



2021-22 NEW JERSEY FBLA HANDBOOK

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FROM THE FBLA STATE PRESIDENT:

As we enter the new membership year, the State Officer Team is ready to help your chapter accelerate! No matter what the year may look like for your school, our team is ready to provide your chapter with resources and programs to ensure all members are prepared for success. There will be many opportunities for collaboration, service, education and communication that your chapter can take part in. Be sure to encourage your members to take advantage of all opportunities that our team has been working on, whether they are attending a virtual event or following us on social media. Please never hesitate to reach out to us with questions, because we are ready to serve in any way to support you. The team and I are very excited to work with you this year, and we look forward to our continued success as NJ FBLA-PBL!

Sincerely,
Jaya Singh
NJ FBLA State President

FROM THE PBL STATE OFFICER TEAM:

It cannot be said enough how appreciative our membership is to have knowledgeable, caring, and supportive advisers to guide us throughout our journey in FBLA-PBL. Many of us have benefited in transitioning from our high school FBLA membership to the collegiate level of Phi Beta Lambda. We are seeking your assistance in creating more awareness to your membership that Phi Beta Lambda is available for them to continue in our excellent organization. We truly hope you will consider inviting us to chapter meetings and events to strengthen the bond between our various levels of the organization.

When the opportunity should arise, please kindly contact the New Jersey FBLA-PBL State Office so we can arrange our participation and further develop ways in which we can partner to benefit your membership.

We wish you health and success during these challenging times this membership year.

Sincerely,
The New Jersey PBL State Officer Team

GENERAL INFORMATION

New Jersey FBLA, as part of FBLA-PBL, 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-PBL State Adviser

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New Jersey FBLA-PBL

Kean University

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Union, New Jersey 07083

Main Phone: (908) 737-4195

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Website: www.njfbla.org

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New Jersey FBLA-PBL 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-pbl.org

MEMBERSHIP THEMES

2021-22 NJ FBLA-PBL State Theme:

Accelerate

2021-22 National Theme:

Success Starts Here

MEMBERSHIP DUES

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

To register members:

1. Go to my.fbla-pbl.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-pbl.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-PBL

P.O. Box 79063

Baltimore, MD

21279-0063

All membership dues MUST be sent to the National Office and not to NJ FBLA-PBL. Dues are non-transferable and non-refundable. FBLA-PBL 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 26, 2021
- State Leadership Conference: January 31, 2022
- National Leadership Conference: March 1, 2022

****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-PBL MISSION STATEMENT

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

FBLA-PBL 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-PBL 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-PBL 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-PBL 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.

NJ FBLA-PBL ANTI-BULLYING POLICY

New Jersey FBLA-PBL prohibits acts of harassment, intimidation or bullying of a student. New Jersey FBLA-PBL 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-PBL 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-PBL 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-PBL 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-PBL 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-PBL 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-PBL policy requires the administration at each school to be responsible for receiving all complaints alleging violations of this policy. All New Jersey FBLA-PBL 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-PBL 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 to your 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-PBL 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-PBL or activities sponsored by Kean University & New Jersey FBLA-PBL. 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-PBL 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-PBL 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-PBL'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-PBL or activities sponsored by Kean University & New Jersey FBLA-PBL. 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-PBL 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-PBL or activities sponsored by Kean University & New Jersey FBLA-PBL.

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-PBL or activities sponsored by Kean University & New Jersey FBLA-PBL.

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

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

Kean University & New Jersey FBLA-PBL and its human resource department/management shall request and verify all references. Kean University & New Jersey FBLA-PBL 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-PBL should disapprove the application and notify the applicant. Kean University & New Jersey FBLA-PBL 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-PBL 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-PBL'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 a 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-PBL 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-PBL 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-PBL, 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 2019-2020 and/or 2020-2021 membership years will be listed on this page.

