



2023-24 NJ FBLA HIGH SCHOOL

# ADVISER HANDBOOK

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# GENERAL INFORMATION

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

## STATE OFFICERS

### From the Division Presidents

The State Officer teams would like to welcome you to the 2023-2024 FBLA membership year! Step into a world where potential meets opportunity, where dreams are nurtured and ambitions are empowered. Welcome to the dynamic realm of New Jersey Future Business Leaders of America, where we believe in the transformative power of amplification. As an FBLA community, our three unified divisions will work towards empowering members, providing career exploration opportunities, and partaking in enriching community service endeavors. The state officer teams hope to see your chapters represented at our state and national conferences this year. Please do not hesitate to amplify your voices and contact us or the NJ FBLA State Office with questions or concerns. We are committed to serving you and providing your chapters with the support they need. We sincerely hope you will consider inviting us to chapter meetings and events to continue unifying our divisions as chapters because together we achieve. The state officer teams are ecstatic to lead New Jersey into this amazing year ahead!

New Jersey FBLA, it's time to amplify!

Sincerely,

Divy Shah and Priya Parikh

NJ FBLA High School State President and Collegiate State President

### All NJ FBLA State Officers

**HS State President:** Divy Shah from Middlesex County Academy

**HS State Secretary:** Vanisha Janaki from West Orange High School

**HS State Historian:** Alexandra Li from James Caldwell High School

**HS State Parliamentarian:** Sasha Kapur from Somerset County Vocational & Technical Schools

**HS Northern Region VP:** Armaan Agarwal from Montville Township High School

**HS North Central Region VP:** Abhijay Edavalapati from Bridgewater-Raritan High School

**HS Central Region VP:** Shriya Patel from Sayreville War Memorial High School

**HS Southern Region VP:** Jatin Punjabi from Absegami High School

**HS Membership VP:** Max Chiou from Whippany Park High School

**HS Community Service VP:** Anika Dugal from Old Bridge High School

**HS State Webmaster:** Aarav Mulinti from Montville Township High School

**National HS Treasurer:** Andrew Stone from Newton High School

**Collegiate State President:** Priya Parikh from Stockton University

**Collegiate State Vice President:** Ashley De La Rosa-Hanlon from Kean Ocean

**Collegiate State Secretary:** Khushi Shah from Stockton University

**Collegiate State Membership Director:** Faizjilani Khan from Rutgers University

**National Collegiate Membership Vice President:** Faizjilani Khan from Rutgers University

## IMPORTANT CONTACTS

### New Jersey FBLA State Office

Address:

New Jersey FBLA

Kean University

Townsend Hall 209-A

1000 Morris Avenue

Union, New Jersey 07083

**Main Phone:** (908) 737-0236

**Website:** [www.njfbla.org](http://www.njfbla.org)

### Kimberly Clark

New Jersey FBLA State Adviser

Email: [kclark@njfbla.org](mailto:kclark@njfbla.org)

**Phone:** (908) 737-0233

### Dr. Jeffrey Victor

New Jersey FBLA State Chair

Email: [jvictor@njfbla.org](mailto:jvictor@njfbla.org)

**Phone:** (908) 737-0232

### Fatima Rivera

New Jersey FBLA Programs Assistant

Email: [frivera@njfbla.org](mailto:frivera@njfbla.org)

**Phone:** (908) 737-0234

### National Office

**Phone:** (703) 860-3334

**Remit to Address:**

Future Business Leaders of America, Inc.

P.O. Box 79063

Baltimore, Maryland 21279

**Website:** [FBLA.org](http://FBLA.org)

## MEMBERSHIP THEMES

### 2023-24 NJ FBLA State Theme

Amplify

### 2023-24 National Theme

Together We Achieve

## MEMBERSHIP DUES AND REGISTRATION

### FBLA High School Dues

\$17 per student member (\$10 national and \$7 state)

*\*Note: The national dues rose from \$6 to \$10 effective August 1, 2023. The New Jersey state dues will not rise this membership year. \**

## Membership Registration

Note: It is important to NOT create a new account for a returning member, including those who were Middle School members and are now joining a High School chapter.

**Step 1:** Logon to FBLA Connect at [www.connect.fbla.org](http://www.connect.fbla.org) and select your chapter.

**Step 2:** To manage your members, click the Manage Membership button.

**Step 3:** Your list of unpaid students includes any student who has been involved with your chapter – you are not charged for anyone on this list. This list is alphabetized by last name.

**Step 4:** To add an unpaid student who is not on the list, click the button that says Add Unpaid Students. There are four ways to add unpaid students:

*Option 1* – Add an Existing Member (for a student who is transferring to your school, or a student graduating from a different school than yours)

*Option 2* – Manual Entry (for new members)

*Option 3* – File Upload (for larger chapters – **new members only**)

*Option 4* – Registration Link (Send to all students who you would like to register – or on your FBLA website. You will need to approve each account before they can log in)

**Step 5:** Check the box for all of the members who you would like to create a quote or invoice for and click on the Transition to Member button.

**Step 6:** If you need to prepare a purchase order, select View the Quote to convert to an invoice later. (NOTE: If this option is selected, your members will NOT become active members and therefore won't be eligible to register for conferences or access any other membership benefits until you return and add the payment method)

**Step 7:** If you want an invoice to pay by check or credit card, click on Generate the Invoice, skipping the quote step.

**Step 8:** If you are paying by check, please print and include a copy of the check.

**Step 9:** It is important that all checks and purchase orders are addressed to FBLA, Inc. and sent to the national center, *not NJ FBLA*, at P.O. Box 79063, Baltimore, MD 21279-0063

More resources including a step-by-step guide with screenshots and video walkthroughs can be found here: <https://connect.fbla.org/files?folderId=576>

## Dues Receipt Deadlines

Dues must be received in the national office by the following dates to participate in the following conferences:

Regional Competitive Events: November 17, 2023

State Leadership Conference: January 26, 2024

National Leadership Conference: March 1, 2024

\*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 **must 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 School and Collegiate members.

## **FBLA MISSION & VALUES**

### **FBLA Mission Statement**

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

### **FBLA Creed**

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

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

### **FBLA Pledge**

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

### **FBLA Goals**

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

### **FBLA Code of Ethics**

I WILL:

be honest and sincere.

approach each task with confidence in my ability to perform my work at a high standard.

willingly accept responsibilities and duties.

seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

abide by the rules and regulations of my school.

exercise initiative and responsibility and will cooperate with my employer and fellow workers.

dress and act in a manner that will bring respect to me and to my school.

seek to improve my community by contributing my efforts and my resources to worthwhile projects.

# NJ FBLA POLICIES AND PROCEDURES

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

## ROLE OF THE LOCAL CHAPTER ADVISER(S)

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

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

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

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



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

Advisers may delegate tasks to students, but may not delegate the following:

1. Finalizing chapter registrations for any/all conference(s) including hotel (room) arrangements;
2. Payment and deposit of dues and fees to the state office and/or national office;
3. Proctoring duties and event assignments during conferences and or other FBLA activities;
4. Chaperoning or supervision of students;
5. Communication with the state office.

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

## ROLE OF THE SCHOOL ADMINISTRATION

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

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

1. Providing unwavering support to the local chapter adviser(s) and student members in preparation for conferences, fundraising activities, chapter activities, community activities, and payment processing;
2. Providing the required number of adult chaperones for all New Jersey FBLA and National FBLA events (one board-approved, insured adult per ten students for in-state travel and one board-approved, insured adult per eight students out of state);
3. Ensuring that all chaperones are acting on behalf of the school, sanctioned by the school to act on their behalf, authorized to act in loco parentis for the students in their charge, authorized to treat students in cases of a medical or other emergency, aware of and agree to follow school and NJ FBLA and National FBLA policies, have the authority to discipline students and send students home if needed, have the proper contacts for the school administration, and proper process to follow in case of any issues, and understand the legal authority that they have given the chaperone to act;
4. Ensure completion of all necessary paperwork for any conference the adviser and student members attend, prior to the date of the conference;
5. Acknowledge, understand, and reiterate to the advisers the duties in which they assigned and agreed to as a result of submitting membership;
6. Continuously check in with the adviser(s) throughout the year to ensure that they have your support, as well as noting if the adviser needs help in any way.

