2022-23 NEW JERSEY FBLA HANDBOOK

Updated: October 25, 2022

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STATE OFFICERS

FROM THE DIVISION PRESIDENTS:

The state officer teams would like to offer you a warm welcome to the 2022-23 FBLA membership year! We are so excited to take this academic year as a chance to illuminate your FBLA endeavors with more opportunities to explore careers, network, and make memories. This year is the perfect time for your members, old and new, to shine as future leaders. Speaking of shine and illuminate, allow us to shed some light on our new rebrand as we go back to the paths we created almost a century ago by paying homage to our organization's original blue and gold colors. FBLA's rebranding marks a new chapter for our organization as we unite across all three divisions. Endless possibilities await as we collaborate to develop new programs to ensure your members are equipped with the tools for success. The state officer teams hope to see your chapters represented at our state and national conferences this year. Please do not hesitate to contact us or the NJ FBLA State Office with questions or concerns. We are committed to serving you and providing your chapters with the support they need. We sincerely hope you will consider inviting us to chapter meetings and events in order to deepen the connection between our different levels of the organization. The state officer teams are incredibly ecstatic to lead New Jersey into another year of prosperity as one association for service, education, and progress!

Sincerely,
Callisto Taraborelli, Tamara Kasikovic, Faizjilani Khan

NJ FBLA Middle School Committee Chair, High School State President, and Collegiate State President

ALL NJ FBLA STATE OFFICERS:

HS State President: Tamara Kasikovic from Old Bridge
HS State Secretary: Narayani Atchutuni from Monroe Township
HS State Historian: Esha Venkatanarayan from Middlesex County Academy
HS State Parliamentarian: Divy Shah from Middlesex County Academy
HS Northern Region VP: Brian Hall from Wallkill Valley Regional
HS North Central Region VP: Vanisha Janaki from West Orange
HS Central Region VP: Chaitanya Bhimineni from Robbinsville
HS Southern Region VP: Sameera Hossain from Absegami
HS Membership VP: Anika Dugal from Old Bridge
HS Community Service VP: Moses Yang from Morris Hills
HS State Webmaster: Sehaj Munot from Morris Hills
HS National ERVP: Krisha Patel from Egg Harbor Township
Collegiate State President: Faizjilani Khan from Rutgers University
Collegiate State Vice President: Priya Parikh from Stockton University
Collegiate State Secretary: Matthew Flores from Kean University
Collegiate State Membership Director: Ashley De La Rosa-Hanlon from Kean Ocean
National Collegiate Executive Vice President: Madelaine Benowitz from Rider University
MS State Committee Chair: Callisto Taraborelli from Bunker Hill Middle School

GENERAL INFORMATION

New Jersey FBLA, as part of FBLA, is an equal opportunity career and technical student organization that welcomes all races, creeds, and cultural backgrounds into its membership

IMPORTANT CONTACTS

Kimberly Clark
New Jersey FBLA State Adviser
Email: kclark@njfbla.org
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Kean University
Hynes Hall, Office 303-M
1000 Morris Avenue
Union, New Jersey 07083
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Fax: (908) 737-4175
Website: www.njfbla.org

Dr. Jeffrey Victor
New Jersey FBLA State Chair
Email: jvictor@njfbla.org
Phone: (908) 737-3942

National Office
Phone: (703) 860-3334
Address:
1912 Association Drive
Reston, VA 20191
Website: FBLA.org

MEMBERSHIP THEMES
2022-23 NJ FBLA State Theme:
illuminate

2022-23 National Theme:
One association for service, education, and progress

MEMBERSHIP DUES
FBLA Dues: $13 ($6 national and $7 state)

To register members:
1. Go to my.FBLA.org>Click Advisers>Manage Your Chapter>Your Chapter
2. To enter new members: Click Manage Students>Click Add New Student>Enter all information>Click Add>Repeat for all new members OR Click Upload Students>Carefully review roster upload instructions>Upload roster>Click Continue>Wait until you receive a confirmation email
3. Click Manage Students>Select the check box to the left of all newly entered & returning students who are members this year
4. Click the Create Membership Orders button

To view/pay an invoice:
1. Go to my.FBLA.org>Click Advisers>Manage Your Chapter>Your Chapter
2. Click View/Print Invoice>Click the button to select all students>Print the invoice
3. Remit payment to:
FBLA
P.O. Box 79063
Baltimore, MD
21279-0063
All membership dues MUST be sent to the National Office and not to NJ FBLA. Dues are non-transferable and non-refundable. FBLA Inc. will accept purchase orders for payment of membership fees. However, the chapter's membership will not be processed until the actual check arrives.

Dues must be received in the national office by the following dates to participate in the following conferences:
Regional Competitive Events: November 11, 2022
State Leadership Conference: January 27, 2023
National Leadership Conference: March 1, 2023
Please note that the above deadlines are RECEIPT deadlines. Therefore, mail your dues one week prior to the deadlines to ensure that they are received in time.

MEMBERSHIP ELIGIBILITY

In New Jersey, per the Department of Education, a high school student member should currently be or formerly have been enrolled in a business, information technology, management or entrepreneurship class. Personal Financial Literacy, even if taught by the business department, does not qualify students to be a part of FBLA. However, other courses that satisfy the financial literacy requirement that already fall within the qualifying class rule will not disqualify students from participation. The corresponding class rule is required by all recognized Career and Technical Student Organizations in New Jersey. Individual school districts may set their own eligibility guidelines as long as they meet this minimum standard. There are no course requirements for Middle Level and Phi Beta Lambda members.

FBLA MISSION STATEMENT

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

FBLA CREED

I believe education is the right of every person.
· I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
· I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
· I believe every person should actively work toward improving social, political, community and family life.
· I believe every person has the right to earn a living at a useful occupation.
· I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.
· I believe I have the responsibility to work

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

FBLA PLEDGE

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

FBLA GOALS

1. Develop competent, aggressive business leadership
2. Strengthen the confidence of students in themselves & their work
3. Create more interest in & understanding of American business enterprise
4. Encourage members in the development of individual projects which contribute to the improvement of home, business, & community
5. Develop character, prepare for useful citizenship, & foster patriotism
6. Encourage & practice efficient money management
7. Encourage scholarship & promote school loyalty
8. Assist students in the establishment of occupational goals
9. Facilitate the transition from school to work

FBLA CODE OF ETHICS

I WILL:
be honest and sincere.
approach each task with confidence in my ability to perform my work at a high standard.
willingly accept responsibilities and duties.
seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
abide by the rules and regulations of my school.
exercise initiative and responsibility and will cooperate with my employer and fellow workers.
dress and act in a manner that will bring respect to me and to my school.
seek to improve my community by contributing my efforts and my resources to worthwhile projects.

ROLE OF THE ADVISERS AND ADMINISTRATION:

The leader of the chapter is the Chapter Adviser. The adviser has a profound influence on chapter development, as well as gaining the support of school administration and the community for the CTSO and its activities. The adviser should meet periodically with other teachers in the CTE program area to share information and resources and gain their support for the FBLA chapter.

Advisers should share state and national materials with student members, stimulate student participation in the planning process for the chapter, and involve as many student members as possible. While we do want students involved in the leadership of the organization, student-run chapters are not possible. An adviser should be the overall person in charge of your organization.

The local adviser's responsibilities include, but are not limited to the following:

1. Serving as the lead adult responsible for the chapter and supervising all student-led efforts;
2. Establishing rules that are consistent with school policies and the state and national organization's bylaws;
3. Ensuring all students are enrolled in a corresponding CTE course to the areas served;
4. Serving as a liaison to the state and national chapter, and the sole communications conduit to and from the students;
5. Directing, chaperoning, and coordinating the supervision of student members at FBLA activities conducted during, before, or after the regular school day;
6. Assisting in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, annual reports of activities, financial development projects, etc.;
7. Ensuring all payments are made by their respective due dates and if any issues arise, notifying the personnel of said payment immediately.
8. Overseeing financial development projects - collecting, counting, depositing, monitoring and distributing ordered or produced merchandise;
9. Knowing the guidelines for regional, state, and national competitive events and coordinating participation at all levels;
10. Facilitating the competitive event program in the chapter, including registering members for competition, assisting in preparation, and serving as an event facilitator during the event;
a. Each participating chapter is REQUIRED to provide at least one adviser or responsible adult to complete adviser work shifts at the State and National Leadership Conferences.
11. Securing the proper number of chaperones for the chapter for all trips, and ensuring administration is aware of attendance at all conferences, events, etc., even if it is held outside of the normal school year;
12. Ensuring that chaperones are prepared to be posted at designated areas, as necessary;
13. Knowing the history, principles, bylaws, ceremonies, typical activities, procedures and other essentials for the active operation of a local chapter;
14. Ensuring that the school, administration, faculty, students and the public are informed of chapter activities and outstanding student achievements;
15. Organizing the selection process for chapter officers and providing for their training so that they can fulfill the responsibilities of their offices;
16. Conducting regular chapter meetings in a businesslike manner using parliamentary procedure;
17. Assisting the student members in developing an annual program of work/program of leadership, which includes a budget, calendar and committee assignments;

18.   Encouraging civic responsibility through professional conferences, chapter activities, school improvement projects, and support of community activities;
19.   Planning, collecting, and arranging materials to promote the chapter and its events;
20.   Recruiting and coordinating the preparation of student members for participation in local, state and national activities and competitive events;
21.   Supervising the receipt, recording, depositing and expenditure of chapter funds;

Advisers may delegate tasks to students, but may not delegate the following:
1.   Finalizing chapter registrations for ANY/ALL conference(s) including hotel (room) arrangements;
2.   Payment and deposit of dues and fees to the State Office and/or National Office;
3.   Proctoring duties and event assignments during conferences and or other FBLA activities;
4.   Chaperoning or supervision of students;
5.   Communication with the State Office.

Lack of adherence to these guidelines may result in the termination of a chapter as a member of New Jersey FBLA.

New Jersey FBLA also wishes to clarify the role of school administration to provide a fair and equitable experience for all students. The school administration responsible for the FBLA local chapter must meet the below requirements.

The administration's responsibilities include, but are not limited to the following:
1.   Providing unwavering support to the local chapter adviser(s) and student members in preparation for conferences, fundraising activities, chapter activities, community activities, and payment processing;
2.   Providing the required number of adult chaperones for all New Jersey FBLA and National FBLA events (one board-approved, insured adult per ten students for in-state travel and one board-approved, insured adult per eight students out of state);
3.   Ensuring that all chaperones are acting on behalf of the school, sanctioned by the school to act on their behalf, authorized to act in loco parentis for the students in their charge, authorized to treat students in cases of a medical or other emergency, aware of and agree to follow school and NJ FBLA and National FBLA policies, have the authority to discipline students and send students home if needed, have the proper contacts for the school administration, and proper process to follow in case of any issues, and understand the legal authority that they have given the chaperone to act;
4.   Ensure completion of all necessary paperwork for any conference the adviser and student members attend, prior to the date of the conference;
5.   Acknowledge, understand, and reiterate to the advisers the duties in which they assigned and agreed to as a result of submitting membership;
6.   Continuously check in with the adviser(s) throughout the year to ensure that they have your support, as well as noting if the adviser needs help in any way.

Lack of adherence to these guidelines may result in the termination of a chapter as a member of New Jersey FBLA.

Note: By registering for a conference, a chapter acknowledges that it is subject to the above policies.

NJ FBLA ANTI-BULLYING POLICY

New Jersey FBLA prohibits acts of harassment, intimidation or bullying of a student. New Jersey FBLA has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation, or bullying.

New Jersey FBLA establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication***, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

a. reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

b. and that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

or d. has the effect of insulting or demeaning any student or group of students; or e. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

*** "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

New Jersey FBLA expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment, consistent with the code of student conduct. New Jersey FBLA believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members. Students are expected to behave in a way that creates a supportive learning environment. New Jersey FBLA believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline. New Jersey FBLA expects that students will act in accordance with the student behavioral expectations outlined in the Student Code of Conduct and those in place in the individual student's home school and district.