NORTHERN REGION

CHAPTER NAME | CHAPTER NUMBER

Academies Englewood | 186840
Bergen County Technical High School | 609526
Boonton High School | 15171
Clifton High School | 14616
Fair Lawn High School | 15335
Fort Lee High School | 6964
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
Mahwah High School | 14045
Montville Township High School | 11109
Morris Hills High School | 8836
Morris Knolls High School | 4697
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
Roxbury High School | 13945
Rutherford High School | 15802
Saddle River Day School | 485624
Sussex County Technical School | 3023620
Vernon Township High School | 11611
Wallkill Valley Regional High School | 13602
Wayne Hills High School | 6800
Wayne Valley High School | 8483
West Morris Central High | 13329

West Morris Mendham High School | 13510
Whippany Park High School | 13405

NORTH CENTRAL REGION

CHAPTER NAME | CHAPTER NUMBER

Bayonne High School | 12198
Belleville High School | 3942
Bloomfield High School | 1535
Bridgewater - Raritan High School | 4663
Central Jersey College Prep Charter School | 2927236
East Orange Campus High School | 8658
ECST - Donald Payne Tech | 1744
Franklin High School | 2840
Governor Livingston High School | 12664
Hillside High School | 4016
Irvington High School | 581025
James Caldwell High School | 3206732
Jonathan Dayton High School | 12662
Kent Place School | 1044938
Lacordaire Academy | 3186693
Livingston High School | 11107
Manville High School | 4736
Millburn Senior High School | 10363
Montgomery High School | 860773
Newark Tech High School | 13620
Newmark High School | 2030961
Oak Knoll School of the Holy Child | 2638595
Phillipsburg High School | 6563
Rutgers Preparatory School | 19006
Scotch Plains - Fanwood High School | 6015
Somerset County Vocational & Technical HS | 15445
The Pingry School | 308964
Thomas Edison Energy Smart School | 3184285
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
Hamilton High School West | 6692
Hightstown High School | 6241
Holmdel High School | 306536
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
Lacey Township High School | 12784
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
New Brunswick High School | 2278
New Egypt High School | 58487
North Brunswick Township | 9253
Nottingham High School | 12351
Old Bridge High School | 4056
Peddie School | 1964904
Piscataway High School | 15429
Point Pleasant Borough H.S. | 5421
Princeton Day School | 3192512
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
Trenton Central High School | 11440
West Windsor - 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 Technical 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
Pitman High School | 2701501
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