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

## FBLA DRESS CODE



# DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

### ACCEPTABLE ITEMS



#### BUSINESS PROFESSIONAL

##### Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

##### Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

##### Dress

- A business dress
- Dress shoes (or) dress boots

##### Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

#### BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

### UNACCEPTABLE ITEMS



The following items are prohibited in all conference areas, including competitive events.

- ❖ Denim or flannel clothing
- ❖ Shorts
- ❖ Athletic clothing
- ❖ Leggings or graphically designed hosiery/tights
- ❖ Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- ❖ Swimwear
- ❖ Flip flops or casual sandals
- ❖ Athletic shoes
- ❖ Industrial work shoes
- ❖ Hiking boots
- ❖ Hats
- ❖ Graphically printed clothing

No dress code can cover all contingencies, so FBLA 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 adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023

## NJ FBLA PAYMENT POLICY

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

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

### Step 1: Thirty (30) Days Past Due:

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

The invoice will address the balance due.

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

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

### Step 2: Sixty (60) Days Past Due:

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

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

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

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

### Step 3: Ninety (90) Days Past Due:

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

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

### Mail all payments to:

New Jersey FBLA  
Kean University  
Townsend Hall, 209-A  
1000 Morris Avenue  
Union, New Jersey 07083

## NJ FBLA 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 and NLC. New Jersey FBLA cannot function without this assistance. All chapters must provide the required assistance. If the adviser assigned cannot assist, it is the adviser's responsibility to designate a trained replacement; otherwise, students from that chapter will not be eligible to receive awards or compete at the next level of competition. *Please Note: If your students are commuting to the State Conference and will not be arriving until the first full day of the conference, as an adviser you still are required to be there for your full event assignment. All advisers should be prepared to work 8-hour shifts at SLC. Advisers will serve as timekeepers and administrators to ensure a fair competition process for all students.*

Athletics and other school extra-curricular activities are not considered extenuating circumstances for FBLA competitive events or officer elections and students will not be offered special dispensation due to conflict with either athletics or other activities. The State Chair is the final arbiter of extenuating circumstances.

New Jersey FBLA **does not** mail any items not picked up at conferences; this includes shirts, prizes, or awards. If a chapter is unable to pick up any aforementioned items, they should ask a nearby school to pick up the materials.

Advisers cannot serve as proctors for objective/performance tests.

## NJ FBLA CHAPERONE POLICY

- Students **MUST** be chaperoned for all events. ALL FBLA events are considered a school trip, even if the event occurs outside of the school calendar
- There must be 1 school approved chaperone for every 10 students for each in state event (11 students would require 2 chaperones)
- There must be 1 school approved chaperone for every 8 students for each out of state event (9 students would require 2 chaperones)
- Chaperones **MUST** be school approved and have the following authority bestowed upon them by the school administration:
  - They are officially approved by the district to serve as chaperones.
  - They are sanctioned by the school to act on its behalf.
  - They are authorized to act in loco parentis for the students in their charge and have the corresponding permission slips and insurance paperwork in their possession at all times.
  - They are authorized to treat students in case of a medical or other emergency.
  - They are aware of and agree to follow the school's policies in regard to the administration of medications.
  - They are aware of and agree to follow school, NJ FBLA and National FBLA policies regarding conduct, honor code, substance use, etc.
  - They have authority to discipline students and send students home if needed.
  - They have the proper contacts for the school administration and parents, and will follow the school's policies and process in case of any issue (injury, alcohol, drugs, etc).
- Furthermore, the district agrees that it:
  - Understands the legal authority that they have given the chaperone to act.

- Takes legal responsibility for the actions of the chaperones in the performance of their duties.
- Ensures that chaperones are covered under the school's insurance policies in case of any action, incident, accident, or other element that results in legal actions, injury, or death.

## NJ FBLA ANTI-BULLYING POLICY

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

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

- 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;
- 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
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or d. has the effect of insulting or demeaning any student or group of students; or e. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

New Jersey Law requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of

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

## NJ FBLA REPORTING POLICY

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

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

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



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

#### SCOPE

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

#### ETHICS POLICY

##### Statement of Policy

All management and employees of Kean University & New Jersey FBLA shall not engage in sexual abuse, sexual harassment, sexual misconduct, and physical abuse, physical neglect, lack of supervision, emotional maltreatment, educational maltreatment, and/or moral-legal maltreatment of children, youth, and adult /children with developmental disabilities.

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

#### DEFINITIONS

**Sexual Abuse:** Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult with developmental disabilities sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or deviant sexual conduct with, or fondling of a child, or youth, or adult with developmental disabilities who patron Kean University & New Jersey FBLA or activities sponsored by Kean University & New Jersey FBLA.

**Sexual Harassment:** Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.

**Sexual Misconduct:** Sexual misconduct means a chargeable offense.

**Physical Abuse** – Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult with developmental disabilities.

**Physical Neglect** – individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.

**Lack of Supervision**– individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.

**Emotional Maltreatment**– Persistent or extreme thwarting of a child's, youth or vulnerable person's basic emotional needs (such as the need to feel safe and accepted)

**Educational Maltreatment**– individual in charge fails to ensure that a child, youth or vulnerable person receives adequate education

**Moral-Legal Maltreatment-** individual in charge exposes or involves a child, youth or vulnerable person in illegal or other activities that may foster delinquency or antisocial behavior.

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

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

#### **SCREENING FOR VOLUNTEERS OR STAFF**

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

Prior to employment or acceptance as management or paid staff person, human resources or management shall direct each prospective employee to complete an Application, Authorization to Release Information Form and other forms related to gathering employee data. By signing the form, the applicant will give Kean University & New Jersey FBLA authorization to contact references, authorization for those references to release information to Kean University & New Jersey FBLA and to allow Kean University & New Jersey FBLA to perform the necessary investigation to complete the review of the application and all references attached.

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

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

Kean University & New Jersey FBLA and its human resource department/management shall receive the completed forms and reports and review them. If any of the reports and/or references raise questions about the fitness of an applicant, the Kean University & New Jersey FBLA should disapprove the application and notify the applicant. Kean University & New Jersey FBLA reserves the right to turn away any persons for employment.

If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth and adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant.

Results of screens shall be kept confidential.

#### **TRAINING**

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

#### **SUPERVISION**

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

#### **REPORTING OF INCIDENTS**



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

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

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

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

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

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

violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made, and actions taken by the Crisis Management Team are to be documented.

If a formal complaint is made, the Crisis Management Team shall provide the respondent with 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 documentation shall be retained in a confidential, personal file.

The Crisis Management Team will determine when and with whom information needs to be shared.

If investigations or allegations of abuse should come to the attention of the media, a response shall come from a spokesperson.

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

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

Guidelines for Establishing Written Abuse Prevention Policies

Establish an organization wide commitment to zero tolerance for abuse.

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

Understand and communicate mandatory reporting laws and requirements. Report ALL suspicions or allegations of 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 another 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.

## DISPUTE PROCESS

The local chapter adviser should initially report disputes to the state office in writing. All information must be available before a decision can be made.

Competitive event disputes, per National FBLA policy ultimately lie with the judge's decisions. FBLA has a competitive event inquiry procedure which will allow us to make event improvements, but ultimately, it is the judge's decisions regarding scoring that will govern any disputes.

