries must be postmarked by January 20, 2015, and mailed to Ms. Nancy Ostrowski, NJFBLA-PBL State Chair, Rutgers Business School, 100 Rockafeller Road, Rm. 5029, Piscataway, NJ 08854.
* Each participant must sign the form that follows and submit it with the Cover Design entry.

***Cover Design Submission Form***

Please type or print and attach this form to the Cover Design entry.

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/we release the attached design to be used by the New Jersey FBLA-PBL in the promotion of activities. The entry will not be returned.

Signatures of Participants

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CYBER SECURITY Guidelines: CMH p. 54**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**DATABASE DESIGN & APPLICATIONS Guidelines: CMH p. 56, 57**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* One (1) hour will be given for the regional off-site production test at a site designated by the state office.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**DESKTOP APPLICATION PROGRAMMING Guidelines: CMH p. 65-68**

 **Rating Sheet Production: CMH p. 98**

 **Rating Sheet Performance: CMH p. 99**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two copies on USB or CD completed production project to the New Jersey state office received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: Furry Friends Animal Shelter has asked you to develop an animal records system. Create an interface that allows supervisors and staff to enter animal patient information and print information-based reports. The initial screen should ask for basic information (found on pages 67 and 68 of the Chapter Management Handbook).***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**DESKTOP PUBLISHING Guidelines: CMH p. 56**

 **Rating Sheet: CMH p. 100**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two folders with completed production project to the New Jersey state office received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: Some of your friends have started their own band and have asked you to be their marketing manager. You have been given the task to develop their promotional materials. You will need to design a poster that they will display in towns where they perform, a brochure they will send to different markets promoting the band, a business card, and quarter-page advertisement they will use for newspapers, magazines, and other areas.***
* The objective test will be administered at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**DIGITAL DESIGN & PROMOTION Guidelines: CMH p. 65, 69**

 **Rating Sheet Production: CMH p. 101**

 **Rating Sheet Performance: CMH p. 102**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two copies on USB or CD completed production project to the New Jersey state office received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: You are on the staff of a large marketing firm in New York City, and Miles Standish has hired your firm. He is opening a bicycle store in New York and plans to name it Cycle Fitness. Your firm is to design a new logo for this new shop and as well as for future location he plans to open. Cycle Fitness plans to hold three seminars on bike safety, cycling for fitness, what to look for when buying a bicycle, choosing the right bike, choosing a bike for a child, and creating a cycle group that will doing monthly cycle trips. Your firm must design the new log, a grand opening postcard for mailing, a business card, a rack card that will sit on the counter in a holder indiating all the seminars offered, a quarter-page advertisement, and a t-shirt. Information and components for this topic may be found in the Chapter Management Handbook, page 69.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**DIGITAL VIDEO PRODUCTION Guidelines: CMH p. 65, 69**

 **Rating Sheet Production: CMH p. 103**

 **Rating Sheet Performance: CMH p. 104**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two copies on USB or CD completed production project to the New Jersey state office received by February 10.
* Videos will be prejudged.
* ***2014-2015 Topic: Create a FBLA membership video to recruit FBLA members in your school and to show at career fairs and the community.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**E-BUSINESS Guidelines: CMH p. 66, 69**

 **Rating Sheet Production: CMH p. 105**

 **Rating Sheet Performance: CMH p. 106**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two copies on URL for the Website to the State Office, received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: Set up a website for young artistic entrepreneur(s) to sell their art, pottery, jewelry, etc. You should include pictures, but not limited to, bio of the entrepreneur(s), social media links, purchase and shipping information, and shopping cart. Information may be fictitious.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**ECONOMICS Guidelines: CMH p. 54**

* Each active chapter may enter three members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**ELECTRONIC CAREER PORTFOLIO Guidelines: CMH p. 72**

**(*Modified)*  Rating Sheet: CMH p. 107**

* Each active chapter may enter two projects created by members
* Follow national guidelines for completion of the project and preliminary performance.
* URL must be submitted to the State Office, received by February 10.
* ***2014-2015: Guidelines and rating sheet have been revise; please review carefully.***
* Portfolio will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**EMERGING BUSINESS ISSUES *(Modified)* Guidelines: CMH p. 78**