NJ FBLA-PBL 2021-22 CALENDAR

AUGUST 2021

1 – Online Membership Registration Opens

1 – Summer Starter Begins

SEPTEMBER 2021

15 – Summer Starter Submissions Due

16 – Shaping Success Begins

OCTOBER 2021

5 – Sept. Member of the Month Submission Due

5 – Virtual Business Challenge Registration Opens

10 – New Adviser Training Registration Deadline

11 – Fall Stock Market Game Begins

15 – New Adviser Training

18 – Fall LifeSmarts Competition Begins

19 – Fall Virtual Business Challenge Begins

19 – Registration and Payment Deadline for NFLC

22 – Local Officer Training Registration Deadline

29 – Local Chapter Officer Training

29 – SFLC Registration Deadline

29 – Fall Stock Market Game Registration Deadline

31 – Shaping Success Submission Deadline

NOVEMBER 2021

1 – Service Season Begins

5 – Oct. Member of the Month Submission Due

5 – SFLC Payment Deadline

5-6 – National Fall Leadership Conference – Orlando

8-12 – State Fall Leadership Conference

12 – Fall VBC & LifeSmarts Ends

15 – American Enterprise Day

17 – March of Dimes World Prematurity Day

26 – RCE Registration/Dues Receipt Deadline

DECEMBER 2021

5 – Nov. Member of the Month Submission Due

10 – RCE Payment Deadline

13-17 – RCE Objective Testing Window

15 – Service Season Deadline

17 – Regional Summits Registration Deadline

17 – Fall Stock Market Game Ends

21 – Business for Babies Registration Deadline

23 – RCE Virtual Awards Session

31 – Early Bird Membership Registration Deadline

JANUARY 2022

TBD – Regional Summits

1 – CTE Celebration Begins

5 – Dec. Member of the Month Submission Due

15 – March of Dimes Grant Application Deadline

31 – SLC Reg., Prejudged Events, Dues Receipts Deadline

31 – State Officer Candidate Application Deadline

31 – National Candidate Letter of Intent Deadline

31 – Spring LifeSmarts Competition Begins

FEBRUARY 2022

1 – Spring Virtual Business Challenge Begins

1-28 – National Career and Technical Education Month

5 – Business for Babies March of Dimes Fundraiser

5 – Jan. Member of the Month Submission Due

11 – SLC Recognition & Service Events Deadline

13-19 – FBLA-PBL Week

14-18 – SLC Objective/Production Testing Window

14 – Spring Stock Market Game Begins

25 – SLC Payment Deadline

25 – Spring VBC & LifeSmarts Ends

MARCH 2022

1 – National Dues Deadline for NLC Participants

1 – CTE Celebration Submissions Due

1 – March of Dimes Grant Report Deadline

5 – Feb. Member of the Month Submission Due

4 – Spring Stock Market Game Registration Deadline

9-11 – State Leadership Conference

APRIL 2022

1 – National FBLA Chapter/State/Membership Recognition Awards/Scholarship Submission Deadline

1 – National Bylaw Amendment Proposal Deadline

15 – National Leadership Conference Reg. Opens

22 – NLC Event Confirmation Due to State Office

22 – Spring Stock Market Game Ends

MAY 2022

1 – FBLA-PBL Adviser Wall of Fame Application Submission Deadline

3 – BAA Capstone Submission Deadline for Competitive Review

10 – NLC Intern Application Receipt Deadline

10 – NLC Early Bird Registration Date

JUNE 2022

1 – March of Dimes Fundraising Report Receipt Deadline

8 – NLC Local Voting Delegates Registration Deadline

29-July 2 – National Leadership Conference - Chicago

JULY 2022

31 – Membership Year Ends

NJ FBLA RECOGNITION EVENTS -DUE FEBRUARY 11, 2022

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 September-February. Submissions are due by the 5th of the following 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-PBL. 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 50 points in the Outstanding Chapter event will automatically 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 or Outstanding Chapter*

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-PBL state office on February 11. National FBLA-PBL also recognizes the top two largest chapters in each National FBLA and PBL region at NLC.

LOCAL RECRUITMENT OF CHAPTERS *UPDATED*

This event honors local chapters that charter or reactivate a minimum of one (1) FBLA and/or PBL chapters. 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

This event honors local chapters that charter or reactivate a minimum of one (1) FBLA-Middle Level 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 State Leadership Conference. **The submission form & more information can be found at:** <https://njctso.wufoo.com/forms/recruitment-awards/>

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-PBL state office on February 11.

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-PBL state office on February 11. Recipients will be listed during the pre-show scroll at the SLC Opening Session.

OUTSTANDING CHAPTER *UPDATED*

This event recognizes chapters that have conducted outstanding activities for the year. This event is split into three categories: 1-100 member chapters, 100+ member chapters, & chapters that have been chartered/reactivated within the last three (3) years. Chapters may not enter both Outstanding Chapter and Rookie Chapter of the Year during the same year. Points will be awarded for activities completed between the previous year's SLC and the submission deadline. The top 5 chapters in each category earning the most points will be named the Outstanding Chapters/Rookie Chapters of the Year. The top 3 chapters for each category will be presented with a trophy and the 4th & 5th place chapters will receive a certificate. All participating chapters earning 50 or more points will also receive the Gold Seal Award of Merit.

The submission form and more information can be found at: <https://njctso.wufoo.com/forms/chapter-recognition-awards/>.

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/>. The local program of work should be submitted by November 15. The form **can be found here:** <https://njctso.wufoo.com/forms/outstanding-chapter-program-of-work-submission/>. The rating sheet [can be found here](#).

NOTE: The submission of a Local Chapter Annual Business Report is NO LONGER required for participation in this event.

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 2021 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. **The submission form can be found at:** <https://njctso.wufoo.com/forms/passport-of-progress/>. The rating sheet [can be found here](#).