Other disputes are presented to the state advisory committee, which will review the information and make a recommendation to the state adviser regarding appropriate and/or necessary action, which the state office may adhere to or override, depending on the facts, information, input from legal counsel, nonprofit best practices, FBLA best practices and procedures, and/or insurance recommendations. However, with all situations, the state office will make the final determination. In emergent situations, the state adviser may make the decision without input from the advisory committee.

If a local chapter wishes to pursue a dispute beyond the executive board and/or the state adviser, it should correspond in writing to the appropriate representative of the grant-funded institution. In addition, a copy must be provided to the director of the Office of Career Readiness, New Jersey Department of Education, PO Box 500, Trenton, NJ, 08625.

# NJ FBLA CHAPTERS LIST

Note: If your chapter is not listed in this section, please contact the State Office. Only chapters that were active in the 2022-2023 membership year will be listed on this page. **The chapter number listed in this section will be needed for RCE and SLC registration.**

## Region Breakdown by County:

**North:** Bergen, Morris, Passaic, Sussex

**North Central:** Essex, Hudson, Hunterdon, Somerset, Union, Warren

**Central:** Mercer, Middlesex, Monmouth, Ocean

**South:** Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem

## NORTHERN REGION

### Chapter Name | Chapter Number

Bergen County Technical High School | 609526  
Boonton High School | 15171  
Dwight Morrow High School | 186840  
Fair Lawn High School | 15335  
Fort Lee High School | 6964  
Hackensack High School | 13113  
Hanover Park High School | 16062  
High Point Regional High School | 14216  
Jefferson Township High School | 13789  
JFK Educational Complex | 9882  
Kinnelon High School | 660924  
Kittatinny Regional High School | 18158  
Lakeland Regional High School | 5032  
Lenape Valley Regional High | 10339  
Lyndhurst High School | 3452  
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 County Technical Institute | 14552  
Pequannock Township High School | 3363  
Pompton Lakes High School | 17461  
Randolph High School | 5354  
Ridgefield Memorial High | 3104  
Rutherford High School | 15802  
Saddle Brook High School | 6471  
Saddle River Day School | 485624  
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 | 2927236  
Delaware Valley Regional High | 15334  
ECST - Donald Payne Tech | 11744  
Franklin High School | 2840  
Governor Livingston High School | 12664  
Hillsborough High School | 6799  
Hillside High School | 4016  
Immaculata High School | 3622025  
Irvington High School | 581025  
James Caldwell High School | 3206732  
James J. Ferris High School | 2054  
Jonathan Dayton High School | 12662  
Livingston High School | 11107

Manville High School | 4736  
McNair Academic High School | 2986706  
Millburn Senior High School | 10363  
Montgomery High School | 860773  
Newmark High School | 2030961  
North Warren Regional High School | 7420  
Oak Knoll School of the Holy Child | 2638595  
Orange High School | 11475  
Phillipsburg High School | 6563  
Scotch Plains - Fanwood High School | 6015  
Somerset County Vocational & Technical | 15445  
Union County Vocational | 15913  
Union High School | 12628  
Voorhees High School | 846970  
Watchung Hills Regional High School | 49017  
West Essex Regional High School | 11342  
West Orange High School | 10848

## CENTRAL REGION

### Chapter Name | Chapter Number

Barnegat High School | 491677  
Colonia High School | 5195  
East Brunswick High School | 3312  
Hamilton High School West | 6692  
Hightstown High School | 6241  
Hopewell Valley Central | 131  
Jackson Liberty High School | 681762  
Jackson Memorial High School | 5074  
John F. Kennedy High School | 3960  
Lakewood High School | 12164  
Manasquan High School | 11708  
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  
Piscataway High School | 15429  
Point Pleasant Borough High School | 5421  
Princeton Day School | 3192512  
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  
Stuart Country Day of the Sacred Heart | 3532718  
Toms River High School - East | 1111  
Toms River High School - North | 8529  
Toms River High School - South | 8027  
West Windsor Plainsboro- North | 18640

## SOUTHERN REGION

### Chapter Name | Chapter Number

Absegami High School | 7301  
Bordentown Regional School District | 3065908  
Burlington Township | 6354  
Camden County Technical School | 13995  
Camden County Tech School - Sicklerville | 13700  
Cedar Creek High School | 2097251  
Cherokee High School | 10994  
Cumberland Regional High School | 10613  
Deptford Township High School | 2965  
Egg Harbor Township High School | 665074  
Gloucester County Institute | 13932  
Lenape High School | 4664

Lower Cape May Regional HS | 1233688  
Northern Burlington County High School | 15757  
Oakcrest High School | 3677  
Palmyra High School | 14164  
Pitman High School | 2701501  
Pemberton Township High School | 5228  
Rancocas Valley Regional | 2234  
Salem High School | 12147  
Seneca High School | 190138  
Shawnee High School | 6277  
Washington Township High | 9251  
Winslow Township High School | 12571  
Woodstown High School | 11778

# NJ FBLA HIGH SCHOOL CALENDAR

## FRIDAY SEPTEMBER 1, 2023

### Fall Stock Market Game Registration Opens

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

## WEDNESDAY SEPTEMBER 13, 2023

### September Adviser Meeting

Time: 4:00-5:00pm

Location: Zoom

## FRIDAY SEPTEMBER 22, 2023

### Adviser Training Registration Deadline

Deadline: 5:00pm

Price: FREE

Adviser Training will be held from 9:00am to 3:00pm on October 13 at Kean University. 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 six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers!

## WEDNESDAY SEPTEMBER 27, 2023

### Summer Starter Deadline

More Information: <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## THURSDAY SEPTEMBER 28, 2023

### Shaping Success Begins

More Information: <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## FRIDAY SEPTEMBER 29, 2023

### Local Chapter Officer Training Registration Deadline

Deadline: 5:00pm

Price: FREE

LCOT is a four-hour virtual training session for local chapter officers. LCOT will be held over 2 days. The first session will be held from 5:00-7:00pm on October 10. The second session will be held from 5:00-7:00pm on October 12. Registrants should plan to attend both sessions. During Local Chapter Officer Training, local chapter 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.

## MONDAY OCTOBER 2, 2023

### Fall Virtual Business Challenge Registration Opens

Price: FREE

More Information: <https://knowledgematters.com/highschool/competitions/fbla/>

## MONDAY OCTOBER 9, 2023

### Fall Stock Market Game Begins

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

## TUESDAY OCTOBER 10, 2023

### Local Chapter Officer Training Day 1

Time: 5:00-7:00pm

Location: Zoom

Price: FREE

Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter 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!

## THURSDAY OCTOBER 12, 2023

### Local Chapter Officer Training Day 2

Time: 5:00-7:00pm

Location: Zoom

Price: FREE

Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter 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!