 **Rating Sheet: CMH p. 108**

* Each active chapter may enter one team of two (2) to three (3) members.
* This event consists of a performance component. Each team will prepare an affirmative and a negative argument for a business issue.
* ***2014-2015 Topic:* *Consumer products sold by brand name companies have been facing increasing challenges throughout the recession as well as the increase in online shopping. Brand loyalty in three categories (food, beverage and household goods) has decreased for three years (2013 American Pantry Study). The amount of consumers willing to purchase their traditional brands, regardless of whether the brand is on sale or not, has decreased from 33 percent in 2010 to 29 percent in 2012. One of the reasons this is occurring is competition from consumer products private label choices. The 2013 American Pantry Study found that 88 percent of consumers who have become purchasers of private label products will not return to their previous national brand purchases even once the economy has recovered. How will this trend positively affect the overall consumer products industry? How will this trend negatively affect the overall consumer products industry?***
* ***2014-2015: Each team will present both sides. Presentations increased to seven (7) minutes***
* Participants will be assigned groups and times for the preliminary round based on random selection prior to the State Leadership Conference.
* A maximum number of ten (10) teams, depending upon the number and size of the groups, will be selected for the final round.
* The same procedure as outlined for the preliminary round will be followed for the final round. All performances are open to conference attendees except participants performing in for this event.
* All team members must participate in the presentation.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**ENTREPRENEURSHIP Guidelines: CMH p. 58**

 **Rating Sheet Performance: CMH p. 109**

* Each active chapter may enter two teams of two or three members for preliminary collaborative testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**FBLA PRINCIPLES & PROCEDURES Guidelines: CMH p. 54**

* Each active chapter may enter four members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**FUTURE BUSINESS LEADER Guidelines: CMH p. 70**

 **Rating Sheet Performance: CMH p. 110**

* Each active chapter may enter two members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of fifteen (15) qualifying competitors will advance to the interview at the State Leadership Conference.
* Follow national guidelines for completion of letter of application, and resume.
* Letter should be addressed to:

Ms. Nancy J. Ostrowski

NJFBLA-PBL State Chair

Rutgers Business School

100 Rockafeller Road, Rm. 5029

Piscataway, NJ 08854

* Finalists will participate in the interview at the State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**GLOBAL BUSINESS Guidelines: CMH p. 58**

 **Rating Sheet Performance: CMH p. 112**

* Each active chapter may enter two teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance (interactive case study).
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**HELP DESK Guidelines: CMH p. 60**

 **Rating Sheet Performance: CMH p. 113**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference. There is no performance at the SLC; there is a performance at the NLC.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**IMPROMPTU SPEAKING Guidelines: CMH p. 71**

 **Rating Sheet Performance: CMH p. 115**

* Each active chapter may enter one member.
* Follow national guidelines for four-minute speech and performance on page 71 of the Chapter Management Handbook..
* Topic will be assigned at the State Leadership Conference.
* Competitors are allowed ten minutes to prepare the four-minute speech.
* All entries will participate in the preliminary performance.
* A maximum of 12 competitors will advance to the final round.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**INSURANCE & RISK MANAGEMENT Guidelines: CMH p. 54**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**INTRODUCTION TO BUSINESS Guidelines: CMH p. 54**

* Each active chapter may enter four members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**INTRODUCTION TO BUSINESS Guidelines: CMH p. 55**

**COMMUNICATION**

* Each active chapter may enter four members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**INTRODUCTION TO BUSINESS Guidelines: CMH p. 55**

**COMMUNICATION**

* Each active chapter may enter four members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**INTRODUCTION TO INFORMATION Guidelines: CMH p. 55**

**TECHNOLOGY**

* Each active chapter may enter four members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**INTRODUCTION TO PARLIAMENTARY Guidelines: CMH p. 55**

**PROCEDURE**

* Each active chapter may enter four members in grades 9 and 10 for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**JOB INTERVIEW Guidelines: CMH p. 70**