ADVISER & VOLUNTEER RECOGNITION

ADVISER SERVICE RECOGNITION

This event honors local advisers who have served FBLA-PBL 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-PBL 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-PBL SLC. Recipients will be presented with a certificate of recognition at

SLC. New Jersey FBLA-PBL will nominate (1) one State Businessperson of the Year to be recognized as a National FBLA-PBL 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-PBL 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-PBL 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/local-chapter-volunteer-of-the-year/>

OUTSTANDING LOCAL CHAPTER ADVISER

This award honors local advisers who have made outstanding contributions to FBLA-PBL 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 and PBL 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, 2022

COMMUNITY SERVICE CHALLENGE

This event recognizes the 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-PBL 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 can be found here and should be submitted to:** <https://njctso.wufoo.com/forms/202122-community-service-challenge/>

MARCH OF DIMES

In an effort to prevent premature birth and birth defects, National FBLA-PBL partners with the [March of Dimes](#) 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/1TmoZsvQHfdv9DtBi_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: STORIES FOR SUCCESS

Stories for Success is the 2021-2022 state community service project! This year, NJ FBLA hopes to make a difference through the wonderful gift of books. Books provide knowledge and joy to all, but there are kids that aren't as fortunate to have this luxury. This membership year, chapters will serve their communities by organizing book collections and donating to local organizations like libraries, children's hospitals, and youth shelters. In the spirit of competition, chapters in Tier 1 (less than 100 members) and Tier 2 (101 or more members) that collect the most books will be recognized at the regional summits and SLC. We can't wait to see what NJ FBLA can accomplish this year! **Submit the report form to:** <https://njctso.wufoo.com/forms/community-service-project-operation-uplift/>

COMPETITIVE EVENTS

GENERAL GUIDELINES

- To participate in Regional Competitive Events, students must be dues paid members by **November 26, 2021**. To participate in the State Leadership Conference, students must be dues paid members by **January 31, 2022**. To participate in the National Leadership Conference, students must be dues paid members by **March 1, 2022**.
- Participants must register for SLC and pay the registration fee in order to participate in competitive events whether or not the competitor is physically attending SLC.
- 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 26, 2021**. All SLC competitive event registrations **and prejudged materials** **MUST** be received by the state office by **January 31, 2022**. All NLC competitive event registrations and prejudged materials **MUST** be received by the state office by **April 22, 2022**.
- 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-PBL will accommodate all reasonable special needs requests if sent to the State Adviser by the registration deadline.

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

- Modified events: A competitor may compete in the same event when the event is modified. This does not include events with name changes.
- Team events: One (1) competitor of the team may have competed in the same event at one (1) previous SLC; however, they may not compete more than twice in the event.

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

Breaking Ties:

- Objective Tests: Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who 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 31, 2022**. 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 22, 2022**. 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-PBL 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 presentations over the allotted time.
- 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](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/AB2gUNr2BSJczoySWDb1rv-a?dl=0>.

Guidelines, rating sheets, the format guide, topics, and more can be found at: <https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/>

Competitive event study guides can be purchased at: www.fblapblmarketplace.com.

Free resources can be found

at: <http://fbla.testfrenzy.com/index.php>, <http://quizlet.com/subject/fbla/>, and <https://www.tangischools.org/Page/19987>. 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.
- **Collaborative Objective Test & Role Play:** A 60-minute, 100 question objective test will be administered during RCE & NLC. Team competitors will take one objective test collaboratively during RCE & at the NLC. During SLC & NLC, a role play performance will occur.
- **Individual Objective Test & Role Play:** 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) and Parliamentary Procedure (test portion only).
- **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-PBL 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.
- **Role Play:** Competitors receive a roleplay scenario 10 or 20 minutes prior to their scheduled event times. Judges receive a copy of the role play along with suggested questions to ask during each performance (role play).