## FRIDAY OCTOBER 13, 2023

### New Adviser Training

Time: 9:00am-3:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Price: FREE

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 six hours of professional development. During New Adviser Training, advisers will learn to navigate the FBLA Connect database, learn to use the New Jersey FBLA conference registration system, dive into state & national programs, and hear from veteran advisers! *Registration closes on September 22.*

### State Fall Leadership Conference Registration Deadline

Deadline: 5:00pm

Price: \$30 per attendee

SFLC will be held from 9:00am-2:00pm on October 24 at Kean University. The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees.*

## SUNDAY OCTOBER 15, 2023

### Dressed to Impress Scholarship Deadline

**More Information:** <https://www.fbla-pbl.org/2021-22-national-uniform-challenge/>

**Calendar:** MS, HS, C

## MONDAY OCTOBER 16, 2023

### Fall LifeSmarts Begins

**Price:** FREE

**More Information:** <https://www.fbla-pbl.org/portfolio-items/lifesmarts/>

## TUESDAY OCTOBER 17, 2023

### Fall Virtual Business Challenge Begins

**Price:** FREE

**More Information:** <https://knowledgematters.com/highschool/competitions/fbla/>

## WEDNESDAY OCTOBER 18, 2023

### National Fall Leadership Conference Registration Deadline

**Price:** \$115 per attendee

**More Information:** <https://www.fbla-pbl.org/nflc/>

**Note:** The official NJ delegation will be attending the NFLC in Providence, RI.

### October Adviser Meeting

**Time:** 4:00-5:00pm

**Location:** Zoom

## FRIDAY OCTOBER 20, 2023

### Learning Center Grace Period Ends

## TUESDAY OCTOBER 24, 2023

### State Fall Leadership Conference

**Time:** 9:00am-2:00pm

**Location:** Kean University, 1000 Morris Ave, Union, NJ 07083, USA

**Price:** \$30 per attendee

The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees. Registration closes on October 13.*

### State Fall Leadership Conference Payment Deadline

**Price:** \$30 per attendee

## FRIDAY OCTOBER 27, 2023

### Fall Stock Market Game Registration Deadline

**Price:** \$10.95 per team (1-5 members per team)

**More Information:** <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>



## WEDNESDAY NOVEMBER 8, 2023

### November Adviser Meeting

**Time:** 4:00–5:00pm

**Location:** Zoom

### Shaping Success Due

**More Information:** <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## THURSDAY NOVEMBER 9, 2023

### Service Season Begins

**More Information:** <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## FRIDAY NOVEMBER 10, 2023

### Fall Virtual Business Challenge Ends

**Price:** FREE

**More Information:** <https://knowledgematters.com/highschool/competitions/fbla/>

### Fall LifeSmarts Ends

**Price:** FREE

**More Information:** <https://www.fbla-pbl.org/portfolio-items/lifesmarts/>

### National Fall Leadership Conference – Providence, Rhode Island

Friday November 10, 2023 – Saturday November 11, 2023

**Price:** \$115 per attendee

**More Information:** <https://www.fbla-pbl.org/nflc/> *Registration closes on October 18.*

**Note:** This will be the NFLC attended by the official New Jersey delegation.

## SATURDAY NOVEMBER 11, 2023

### National Fall Leadership Conference – Providence, Rhode Island

Friday November 10, 2023 – Saturday November 11, 2023

**Price:** \$115 per attendee

**More Information:** <https://www.fbla-pbl.org/nflc/> *Registration closes on October 18.*

**Note:** This will be the NFLC attended by the official New Jersey delegation.

## WEDNESDAY NOVEMBER 15, 2023

### American Enterprise Day

### November Bridge Program Webinar

**Time:** 7:00–8:00pm

**Location:** Zoom

The Bridge Webinar series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey



## FRIDAY NOVEMBER 17, 2023

### March of Dimes Prematurity Awareness Day

### National Fall Leadership Conference – Dallas, Texas

Friday November 17, 2023 – Saturday November 18, 2023

**Price:** \$115 per attendee

**More Information:** <https://www.fbla-pbl.org/nflc/> Registration closes on October 18.

### Regional Competitive Events Registration Deadline

Deadline: 5:00pm

**Price:** \$5 per student

All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-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.

## SATURDAY NOVEMBER 18, 2023

### National Fall Leadership Conference – Dallas, Texas

Friday November 17, 2023 – Saturday November 18, 2023

**Price:** \$115 per attendee

**More Information:** <https://www.fbla-pbl.org/nflc/> Registration closes on October 18.

## MONDAY NOVEMBER 27, 2023

### Regional Competitive Event Testing

Monday November 27, 2023 – Wednesday November 29, 2023

**Testing Times:** 7:00am–6:00pm

**Price:** \$5 per student

All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-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. *Registration closes on November 17.*

## TUESDAY NOVEMBER 28, 2023

### Regional Competitive Event Testing

Monday November 27, 2023 – Wednesday November 29, 2023

**Testing Times:** 7:00am–6:00pm

**Price:** \$5 per student

All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-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. *Registration closes on November 17.*

## WEDNESDAY NOVEMBER 29, 2023

### Regional Competitive Event Testing

Monday November 27, 2023 – Wednesday November 29, 2023

**Testing Times:** 7:00am–6:00pm

**Price:** \$5 per student

All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-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. *Registration closes on November 17.*

## FRIDAY DECEMBER 1, 2023

### Regional Competitive Event Payment Deadline

**Price:** \$5 per student

## WEDNESDAY DECEMBER 6, 2023

### December Bridge Program Webinar

**Time:** 7:00–8:00pm

**Location:** Zoom

The Bridge Webinar series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey.

## FRIDAY DECEMBER 8, 2023

### Regional Summit Registration Deadline

**Deadline:** 5:00pm

**Price:** FREE

**Conference Dates:** January 8 (Northern Region @ Montville Township HS), January 10 (Southern Region @ Stockton University), and January 12 (North Central & Central Region @ Sayreville War Memorial HS)

Hosted by the NJ FBLA Regional Vice Presidents, these interactive mid-year energizer 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. Chapters may only attend the summit for their assigned geographic region.

## WEDNESDAY DECEMBER 13, 2023

### December Adviser Meeting

**Time:** 4:00–5:00pm

**Location:** Zoom

## FRIDAY DECEMBER 15, 2023

### Fall Stock Market Game Ends

## MONDAY DECEMBER 18, 2023

### Regional Competitive Events Awards

**Location:** Virtual

There will be a separate session for each region. Times will be announced in December.

## SUNDAY DECEMBER 31, 2023

### Early Bird Membership Registration Deadline

High School Price: \$17 per member

## MONDAY JANUARY 1, 2024

### Spring Stock Market Game Registration Opens

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

## MONDAY JANUARY 8, 2024

### Northern Region Summit

Location: Montville Township High School

Price: FREE

Hosted by the NJ FBLA Northern Region Vice President, this interactive mid-year energizer session offers all members in the Northern region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. *Registration closes on December 8, 2023.*

## WEDNESDAY JANUARY 10, 2024

### January Adviser Meeting

Time: 4:00-5:00pm

Location: Virtual

### Southern Region Summit

Location: Stockton University

Price: FREE

Hosted by the NJ FBLA Southern Region Vice President, this interactive mid-year energizer session offers all members in the Southern region an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. *Registration closes on December 8, 2023.*

### Service Season Due

More Information: <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## THURSDAY JANUARY 11, 2024

### CTE Celebration Begins

More Information: <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## FRIDAY JANUARY 12, 2024

### North Central & Central Region Summit

Location: Sayreville War Memorial High School

Price: FREE

Hosted by the NJ FBLA North Central & Central Region Vice Presidents, this interactive mid-year energizer session offers all members in the North Central & Central regions an opportunity to network with other members, participate in leadership development activities, and hear from inspiring business leaders. *Registration closes on December 8, 2023.*

### Southern Region Summit Snow Makeup Day

## FRIDAY JANUARY 26, 2024

### HS SLC Registration Deadline

Deadline: 5:00pm

Cost:

#### Commuting Chapters (Cost Per Person)

New: Chapters located within a 20-mile radius of Harrah's in Atlantic City may choose to be commuting chapters. To be a commuting chapter, **all** SLC attendees from an eligible chapter must commute.

Registration Fee: \$120

Stay Over Monday Night Only (Includes 1 Lunch & Registration, Cost Per Person)

Occupancy Single: \$275.00

Double: \$230.00

Triple: \$210.00

Quad: \$205.00

Stay Over Tuesday Night Only (Includes 2 Lunches & Registration, Cost Per Person)

Occupancy Single: \$310.00

Double: \$270.00

Triple: \$250.00

Quad: \$245.00

Stay Over Monday & Tuesday Nights (Includes 2 Lunches & Registration, Cost Per Person)

Occupancy Single: \$410.00

Double: \$315.00

Triple: \$280.00

Quad: \$265.00

Advisers and chaperones will be provided with complimentary SLC registration. This complementary registration only includes the \$120.00 registration fee and NOT the cost of the hotel stay. To find the adviser/chaperone rate, deduct \$120 from the above rates.