 **Rating Sheet Performance: CMH p. 116**

 **Application Form: CMH p. 135-136/download at *fbla-pbl.org***

* Each active chapter may enter three members.
* Follow national guidelines for completion of job application, letter of application, and resume and ten-minute final interview.
* Submit three folders labeled with name, chapter, and region to the State Office by the deadline date specified, each with:
	+ a completed job application,
	+ a letter of application for the award not to exceed one page, and
	+ a resume not to exceed two pages.
* A maximum of 15 finalists will advance to competition at the New Jersey State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**LOCAL CHAPTER ANNUAL BUSINESS Guidelines: CMH pp. 63**

**REPORT *(Modified)* Rating Sheet: CMH pp. 117**

* Each active chapter may enter one report with up to three members.
* Follow national guidelines for completion of the report.
* Submit two printed and bound copies of the report to the New Jersey state office received by February 10.
	+ Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
	+ Report must be bound (tape binding, spiral binding, etc.).
	+ ***2014-2015: Report page limit is 15.***
* Reports will be prejudged.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**MANAGEMENT DECISION MAKING Guidelines: CMH p. 58**

 **Rating Sheet Performance: CMH p. 118**

* Each active chapter may enter two teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance (interactive case study).
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**MANAGEMENT INFORMATION Guidelines: CMH p. 59**

**SYSTEMS Rating Sheet Performance: CMH p. 119**

* Each active chapter may enter two teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance (interactive case study).
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**MARKETING Guidelines: CMH p. 59**

 **Rating Sheet Performance: CMH p. 120**

* Each active chapter may enter two teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively (at Regional Competitive Events) and final performance.
* Top five scores statewide will participate in the final performance (interactive case study).
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**MOBILE APPLICATION Guidelines: CMH p. 66, 69**

**DEVELOPMENT Rating Sheet Production: CMH p. 121**

 **Rating Sheet Performance: CMH p. 122**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two DVDs containing executable object, data, program documentation (including but not limited to, execution instructions, system requirements, and text files for all program code—and support files needed to run the executable file to the State Office, received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: Your school has asked you to write a mobile application announcing activities at your school including dates, times, and contact information. With this app, include an events list that retrieves events starting at the current day and extending to the next several months. Include a banner image scroller to this application.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**NETWORK DESIGN Guidelines: CMH p. 59**

 **Rating Sheet Performance: CMH p. 123**

* Each active chapter may enter two teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance (interactive case study).
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**NETWORKING CONCEPTS Guidelines: CMH p. 55**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**PARLIAMENTARY PROCEDURE Guidelines: CMH p. 61**

 **Rating Sheet Performance: CMH p. 124**

* Each active chapter may enter one team of four or five members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance (interactive case problem).
* The case problem will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert’s Rules of Order, Newly Revised, 11th Edition.*
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**PARTNERSHIP WITH BUSINESS PROJECT Guidelines: CMH pp. 64**

 **Rating Sheet Report: CMH p. 125**

 **Rating Sheet Performance: CMH p. 126**

* Each active chapter may enter one report with up to three members.
* Follow national guidelines for completion of the report and preliminary performance.
* Submit two printed and bound copies of the report to the New Jersey state office received by February 10.
	+ Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
	+ Report must be bound (tape binding, spiral binding, etc.).
	+ Report page limit is 15.
* Reports will be prejudged and top five entries will be notified March 1 to prepare a presentation.
* Top five entries will participate in the performance component.
* A maximum of five awards will be given at the FBLA State Leadership Conference

**PERSONAL FINANCE Guidelines: CMH p. 55**

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**PUBLIC SERVICE Guidelines: CMH pp. 73**

**ANNOUNCEMENT *(Modified)* Rating Sheet: CMH p. 127**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Participants must research and form an objective on the given topic (social topic).
* Presentations should be 30 seconds in length, and a script is required.
* The production may use any method to capture or create moving images.
* A Statement of Assurance entry form must be completed and submitted to the State Office along with three copies of the script to be submitted in three standard file folders and the folder tab labeled with the participant’s name(s), chapter, and event title to be received by February 10.
* Projects will be prejudged.
* Topic can be found in the Chapter Management Handbook.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**PUBLIC SPEAKING I Guidelines: CMH p. 71**