COMPETITIVE EVENT CHANGES

New Events:

- **Data Analysis** will be an individual/team presentation event with equipment. The topic will be posted on the FBLA website and competitors will research and develop the topic prior to presenting to the judges, followed by a Q&A. Competitors will use their data analysis skills and tools to analyze the data and prepare a presentation, including data visualizations.
- **UX Design** will be an individual, objective test event based on effective user experience design principles (balance, font, size, white space), readability, ease of navigation, accommodations for special needs (vision, language, other disabilities), appealing and consistent color scheme, accessibility laws in relation to design (ADA), mobile and desktop responsive web design.
- **Human Resource Management** will be an individual, objective test event.

Modified Events:

- **Business Ethics** will expand the scope of the event to align with the ethics initiative developed by the Daniels Fund and MBA Research. Event will now include an objective test, case study topic, submission of one-page executive summary, and presentation to judges.

- **Coding & Programming** will now be an individual or team event, with teams of two to three members.
- **E-Business** will be modified to become focused on the e-commerce piece and will include topic requirements related to conducting e-commerce.

Retired Events:

- Vendor-sponsored events (LifeSmarts, VBC Finance, VBC Management) will be moved to a separate category of programs that recognizes winners, but not as a part of the National Awards Program. This will allow students to qualify and compete nationally in these events but still compete in events that are part of the National Awards Program.

Name Changes:

- **Introduction to Business** will be renamed Introduction to Business Concepts to better align with standards and high school curriculum.
- **Management Decision Making** will be renamed Business Management to better align with standards and high school curriculum.

Updated Procedures:

- For events that include a prejudged report, the table of contents is no longer included in the page count

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/2021/08/FBLA-CE-Guidelines-1.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-pbl.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 13-17**. All objective and production testing for the State Leadership Conference will occur **February 14-18**.
- 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.

3-D Animation - Prejudged Project & Presentation, Individual/Team, Straight-to-State

- *# of Entries Per Chapter at SLC: 2*
- Prejudged projects must be submitted by January 31, 2022. 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:* Using 3-D animation, create a promotional video advocating for a career choice related to a Career and Technical Education course or program in your school.

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 31, 2022. 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 - Collaborative Objective Test & Role Play, 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

- # 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 deliver a LIVE news report that covers at least three of the following areas and genres with at least one pre-recorded interview:
 - Business-National current event story or stock market report
 - World-Pandemic recovery and the impact
 - Technology-Online learning in the 21st century
 - Civic-Organizations or clubs that support diversity and racial equality
 - Sports-A report of a school, local, or regional sports team
 - Entertainment/Fashion-Report on current events at the national level

- **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.

***Modified* Business Ethics** – Collaborative 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 31, 2022. 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/case study relates to the ethics of community guidelines on social media. [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 31, 2022. 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 for a work-from-home business. Identify a specific objective for the enterprise. Explain what the business does that is helpful to others and why they would want to work with you as well as how much borrowing is necessary to start. The new business should be specifically targeted for your community and demographics. The Business Financial Plan should include but is not limited to describing and detailing the costs of the network of relationships necessary, office or remote

equipment including use of computer and cloud resources, inventory if any, virtual or physical facilities relative to the customer experience, and operations management.

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.

***Name Change* Business Management** -

Collaborative Objective Test & Role Play, 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 31, 2022. 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.

***Modified* 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: You have been hired by your state or local area's tourism bureau to develop a program that suggests attractions (can be tourist attractions, restaurants, shopping, things to do, etc.) to potential visitors. Your program will allow users to search for attractions in the area based on desired attributes, such as location, type of attraction, and amenities. Your program must include at least 50 attractions, and users must be able to define at least five desired attributes to search for an attraction.

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 31, 2022. 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: Develop an arcade-style game that is inspired by 1980s-style arcade games, such as Pac Man, Donkey Kong, or Frogger.
- The game should be a standalone and executable game.
- 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.