The SLC will be held March 11-13, 2024 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 26. 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. ***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.***

### HS SLC Scholarship Application Deadline

Deadline: 5:00pm

New Jersey FBLA will award 50 \$100 need-based scholarships to SLC attendees. The \$100 will be deducted from the winners' SLC fees.

### HS State Officer and National Candidate Application Deadline

Deadline: 5:00pm

## MONDAY JANUARY 29, 2024

### Spring LifeSmarts Begins

Price: FREE

**More Information:** <https://www.fbla-pbl.org/portfolio-items/lifesmarts/>

### WEDNESDAY JANUARY 31, 2024

#### Spring Virtual Business Challenge Begins

Price: FREE

More Information: <https://knowledgematters.com/highschool/competitions/fbla/>

### FRIDAY FEBRUARY 2, 2024

#### State Officer Candidate Bootcamp

Time: 9:00am-3:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Bootcamp is required for all State Officer Candidates. There will be no virtual option.

### WEDNESDAY FEBRUARY 7, 2024

#### February Adviser Meeting

Time: 4:00-5:00pm

Location: Virtual

### FRIDAY FEBRUARY 9, 2024

#### 1st Lead for Change Deadline

More Information: <https://www.fbla-pbl.org/lead4change/>

#### HS SLC Payment Deadline

#### HS SLC Recognition Events Deadline

Deadline: 5:00pm

### SUNDAY FEBRUARY 11, 2024

#### FBLA Week!

Sunday February 11, 2024 - Saturday February 17, 2024

### MONDAY FEBRUARY 12, 2024

#### FBLA Week!

Sunday February 11, 2024 - Saturday February 17, 2024

#### HS SLC Testing

Monday February 12, 2024 - Wednesday February 14, 2024

Testing Times: 7:00am-6:00pm

Online objective and production testing for those who qualified for SLC through objective test only and production test events through RCE.

#### Spring Stock Market Game Begins

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

## **TUESDAY FEBRUARY 13, 2024**

### **FBLA Week!**

Sunday February 11, 2024 – Saturday February 17, 2024

### **HS SLC Testing**

Monday February 12, 2024 – Wednesday February 14, 2024

**Testing Times:** 7:00am–6:00pm

Online objective and production testing for those who qualified for SLC through objective test only and production test events through RCE.

## **WEDNESDAY FEBRUARY 14, 2024**

### **FBLA Week!**

Sunday February 11, 2024 – Saturday February 17, 2024

### **HS SLC Testing**

Monday February 12, 2024 – Wednesday February 14, 2024

**Testing Times:** 7:00am–6:00pm

Online objective and production testing for those who qualified for SLC through objective test only and production test events through RCE.

## **THURSDAY FEBRUARY 15, 2024**

### **FBLA Week!**

Sunday February 11, 2024 – Saturday February 17, 2024

## **FRIDAY FEBRUARY 16, 2024**

### **FBLA Week!**

Sunday February 11, 2024 – Saturday February 17, 2024

## **SATURDAY FEBRUARY 17, 2024**

### **FBLA Week!**

Sunday February 11, 2024 – Saturday February 17, 2024

## **WEDNESDAY FEBRUARY 21, 2024**

### **February Bridge Program Webinar**

**Time:** 7:00–8:00pm

**Location:** Zoom

The Bridge Webinar series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey

## **FRIDAY FEBRUARY 23, 2024**

### **Spring Virtual Business Challenge Ends**

**Price:** FREE

**More Information:** <https://knowledgematters.com/highschool/competitions/fbla/>

### **Spring LifeSmarts Ends**

**Price:** FREE

**More Information:** <https://www.fbla-pbl.org/portfolio-items/lifesmarts/>

## WEDNESDAY FEBRUARY 28, 2024

### CTE Celebration Due

More Information: <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

### Pre-SLC HS Adviser Meeting

Time: 4:00pm-6:00pm

Location: Zoom

## FRIDAY MARCH 1, 2024

### National Dues Payment Deadline

High School Price: \$17 per member

## FRIDAY MARCH 8, 2024

### Spring Stock Market Game Registration Deadline

Price: \$10.95 per team (1-5 members per team)

More Information: <https://www.fbla-pbl.org/portfolio-items/stock-market-game/>

## MONDAY MARCH 11, 2024

### HS State Leadership Conference

Monday March 11, 2024 - Wednesday March 13, 2024

Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

The SLC will be held March 11-13, 2024 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 26. 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. ***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.*** Note: Registration closes on January 26.

## TUESDAY MARCH 12, 2024

### HS State Leadership Conference

Monday March 11, 2024 - Wednesday March 13, 2024

Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

The SLC will be held March 11-13, 2024 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 26. 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. ***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.*** Note: Registration closes on January 26.

## WEDNESDAY MARCH 13, 2024

### HS State Leadership Conference

Monday March 11, 2024 - Wednesday March 13, 2024

**Location:** Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

The SLC will be held March 11-13, 2024 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 26. 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. ***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.*** Note: Registration closes on January 26.

## MONDAY APRIL 8, 2024

### April Adviser Meeting

**Time:** 4:00-5:00pm

**Location:** Zoom

### NLC Scholarship and Distinguished Business Leader Scholarship Deadline

## WEDNESDAY APRIL 17, 2024

### April Bridge Program Webinar

**Time:** 7:00-8:00pm

**Location:** Zoom

The Bridge Webinar series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey

## FRIDAY APRIL 19, 2024

### National Leadership Conference Registration Deadline for NJ

**Deadline:** 5:00pm

### Spring Stock Market Game Ends

## WEDNESDAY MAY 1, 2024

### Champion + Deadline

**More Information:** <https://www.fbla-pbl.org/media/2023/08/Champion-Chapter-23-24.pdf>

## FRIDAY MAY 3, 2024

### BAA Capstone Deadline for Competitive Review

**More Information:** <https://www.fbla-pbl.org/divisions/fbla/fbla-education/>

## FRIDAY MAY 10, 2024

### 2nd Lead for Change Deadline

**More Information:** <https://www.fbla-pbl.org/lead4change/>



### WEDNESDAY MAY 15, 2024

#### May Adviser Meeting

**Time:** 4:00–5:00pm

**Location:** Zoom

### WEDNESDAY MAY 22, 2024

#### May Bridge Program Webinar

**Time:** 7:00–8:00pm

**Location:** Zoom

The Bridge Webinar series connects NJ FBLA members with alumni and industry professionals who provide insights and tips to help attendees further their career journey

### THURSDAY MAY 30, 2024

#### BAA Deadline for NATIONAL LEADERSHIP CONFERENCE Recognition

**More Information:** <https://www.fbla-pbl.org/divisions/fbla/fbla-education/>

### WEDNESDAY JUNE 19, 2024

#### June Adviser Meeting

**Time:** 4:00–5:00pm

**Location:** Zoom

### SATURDAY JUNE 29, 2024

#### HS & MS NATIONAL LEADERSHIP CONFERENCE

Saturday June 29, 2024 – Tuesday July 2, 2024

**Location:** Orlando, FL, USA

### SUNDAY JUNE 30, 2024

#### HS & MS NATIONAL LEADERSHIP CONFERENCE

Saturday June 29, 2024 – Tuesday July 2, 2024

**Location:** Orlando, FL, USA

### MONDAY JULY 1, 2024

#### HS & MS NATIONAL LEADERSHIP CONFERENCE

Saturday June 29, 2024 – Tuesday July 2, 2024

**Location:** Orlando, FL, USA

### TUESDAY JULY 2, 2024

#### HS & MS NATIONAL LEADERSHIP CONFERENCE

Saturday June 29, 2024 – Tuesday July 2, 2024

**Location:** Orlando, FL, USA

# NJ FBLA RECOGNITION EVENTS

Due February 9, 2024

## MEMBERSHIP CHALLENGE

No submission necessary, as the membership numbers will be verified by the state office on February 9.