 **Rating Sheet Performance: CMH p. 128**

* Each active chapter may enter one member in grades 9 or 10.
* Follow national guidelines for four-minute speech, preliminary performance and final performance.
* All entries will participate in the preliminary performance.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**PUBLIC SPEAKING II Guidelines: CMH p. 71 Rating Sheet Performance: CMH p. 129**

* Each active chapter may enter one member in grades 11 or 12.
* Follow national guidelines for four-minute speech, preliminary performance and final performance.
* All entries will participate in the preliminary performance.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**SALES PRESENTATION *(New Event)* Guidelines: CMH p. 71**

 **Rating Sheet Performance: CMH p. 129**

* Each active chapter may enter one member.
* Follow national guidelines for seven-minute speech in the presentation of a product.
* The individual will provide necessary materials and merchandise for the demonstration, along with the product.
* Visual aids and samples related to the presentation may be used; however, no items may be left with the judges.
* The participant may use notes, note cards, and props. All materials must be removed at the end of the performance.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**SCHOLARSHIPS NJCM**

The New Jersey Future Business Leaders of America scholarship was established in 1989 to be presented to senior FBLA members who plan to attend post-secondary institutions (two- or four-year colleges or private business schools) and work toward degrees or diplomas in any business, business-related, or business teacher education program upon graduation.

***General Information***

* The scholarship will consist of one $700 and two $500 awards.
* In 1989, one of these awards was named the Christopher Heider Memorial Scholarship for recognition of leadership and service to the association. (Chris Heider was the 1975-76 FBLA state vice president of the Northern Region and held leadership positions in Florida Phi Beta Lambda and the national Alumni Division.)
* In 1990, one of these awards was named the Frances E. Eggert Memorial Scholarship for recognition of a student selecting a career in business teacher education or office administration/secretarial studies. (Frances Eggert was the PBL adviser and a business teacher educator at Rider College, and FBLA-PBL state consultant, and member of the FBLA-PBL National Board of Directors.)
* The awards will be administered by a special committee appointed by the FBLA-PBL State Chairman.
* Ten finalists will be selected. These finalists must be available for interviews at the FBLA State Leadership Conference.
* The winners will be announced at an awards assembly of the FBLA State Leadership Conference.

***Eligibility***

* Only seniors who are members of active FBLA local chapters are eligible.
* One member per active FBLA chapter may apply for the scholarships.
* All applicants must plan to work toward degrees or diplomas in any business, business-related, or business teacher education program while attending post-secondary institutions (two- or four-year colleges or private business schools).
* Regulations for the selection of the chapter applicant should be determined by the local chapter. The applicant must be approved by the local chapter adviser.

***Procedure for Making Application***

* Submit the following materials by the deadline date of February 10:
	+ Application form
	+ Résumé outlining education, work experience, involvement with FBLA-PBL and other school and community activities, etc.
	+ Letter of recommendation from the local chapter adviser.
	+ Transcript of grades through close of fall semester of the current school year. (Submit report card for first semester if information is not covered on transcript. If grades for second marking period are not available by the deadline date, send a note to that effect with application and submit grades by February 11.) Failure to submit these grades by the deadline date will result in disqualification.
	+ Essay (not to exceed 300 words) on how participation in FBLA has assisted the member in making his/her occupational choice.

***Criteria for Selection***

* Applicants must be deserving of the awards as demonstrated in the screening of materials and the responses to judges’ questions during the interview process. Involvement with the nine goals of the FBLA-PBL will serve as the basis for the interview questions.

**SCRAPBOOK NJCM**

FBLA activities should encourage creative thinking and challenge the members to record in an historical manner the events of the chapter as a permanent record of the year’s activities for the chapter.

***Eligibility***

* Each local chapter may submit one scrapbook. It must be the work of chapter members who are on record in the FBLA-PBL national and state offices as having paid dues by the designated date of the current school year. This event does not count as one of the student’s competitive event entries.