***NEW* 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:** You and/or your team are working as data analysts on a committee that oversees the impact of new housing sales across the United States. The U.S. Census Bureau makes regular releases of data regarding the sale of new housing across the United States. Use the given datasets, as well as additional research, to analyze and visualize trends, as well as future predictions regarding the construction and sale of new housing in the United States. During your presentation to the judges, you will need to analyze the data for trends, develop at least three visualizations, and present any recommendations to the committee. Use the following datasets in your analysis: (Datasets will be uploaded to the FBLA PBL website in August, 2021.)
- Houses Sold
- Houses for Sale
- Median and Average Sale Price of Houses Sold
- Houses Sold and For Sale by Stage of Construction
- Houses Sold and For Sale by Sales Price Range (2002-present)
- Houses Sold and For Sale by Sales Price Range (1999-2005)
- Median and Average Sales Price of Houses Sold by Region
- Houses Sold by Type of Financing
- Median and Average Sales Price of houses Sold by Type of Financing
- Publicly accessible datasets provided by the U.S. Census Bureau at https://www.census.gov/construction/nrs/historical_data/index.html

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.

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 31, 2022. 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 “How-to Video.” Your video should be about instructing an audience on the steps to complete a task. All video content must be original. Be sure to create a video for a particular target audience.

***Modified* 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:** Create an E-Business website for a new school store/school-based enterprise at your school that will also do business online. The new store should specifically address your school and demographics. The site should include: -Store name and logo -Items for sale, including pictures and descriptions - Purchasing and delivery/pick up information -A shopping cart -Social media links

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 - Collaborative Objective Test & Role Play, 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 31, 2022. 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 design team has been asked to create the logo and artwork for a new men's clothing store. The clothing store should be designed towards a certain target market and geographic area. The package should include store logo, store interior design, T-shirt or polo, webpage design, and specialty items.

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 & Role Play, 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 - Collaborative Objective Test & Role Play, 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.

***NEW* 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 - Collaborative Objective Test & Role Play, 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.

***Name Change* 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:* Acme, Inc. is a large corporation providing insurance and banking services to consumers and businesses around the world. The COVID-19 pandemic has brought huge changes to Acme, Inc.'s business practices and workplace expectations, such as a temporary work-from-home policy as well as the implementation of virtual meetings, which were not widely used before the pandemic. Develop a presentation to Acme, Inc.

executives about changes in business practices and workplace policies that should remain in place after the pandemic, including work schedule, work location, format of meetings, or networking opportunities.

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 - Collaborative Objective Test & Role Play, 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.

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.

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.

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: You are part of a marketing team for a professional sports franchise. Your team has just been given the task of creating a promotional event at the stadium that will benefit a local non-profit organization. Create the promotion theme and the social media strategy. The following must be addressed:
 - A schedule of social media posts
 - An example of social media posts
 - The promotional theme of the event
 - The plan to develop awareness of the non-profit organization

Job Interview - Interview, Individual, Straight-to-State

- # of Entries Per Chapter at SLC: 2
- Prejudged materials must be submitted by January 31, 2022. 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 31, 2022. 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 - Collaborative Objective Test & Role Play, 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 - Collaborative Objective Test & Role Play, 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: 3
- All registrants will participate in a preliminary performance. An equal number of competitors from each preliminary group will advance to finals.
- **Topic:** Develop a new mobile application for the students at your school. Your app should include a scheduling feature allowing students to input their schedule, information about extracurricular activities, a lunch menu, the ability to email teachers and staff, and a calendar that is updated with school information.

Network Design - Collaborative Objective Test & Role Play, 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 Role Play, 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 31, 2022. 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:** Create a 30-second public service announcement that helps promote mental health awareness. All video content must be original.

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.

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:** Your design team has been asked to create the logo and artwork for a new men's

clothing store. The clothing store should be designed for a specific target market and geographic area. The package should include a print ad, store signage, logo stickers, and store clothing tags.

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: Develop a social media campaign that raises awareness and sales at a local restaurant using multiple social media platforms. The following strategies must be addressed:
 - Growing the brand
 - Turning customers into advocates
 - Driving sales or customer leads
 - Improving customer retention

Sports & Entertainment Management - Collaborative Objective Test & Role Play, 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.