New Jersey Law requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. New Jersey FBLA will adhere to all policies and procedures of the student's home district, wherein appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16- 7.   New Jersey FBLA policy requires the administration at each school to be responsible for receiving all complaints alleging violations of this policy. All New Jersey FBLA staff, volunteers, and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the State Adviser or State Chair on the same day when the individual witnessed or received reliable information regarding any such incident. The State Adviser will report such incidents to the individual school's administration.

NJ FBLA REPORTING POLICY

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE (1-877-652-2873). A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond you reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

Who: The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.

What: Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.

When: When the alleged abuse/neglect occurred and when you learned of it.

Where: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.

How: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability? Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect? Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

What happens after I make the call? When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

ABUSE PREVENTION POLICY FOR THE PROTECTION OF YOUTHS AND VULNERABLE PERSONS

INTRODUCTION

It shall be the policy and covenant of Kean University & New Jersey FBLA to do everything in our power to prevent physical, emotional or sexual abuse against children, youth and adults with developmental disabilities who interact with Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA. We are covenanted to be aware of our legal responsibilities and to comply with those responsibilities and go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

Kean University & New Jersey FBLA will implement orientations and training seminars for persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities, as required by the organization's employment and training practices. Kean University & New Jersey FBLA will screen persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities and will report all instances of abuse. Management and employees will receive ongoing training as designated in Kean University & New Jersey FBLA's employment and training practices.

SCOPE

This policy and its provisions shall apply to all management and employees who have any direct or indirect contact with children and/or youth and/or adults with developmental disabilities who interact with Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA. Effective September 1, no person under the age of 18 will be certified by the Administration to work or volunteer, directly with children, youth and adults with developmental disabilities.

ETHICS POLICY

Statement of Policy

All management and employees of Kean University & New Jersey FBLA shall not engage in sexual abuse,

sexual harassment, sexual misconduct, and physical abuse, physical neglect, lack of supervision, emotional maltreatment, educational maltreatment, and/or moral-legal maltreatment of children, youth, and adult /children with developmental disabilities.

Persons who interact, with children, youth and adults with developmental in any way- shall include all paid management and employees, who have a direct or indirect contact with same who patron Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA.

DEFINITIONS
Sexual Abuse: Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult with developmental disabilities sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or deviant sexual conduct with, or fondling of a child, or youth, or adult with developmental disabilities who patron Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA.
Sexual Harassment: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
Sexual Misconduct: Sexual misconduct means a chargeable offense.
Physical Abuse - Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult with developmental disabilities.
Physical Neglect – individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.
Lack of Supervision- individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.
Emotional Maltreatment- Persistent or extreme thwarting of a child's, youth or vulnerable person's basic emotional needs (such as the need to feel safe and accepted)
Educational Maltreatment- individual in charge fails to ensure that a child, youth or vulnerable person receives adequate education
Moral-Legal Maltreatment- individual in charge exposes or involves a child, youth or vulnerable person in illegal or other activities that may foster delinquency or antisocial behavior.

Implementation
Professionals, employees, and volunteers shall be provided a copy of this policy and shall receive training information to assist in the understanding and implementation of this policy.

Making a Complaint
Persons who have knowledge of possible violations of this policy by a management and employees should report to appropriate supervisors and administrators. The Administration will take action in investigation, reporting, due process, and take action to seek justice.

SCREENING FOR VOLUNTEERS OR STAFF
Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe contact in a safe environment.

Prior to employment or acceptance as management or paid staff person, human resources or management shall direct each prospective employee to complete an Application, Authorization to Release Information Form and other forms related to gathering employee data. By signing the form, the applicant will give Kean

University & New Jersey FBLA authorization to contact references, authorization for those references to release information to Kean University & New Jersey FBLA and to allow Kean University & New Jersey FBLA to perform the necessary investigation to complete the review of the application and all references attached.

Kean University & New Jersey FBLA shall facilitate a screening check.

Kean University & New Jersey FBLA and its human resource department/management shall request and verify all references.

Kean University & New Jersey FBLA and its human resource department/management shall receive the completed forms and reports and review them. If any of the reports and/or references raise questions about the fitness of an applicant, the Kean University & New Jersey FBLA should disapprove the application and notify the applicant. Kean University & New Jersey FBLA reserves the right to turn away any persons for employment. If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth and adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant.

Results of screens shall be kept confidential.

TRAINING

The Kean University & New Jersey FBLA shall develop and implement training procedures for all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities as part of their duties, activities and events.

SUPERVISION

Supervision and enforcement of policy and procedures regarding all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities should be clearly communicated within Kean University & New Jersey FBLA's policies and procedures. At each facility, management and employees should be clear on written policy and procedures regarding staff working directly or indirectly with children, youth, and adult/children with developmental disabilities. (Definitions of abuse, selection and screening, no one-on-one isolated situations should apply with children, youth, and adult /children with developmental disabilities, reporting incidents of abuse with children, youth, and adult /children with developmental disabilities and media response. ALL reporting activities set forth by government, State and Federal regulations, should be followed). Whenever possible, a team approach should be used when interacting. If the necessity for one-on-one interactions, the interaction should occur in an unenclosed area and with the knowledge of another adult. Staff is to be encouraged to warn each other when questionable behavior is displayed.

REPORTING OF INCIDENTS

All incidents should be immediately reported to management and an incident report should be filed. Management should retain all incident reports for reference. When the necessity of reporting occurs, the protection of children, youth and adults with developmental disabilities must be paramount.

Sample Procedures for Reporting, Investigating, and Resolving Violations of Certification Policy

Report immediately upon receipt of an allegation of violation of policy management on duty. The Facility Manager, Regional Manager, Executive Director and Crisis Management Team shall be notified additionally. The Executive Director or Crisis Team Management will facilitate reporting to law enforcement agencies as appropriate according to State and Federal reporting guidelines and shall also notify the Board of Directors.

The person against whom an allegation has been made ("Respondent") will immediately be suspended

If a minor is involved, that person's parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crisis Management Team.

The Crisis Management Team shall assist the investigation of the complaint and the process to use to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions of resolution shall ultimately rest with the Board of Directors.

The person or persons who first report the alleged violation of policy will be asked to document their knowledge of this incident(s) and provide that documentation to the Crisis Management Team.

The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition, the substance of the conversation shall be

documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made, and actions taken by the Crisis Management Team are to be documented.

If a formal complaint is made, the Crisis Management Team shall provide the respondent with of copy of the complaint.

Those making the allegations ("Plaintiff"), the parent(s)/guardian(s) of any minor involved, the Respondent, and any persons who supervise such persons shall be notified of any result of the investigation and final decision of the Kean University & New Jersey FBLA documentation shall be retained in a confidential, personal file.

The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a spokesperson.

It shall be the goals of Kean University & New Jersey FBLA to provide supportive care to both the Plaintiff and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.

If the Plaintiff should desire to appeal the decision of the Kean University & New Jersey FBLA, and The Crisis Management Team, or Board of Directors' legal council will be consulted.

Guidelines for Establishing Written Abuse Prevention Policies

Establish an organization wide commitment to zero tolerance for abuse.

Define grooming behaviors and characteristics of abusers and clearly prohibit grooming. Grooming is the process used by an abuser to select a child, win the child's trust and the trust of their parent or guardian to manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or other pre-determined member of the organization.

Understand and communicate mandatory reporting laws and requirements. Report ALL suspicions or allegations or abuse, regardless of the state law requirements. Organization should establish the chain of reporting internally, with appointed staff members who will report to the appropriate agencies. This may include local police, Child Protective Services, or other appropriate agency.

Define allowable/appropriate interactions and what is not allowed. This may include no one on interactions, no private conversations (in-person or online), define what if any physical contact is allowed.

Establish protocol for response to victims. In addition to notifying the appropriate authorities, what services will be made available to victims and other members, staff or volunteers who might be impacted?

Determine consequences of engaging in prohibited behaviors or not enforcing policies. Consequences must be clear and consistent *(violations, disciplinary action, reassignment, termination, etc)*.

Employees, volunteers and other adults representing the organization must participate in Abuse Prevention Training. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.

Employees, volunteers and other adults representing the organization must go through a background screening process. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.

Statement of Acknowledgement and Agreement. Once communicated, employees/volunteers signature indicating they have reviewed the policy and understood the material and agree to comply with the policy requirements.

NJ FBLA CHAPTERS

Note: If your chapter is not listed on this page, please contact the State Office. Only chapters that were active in the 2021-2022 membership year will be listed on this page.

NORTHERN REGION
CHAPTER NAME | CHAPTER NUMBER
Bergen County Technical High School | 609526
Boonton High School | 15171
Dwight Morrow High School | 186840
Fair Lawn High School | 15335
Fort Lee High School | 6964
Hackensack High School | 13113
Hanover Park High School | 16062
High Point Regional High School | 14216
Jefferson Township High School | 13789
JFK Educational Complex | 9882
Kinnelon High School | 660924
Kittatinny Regional High School | 18158
Lakeland Regional High School | 5032
Lenape Valley Regional High | 10339
Lodi High School | 644407
Lyndhurst High School | 3452
Montville Township High School | 11109
Morris Hills High School | 8836
Morristown Beard School | 486067
Mount Olive High School | 8023
Newton High School | 480303
Northern Valley Regional - Old Tappan | 8433
Northern Valley Regional High School | 7828
Parsippany High School | 3352
Parsippany Hills High School | 11776
Passaic Academy | 2962209
Passaic County Technical Institute | 14552
Pequannock Township High School | 3363
Pompton Lakes High School | 17461
Randolph High School | 5354
Ridgefield Park High School | 123685
Rutherford High School | 15802
Saddle River Day School | 485624
Wallkill Valley Regional High School | 13602
Wayne Hills High School | 6800
Wayne Valley High School | 8483
West Morris Mendham High School | 13510
Whippany Park High School | 13405

NORTH CENTRAL REGION
CHAPTER NAME | CHAPTER NUMBER
Bloomfield High School | 1535
Bridgewater - Raritan High School | 4663
Central Jersey College Prep | 2927236
Franklin High School | 2840
Irvington High School | 581025
James Caldwell High School | 3206732
James J. Ferris High School | 2054
Jonathan Dayton High School | 12662
Livingston High School | 11107
Millburn Senior High School | 10363
Newmark High School | 2030961
Phillipsburg High School | 6563
Rutgers Preparatory School | 19006
Scotch Plains - Fanwood High School | 6015
Somerset County Vocational & Technical |15445
The Pingry School | 308964
Union County Vocational | 15913
Voorhees High School | 846970
Watchung Hills Regional High School | 49017
West Essex Regional High School | 11342
West Orange High School | 10848
Westside High School | 3175432

CENTRAL REGION
CHAPTER NAME | CHAPTER NUMBER
Colonia High School | 5195
East Brunswick High School | 3312
Ewing High School | 15326
Hamilton High School West | 6692
Hightstown High School | 6241
Hopewell Valley Central | 131
Jackson Liberty High School | 681762
Jackson Memorial High School | 5074
John F. Kennedy High School | 3960
John P. Stevens High School | 8653
Lakewood High School | 12164
Manalapan High School | 17534
Marlboro High School | 5944
Middlesex County Academy | 302607
Middlesex High School | 9764
Middletown High School South | 14565
Middletown Township High School | 4072
Monmouth Regional High School | 3578
Monroe Township High School | 11340
North Brunswick Township | 9253
Nottingham High School | 12351
Old Bridge High School | 4056
Peddie School | 1964904
Piscataway High School | 15429
Point Pleasant Borough High School | 5421
Princeton High School | 282549
Ranney School | 443494
Red Bank Regional High School | 4036
Robbinsville High School | 868130
Sayreville War Memorial High School | 4122
South Brunswick High School | 10183
South River High School | 1647
Steinert High School | 6816
Toms River High School - East | 11111
Toms River High School - North | 8529
Toms River High School - South | 8027
West Windsor Plainsboro- North | 18640