***Content/Overview***

* Participants should prepare a scrapbook which uses the 2014-2015 national theme and shows creativity of design while accurately presenting the facts. The content must include only those events that occurred after the previous year’s State Leadership Conference (SLC) and before the current year’s SLC.

***Guidelines***

* Scrapbook—General
	+ The scrapbook must be listed on the competitive event entry form which must be sent to the State Adviser by February 10. Only one scrapbook may be entered by each chapter.
	+ Chapter scrapbook must be planned, constructed, and prepared by chapter members and not the adviser. Scrapbook content must follow the Rating Sheet.
* Scrapbook—Binder
* The scrapbook binding must be an official FBLA scrapbook obtained from the FBLA official supplier.
* Paper within the scrapbook should be ordered from the official FBLA supplier to keep all books consistent for judging.
* Nothing may be written on or added to either side of the front or back covers of the scrapbook. Failure to adhere to this regulation will result in disqualification. The Adviser will be notified of the disqualification.
* Scrapbook—Contents
	+ The Title Page must be the first page. It must contain the Name of the Chapter and Date of submission (which is the date of the SLC). It may also contain the names of the members who prepared the scrapbook and other pertinent information. A deduction will be made for failure to follow these instructions.
	+ The scrapbook must have a Table of Contents. A deduction will be made for failure to follow this instruction.
	+ Both sides of the pages may contain information; however, all pages must be numbered. There is no minimum number of pages. A deduction will be made; however, for scrapbooks exceeding 50 numbered pages.
	+ The scrapbook should be arranged and labeled in the following order:
		- Chapter Organization including Leadership/History
		- Chapter Conference Participation
		- Chapter Activities such as, but not limited to, Social Activities, Community Service, Professional Development, Awards and Recognition, etc.

***Judging***

* Scrapbooks must be submitted to Event Headquarters by the time designated by the State Adviser. Scrapbooks submitted after the stated deadline will not be judged and will be disqualified. The Adviser will be notified of the disqualification. Entries will be judged on content/purpose, arrangement (follows the rating sheet), accuracy, neatness/general appearance, and originality. Deductions will be made for errors such as keyboarding and spelling errors. A panel of judges will score the scrapbooks at the State Leadership Conference. The total from all judges’ score sheets will determine the ranking of winners.

**SECURITIES & INVESTMENTS  Guidelines: CMH p. 55**

***(New Event)***

* Each active chapter may enter four members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores from each region will advance to the objective test at the FBLA State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**SOCIAL MEDIA CAMPAIGN  Guidelines: CMH p. 73, 75**

***(New Event)* Rating Sheet Performance: CMH p. 131**

* Each active chapter may enter two teams/members.
* Follow national guidelines for seven-minute speech; topic instructions are quite lengthy—refer to page 75 of the Chapter Management Handbook.
* Visual aids and samples related to the presentation may be used, however, no items may be left with the judges.
* The presentation is an explanation of the topic.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**SPORTS & ENTERTAINMENT Guidelines: CMH p. 59**

**MANAGEMENT Rating Sheet Performance: CMH p. 132**

* Each active chapter may enter two teams of two or three members for preliminary testing at the New Jersey FBLA Regional Competitive Events.
* Follow national guidelines for the one-hour objective test taken collaboratively and final performance.
* Top five scores statewide will participate in the final performance (interactive case study).
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**SPREADSHEET APPLICATIONS Guidelines: CMH p. 56**

* Each active chapter may enter three members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* One (1) hour will be given for the regional off-site production test at a site designated by the state office.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**3D ANIMATION *(New Event)* Guidelines: CMH p. 73, 76 Rating Sheet Performance: CMH p. 81**

* Each active chapter may enter one project created by individual members or teams of two or three members.
* The presentation is designed to be an explanation of the equipment used, software used, the development process, an overview of how copyright laws were addressed, and challenges experienced during the process. The video should be shown to the judges and should not exceed 3 minutes in length.
* Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
* Participants must bring a copy of the video to show the judges.
* Teams will have seven (7) minutes to present and five (5) minutes to set up and remove the equipment. Following each presentation, judges will conduct up to a three (3) minute question and answer period.
* ***2014-2015 Topic: Air travel is an ever-evolving collection of changes. Recently, the TSA launched TSA PreCheck, where travelers can go through a detailed background check and earn the right to have expedited screening at select airports throughout the United States. Your team is to create an animated video that highlights the normal frustrations of airport security, explains the benefits of TSA PreCheck, and motivates the audience to become known travelers who can use the TSA preCheck program.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**WEBSITE DESIGN Guidelines: CMH p. 66, 69**