***NEW* 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: Create a website for a new business in your local community, region, or state. The website must include the business name, photos, and description for the entity. The website must include a minimum of four web pages, including a contact us page and embedded features. The website should feature social media and marketing material to promote the new business.

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 collaborative 50 question, 1 hour objective test covering FBLA-PBL topics
- SLC - Preliminary Round: Teams take turns, in alphabetical order, answering questions relating to FBLA-PBL 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 31, 2022**.
- 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-PBL 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-PBL 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 31, 2022**. All scholarship applicants must also fill out this form: <https://njctso.wufoo.com/forms/new-jersey-fbla-scholarship-submission-form/> by January 31, 2022.
- Scholarship applications must include a resume outlining education, work experience, FBLA-PBL 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 31, 2022**.
- Must use the scrapbook purchased through the FBLA-PBL 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, 2021-22.
- Must use state and national themes somewhere in book—does not have to be on every page. State theme – Accelerate. National theme – Success Starts Here.
- 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 2021 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 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:

3-D Animation, American Enterprise Project, Broadcast Journalism, Business Financial Plan, Business Plan, Client service, Coding & Programming, Community Service Project, Computer Game & Simulation Programming, Data Analysis, 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: October 10, 2021

Conference Date: 4pm- 7pm October 15, 2021

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 three hours of professional development. During New Adviser Training, advisers will learn to navigate the my.fbla-pbl database, learn to use the New Jersey FBLA-PBL conference registration system, dive into state & national programs, and hear from veteran advisers!

LOCAL CHAPTER OFFICER TRAINING

Registration Deadline: October 22, 2021

Conference Date: 4pm-7pm October 29, 2021

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 29, 2021

Conference Date: 4pm-7pm November 8-12, 2021

Cost: \$0 | **Location:** Online

The SFLC is open to all members of NJ FBLA-PBL. Our FBLA and PBL State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs and CSAs, networking, social media, transitioning to college, and MUCH more!

REGIONAL COMPETITIVE EVENTS

Registration Deadline: November 26, 2021

Conference Date: December 13-17, 2021

Payment Deadline: December 10, 2021

Virtual Awards Session: December 23, 2021

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, 2021. Visit page 32 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, 2021

Conference Dates: TBD

Cost: \$0 | **Location:** TBD

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.

BUSINESS FOR BABIES

Registration Deadline: December 21, 2021

Conference Date: February 5, 2021

Cost: \$15 | **Location:** Kean University

NJ FBLA's *Business for Babies* is a state-wide March of Dimes fundraising event that will take place at Kean University on February 5th, 2022. Attendees will learn about the March of Dimes from families impacted by the organization, gain insight from business professionals, and participate in a pitch competition for a special prize! This all-in-one experience will provide members with plenty of immersive activities and networking opportunities, all the while raising money for the March of Dimes. During the event, there will be an ongoing fundraiser, and all profit made from both the fundraiser and registration will be donated to the March of Dimes.

STATE LEADERSHIP CONFERENCE

Dates:

- Conference/Competitive Event Registration Deadline: January 31, 2022
- Recognition Events Submission Deadline: February 11, 2022
- Conference Date: March 9-11, 2022
- SLC Objective/Production testing window: February 14-18, 2022

- **Payment Deadline:** February 25, 2022

Location: Harrah's in Atlantic City

Cost:

Commuter School (Cost Per Person)

Without Lunch (Registration only): \$90.00

With 1 Lunch (Registration & 1 Lunch): \$135.00

With 2 Lunches (Registration & 2 Lunches): \$175.00

Stay Over Wednesday Night Only (Includes 1 Lunch, Cost Per Person)

Occupancy Single: \$240.00

Double: \$195.00

Triple: \$175.00

Quad: \$170.00

Stay Over Thursday Night Only (Includes 2 Lunches, Cost Per Person)

Occupancy Single: \$280.00

Double: \$235.00

Triple: \$215.00

Quad: \$210.00

Stay Over Wednesday & Thursday Night (Includes 2 Lunches, Cost Per Person)

Occupancy Single: \$375.00

Double: \$280.00

Triple: \$245.00

Quad: \$230.00

NEW THIS YEAR Advisers and chaperones will be provided with complimentary SLC registration. This complementary registration only includes the 90.00 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.