### EQUALIZE

**Veteran Chapter Goal: Equalize Your Chapter's 2022-23 Membership Numbers**

**New Chapter Goal: 5 Members**

**Reward:** Chapter recognition on social media & during the SLC session pre-shows

### EXPAND

**Veteran Chapter Goal: +10 Members**

**New Chapter Goal: 10 members**

**Reward 1:** Chapter recognition on social media & during the SLC session pre-shows

**Reward 2:** A Membership Challenge ribbon at SLC for all attendees from the chapter

**Reward 3:** A NJ FBLA water bottle for the chapter adviser(s) *(to be provided at SLC)*

### ENHANCE

**Veteran Chapter Goal: +20 Members**

**New Chapter Goal: 20 members**

**Reward 1:** Chapter recognition on social media & during the SLC session pre-shows

**Reward 2:** A Membership Challenge ribbon at SLC for all attendees from the chapter

**Reward 3:** A NJ FBLA water bottle for the chapter adviser *(to be provided at SLC)*

**Reward 4:** A Membership Challenge plaque and recognition on stage at SLC

**Reward 5:** A nametag for the chapter adviser(s) *(to be provided at the state meeting at NLC in Orlando, FL)*

### EXCEL

**Veteran Chapter Goal: +30 Members**

**New Chapter Goal: 30 members**

**Reward 1:** Chapter recognition on social media & during the SLC session pre-shows

**Reward 2:** A Membership Challenge ribbon at SLC for all attendees from the chapter

**Reward 3:** A NJ FBLA water bottle for the chapter adviser *(to be provided at SLC)*

**Reward 4:** A Membership Challenge plaque and recognition on stage at SLC

**Reward 5:** A nametag for the chapter adviser(s) *(to be provided at the state meeting at NLC in Orlando, FL)*

**Reward 6:** A NJ FBLA polo for the chapter adviser(s) *(to be provided at the state meeting at NLC in Orlando, FL)*

## MEMBER RECOGNITION

### Business Achievement Awards

The Business Achievement Awards (BAA) are an individual achievement award program for active, paid high school student members in FBLA. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities. There are four levels to the Business Achievement Awards; Contributor, Leader, Advocate, and Capstone. Students who complete any level will be recognized at the NJ FBLA SLC during the pre-show. More information can be found [here](#). To access the BAA, paid members should login to their FBLA Connect account and select the "More" tab and then select "Courses".

### 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 (1-page). 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 can be found by local chapter advisers at:

<https://connect.fbla.org/login.php?action=viewform&id=176>

### 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 (1-page). Nominees may only receive this award once during their FBLA career. A member may not receive both this award & the Gold Member 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 by local chapter advisers at:

<https://connect.fbla.org/login.php?action=viewform&id=177>

### Member of the Month

This event honors local members who go above and beyond to serve their local chapter each month. Each local chapter can nominate one (1) Member of the Month for March 2023–February 2024. Submissions from March – October are due by November 5. The remaining submissions are due by the 5th of the following corresponding month. All nominees MUST have completed the Contributor AND Leader levels of the BAA. All submitted Members of the Month will be recognized on social media and at njfbla.org. The submission form can be found here by local chapter advisers:

<https://connect.fbla.org/login.php?action=viewform&id=179>

### 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 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 Contributor, Leader, and Advocate levels of the BAA. The winner will receive a trophy at SLC and will represent New Jersey at NLC. The submission form and the rating sheet can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=178>

## CHAPTER RECOGNITION

### Champion Chapter

Champion Chapter is a National Program consisting of a series of membership engagement-focused challenges that chapters may complete for national recognition. By completing activities, chapters accrue points. Completing activities across four sections (to accrue points) will result in Champion Chapter recognition, with a banner for the adviser's classroom/meeting space or school award case. Additional incentives such as ribbons at conferences, national recognition in publications, and plaques are available. The aforementioned prizes will come from the National Center. NJ FBLA recognizes chapters who complete each level during the SLC pre-show. More information can be found [here](#).

### 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 by local chapter advisers here: <https://connect.fbla.org/login.php?action=viewform&id=180>

### Gold Seal Chapter Award of Merit

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

### Largest Local Chapter Membership

This award recognizes the largest chapter in the state. This award also recognizes the largest chapter in each of the four NJ FBLA regions. Recipients will be presented with a certificate of recognition at the SLC. No submission form is required, as the winners will be determined by the number of paid members on record at the NJ FBLA state office on February 9.

### Local Recruitment of Chapters

This event honors local chapters that charter or reactivate a minimum of one FBLA chapter from any division (Middle School, High School, and Collegiate). 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 can be found here by local chapter advisers:

<https://connect.fbla.org/login.php?action=viewform&id=181>

### Passport of Progress

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 & 101+ 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 SLC. The top 5 chapters in each division will be entered to win a monetary stipend. Chapters must provide photos AND descriptions when instructed in order to receive points. Failure to fulfill requirements will result in no points for that particular challenge. All participating chapters earning 5,000 or more points will also receive the Gold Seal Award of Merit. The submission form can be found here by local chapter advisers:

<https://connect.fbla.org/login.php?action=viewform&id=186> The rating sheet can be found [here](#).

*Note: Many of the items mentioned in Passport of Progress are State Officer initiatives and information regarding those items will be coming soon via adviser update.*

## ADVISER & VOLUNTEER RECOGNITION

### Adviser Years of Service Recognition

This event honors local advisers who have served FBLA for a significant number of years. An adviser is recognized at the completion of his/her year of service for 5, 10, 15, 20, 25, etc. years. Recognition will not be given for years of service between the 5-year increments. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers: <https://connect.fbla.org/login.php?action=viewform&id=182>

### Businessperson of the Year

This event recognizes outstanding leaders from the NJ business sector who have contributed to the success of FBLA on the local, state, and national levels. Each local chapter may enter one (1) businessperson in this event. The New Jersey State Chapter may also enter businessperson(s) in this event. Nominees must be members of the private business sector, not students or educators. Submissions must include a biographical sketch (2 pages or less). Nominees must not have been named to this event at a previous FBLA SLC within the last 10 years. Recipients will be presented with a certificate of recognition at SLC. New Jersey FBLA will nominate (1) one State Businessperson of the Year to be recognized as a National FBLA Businessperson of the Year. The submission form can be found here by local chapter advisers:

<https://connect.fbla.org/login.php?action=viewform&id=183>

### Local Chapter Volunteer of the Year

This event recognizes outstanding professionals NJ local communities who have contributed to the success of FBLA on the local and/or state levels. Each active local chapter may enter one (1) volunteer in this event. Submissions must include a biographical sketch (2 pages or less). Nominees must not be students. Nominees must not have been named to this event at a previous FBLA SLC within the last 10 years. Recipients will be presented with a certificate of recognition at the SLC. The submission form can be found here by local chapter advisers:

<https://connect.fbla.org/login.php?action=viewform&id=184>

### Outstanding Local Chapter Adviser

This award honors local advisers who have made outstanding contributions to FBLA on the local, state, and national levels. Each local chapter may nominate one (1) local adviser. Submissions must include a one (1) page letter of recommendation from an administrator, and a one (1) page statement of impact from a current chapter member. All nominees will receive a certificate of recognition at SLC. The winning adviser will receive a trophy and \$1,000 for their chapter and will represent NJ at NLC. The submission form can be found here by **local chapter officers and MUST be submitted by the local chapter PRESIDENT:**