SOUTHERN REGION
CHAPTER NAME | CHAPTER NUMBER
Absegami High School | 7301
Bordentown Regional School District | 3065908
Burlington City High School | 563
Burlington Township | 6354
Camden County Technical School | 13995
Camden County Tech School - Sicklerville | 13700
Cedar Creek High School | 2097251
Cherokee High School | 10994
Cumberland Regional High School | 10613
Deptford Township High School | 2965
Egg Harbor Township High School | 665074
Gloucester County Institute | 13932
Lenape High School | 4664
Lower Cape May Regional HS | 1233688
Northern Burlington County High School | 15757
Oakcrest High School | 3677
Pemberton Township High School | 5228
Rancocas Valley Regional | 2234
Salem High School | 12147
Seneca High School | 190138
Shawnee High School | 6277
Washington Township High | 9251
Winslow Township High School | 12571
Woodstown High School | 11778

New Jersey FBLA High School Calendar

For the 2022-23 Membership Year

September 12

- Events

  4:00 PM to 6:00 PM HS State Officer Meeting
  Location: Virtual

September 14

- Events

  4:00 PM to 6:00 PM Monthly Adviser Meeting
  Location: Virtual

September 16

- Events

  5:00 PM September LCOT Registration Deadline

  5:00 PM New Adviser Training Registration Deadline

September 19

- Events

  4:00 PM to 6:00 PM New Adviser Training Part I
  Location: Virtual

September 20

- Events

  4:00 PM to 6:00 PM New Adviser Training Part II
  Location: Virtual

September 27

- Events

  4:00 PM to 6:00 PM Local Chapter Officer Training Part I
  Location: Virtual

September 29

- Events

  4:00 PM to 6:00 PM Local Chapter Officer Training Part II
  Location: Virtual

September 30

- All-Day Events

  9/30 Summer Starter Submissions Due

October 6

- Events

  6:30 PM to 7:30 PM Bridge Program Webinar
  Location: Virtual

October 7

- Events

  5:00 PM October LCOT Registration Deadline

October 10

- All-Day Events

  10/10 Fall Stock Market Game Begins

October 14

- All-Day Events

  10/14 (for advisers) NJBTEA Conference

- Events

  5:00 PM State Fall Leadership Conference Registration Deadline

October 17

- All-Day Events

  10/17 Fall LifeSmarts Competition Begins

- Events

  9:00 AM to 2:00 PM HS State Officer Meeting
  Location: Kean University

October 18

- All-Day Events

  10/18 Fall Virtual Business Challenge Begins

- Events

  4:00 PM to 6:00 PM Local Chapter Officer Training Part I
  Location: Virtual

October 19

- All-Day Events

  10/19 Registration and Payment Deadline for NFLC

- Events

  4:00 PM to 6:00 PM Monthly Adviser Meeting
  Location: Virtual

October 20

- All-Day Events

  10/20 FBLA Learning Center Grace Period Ends

- Events

  4:00 PM to 6:00 PM Local Chapter Officer Training Part II
  Location: Virtual

New Jersey FBLA High School Calendar

For the 2022–23 Membership Year

October 31

- All-Day Events

- **10/31 SFLC Payment Deadline**

- **10/31 State Fall Leadership Conference**
  Location: Kean University
  Notes: $25 per attendee

November 3

- Events

- **6:30 PM to 7:30 PM Bridge Program Webinar**
  Location: Virtual

November 10

- All-Day Events

- **11/10 Shaping Success Submissions Due**

November 11

- All-Day Events

- **11/11 Fall Virtual Business Challenge & Fall LifeSmarts Competitions End**

- Events

- **5:00 PM RCE Registration Deadline**
  Notes: $3 per student

November 14

- Events

- **4:00 PM to 6:00 PM HS State Officer Meeting**
  Location: Virtual

November 15

- All-Day Events

- **11/15 American Enterprise Day**

November 16

- Events

- **4:00 PM to 6:00 PM Monthly Adviser Meeting**
  Location: Virtual

November 17

- All-Day Events

- **11/17 March of Dimes World Prematurity Day**

November 18

- All-Day Events

- **11/18 to 11/19 National Fall Leadership Conference–Orlando**
  Location: Orlando, FL
  United States
  Notes: The official NJ FBLA delegation will be attending the Orlando NFLC

December 1

- Events

- **6:30 PM to 7:30 PM Bridge Program Webinar**
  Location: Virtual

December 5

- All-Day Events

- **12/5 to 12/9 Regional Competitive Events**
  Location: Online Objective Testing
  Notes: $3 per participant

December 9

- All-Day Events

- **12/9 RCE Payment Deadline**

December 12

- Events

- **4:00 PM to 6:00 PM HS State Officer Meeting**
  Location: Virtual

December 14

- Events

- **4:00 PM to 6:00 PM Monthly Adviser Meeting**
  Location: Virtual

December 16

- All-Day Events

- **12/16 Fall Stock Market Game Ends**

December 21

- All-Day Events

- **12/21 RCE Virtual Awards**
  Location: Virtual

December 31

- All-Day Events

- **12/31 Service Season Submission Deadline**

January 5

- Events

- **6:30 PM to 7:30 PM Bridge Program Webinar**
  Location: Virtual

New Jersey FBLA High School Calendar

For the 2022–23 Membership Year

January 11

- Events

■ **4:00 PM to 6:00 PM Monthly Adviser Meeting**
Location: Virtual

January 23

- Events

■ **9:00 AM to 3:00 PM HS State Officer Meeting**
Location: Kean University

January 26

- All-Day Events

1/26 Southern Region Summit
Location: Absegami High School
201 S Wrangleboro Rd, Galloway, NJ 08205, United States

January 27

- All-Day Events

1/27 Southern Region Summit Snow MakeUp Date
Location: Absegami High School
201 S Wrangleboro Rd, Galloway, NJ 08205, United States
Notes: ONLY if a snow make up day is needed.

- Events

■ **5:00 PM State Leadership Conference Registration Deadline**
Notes: All divisions

■ **5:00 PM State Officer Application Deadline Notes:** All divisions

January 30

- All-Day Events

1/30 Spring LifeSmarts Competition Begins

1/30 to 2/3 Officer Candidate Bootcamp
Location: Virtual

January 31

- All-Day Events

1/31 Spring Virtual Business Challenge Begins

February 1

- All-Day Events

2/1 to 2/28 National Career and Technical Education Month

February 2

- Events

■ **6:30 PM to 7:30 PM Bridge Program Webinar**
Location: Virtual

February 3

- All-Day Events

2/3 North Central and Central Region Summit
Location: Mercer County Community College

February 5

- All-Day Events

2/5 to 2/11 FBLA Week!

February 10

- All-Day Events

2/10 Northern Region Summit
Location: Wallkill Valley Regional High School
10 Grumm Rd, Hamburg, NJ 07419, United States

2/10 FBLA HS SLC Payment Deadline

- Events

■ **5:00 PM Recognition Events Deadline**

February 13

- All-Day Events

2/13 Spring Stock Market Game Begins

2/13 to 2/17 SLC Objective and Production Testing
Location: Online
Notes: High School Division Only

- Events

■ **4:00 PM to 6:00 PM HS State Officer Meeting**
Location: Virtual

February 22

- Events

■ **4:00 PM to 6:00 PM Monthly Adviser Meeting**
Location: Virtual

February 24

- Events

■ **9:00 AM to 10:00 AM Spring Virtual Business Challenge & Spring LifeSmarts Competition End**

March 1

- All-Day Events

3/1 Dues Payment Deadline for NLC Eligibility

- Events

■ **9:00 AM to 10:00 AM CTE Celebration Submissions Due**

New Jersey FBLA High School Calendar

For the 2022–23 Membership Year

March 5

● All–Day Events

3/5 State Officers Arrive for SLC
Location: Harrah's Atlantic City
777 Harrah's Blvd, Atlantic City, NJ 08401, United States

March 6

● All–Day Events

3/6 to 3/8 NJ FBLA High School State Leadership Conference
Location: Harrah's Atlantic City
777 Harrah's Blvd, Atlantic City, NJ 08401, United States

April 12

● Events

4:00 PM to 6:00 PM Monthly Adviser Meeting
Location: Virtual

April 14

● Events

5:00 PM to 5:00 PM NLC Registration Due to State Office

April 21

● All–Day Events

4/21 Spring Stock Market Game Ends

May 1

● All–Day Events

5/1 Champion+ Submission Deadline

May 9

● Events

9:00 AM to 2:00 PM NJ FBLA State Officer Transition Meeting
Location: Kean University

May 10

● Events

4:00 PM to 6:00 PM Monthly Adviser Meeting
Location: Virtual

June 1

● All–Day Events

6/1 BAA Deadline for NLC Recognition

June 14

● Events

4:00 PM to 6:00 PM Monthly Adviser Meeting
Location: Virtual

June 27

● All–Day Events

6/27 to 6/30 FBLA HS and MS National Leadership Conference
Location: Atlanta, GA
United States

July 9

● All–Day Events

7/9 to 8/5 TBD: State Officer Training
Location: Kean University
Notes: All Divisions

Tuesdays at 10:30–11:30am

● Events

Kimberly's Virtual Office Hours

Thursdays at 2:00–3:00pm

● Events

Kimberly's Virtual Office Hours

NJ FBLA RECOGNITION EVENTS -DUE FEBRUARY 10, 2023

MEMBER RECOGNITION

GOLD MEMBER AWARD

This award honors local members who have made outstanding contributions to the association. Each active local chapter may enter one (1) member in this event. No current or former state officer may be entered in this event. Submissions must include a resume (2 pages or less). Nominees may only receive this award once during their FBLA career. A member may not receive both this award & the Gold Officer Award at the same SLC. Recipients will be presented with a certificate of recognition at the SLC. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/membership-awards/

GOLD OFFICER AWARD

This award honors local officers who have made outstanding contributions to the association. Each active local chapter may enter one (1) member who is serving or has served as a local officer for the current or previous school year in this event. No current or former state officer may be entered in this event. Submissions must include a resume (2 pages or less). Nominees may only receive this award once during their FBLA career. A member may not receive both this award & the Gold Officer Award at the same SLC. Recipients will be presented with a certificate of recognition at the SLC. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/membership-awards/

MEMBER OF THE MONTH *UPDATED*

This event honors local members who go above and beyond to serve their local chapter each month. Each local chapter can nominate one (1) Member of the Month for March 2022-February 2023. Submissions from March -September are due by October 5. The remaining submissions are due by the 5th of the following corresponding month. All nominees MUST have completed the Contributor AND Leader levels of the BAA. All submitted Members of the Month will be recognized on social media and at njfbla.org. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/member-of-the-month/

MEMBER OF THE YEAR

The State Officer Team will choose the top Member of each Month and an overall Member of the Year from all member of the month submissions received throughout the year. The top members will be presented with a certificate of recognition at the SLC.

WHO'S WHO IN FBLA

This award honors members who have made outstanding contributions to the association at the local, state, and national levels. Each local chapter may enter one (1) member in this event. Submissions must include a one (1) page letter of application, a resume not to exceed two (2) pages, & a one (1) page letter of recommendation from an adviser or administrator. FBLA applicants must have completed the Future level of the BAA. The winner will receive a trophy at SLC and will represent New Jersey at NLC. **The submission form and more information can be found at:** https://njctso.wufoo.com/forms/membership-awards/. The rating sheet can be found here.