 **Rating Sheet Production: CMH p. 133**

 **Rating Sheet Performance: CMH p. 134**

* Each active chapter may enter two projects created by individual members or teams of two members.
* Submit two copies on URL for the Website to the State Office, received by February 10.
* Projects will be prejudged.
* ***2014-2015 Topic: Develop a website for Cycle Fitness, a new company opening up in New York City. The shop’s address is 123 Avenue of the Americas, New York, NY 20013. The store sells a variety of bicycles, including road bikes, mountain bikes, cyclocross bikes, folding bikes, electric-assist bikes, women’s bikes, children’s bikes, etc. The owner also plans to have seminars on bike safety, cycling for fitness, choosing the right bike, etc. as well as have monthly cycle trips in and out of the city. Highlight the different types of bicycles, seminars and trips. Include a Q&A section and contact section.***
* A maximum of five awards will be given at the FBLA State Leadership Conference.

**WHO’S WHO IN FBLA NJCM**

* Each active chapter may enter one member.
* Submit four folders by adviser at Events Confirmation at FBLA State Leadership Conference each with
* a letter of application for the award (no longer than one page),
* a resume (no longer than two pages), and
* no more than two letters of recommendation (no longer than one page each).
* All entries will participate in the ten-minute interview.
* Refer to rating sheet on page 23 of these New Jersey State Competitive Events Guidelines.
* A maximum of one award will be given at the FBLA State Leadership Conference.

**WORD PROCESSING Guidelines: CMH p. 56**

* Each active chapter may enter two members for testing at the New Jersey FBLA Regional Competitive Events.
* A maximum of eight qualifying scores per region will advance to the FBLA State Leadership Conference.
* One (1) hour will be given for the regional off-site production test at a site designated by the state office.
* An objective test will be given at the State Leadership Conference.
* A maximum of five awards will be given at the FBLA State Leadership Conference.

# *black logo* FBLA Statement of Assurance

##  **National Event Entry Form**

*This form must be completed and attached to each copy of the media. For Internet events, complete and email this form to* *education@fbla.org* *and your state adviser.*

Check one: [ ]  Computer Game & Simulation Programming [ ]  E-business (URL to State Adviser)

[ ]  Desktop Application Programming [ ]  Mobil Application Development

[ ]  Digital Video Production (URL to State Adviser) [ ]  Public Service Announcement

 [ ]  Digital Design & Promotion [ ]  Website Design (URL to State Adviser)

Provide the complete URL for E-business, Digital Video Production, and Website Design. These events will be judged online. Make sure the URL link is valid through the National Leadership Conference.

|  |  |  |
| --- | --- | --- |
| **State:**  |  | **Check One: [ ]  FBLA**  |
| School: |       |
| Website URL Address: (where appropriate) |       |
| Member(s) Name: |       |
|  |       |
|  |       |

**Local Chapter Contact**

|  |  |
| --- | --- |
| Name: |       |
| Daytime/Cell Number: |       |
| Home E-mail: |       |

I/We, the undersigned, attest that the design, creation, and implementation of the event are the original work of the above chapter member(s). I/we agree that this event may be linked, promoted, and used in any way by the national FBLA-PBL, Inc. for purposes of promoting the association. (Typed name is accepted for signature)

|  |  |  |
| --- | --- | --- |
| Name of Team Member      |  | Adviser’s Name      |
| Name of Team Member      |  | Name of Team Member      |

**Complete this Document Section for the Above Events (replaces Readme file):**

|  |  |
| --- | --- |
| Software Used: |       |
| Source of Information: |       |
| Copyright Notations |       |
| Instructions for Running Project: |       |
| Template(s) Used (source) |       |