NJ FBLA-PBL is currently planning for an in person SLC. The SLC will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 31, 2022. 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. If SLC is moved to a virtual format, registration fees may be adjusted down based on the financial requirements of the conference.

Voting Delegates: Each local chapter shall be entitled to one voting delegate for each fifty active members, or if the chapter has less than fifty active members, one, who will cast votes for the elected state officers. 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 41.

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 11, 2022**.

Sponsors and Exhibitors: Interested colleges/universities, businesses, and organizations can purchase a virtual exhibit booth for \$350. Interested community members, businesses, colleges/universities, and organizations can sponsor a competitive event for \$100 each.

Judges: NJ FBLA-PBL 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 10, 2021

ML & FBLA Conference Date: June 29-July 2

Cost: TBD | Location: Chicago, IL

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 22, 2022**. 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. FBLA members who attend NLC are eligible to apply for a stipend upon completion of applicable criteria. More information regarding the stipend will be released prior to NLC.

DRESS CODE



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-PBL 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-PBL
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-PBL 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-PBL 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-PBL 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.*
 - 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:
 - Adviser and school information
 - Hotel arrival date and time
 - 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 be able to be made.

STATE OFFICER CANDIDATE INFORMATION

GENERAL INFORMATION

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-PBL resume, and an expense report. All required forms can be found at: <https://www.njfbia.org/resources>.

Time Commitment:

FBLA State Officers and their advisers (or an approved chaperone) are required to attend the Officer Transition Meeting in April, Officer Training in July or August, Local Chapter Officer Training in October, the State Fall Leadership Conference in October or November, the 2-4 day National Leadership Conference in November, at least one Regional Summit in January, the 3 day State Leadership Conference in March (must arrive a day early), and one official meeting per month. It is also recommended that State Officers attend the NLC in late June. The newly elected State President will attend the Institute for Leaders at NLC .

In addition to the required commitments, State Officers are also strongly encouraged to visit local chapters and work on projects related to their program of work throughout the year.

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.
- All candidates for Parliamentarian must complete the Parliamentary Procedures test during RCE.
- Candidates for FBLA regional offices may only apply to serve the region in which their school is located.

Campaign Guidelines

CAMPAIGN PROCESS FOR ELECTED OFFICES:

- All candidates will take a state officer candidate test. 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.
- Candidates will participate in a question and answer session.
- Candidates will participate in campaigning.
- Candidates are permitted to spend up to \$500 on the campaign.

- Candidates CANNOT campaign before or outside of designated campaign times. Only a candidate's adviser and local chapter can be aware of his/her candidacy before the announcement of candidates by the state office. No campaigning may occur outside of designated campaigning times. This includes social media, email, word of mouth, and printed media. 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 2020-21 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-PBL 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
- Represent the state chapter at the FBLA Institute for Leaders (will be paid for by the state office)
- Collaborate and coordinate state officer efforts to ensure officers are meeting expectations
- Attend a minimum of (4) local chapter events, not including your own

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 State sponsorship efforts
- Count and record votes when taken
- Develop agenda with the President and send out meeting notices to the executive board
- Monitor all New Jersey FBLA social media posts to ensure accuracy

HISTORIAN:

- Prepare and distribute The Spotlight
- Maintain all New Jersey FBLA social media platforms
- 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
- Promotion of FBLA 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 Regional Summits, which encompass workshops focused on competitive events and leadership
- Prepare an article reporting on the activities in their respective region quarterly for The Spotlight

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

COMMUNITY SERVICE VICE PRESIDENT:

- Develop and execute community service workshops
- at the Regional Summits and SFLC
- 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-PBL website
- Only position not elected into office. Candidates must pass interview and skills assessment

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-PBL's National Officer Candidate must inform the state office in writing by **January 31, 2022**. This includes students interested in the appointed position of National Parliamentarian.