CHAPTER RECOGNITION

CHAPTER WEBSITE AWARD OF MERIT

This event recognizes chapters who have worked to create and maintain local chapter websites. Recipients will be presented with a certificate of recognition at the State Leadership Conference. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/chapter-website-award-of-merit/

GOLD SEAL CHAPTER AWARD OF MERIT *UPDATED*

The Hollis and Kitty Guy Award recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA. Up to fifteen (15) percent of the total number of active local chapters may be selected for this award. All New Jersey recipients will also receive this award at the NLC. All chapters who earn at least 5,000 points in the Passport of Progress event will automictically earn this award. No additional submission is required. ***NOTE: The submission of a Local Chapter Annual Business Report is NO LONGER required for Gold Seal.**

LARGEST LOCAL CHAPTER MEMBERSHIP

This award recognizes the largest ML, FBLA, and PBL chapter in the state. This award also recognizes the largest chapter in each of the four FBLA regions. Recipients will be presented with a certificate of recognition at the SLC. No submission form is required, as the winners will be determined by the number of paid members on record at the NJ FBLA state office on February 10. National FBLA also recognizes the top two largest chapters in each National FBLA at NLC.

LOCAL RECRUITMENT OF CHAPTERS

This event honors local chapters that charter or reactivate a minimum of one FBLA chapter. New/reactivated chapters must not have been recognized as active during the previous membership year. A maximum of two (2) local chapters can receive credit for chartering/reactivating the same chapter. Recipients will be presented with a certificate of recognition at the SLC. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/recruitment-awards/

LOCAL RECRUITMENT OF ML CHAPTERS *RETIRED*

This event has been retired, as with the one FBLA shift, the recruitment of chapters across all divisions will be recognized by the local recruitment of chapters award found directly above this paragraph.

MEMBERSHIP EQUALIZATION

This event recognizes chapters that equalize their previous school year's membership. Chapters must have been active & paid dues the previous year. No submission form is required, as the recipients will be determined by the number of paid members on record at the NJ FBLA state office on February 10. Recipients will be listed during the pre-show scroll at the SLC Opening Session.

MEMBERSHIP EXPANSION

This event recognizes chapters that expand their previous school year's membership. Chapters must have been active & paid dues the previous year. No submission form is required, as the recipients will be determined by the number of paid members on

record at the NJ FBLA state office on February 10. Recipients will be listed during the pre-show scroll at the SLC Opening Session.

OUTSTANDING CHAPTER *RETIRED*

This event has been retired due to lack of participation and similarity to passport of progress. The Gold Seal of Merit will now be tied to passport of progress and the passport of progress activities have been updated to encompass many of the outstanding chapter activities.

PASSPORT OF PROGRESS *UPDATED*

This program is designed to increase local member and chapter involvement in membership recruitment, retention, and state/national programs. The various activities within the passport fall under three categories: Service, Education, and Progress. There are two categories: chapters with 1-100 members & 100+ members. Point rankings are separate for each category. Participating chapters will receive ribbons, and the chapters with the most points in their respective category will be recognized at the 2022 SLC. The top 5 chapters in each division will be entered to win a monetary stipend. Chapters must provide photos AND descriptions when instructed in order to receive points. Failure to fulfill requirements will result in no points for that particular challenge. All participating chapters earning 5,000 or more points will also receive the Gold Seal Award of Merit. **The submission form can be found at:** https://njctso.wufoo.com/forms/passport-of-progress/. The rating sheet can be found here. The bi-monthly activities report should be submitted by October 20, December 20, and February 20 of the current year and **can be found at**: https://njctso.wufoo.com/forms/bimonthly-activities-report/.

ADVISER & VOLUNTEER RECOGNITION
ADVISER SERVICE RECOGNITION

This event honors local advisers who have served FBLA for a significant number of years. An adviser is recognized at the completion of his/her year of service for 5, 10, 15, 20, 25, etc. years. Recognition will not be given for years of service between the 5 year increments. Recipients will be presented with a certificate of recognition at the SLC.

To apply: Fill out the form located at: https://njctso.wufoo.com/forms/adviser-years-of-service-recognition/

BUSINESSPERSON OF THE YEAR

This event recognizes outstanding leaders from the NJ business sector who have contributed to the success of FBLA on the local, state, and national levels. Each local chapter may enter one (1) businessperson in this event. The New Jersey State Chapter may also enter businessperson(s) in this event. Nominees must be members of the private business sector, not students or educators. Submissions must include a biographical sketch (2 pages or less). Nominees must not have been named to this event at a previous FBLA SLC within the last 5 years. Recipients will be presented with a certificate of recognition at SLC. New Jersey FBLA will nominate (1) one State Businessperson of the Year to be recognized as a National FBLA Businessperson of the Year. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/businessperson-of-the-year/

LOCAL CHAPTER VOLUNTEER OF THE YEAR

This event recognizes outstanding professionals NJ local communities who have contributed to the success of FBLA on the local and/or state levels. Each active local chapter may enter one (1) volunteer in this event. Submissions must include a biographical sketch (2 pages or less). **Nominees must not be students.** Nominees must not have been named to this event at a previous FBLA SLC within the last 5 years. Recipients will be presented with a certificate of recognition at the SLC. **The submission form & more information can be found at:** https://njctso.wufoo.com/forms/local-chapter-volunteer-of-the-year/

OUTSTANDING LOCAL CHAPTER ADVISER

This award honors local advisers who have made outstanding contributions to FBLA on the local, state, and national levels. Each local chapter may nominate one (1) local adviser. Submissions must include a resume not to exceed two (2) pages, a one (1) page letter of recommendation from an administrator, and a one (1) page letter of recommendation from a current chapter member. All nominees will receive a certificate of recognition at SLC. The top scoring adviser will receive a trophy. The top scoring FBLA adviser will represent NJ at NLC. **The submission form and more information can be found at:** https://njctso.wufoo.com/forms/outstanding-local-adviser/. The rating sheet can be found here.

NJ FBLA SERVICE EVENTS -DUE FEBRUARY 11, 2023

COMMUNITY SERVICE CHALLENGE

This event recognizes the top 5 chapters in the 1-100 member division and the top 5 chapters in the 101+ member division that complete the most community service hours. Include service hours completed between the close of the previous year's SLC and the submission deadline. Only include hours completed as part of FBLA chapter projects. Do not include any hours acquired by students as part of outside organizations or on their own time. The top chapters will be recognized at SLC and will be based upon cumulative hours completed. **The excel report form <u>can be found here</u> and should be submitted to:** https://njctso.wufoo.com/forms/community-service-challenge/

MARCH OF DIMES

In an effort to prevent premature birth and birth defects, National FBLA partners with the <u>March of Dimes</u> for fundraising and awareness activities. Chapters are encouraged to host fundraisers and activities that raise awareness and money for the March of Dimes. All chapters that donate to the March of Dimes will receive a certificate of recognition at SLC. The top fundraising chapters in the nation are recognized at NLC. Mail your donation and the report form to: March of Dimes, 959 US Highway 46 Suite 210, Parsippany, NJ 07054. **The report form can be found at:** https://drive.google.com/file/d/1Tm0ZsvQHfdv9DtBi_u21wxgUiepQ_Lww/view.
Submit the report form and a copy of the receipt to: https://njctso.wufoo.com/forms/march-of-dimes-donation/.

STATEWIDE COMMUNITY SERVICE PROJECT

Full details on the Statewide Community Service Project will be released soon. This year's project will center around collecting and donating professional dress items.

COMPETITIVE EVENTS

GENERAL GUIDELINES

- To participate in Regional Competitive Events, students must be dues paid members by **November 11, 2022**. To participate in the State Leadership Conference, students must dues paid members by **January 27, 2023.** To participate in the National Leadership Conference, students must be dues paid members by **March 1, 2023**.
- **NEW:** All competitors MUST physically attend SLC and stay at least one night at the conference hotel.
- Competitors cannot be refunded, replaced, or substituted after the registration deadline. All registrations are final after the registration deadline. All RCE competitive event registrations MUST be received by the state office by **November 11, 2022.** All SLC competitive event registrations *and prejudged materials* MUST be received by the state office by **January 27, 2023**. ALL NLC competitive event registrations and prejudged materials MUST be received by the state office by **April 14, 2023.**
- Each competitor may only compete in one (1) individual or team event and (1) chapter event. (Note: This rule does not apply to The Virtual Business Challenges or LifeSmarts.)
- If competitors do not qualify for SLC in a regional event, they may compete at SLC in a straight-to-state event.
- New Jersey FBLA will accommodate all reasonable special needs requests if sent to the State Adviser by the registration deadline.

    Repeat Competitors - • Members may compete in an event at SLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.

- Modified Events: A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- Chapter Events: Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).
- 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 competed 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 to 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.
- Performance: Judges must break ties. All judges' decisions are final.

Prejudged Events:

All SLC prejudged materials must be submitted by **January 27, 2023.** All report submissions should be uploaded as one PDF. All project submissions should be uploaded as a URL. All submissions should be labeled with school name, student(s) names, and event name. All project submissions should be **unlisted videos**. All NLC prejudged materials must be submitted by **April 14, 2023.** Submission links and instructions will be shared with advisers closer to the stated deadlines.

PERFORMANCE EVENT GUIDELINES

Performance Guidelines:
- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in all performance events should be aware the state and national association reserves the right to record any performance for use in study or training materials.
- There will be no audience allowed for any performance events.
- An equal number of competitors from each preliminary round will advance to the final round.
- In the case of team events, all team members are expected to actively participate in the performance.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed.
- All competitors must comply with the FBLA dress code.
- Prejudged materials and résumés will not be returned.
- No animals (except authorized service animals) will be allowed for use in any competitive events.

Technology Guidelines:
- Competitors present directly from a laptop/device in the preliminary round. Screens and projectors are not allowed for use during preliminary round competition, and competitors are not allowed to bring their own. Power will not be available.
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to

final round competitors to determine if they wish to use the provided technology.
- Participants using laptops or other devices that do not have a VGA port or HDMI port will need to provide their own adapters.
- Internet access will be provided for:
  - 3-D Animation, Coding & Programming, Computer Game & Simulation Programming, Data Analysis, Digital Video Production, E-business, Electronic Career Portfolio, Introduction to Social Media Strategy, Mobile Application Development, Public Service Announcement, Social Media Strategies, Website Design
  - Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting laptops/devices on which to present.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.

Penalty Points Deducted by Judges:
- Competitors may be disqualified if they violate competitive event guidelines.
- Five points are deducted if competitors do not follow the dress code.
- Five points may be deducted for each instance of not following guidelines.

OBJECTIVE TEST GUIDELINES
- No materials may be used during testing.
- No calculators may be used during testing. Calculators will be provided on the testing site.
- Electronic devices must be turned off and out of sight.
- Scratch paper and a pencil/pen may be used. All scratch paper must be collected.

EVENT RESOURCES
Students are encouraged to view the Choose Your Competitive Event PowerPoint at: https://storage.googleapis.com/articulate-courses/BAA%20Contributor/Choose%20Your%20Event%20(FBLA)%20-%20Storyline%20output/story.html
Practice for competitive events by studying the event competencies and tasks at: https://www.dropbox.com/sh/yxms43d47hltcdb/AAB2gUNr2BSJcz0ySWDb1rv-a?dl=0.

Guidelines, rating sheets, the format guide, topics, and more can be found at: https://www.FBLA.org/divisions/fbla/fbla-competitive-events/
Free resources can be found at: http://fbla.testfrenzy.com/index.php, http://quizlet.com/subject/fbla/. Performance event examples can be found on YouTube.