<https://connect.fbla.org/login.php?action=viewform&id=185>

## SERVICE EVENTS

### Statewide Community Service Project

This year, New Jersey FBLA's State Community Service Project will be **Pages of Possibility**, a state-wide book drive. The goal of this project is to unify NJ FBLA members in a large-scale community impact initiative, as well as to better our communities by distributing much-needed books. The book drive will be active for a large portion of the membership year, with submissions being due February 9. Chapters will each conduct their own book drive, and then donate the books to local schools, homeless shelters, reservations, rehab centers, etc. The top winners will be recognized on stage at SLC. Click [here](#) for more information. The submission form can be found here:

<https://connect.fbla.org/login.php?action=viewform&id=243>

### Community Service Challenge

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

<https://connect.fbla.org/login.php?action=viewform&id=187>

### March of Dimes

In an effort to prevent premature birth and birth defects, National FBLA 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 donation form that must be completed to send donations to March of Dimes can be found here. The submission form to provide proof of donation to NJ FBLA can be found [here](#) by local chapter advisers:

<https://connect.fbla.org/login.php?action=viewform&id=188>

# COMPETITIVE EVENTS

## CHANGES FOR THE 2023-24 YEAR

### General Changes

Note: All below general and event specific changes were made by and shared with NJ FBLA by the National Center and will be upheld by NJ FBLA.

- \* Refreshed rating sheets
- \* Penalty points can only be deducted by staff members. Judges can no longer assess penalty points.
- \* Refreshed categories: Chapter, Objective Test, Presentation, Production, Role Play
- \* Objective test time has been reduced from 60 minutes to 50 minutes
- \* Test Tie Breakers have changed: Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.
- \* Set-up time for presentation events with equipment has been reduced from 5 minutes to 3 minutes

### Business Financial Plan

Event has been retired

### E-Business

Event has been retired

### Financial Statement Analysis

New Event  
Team Event  
Presentation Category

### Future Business Educator

New Event  
Individual Event  
Presentation Category, with a Pre-judged Element: Lesson Plan

### Future Business Leader

Resume & Cover Letter brought to competition, not left with judges  
Final interview is 10 minutes

### Impromptu Speaking

Presentation time is 5 minutes

### Introduction to Programming

New Event  
Team Event  
9th-10th Grade Only  
Presentation Category, with a Topic

### Introduction to Public Speaking

Presentation time is 5 minutes

### Job Interview

Resume & Cover Letter brought to competition, not left with judges

### Political Science

Event has been renamed Public Policy & Advocacy

### Publication Design

Event has been retired

### Public Policy & Advocacy

Formerly named Political Science

Individual Event

Objective Test

Competencies mirror former Political Science competition

Event not eligible for those that placed in the top ten at previous NLCs in Political Science

### Public Service Announcement

Presentation time increased to 7 minutes

### Visual Design

New Event

Team Event

Presentation Category, with a Topic

### Website Coding & Development

New Event

Team Event

Presentation Category, with a Topic

Templates cannot be used

## GENERAL GUIDELINES

All New Jersey FBLA chapters who participate in online testing are subject to a random testing audit by NJ FBLA State Staff.

To participate in Regional Competitive Events, students must be dues paid members by November 17, 2023. To participate in the State Leadership Conference, students must be dues paid members by January 26, 2024. To participate in the National Leadership Conference, students must be dues paid members by March 1, 2024.

All State Leadership Conference competitors MUST physically attend SLC and stay at least one night at the conference hotel. Note: Chapters located within a 20-mile radius of Harrah's in Atlantic City may choose to be commuting chapters. To be a commuting chapter, **all** SLC attendees from an eligible chapter must commute.

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 17, 2023. All SLC competitive event registrations MUST be received by the state office by January 26, 2024. All SLC recognition event submissions and prejudged materials MUST be received by the state office by February 9, 2024. ALL NLC competitive event registrations and prejudged materials MUST be received by the state office by April 19, 2024.

Each competitor may only compete in one (1) individual or team event and (1) chapter event at each stage of the competitive event process (Regional, State, National). (Note: This rule does not apply to The Virtual Business Challenges or LifeSmarts.)

Each competitor must complete all parts of an event for award eligibility.



A team shall consist of one to three members, excluding Parliamentary Procedure, where a team shall consist of four or five members.

All members of a team must be members of the same chapter.

If competitors do not qualify for SLC in a regional event, they may compete at SLC in a straight-to-state event.

New Jersey FBLA will accommodate all reasonable special needs requests if sent to the State Adviser by the registration deadline.

### **Competitive Event Types**

Chapter Events: A chapter project that a team of students presents

Objective Tests: An online objective test focusing on business knowledge

Presentation: The presentation of a project, speech, or interview in front of judges. Competitors may be allowed to use technology, equipment and/or visual aids as a part of the presentation. Check specific guidelines to determine what is allowed.

Presentation: The presentation of a project, speech, or interview in front of judges. Competitors may be allowed to use technology, equipment and/or visual aids as a part of the presentation. Check specific guidelines to determine what is allowed.

Production: Two parts: A hands-on part focusing on technical skills and an online objective test focusing on technical and business knowledge.

Role Play: Two parts: First round is an online objective test administered during Regionals. The top 8 individuals/teams advance to round two, held at SLC, consisting of an extemporaneous response to a prompt. Judges will interact with competitors.

### **Repeat Competitors**

Members may compete in an event at SLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

Modified Events: A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.

Chapter Events: Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).

Pilot Event: Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

### **Breaking Ties:**

Objective Tests: Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Production Events: The production test scores will be used to break a tie based on the tie breaking criteria of objective tests.

Role Plays: The objective test score will be used to break a tie based on the tie breaking criteria of objective tests.

Reports/Projects and Performance Events: The report/project scores will be used to break a tie.

Performance Events: Judges must break ties. All judges' decisions are final.

### **Prejudged Events:**

All SLC prejudged materials must be submitted by February 9, 2024. 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 19, 2024. Submission links and instructions will be shared with advisers closer to the stated deadlines.

### **Performance Event 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 at the NJ FBLA SLC.

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/role play.

If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed.

All competitors must comply with the FBLA dress code.

No animals (except authorized service animals) will be allowed for use in any competitive events.

### **Technology Guidelines:**

Not all presentation events allow equipment. Check the specific event guidelines to determine if a specific event allows the use of equipment.

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.

Competitors may bring multiple devices to use during their presentation.

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 HDMI port will need to provide their own adapters.

Internet access will be provided for: Coding & Programming, Computer Game & Simulation Programming, Data Analysis, Digital Animation, Digital Video Production, Electronic Career Portfolio, Introduction to Programming, Introduction to Social Media Strategy, Mobile Application Development, Public Service Announcement, Social Media Strategies, Website Coding & Development, 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 NJ FBLA Staff:  
Competitors may be disqualified if they violate competitive event guidelines.

Five points may be deducted if competitors do not follow the dress code.

Five points may be deducted for each instance of not following guidelines.

#### **Objective Test Guidelines:**

No materials may be used during testing.

No calculators may be used during testing. Calculators will be provided on the testing site.

Electronic devices must be turned off and out of sight.

Scratch paper and a pencil/pen may be used. All scratch paper must be collected.

Local chapter advisers may not proctor objective tests. Tests must be proctored by another school employee.