COMPETITIVE EVENT COMPONENTS

- *Objective Test:* A 60-minute, 100 question test administered during RCE, before the SLC, & during the NLC.
- *Production & Objective Test:* Two parts: A 60-minute, 100 question test administered during RCE & during the NLC. A production test administered before the SLC & NLC. Competitors must complete both parts for award eligibility.
- *Objective Test & Case Study:* A 60-minute, 100 question objective test will be administered during RCE & NLC. Team competitors will take the objective test individually during RCE & at the NLC. Scores will be averaged. During SLC & NLC, a case study performance will occur.
- *Individual Objective Test & Case Study:* A 60-minute test, 100 question test administered during the RCE and NLC. Competitors will test individually. This category relates to Help Desk (all portions)
- *Presentation with Equipment:* The presentation of a project. Competitors may use equipment and/or visual aids as part of the presentation.
- *Presentation without Equipment:* The presentation of a project. Competitors may **not** use equipment and/or visual aids but can bring prepared notes of any type to the presentation.
- *Interview:* The employer (judge) interviews the applicant (competitor) by asking typical job interview questions.
- *Speech:* A business speech based on FBLA goals, current events, and/or relevant business topics created and articulated by competitors.
- *Demonstration:* The demonstration of a project on a specific topic provided in the event guidelines.
- *Prejudged Reports & Projects and Presentation—Individual, Team, or*

Chapter: Report or project content is prejudged before the conference. The presentation of the report or project is judged during the conference.
- *Case Study:* Competitors receive a roleplay scenario 10 or 20 minutes prior to their scheduled event times. Judges receive a copy of the case study along with suggested questions to ask during each performance (case study).

COMPETITIVE EVENT CHANGES

New Events:
- **Introduction to Marketing Concepts**–objective test, individual event, 9th/10th grade only

Modified Events:
- **Digital Animation** (formerly known as 3-D Animation)—modified to allow competitors to submit their videos in any digital format (2-D or 3-D) they wish.
- **Introduction to Public Speaking**—will now have a topic posted each year from which the speech must be developed.
- **Public Speaking**—will now have a topic posted each year from which the speech must be developed

Updated Procedures:
- The cover and table of contents do not count toward the 15-page limit for reports.
- The FBLA High School rating sheets will be modified to include a "score range" for the descriptors of each expectation item.
- Time penalties will be eliminated from all events, and timers will stop students from continuing once their allotted time has elapsed.
- Permanently move to have all team event objective tests taken individually by each team member. The scores of all team members will be averaged to determine the average team score. Any team member who does not sign in and take the test will be removed from the team and prevented from advancing to final round competition.
- Members may compete in an event at SLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in

that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.

GUIDELINES BY EVENT

Topics, competencies, times, report lengths, and other guidelines can be found below. More information can also be found at: https://www.fbla-pbl.org/media/2022/08/FBLA-High-School-CE-Guidelines_8.29.22.pdf It is important for you and your students to be familiar with all the competitive event guidelines, rubrics, and competencies.

- Guidelines, rating sheets, the format guide, topics, and more can be found at: https://www.FBLA.org/divisions/fbla/fbla-competitive-events/
- When preparing for an event with a rating sheet, it is imperative to use the rating sheet as a guide. The top performing competitors are those who understand and execute the expectations of the rating sheets.
- Competitors must complete all parts for award eligibility. If the first component is not completed, competitors will not be permitted to complete subsequent components of the event.
- All objective testing for Regional Competitive Events will occur **December 5-9**. All objective & production testing for the State Leadership Conference will occur **February 13-17**.
- Team/chapter events may have 1-3 members unless otherwise specified.
- The top **eight (8)** winning RCE individuals/teams in each event from each region qualify for SLC.
- If there are not eight qualifying scores from each region in any event administered during Regional Competitive Events, the next highest qualifying scores in the state will advance to SLC, up to a maximum of 32 entries in each event at SLC.
- The top **ten (10)** winning individuals/teams in each event at SLC will receive a medal. All members of a winning team will receive a medal.
- The top **four (4)** winning individuals/teams in each event will receive a trophy at SLC. All members of a winning team will receive a trophy. However, only **one (1)** trophy per school will be provided for the winners of chapter events.

- The top **four (4)** winning individuals/teams in each event at SLC will qualify for the NLC.

Accounting I - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Accounting II - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Advertising - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Agribusiness - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

American Enterprise Project - Prejudged Report & Presentation, Chapter, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.

Banking and Financial Systems - Objective Test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Broadcast Journalism - Presentation with Equipment, Individual/Team, Straight-to-State
- *Topic:* You or your team members work for a local news station. Write, develop, and deliver a live news report with at least one pre-recorded interview. Cover at least three of the following areas or stories:
- Business (global) – A story or current event impacting the global economy

- Entrepreneurship (local) – A story about a local business (real or fictional) in the area
- Event – A story about the FBLA State or National Leadership Conference
- Education – A report on financial literacy
- Finance – A report on the stock market, interest rates, or another current financial event

Business Calculations - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Business Communications - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Business Ethics – Objective test and Presentation with Prejudged Executive Summary, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.
- Prejudged executive summaries must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.
- Topic: The topic will relate to the following: The ethics of an art club supervisor possibly purchasing lower-quality supplies for this year's Craft Fair. Click here to access the full topic/case study.

Business Financial Plan - Prejudged Report and Presentation, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.
- *Topic*: Create a business financial plan to start a new food truck business in your community. Determine what type of food truck will benefit your community and the

funds needed for the start-up. Include data or research that will help to make informed decisions about future resources and goals. Include the general operating costs of your food truck, start-up costs, and a plan of action of where to park your mobile business.

Business Law - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE*: 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Business Management - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Business Plan - Prejudged Report and Presentation, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.

Client Service - Presentation without Equipment, Individual, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.

Coding & Programming - Demonstration, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Develop a program that will help improve student involvement at your school. This original computer program will track student participation and attendance at school events. Once students participate or attend events, they are awarded points. You must have a way to pick a random winner each quarter from each grade level, as well as the student with the top point accumulation. The number of points a person has accumulated will translate to the prize

they will win. You will need to have at least three prizes (a school reward, a food reward, and a school spirit item).

- Assign a point value for participating in or attending events.
- Must have at least five sporting events and five non-sports school events.
- Track students' names, grades, points.
- Generate a report at the end of the quarter to show points per student in each grade.
- Data must be stored persistently. Storage may be in a relational database, a document-oriented NoSQL database, flat text files, flat JSON, or XML files.
- The user interface must be a GUI with a minimum of five different control types including such things as drop-down lists, text fields, checkboxes, date picker, or other relevant control types.
- All data entry must be validated with appropriate user notification and error messages including the use of required fields.

Community Service Project - Prejudged Report and Presentation, Chapter, Straight-to-State
- *# of Entries Per Chapter at SLC*: 1
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.

Computer Applications - Production & Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Computer Game & Simulation Programming - Demonstration, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* In 2022, Wordle and similar word games were all the rage across the world. Develop a word game with rules and a theme of your choice.
- The game should be an executable game, either through the Internet or through a local installation (review guidelines about

Internet access at the National Leadership Conference).

- The game should contain a scoreboard.
- The game should contain a leaderboard and celebratory messages.
- The game should have a minimum of three levels.
- The game should have an instructional display.

Computer Problem Solving- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE*: 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Cyber Security - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Data Analysis - Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* WidgetCo is a new international business selling widgets to customers in China, France, Canada, and the United States. In determining the suitability to conduct business in these countries, WidgetCo executives need an effective data analysis of the datasets that are available. You are working on WidgetCo's data analysis team. Your team will provide recommendations to the WidgetCo executives about opportunities and challenges that they may encounter now or in the future. Using the datasets given, in addition to your own supplemental research, analyze the data and provide analyses and recommendations about the opportunities and challenges facing the business.

- The following datasets are given for each country (China, France, Canada, and the United States)

- Population, total

- Poverty headcount ratio at $1.90 a day (2011 PPP) (% of population)
- Life expectancy at birth, total (years)
- Population growth (annual %)
- Net migration
- Human Capital Index (HCI) (scale 0-1)
- GDP (current US$)
- GDP per capita (current US$)
- GDP growth (annual %)
- Unemployment, total (% of total labor force) (modeled ILO estimate)
- Inflation, consumer prices (annual %)
- Personal remittances, received (% of GDP)
- Open-source datasets provided by the World Bank at World Bank Group – International Development, Poverty, & Sustainability.

Database Design & Applications - Production & Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

MODIFIED Digital Animation - Prejudged Project & Presentation, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- Prejudged projects must be submitted by January 27, 2023. Failure to submit a project URL by the deadline will disqualify registrants from the performance portion. All registrants that submit a project URL will present at SLC.
- *Topic*: Create an animated advertisement for a new technology product. Examples include, but are not limited to, a smartphone, laptop, tablet, or smartwatch. All content must be original.

Digital Video Production - Prejudged Project and Presentation, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.
- *Topic:* Create a promotional video for an event in your community or school, with teenagers in your community as the target audience. All video content must be original.

E-business - Demonstration, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2

- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Develop and create an E-business site for a local bed and breakfast, hotel, or other lodging venue in your community. The business can be real or fictional. The website should include a company identity including a name, logo, and brand. The website should have elements of a typical lodging facility including contact information, the ability to make reservations, view different room types, view amenities, and local attractions. Ensure that your E-business site includes:
- An e-commerce tool showing prices for different lodging types
- A scheduling tool allowing customers to book lodging
- An API to an online map service showing different local attractions
- The E-business site does NOT need to be published; however, if you publish the website, you must obtain permissions in accordance with the competitive event guidelines and proper copyright law.

Economics - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Electronic Career Portfolio - Presentation with Equipment, Individual, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.

Entrepreneurship - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Future Business Leader - Objective Test & Interview with Prejudged Materials, Individual, RCE
- *# of Entries Per Chapter at SLC:* 2
- *The top 15 highest scoring competitors in the state will advance to SLC*

- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.
- Prejudged materials must be submitted by January 27, 2023. Failure to submit materials by the deadline will disqualify registrants from the interview portion. All registrants that qualify during regionals and submit prejudged materials will interview at SLC.
- Those who advance to an in person interview must bring 3 copies of their resume and cover letter

Graphic Design - Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Your organization has been hired as a consultant to design a new brand identity for a new, fictional nonprofit organization. The fictional nonprofit is an organization that supports youth development with afterschool programs and summer camps. Give the non-profit a name. The brand should be modern, bright, and vibrant to attract youth. In accordance with your brand guidelines, design a t-shirt, a baseball cap, a toy, and two other promotional items of your choice.

Health Care Administration- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE*: 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Help Desk - Individual Objective Test & Case study, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Hospitality and Event Management - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Human Resource Management - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Impromptu Speaking - Speech, Individual, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.

Insurance and Risk Management - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

International Business - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Business Communication - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Business Concepts- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Business Presentation- Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- Open to ONLY 9th & 10th grade students
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.

- *Topic:* You are trying to raise money to attend a business leadership training program in New York City. This would be a week-long summer program that will cost $2,000. You will prepare a presentation that can be used in front of potential sponsors from your community. Be sure to include why you should attend, and the benefit you will receive and bring back to your school.

Introduction to Business Procedures - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE*: 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Event Planning - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to FBLA - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Financial Math- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Information Technology- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.
- event at SLC.

NEW Introduction to Marketing Concepts- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4

- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Introduction to Parliamentary Procedure - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Open to ONLY 9th & 10th grade students
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

MODIFIED Introduction to Public Speaking - Speech, Individual, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- Open to ONLY 9th & 10th grade students
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Develop and deliver a speech based on the following topic: My biggest concern for the future is…

Introduction to Social Media Strategy - Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- Open to ONLY 9th & 10th grade students
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Create a social media campaign to promote involvement in FBLA at your school. Address the following in your social media strategy:
- A schedule of social media posts
- An example of social media posts
- The promotional plan of the campaign
- The plan to develop awareness of FBLA
- Do not create live accounts.

Job Interview - Interview, Individual, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- Prejudged materials must be submitted by January 27, 2023. Failure to submit materials by the deadline will disqualify registrants from the interview. All registrants who submit prejudged materials will interview at SLC.
- If in person, bring 3 copies of resume & cover letter

Journalism- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4

- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Local Chapter Annual Business Report - Prejudged Report & Presentation, Chapter, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.

Management Information Systems - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Marketing - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Mobile Application Development - Demonstration, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Create a mobile application for your school to help keep parents and the community up to date. The app needs to include upcoming events, important information such as school calendar and activities schedule, a way for teachers and students to share photos, and a way for parents to notify school of student absences. The app must also include one additional item that is recommended by your administration.
- The app must be designed for a phone/tablet.
- The operating system must be mobile based such as Android or iOS.
- The app should state its licensing and terms of use.

Network Design - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8

- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Networking Infrastructures - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Organizational Leadership- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Parliamentary Procedure - Individual Objective Test & Team Case study, Team, RCE
- *# of Entries Per Chapter at RCE:* 2
- *# of Entries Per Region to Advance to SLC:* 8
- Teams MUST consist of 4-5 members
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Partnership with Business Project - Prejudged Report & Presentation, Chapter, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- Prejudged reports must be submitted by January 27, 2023. Failure to submit a report PDF by the deadline will disqualify registrants from the performance portion. All registrants that submit a report PDF will present at SLC.

Personal Finance - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Political Science - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE*: 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Public Service Announcement - Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.

- *Topic:* After recovering from the global pandemic many social issues in our communities and country have been brought to light. Develop a Public Service Announcement about a social issue that affects teenagers. Your job is to bring awareness about that topic to your peers, school, and community.

MODIFIED Public Speaking - Speech, Individual, Straight-to-State
- *# of Entries Per Chapter at SLC:* 1
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic: Develop and deliver a speech based on the following topic: How should higher education transform to better serve the needs of students and the workforce?*

Publication Design - Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- Topic: You have been asked by your school activities director to create a publication highlighting the activities within your school. You will develop a five-page online magazine showcasing your school's activities, including:
- A print advertisement for a club or organization
- A story about a school activity or event
- Three other pages including information and designs of your choice.

Sales Presentation - Presentation with Equipment, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.

Securities & Investments - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Social Media Strategies- Presentation with Equipment, Individual/Team, Straight-to-State

- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Create a social media campaign to advocate for awareness about food insecurity in your community. This should bring awareness of the issue and provide solutions to help solve the problem. Address the following in your social media strategy:
- A schedule of social media posts
- An example of social media posts
- The promotional plan of the campaign
- The plan to develop awareness of the issue.
- Do not create live accounts.

Sports & Entertainment Management - Objective test & Case study, Individual/Team, RCE
- *# of Entries Per Chapter at RCE:* 3
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Spreadsheet Applications - Production & Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Supply Chain Management- Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

UX Design - Objective Test, Individual, RCE
- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC:* 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

Website Design - Demonstration, Individual/Team, Straight-to-State
- *# of Entries Per Chapter at SLC:* 2
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- *Topic:* Develop a website for a local business. This business can be real or fictional, but must

serve the members of your community. The website should include the following elements:

- Header with logo
- Favicon
- Call to action button
- Form to subscribe to receive announcements
- Navigation menu
- Footer to include credits to website creators and copyright information
- The website does NOT need to be published; however, if you publish the website, you must obtain permissions in accordance with the competitive event guidelines and proper copyright law.

Word Processing - Production & Objective Test, Individual, RCE

- *# of Entries Per Chapter at RCE:* 4
- *# of Entries Per Region to Advance to SLC*: 8
- Only members who qualify for this event during RCE will be eligible to compete in this event at SLC.

NJ FBLA Specific Events

Note: Members who win these events DO NOT qualify for the NLC, as these events are NJ specific. Competitors in these events may also compete in one individual/team and one chapter event. All winners will be recognized at SLC.

Battle of the Chapters:

- *# of Entries Per Chapter at RCE: 1*
- *# of Entries Per Region to Advance to the SLC: 2*
- Teams MUST consist of 3 members.
- *RCE:* Teams will take a 50 question, 1 hour objective test covering FBLA topics. Each team member will test individually and scores will be averaged.
- *SLC - Preliminary Round*: Teams take turns, in alphabetical order, answering questions relating to FBLA topics. The first team member will have 10 seconds to answer the question. If the team member answers incorrectly or doesn't answer within 10 seconds, the next chapter's team member will attempt to answer the same question.
- If more than one answer is provided by a member, the first answer will be the only one considered. When a team member answers incorrectly, he/she must leave the team and join the audience. 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 schools are represented. The panel of judges have the final say regarding correct answers.

- *SLC - Final Round:* All three team members of the final two teams will participate in the final round. A moderator will ask each questions. Teams may discuss the answers among themselves. The first person to buzz in may answer the question. Only the person who buzzes in may answer the question. If the answer given is incorrect, the other team has the opportunity to answer the question. If both teams buzz in at the same time, the question will be discarded. Teams have 5 seconds to answer each question. Each correct answer is worth 5 points. The first team to 50 points wins.

Pin Design:

- *# of Entries Per Chapter at SLC:* 2
- Each entry must be submitted to: https://njctso.wufoo.com/forms/nj-fbla-pin-design-competitive-event/by **January 27, 2023.**
- The State Officer Team will select the winning design. The winning design will be the design used for the pin that will be distributed to all NJ NLC participants. The final design may be altered by the state office.
- All entries MUST: -Be original creations of one student -Be computer generated -Consist of NO MORE than 4 colors plus black and white -Relate to New Jersey and have the name New Jersey FBLA incorporated into the design
- Blinking lights are acceptable, but not required.
- The design will reduce to a 1" to 2" in pin.
- The first place winner will be recognized at SLC.

Open Events:

- *# of Entries Per Chapter at SLC:* 6
- There will be three video and three PowerPoint events. One of each type for each word on the FBLA crest, service, education, and progress
- Teams must consist of 2-4 members.
- Each chapter can submit 1 team for each event

Scholarship:
- *# of Entries Per Chapter at SLC:* 1
- The number and amount of scholarships will be determined during SLC.
- All applicants must be graduating seniors.
- All scholarship applicants must be registered for the event in the SLC conference registration system by **January 27, 2023.** All scholarship applicants must also fill out this form: https://njctso.wufoo.com/forms/new-jersey-fbla-scholarship-submission-form/ by January 27, 2023.
- Scholarship applications must include a resume outlining education, work experience, FBLA involvement, and involvement in other school and community activities; a letter of recommendation from the local chapter adviser; a transcript of grades through close of fall semester of the current year; and an essay not to exceed 300 words on how participation in FBLA has assisted the member in making his/her occupational choice.
- The scholarship rubric can be found here.

Scrapbook
- *# of Entries Per Chapter at SLC:* 1
- All scrapbook entrants must register for the event in the SLC registration system by **January 27, 2023.**
- Must use the scrapbook purchased through the FBLA Marketplace.
- Limit of 100 pages (50 sheets): each side of the paper counts as a separate page. Pages must be numbered. Must include a Table of Contents (counts as a page). First page: Name of school, FBLA Chapter Number, 2022-23.
- Must use state and national themes somewhere in book—does not have to be on every page. State theme – Illuminate. National theme – One association for service, education, and progress.
- Big points: -Newspaper articles -Notes/letters of congratulations -Use of design -Creativity
- Nothing can be sticking out over a page.
- Scrapbook should be chronological beginning with 2022 State Leadership Conference
- Scrapbooks will be handed in during registration at the State Leadership Conference or mailed to the state office in the event of a virtual conference.
- Use pictures, articles, pop-ups, decorative design, etc. and cover as many chapter events as possible.
- The rating sheet can be found here.

Conference Champion:
- The chapter that wins the most competitive event awards at SLC will be crowned Conference Champion. A trophy will be given to the 1-100member Conference Champion chapter and to the 101+ member Conference Champion chapter.

SNAPSHOT

Events offered during Regional Competitive Events (Note: Students must qualify in these events during RCE in order to compete in these events during SLC):

Accounting I, Accounting II, Advertising, Agribusiness, Banking & Financial Systems, Business Calculations, Business Communications, Business Ethics, Business Law, Business Management, Computer Applications, Computer Problem Solving, Cyber Security, Database Design & Applications, Economics, Entrepreneurship, Future Business Leader, Health Care Administration, Help Desk, Hospitality & Event Management, Human Resource Management, Insurance & Risk Management, International Business, Introduction to Business Communication, Introduction to Business Concepts, Introduction to Business Procedures, Introduction to Event Planning, Introduction to FBLA, Introduction to Financial Math, Introduction to Information Technology, Introduction to Marketing Concepts, Introduction to Parliamentary Procedure, Journalism, Management Information Systems, Marketing, Network Design, Networking Infrastructures, Organizational Leadership, Parliamentary Procedures, Personal Finance, Political Science, Securities & Investments, Sports & Entertainment Management, Spreadsheet Applications, Supply Chain Management, UX Design, Word Processing, Battle of the Chapters

Straight-to-State Events:

American Enterprise Project, Broadcast Journalism, Business Financial Plan, Business Plan, Client service, Coding & Programming, Community Service Project, Computer Game & Simulation Programming, Data Analysis, Digital Animation, Digital Video Production, Electronic Career Portfolio, Graphic Design, Impromptu Speaking, Introduction to Business Presentation, Introduction to Public Speaking, Introduction to Social Media Strategy, Job Interview, Local Chapter Annual Business Report, Mobile Application Development, Partnership with Business Project, Public Service Announcement, Public Speaking, Publication Design, Sales Presentation, Social Media Strategies, Website Design, Pin Design, Open Events, Scholarship, Scrapbook

CONFERENCES

*Note: No substitutions or refunds will be granted for any reason after the registration deadline for a conference. *

NEW ADVISER TRAINING

Registration Deadline: September 16, 2022
Conference Date: 4pm- 6pm October 19 & 20, 2022
Cost: $0 | Location: Online
Advisers who have served for 3 years or less are encouraged to attend this event. However, this event is open to all advisers! Attendees will receive four hours of professional development. During New Adviser Training, advisers will learn to navigate the my.FBLA database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers!

LOCAL CHAPTER OFFICER TRAINING

Registration Deadline: September 16, 2022 and October 7, 2022
Conference Date: 4pm-6pm September 27 & 29 and , October 18 & 20, 2022
Cost: $0 | Location: Online
During Local Chapter Officer Training, your officers will explore the duties and possibilities of their respective positions, learn how to develop and publicize engaging meetings and events, understand how your chapter can become more involved with state and national programs, and network with officers from around the state! Chapters are encouraged to register all local chapter officers. Late registrations will not be accepted.

STATE FALL LEADERSHIP CONFERENCE

Registration Deadline: October 14, 2022
Conference Date: October 31, 2022
Cost: $25 | Location: Kean University
The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more!

REGIONAL COMPETITIVE EVENTS

Registration Deadline: November 11, 2022
Conference Date: December 5-9, 2022
Payment Deadline: December 9, 2022
Virtual Awards Session: December 21, 2022
Cost: $3/Member | Location: Online
All FBLA members are welcome to partake in Regional Competitive Events. Members must be dues paid members by November 26, 2022. Visit page 36 for a list of all events offered during RCE. All events offered during RCE will be 60 minute objective tests completed on a computer. Only the top 8 scoring students from each event in each region will qualify to compete in these events at SLC. (The top 15 scoring students statewide in Future Business Leader). All students must be proctored while completing their tests. Late registrations will not be accepted.

REGIONAL SUMMITS

Registration Deadline: December 17, 2022
Conference Dates: January 26 (@ Absegami), February 3 (@Mercer County Community College), and February 10 (@ Wallkill Valley Regional HS)
Cost: $0
Hosted by the NJ FBLA Regional Vice Presidents, these interactive sessions offer all members in each region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders.

STATE LEADERSHIP CONFERENCE

Dates:
- Conference/Competitive Event Registration Deadline: January 27, 2023
- Recognition Events Submission Deadline: February 11, 2023
- Conference Date: March 6-8, 2023
- SLC Objective/Production testing window:
- February 13-17, 2023
- Payment Deadline: February 10, 2023

Location: Harrah's in Atlantic City

Cost:
Commuter School (Cost Per Person)
This rate has been retired, as all participants are now required to stay at least one night.
Stay Over Monday Night Only (Includes 1 Lunch & Registration, Cost Per Person)
Occupancy Single: $265.00
Double: $220.00
Triple: $200.00
Quad: $195.00
Stay Over Tuesday Night Only (Includes 2 Lunches & Registration, Cost Per Person)
Occupancy Single: $305.00
Double: $260.00
Triple: $240.00
Quad: $235.00
Stay Over Monday & Tuesday Nights (Includes 2 Lunches & Registration, Cost Per Person)
Occupancy Single: $400.00
Double: $305.00
Triple: $270.00
Quad: $255.00

Extra Meals (Cost Per Person):
One: $50.00
Two: $90.00

Advisers and chaperones will be provided with complimentary SLC registration. This complementary registration only includes the $110.00 registration fee and NOT the cost of the hotel stay.

All Advisers are expected to work one eight-hour shift at SLC as a timekeeper or administrator. This is not optional and is required of all attending chapters.

The SLC will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 27, 2023. All competitors must register and pay the registration fee. A full schedule, competitive event procedures, a statement of assurance for competitors, and all other applicable information will be shared in advance of the event. Late registrations will not be accepted. In no circumstance will SLC be cancelled.

Voting Delegates: At the State Leadership Conference, each local chapter shall be entitled to two voting delegates. Only chapters that register at least one member for SLC will be eligible to vote. If a chapter only registers one member for SLC, that chapter will only receive one vote. Only SLC registrants are eligible to serve as voting delegates. A voting delegate registration form will be sent out prior to SLC.

State Officer Candidates: NJ FBLA and NJ PBL conduct State Officer elections at SLC. For rules, a list of offices, and campaign processes, visit page 45.
Anthem: FBLA members can apply at: https://njctso.wufoo.com/forms/national-anthem-application/ to sing the National Anthem at SLC. Applications must be submitted by **February 10, 2023.**
Sponsors and Exhibitors: Interested colleges/universities, businesses, and organizations can purchase a virtual exhibit booth for $500. Interested community members, businesses, colleges/universities, and organizations can sponsor a competitive event for $100 each.
Judges: NJ FBLA is actively seeking judges for competitive events in all three divisions. Judges must be over 21 and have relevant experience in business or industry. Judging will occur March 10. Prejudging will occur in February. Judges can sign up at: https://njctso.wufoo.com/forms/be-a-judge/.
Note: All students who register for SLC must compete in a competitive event, be a state officer candidate, or attend workshops.

NATIONAL LEADERSHIP CONFERENCE
Registration Deadline: Early Bird - May 9, 2023
Conference Date: June 27-June 30
Cost: TBD | Location: Atlanta, GA
Members who qualify during SLC will be eligible to compete at the NLC. All qualifiers must be registered for their competitive event with the state office by **April 14, 2023.** Members who do not register for their competitive event with the state office by this deadline will be ineligible to compete at NLC. Only members who qualify during SLC are eligible to compete at NLC. Members may also attend NLC to attend workshops. More information regarding NLC will be shared when released by the National Center.

National Dress Code

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

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Dress for Success

ACCEPTABLE

- Business suit with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress shoes/dress boots

UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Boat shoes
- Any canvas or fabric shoes
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances

No dress code can cover all contingencies, so FBLA-PBL members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local or state adviser.

NJ FBLA PAYMENT POLICY

Payments or Purchase Orders guaranteeing payment are due by listed payment deadlines. If payment or purchase orders are not received by the deadline, students will be allowed to compete, but scores will be disqualified, and the school will be placed on a credit hold and be unable to register for future conferences until the balance is satisfied.

Purchase orders will NOT be accepted after payment deadlines. Payments on purchase orders are due 30 days after the close of each conference.

Step 1: Thirty (30) Days Past Due:

· If a chapter is thirty (30) days past due, an invoice will be sent to the school to the attention of the adviser and principal.

· The invoice will address the balance due.

· The invoice will inform the adviser of, and include, a 1% late fee on the total amount past due, with a minimum late fee of $25 per month.

· If the school disputes the invoice, it should be sent in writing to the state office.

Step 2: Sixty (60) Days Past Due:

· If a chapter is sixty (60) days past due, an invoice
will be sent to the school to the attention of the adviser and principal.

· The invoice will address the balance due and the added late fees.

· Advisers will be informed that unless payment is received within thirty (30) days, a copy of the invoice, along with a collection notice, will be sent to the adviser and the principal, as well as the district central office.

· If a conference is scheduled within the next 30 days, the school's registration will be held until all past due balances, including late fees, are paid.

Step 3: Ninety (90) Days Past Due:

· Nonpayment is deemed to be a violation of fiduciary responsibilities. If an account is over 90 days past due, a certified letter will be sent stating the account must be paid in full within 20 days to the adviser, principal, superintendent, and district business administrator. Partial payments will not be accepted. If the balance
remains unpaid, the chapter will be suspended until payment is made and no registration of members or for conferences will be permitted.

Note: By registering for a conference, a chapter acknowledges that it is subject to the above policies.

Mail all payments to:

New Jersey FBLA
Kean University
Hynes Hall, Office 303-M
1000 Morris Avenue
Union, New Jersey 07083

CONFERENCE POLICIES

- No refunds will be issued for registration fees after the deadline date for conference registration. This includes students who are disqualified from competition or attendance. Chapters must pay for all students registered to attend a conference, no matter how many students drop during the time between the deadline date and the conference.
- All chapter advisers are expected to assist at the SLC. New Jersey FBLA cannot function without this assistance. All chapters must provide the required assistance. If the adviser assigned cannot assist, it is the adviser's responsibility to designate a trained replacement; otherwise, students from that chapter will not be eligible to receive awards or compete at the next level of competition. Please Note: If your students are commuting to the State Conference and will not be arriving until the first full day of the conference, as an adviser you still are required to be there for your full event assignment. All advisers should be prepared to work 8-hour shifts at SLC. Advisers will serve as timekeepers and administrators to ensure a fair competition process for all students.

- Athletics and other school extra-curricular activities are not considered extenuating circumstances for FBLA competitive events or officer elections and students will not be offered special dispensation due to conflict with either athletics or other activities. The State Chair is the final arbiter of extenuating circumstances.
- New Jersey FBLA does not mail any items not picked up at conferences; this includes shirts, prizes, or awards. There will be a $25 charge for any chapter wishing to have their materials mailed from the State Office in addition to applicable shipping charges. Rating sheet packets will not be mailed or scanned from SLC. If a chapter is unable to attend, they should ask a nearby school to pick up the materials.
- Advisers cannot serve as proctors for objective/performance tests.

RCE AND SLC REGISTRATION INSTRUCTIONS

Links will be provided to advisers in an Adviser Update.

RCE

- Please access and complete/update your national registration prior to completing RCE Registration to ensure that all members import into the system correctly.
- Click the "REGISTRATION" button to begin registration. You will be brought to the log in screen. Use your chapter number (found on pages 13-14) as your username and "service" without the quotation marks as your password to log in.
- You will be asked to verify your adviser and school information. Please look over all of the information and correct anything that needs to be corrected. Please be sure that autofill does not change your school name to your name! Click "Submit" when you're finished, and you'll be presented with the registration screen.
- The primary adviser will be automatically registered into the system. If additional advisers are missing, please add them into your RCE Registration.
- To add students, click the "Add Student Member" button. You should see the entire list of students you have registered with National FBLA. Student information that was entered for national registration should have carried over for you.
- To activate a student who will be participating in the district conference you must switch the PARTICIPANT TYPE column to STUDENT. If a student is NOT ATTENDING the participating in the conference (is a dues paying member, but is not competing at the regional level, leave this setting as is.) If the majority of your students who are registered with National FBLA are participating in the conference, please click the SELECT ALL link that is right above the NAME box. This will change all participant types to STUDENT. You can then individually select those students who are not participating and change to NOT ATTENDING.
- In the NUMBER OF YEARS column, please check to see if it has populated. If not, you must enter a 1 for any first year member on your FBLA roster. For any student who has previously been on your FBLA roster, regardless of whether they have competed or not on any level, must be marked with a 2, 3, or 4.
- TO ENTER STUDENTS INTO INDIVIDUAL EVENTS:
    - Click the "edit & select events" link next to the student's name. You can edit the name, gender, grade, and special needs box (if appropriate) when you enter this screen. *A student who gets 50% extended testing time should have this noted in the special needs box at this time. If a student has any other accommodations that we must be aware of they should also be entered into this box.*
    - From the list of events provided please click the box on the left hand column that corresponds to the event they should be registered for. Pay attention to the notes provided for specific categories.
    - Click the "SAVE" button to confirm the event.
- TO ENTER STUDENTS INTO TEAM EVENTS:
    - Click the "edit & select events" link next to the first student's name. You can edit the name, gender, grade, and special needs box (if appropriate) when you enter this screen. *A student who gets 50%

extended testing time should have this noted in the special needs box at this time. If a student has any other accommodations that we must be aware of they should also be entered into this box.*

- o b. From the list of events provided please click the box on the left hand column that corresponds to the event they should be registered for. Pay attention to the notes provided for events.

  c. Please make sure you provide the correct team number for the student you are registering. If this is your first team in the event, you should leave the team # column at 1. If this is the second team in THAT event, please change the number to 2. If this is the third team in THAT event, please change the number to 3. (Continue this pattern until all teams in that category are registered.)
  d. Repeat this process for each teammate. Make sure that the team numbers match (ex: 1-1-1; 2-2; 3-3). If you put the wrong number when you go to submit the roster, it will tell you what mismatches occurred in reference to team numbers.
  e. When you begin a new team event, restart numbering your teams at 1 and count up from there as you add new teams into that event.

TO ADD ADDITIONAL ADVISERS/PROCTORS:

a. Select "ADD NON-STUDENT".
b. Enter the person's first name, last name, e-mail address, and phone number (when required).
c. Use the drop down menu for the participant type and select the appropriate item.
i. Adviser: You may enter more than one adviser for your school if applicable.
ii. Proctor: You must enter the information (including an email address) for at least one test proctor in the system. Advisers may NOT serve as proctors.

DUAL EVENT STUDENTS: (Battle of the Chapters, Scrapbook, Scholarship, Chapter Events) – Click on "EDIT & SELECT EVENTS" and select the appropriate event. DO NOT remove the first event. The system will allow you to put 2 event choices for the same student as long as there isn't an event conflict.

SAVE AND FINISH LATER: At any time, you may click the "SAVE AND FINISH LATER" button and come back to your registration. Please note that your registration is not considered SUBMITTED if you use this button.

SUBMIT: You must agree to the policies listed on the registration page. Click "SUBMIT" to finalize your registration. Once you submit, an invoice will be automatically sent to your email. If you do not receive an email, email the state office. You may edit your registration as many times as necessary up until the registration deadline. However, each time you go back into the registration, you must select SUBMIT again or you will show up as NOT SUBMITTED.   After the registration deadline, no changes will be able to be made.

VIEW REGISTRATION:

At any point, you may press the VIEW REGISTRATION button to get an idea of your total invoice amount, and a better understanding of who is registered for which events. When you click on VIEW REGISTRATION you can scroll down to the bottom and you can check the student names alphabetically in their events. If you click the "view by event" button, it will list the events in alphabetical order and you can check that you have the proper students registered in that event.

SLC

- Click the "REGISTRATION" button to begin registration. You will be brought to the log in screen. Use your chapter number (found on pages 9-10) as your username and "service" without the quotation marks as your password to log in.
- The first screen will ask you to verify and update your information including:
  - o Adviser and school information
  - o Hotel arrival date and time
  - o Hotel departure date and time

- Identify the name and phone number of an administrator at your school that can be reached in case of an emergency. Identify your preferred arrival time and your mode of transportation (school bus, charter bus, unsure).

Once you finish entering this information click SAVE on the bottom.

- The primary adviser will be automatically registered in the system. Additional advisers must be added. Follow same procedure used for RCE.
- Regional Competitive Event qualifiers will already be in the registration system and have their event selected. You will not be able to enter a student in a qualifying event as that event will be locked.
- Any straight to state participants and move ups will need to be manually entered. To enter manually:
  - Scroll to the bottom of your name list and click on "ADD STUDENT MEMBER"
  - Change the participant type to "STUDENT" for all the students who you need to add and enter events for.
    - You will need to update the number of years if they did not pull from the National registration.
    - You must enter the t-shirt size for the student.
    - Click the save button.
    - Then go back and "EDIT & SELECT EVENTS" to enter the appropriate straight-to-state event.
    - Enter any special needs: extra time on tests/accommodations for the day of competition as per an IEP/504.
- Once students who have accepted a move up are manually entered in the system, you must reach out to Leslie (lmalec26@yahoo.com) so that she can assign the locked event.
- TO ENTER STUDENTS INTO INDIVIDUAL EVENTS:
  - Click the "edit & select events" link next to the student's name. You can edit the name, grade, and special needs box (if appropriate) when you enter this screen. *A student who gets 50% extended testing time should have this noted in the special needs box at this time. If a student has any other accommodations that we must be aware of they should also be entered into this box.*
  - From the list of events provided please click the box on the left hand column that corresponds to the event they should be registered for. Pay attention to the notes provided for specific categories.
  - Click the "SAVE" button to confirm the event.
- TO ENTER STUDENTS INTO TEAM EVENTS:
  - Click the "edit & select events" link next to the first student's name. You can edit the name, grade, and special needs box (if appropriate) when you enter this screen. *A student who gets 50% extended testing time should have this noted in the special needs box at this time. If a student has any other accommodations that we must be aware of they should also be entered into this box.*
  - From the list of events provided please click the box on the left hand column that corresponds to the event they should be registered for. Pay attention to the notes provided for events.
  - Please make sure you provide the correct team number for the student you are registering. If this is your first team in the event, you should leave the team # column at 1. If this is the second team in THAT event, please change the number to 2. If this

    is the third team in THAT event, please change the number to 3. (Continue this pattern until all teams in that category are registered.)
    Repeat this process for each teammate. Make sure that the team numbers match (ex: 1-1-1; 2-2; 3-3). If you put the wrong number when you go to submit the roster, it will tell you what mismatches occurred in reference to team numbers.
    When you begin a new team event, restart numbering your teams at 1 and count up from there as you add new teams into that event.

TO ADD ADDITIONAL ADVISERS/PROCTORS:

a. Select "ADD NON-STUDENT".

b. Enter the person's first name, last name, e-mail address, and phone number (when required).

c. Use the drop down menu for the participant type and select the appropriate item.

d. Adviser: You may enter more than one adviser for your school if applicable.

e. Proctor: You must enter the information (including an email address) for at least one test proctor in the system. Advisers may NOT serve as a proctor.

DUAL EVENT STUDENTS: (Battle of the Chapters, Scrapbook, Scholarship, Chapter Events) –
Click on "EDIT & SELECT EVENTS" and select the appropriate event. DO NOT remove the first event. The system will allow you to put 2 event choices for the same student as long as there isn't an event conflict.

SAVE AND FINISH LATER:
At any time, you may click the "SAVE AND FINISH LATER" button and come back to your registration. Please note that your registration is not considered SUBMITTED if you use this button.

SUBMIT: You must agree to the policies listed on the registration page. Click "SUBMIT" to finalize your registration. Once you submit, an invoice will be automatically sent to your email. If you do not receive an email, email the state office. You may edit your registration as many times as necessary up until the registration deadline. If you make any changes, you MUST click "SUBMIT" again or your registration will show as NOT SUBMITTED. After the registration deadline, no changes will able to be made.

STATE OFFICER CANDIDATE INFORMATION

GENERAL INFORMATION
What is a State Officer?

FBLA High School state officers serve as representatives for members across New Jersey. They are responsible for designing the year's goals. In doing so, they determine the direction of the upcoming year. Officers work together to develop state programming — including workshops, conferences, guides, etc. — and plan state events. In addition, state officers serve as liaisons between the local and national levels of FBLA High School.

FBLA State Officer Positions: President, Secretary, Historian, Parliamentarian, Northern Region Vice President, North Central Region Vice President, Central Region Vice President, Southern Region Vice President, Membership Vice President, Community Service Vice President, Webmaster

The State Officer Candidate Application can be found at: https://njctso.wufoo.com/forms/state-officer-application-upload/

As part of the State Officer Candidate Application, students must submit adviser approval, administration approval, parent approval, the state officer candidate agreement, the state officer code of professional conduct and state officer infraction policies and procedures agreement, a full social media disclosure, an FBLA resume, and an expense report. All required forms can be found at: https://www.njfbla.org/resources.

Time Commitment:

FBLA High School State Officers and their advisers (or an approved chaperone) are required to attend:
- Officer Transition Meeting (May)
- Officer Training (July or August)
- Local Chapter Officer Training (October)
- State Fall Leadership Conference (October or November)
- National Fall Leadership Conference (November; 2 - 4 days)
- At least one Regional Summit (January or February)
- State Leadership Conference (March, 3 days; must arrive one day early)
- One official meeting per month

· It is also recommended that State Officers attend the National Leadership Conference in late June

In addition to the required commitments, State Officers are also strongly required to visit local chapters and work on projects related to their program of work throughout the year. State officers should expect to spend several hours a week attending meetings, fulfilling their duties, and completing assignments.

Requirements:

- All candidates must have at least 1 full year of study remaining. No seniors are eligible to apply.
- All candidates must have at least a 2.5 out of 4.0 cumulative unweighted GPA and maintain this average for the duration of their term.
- All FBLA candidates must have completed at least the Business level of the Business Achievement Awards by the time their application is submitted.

- Candidates for FBLA regional offices may only apply to serve the region in which their school is located.

Campaign Guidelines

Timeline:
Application Deadline: January 27, 2023
Virtual Bootcamp: January 20-February 3, 2023
SLC: March 6-8, 2023 in Atlantic City
Transition Meeting: May 9, 2023 at Kean University
Training: TBD July/August 2023 at Kean University

CAMPAIGN PROCESS FOR ELECTED OFFICES:

· All candidates will take a state officer candidate test. Candidates will be tested on a combination of FBLA High School history, rules, the NJ FBLA High School Program of Work, position-specific responsibilities, etc. Scores will be disclosed to all voting delegates.
· All candidates will give a campaign speech that is no longer than 3 minutes. No skits or giveaways are permitted during the campaign speech. During the three minutes, the candidate's campaign manager may introduce the candidate.
· Each candidate will create a flyer that will be posted on a general campaign website. However, candidates cannot have a personal campaign website.
· Candidates will participate in a question & answer session.
· Candidates will participate in campaigning during the State Leadership Conference.
· Candidates are permitted to spend up to $500 on the campaign.
· Candidates CANNOT campaign before or outside of designated campaign times.
- This includes social media, email, word of mouth, and printed media. Only a candidate's adviser and local chapter can be aware of his/her candidacy before the announcement of candidates by the state office. Any candidate found to have violated this rule will be immediately disqualified.

FBLA PARLIAMENTARIAN APPLICANTS:

- The applicant with the highest score on the Parliamentary Procedures test will be appointed to serve as State Parliamentarian. Applicants for the office of parliamentarian will no longer participate in campaigning.

FBLA WEBMASTER CANDIDATES:

- Applicants for the office of webmaster will participate in an interview with the 2022-23 FBLA State Officer Team who will vote to determine the appointee.

*NOTE: Detailed procedures and dates will be announced prior to SLC

Officer Roles & Responsibilities

It is required that all officers: -Attend all executive board meetings, officer training, LCOT, NFLC, SFLC, SLC, and at least one regional summit (Officers are encouraged to attend NLC) -Network with local chapter members -Attend a minimum of three meeting of other chapters throughout the state -Present a workshop at LCOT, SFLC, and SLC - Submit monthly reports to the Secretary by the 5th of each month and present their updates at the monthly

executive board meeting -Be in the official NJ FBLA uniform while representing the state association -Complete any additional tasks as assigned by the state office and/or the executive board

PRESIDENT:
· Preside over and conduct executive board meetings according to accepted parliamentary procedure
· Collaborate and coordinate state officer efforts to ensure officers are meeting expectations
· Attend a minimum of (4) local chapter events, not including your own
· Lead the New Jersey state officer team and local chapter members
· Serve as a role model and inspiration for New Jersey FBLA High School

SECRETARY:
· Prepare accurate minutes of all executive board meetings, and distribute to Executive Board members and advisers within one week following the adjournment of the meeting
· Coordinate all New Jersey FBLA High School State sponsorship efforts
· Count and record votes when taken at meetings
· Develop agenda with the President and send out meeting notices to the executive board
· Monitor all New Jersey FBLA High School social media posts to ensure accuracy
· Manage the State Officer Google Drive
· Keep track of current assignments and tasks

HISTORIAN:
· Maintain all New Jersey FBLA High School social media platforms, including Instagram, TikTok, etc.
· Increase engagement in New Jersey FBLA High School social media content by creating appealing activities for each platform
· Keep an accurate visual [photos/video] documentation of the state chapter

PARLIAMENTARIAN:
· Advise the presiding officer and other executive board members on parliamentary procedure
· Have reference materials pertaining to parliamentary procedures available for each meeting
· Ensure that meetings are conducted in an orderly manner according to Robert's Rules of Order Newly Revised.
· Act as the timekeeper during the campaign rallies and caucuses.
· Review minutes of all meetings for accuracy
· Promote FBLA High School national programs to the local chapters (i.e. Business Achievement Awards, Community Service Awards, etc.)

REGIONAL VICE PRESIDENTS:
· Assist the President in the fulfillment of his/her duties
· The Vice President hailing from the region of the President shall preside over the executive board in the absence of the President
· Preside over regional meetings at the State Leadership Conference
· Plan and conduct a Regional Summit in January or February , which encompass workshops focused on competitive events and leadership
· Regional Summits must be hosted at the Vice President's school
· Send out regional update emails every month

MEMBERSHIP VICE PRESIDENT:
· Contact at least five (5) inactive chapters each semester
· Assist in the promotion of existing state membership recruitment and development programs
· Present membership workshops at the Regional Summits
· Work to encourage Middle Level growth

· Strive to increase member engagement, as well as the number of members

COMMUNITY SERVICE VICE PRESIDENT:
· Develop and execute community service workshops at the Regional Summits and State Fall Leadership Conference
· Plan and execute one state-wide sponsored activity to raise funds for the March of Dimes
· Plan and execute one state-wide community service project
· Act as a liaison between local chapters and state charities

WEBMASTER:
· Maintain the New Jersey FBLA High School website
· Maintain the New Jersey FBLA High School conference app
· Candidates must pass an interview and skills assessment. Candidates should be familiar with basic programming and website design skills.

Advisers of State Officers:

- Accompany state officer all required events OR arrange for a school approved chaperone
- Serve as a member of the state executive board (advisers are not voting members)
- Assist state officer with the execution of duties and completion of program of work, if needed

Expenses & Stipends

- State officers who successfully complete their term will be given a stipend for expenses accrued during the year. Stipends will cover costs associated with attendance at the NFLC and NLC, campaign materials, and more. 50% of the stipend will be provided at the commencement of the term, after the NLC, and 50% will be distributed when the officer's term is satisfactorily completed.
- State officers will not be expected to pay for any costs associated with SFLC, SLC, or officer training.
- Each chapter that has a state officer will receive one (1) complimentary: -Adviser SFLC registration -Adviser SLC registration -Hotel night during SLC for one adviser (in addition to any nights prior to the conference required of state officers)

National Candidates
Any student wishing to apply to be NJ FBLA's National Officer Candidate must inform the state office in writing by **January 27, 2023**. This includes students interested in the appointed position of National Parliamentarian.