### **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\(FBLA%20HS\)%202023-24/story.html](https://storage.googleapis.com/articulate-courses/BAA%20Contributor/Choose%20Your%20Event%20(FBLA%20HS)%202023-24/story.html)

Practice for competitive events by studying the event competencies and tasks at:

<https://connect.fbla.org/login.php?action=viewFolder&folder=High%20School%20CE%20Prep%20Resources/&folderid=805>

Guidelines, rating sheets, the format guide, topics, and more can be found at:

<https://www.fbla.org/divisions/fbla/fbla-competitive-events/>

## REGIONAL COMPETITIVE EVENTS

Regional Competitive Events is the first stage of the competitive event process. In NJ FBLA, only competitive events with a 50-minute objective test component are administered as part of RCE. The one exception to this guideline is Business Ethics, as its RCE component is a 30-minute objective test.

The top 8 scoring individuals/teams in each event will advance to the State Leadership Conference. Competitors who place in the top 8 for Objective Test events will take a second test during the SLC testing window. Competitors who place in the top 8 for Production events will complete the production test during the SLC testing window. Competitors who place in the top 8 for Role Play Events will complete the role play onsite at SLC. The two exceptions are Future Business Leader (the top 15 scoring competitors statewide will advance to SLC) and Battle of the Chapters (the top 2 scoring teams in each region will advance to 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.

Only members who qualify for the below events through the RCE process will be eligible to compete in the events found in this section of the handbook at SLC.

Students who do not qualify for SLC through RCE or students who do not wish to participate in an event with a testing component, may participate in a straight-to-state presentation only event at SLC. Information on straight-to-state events can be found in the next section of this handbook.

Regional Competitive Event registration is due on November 17, 2023. Testing will occur online at your school November 27-29, 2023. RCE registration is \$5 per member and payment is due by December 1, 2023.

Each chapter may register 4 individuals for each Objective Test and Production event, 3 individuals/teams for each Role Play event, and 2 individuals for the Future Business Leader event.

Each team event may comprise of 1, 2, or 3 chapter members. One exception is Parliamentary Procedure which must consist of a team of 4 or 5. The second exception is Battle of the Chapters which must consist of a team of 3. NOTE: If a member of a team that qualifies for SLC or NLC cannot attend, the team CANNOT substitute another member to fill that slot. Therefore, if a team member of a qualifying 4 person Parliamentary Procedure or of a Battle of the Chapters team cannot attend SLC, the entire team will be disqualified, as they no longer meet the event requirements.

Teams will individually take the same test, at the same time. Their scores will then be averaged. The average will be the team's official score.

Below, you will find the list of events that begin at the Regional Competitive Event stage, their requirements, and what will comprise the second stage of competition for qualifiers during the SLC testing window or at SLC. More information for each event including study guides for each testing event can be found here:

<https://connect.fbla.org/headquarters/files/High%20School%20Competitive%20Events%20Resources/23-24-High-School-Guidelines-All-in-One.pdf>

Note: The above document was created by the National Center and therefore the deadlines and on-site procedures refer to NLC and may differ from what you have read in the NJ handbook (this document). Please always defer to the NJ policies, if different.

### **Accounting I – Objective Test, Individual, 4 Entries Per Chapter**

Accounting I provides competitors with the opportunity to demonstrate knowledge around introductory competencies in accounting. This competitive event consists of an objective test. It aims to inspire members to learn about accounting.

NOTE: Competitors must not have had more than two (2) semesters or one (1) semester equivalent to a full year in block scheduling in high school accounting instruction.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Accounting II – Objective Test, Individual, 4 Entries Per Chapter**

Accounting II provides competitors with the opportunity to demonstrate knowledge around intermediate competencies in accounting. This competitive event consists of an objective test. It aims to inspire members to learn about accounting.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Advertising – Objective Test, Individual, 4 Entries Per Chapter**

Advertising provides members with the opportunity to gain knowledge around advertising. This competitive event consists of an objective test. This event aims to inspire members to learn about advertising.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Agribusiness – Objective Test, Individual, 4 Entries Per Chapter**

Agribusiness provides members with the opportunity to gain knowledge around business in agriculture. This competitive event consists of an objective test. This event aims to inspire members to learn about agribusiness.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Banking & Financial Systems – Role Play, Individual/Team, 3 Entries Per Chapter**

Banking & Financial Systems provides members with the opportunity to understand how financial institutions operate and how those operations are important to successful business ownership and management, as well as to personal financial success. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Business Calculations – Objective Test, Individual, 4 Entries Per Chapter**

Business Calculations provides members with the opportunity to gain knowledge around calculations in the business world. This competitive event consists of an objective test. This event aims to inspire members to learn about math in the business world.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Business Communications – Objective Test, Individual, 4 Entries Per Chapter**

Business Communication provides members with the opportunity to gain knowledge about communication in the business world. This competitive event consists of an objective test. This event aims to inspire members to learn about communication skills in the business world.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Business Ethics – Presentation, Individual/Team, 3 Entries Per Chapter**

Business Ethics recognizes members who demonstrate the ability to present solutions to ethical situations encountered in the business world and the workplace. This competitive event consists of an individual objective test, report and presentation.

RCE Procedure: 30-minute 100 question objective test

SLC Procedure: 3-page pre-judged report and a 7-minute presentation based on the topic found below.

Topic: What implications will the invention of applications such as ChatGPT and DALL-E have on the world of business? (Note: View the full [competitive event guidelines](#) for Business Ethics for the entire topic which is 3 pages long)

### **Business Law – Objective Test, Individual, 4 Entries Per Chapter**

Business Law provides members with the opportunity to gain knowledge about legal systems and implications in the business world. This competitive event consists of an objective test. This event aims to inspire members to learn about legal aspects in the business world.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Business Management – Role Play, Individual/Team, 3 Entries Per Chapter**

Business Management provides members with the opportunity to gain knowledge around management themes. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Computer Applications – Production, Individual, 4 Entries Per Chapter**

Computer Applications provides members with the opportunity to demonstrate knowledge around competencies in different applications in computing. This competitive event consists of an objective test and production test.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 2-hour production test

### **Computer Problem Solving – Objective Test, Individual, 4 Entries Per Chapter**

Computer Problem Solving provides members with the opportunity to demonstrate knowledge about operating systems, networks and hardware. This competitive event consists of an objective test. This event aims to inspire members to learn about computer problem solving.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Cyber Security – Objective Test, Individual, 4 Entries Per Chapter**

Cyber Security provides members with the opportunity to demonstrate knowledge about defending and attacking viruses, spam, and spyware. This competitive event consists of an objective test. This event aims to inspire members to learn about cyber security.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Database Design & Applications – Production, Individual, 4 Entries Per Chapter**

Database Design & Applications provides members with the opportunity to demonstrate knowledge around competencies in the organization of data and information in business. This competitive event consists of an objective test and production test. It aims to inspire members to learn about skills for understanding database usage and development in business.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 1-hour production test

### **Economics – Objective Test, Individual, 4 Entries Per Chapter**

Economics provides members with the opportunity to demonstrate knowledge about economic concepts and principles. This competitive event consists of an objective test. This event aims to inspire members to learn about economics.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Entrepreneurship – Role Play, Individual/Team, 3 Entries Per Chapter**

Entrepreneurship provides members with the opportunity to gain understanding of the knowledge and skills needed to establish and manage a business. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Future Business Leader – Presentation, Individual, 2 Entries Per Chapter**

Future Business Leader is the premier competitive event where outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business are recognized. This competitive event consists of pre-judged materials, objective test and presentation (interview) components

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: Prejudged resume and cover letter and a 10-minute interview (NOTE: No props or visuals are allowed)

### **Health Care Administration – Objective Test, Individual, 4 Entries Per Chapter**

Healthcare Administration provides members with the opportunity to demonstrate knowledge about office procedures and medical terminology. This competitive event consists of an objective test. This event aims to inspire members to learn about healthcare administration.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test



### **Help Desk – Role Play, Individual, 3 Entries Per Chapter**

Help Desk provides members with the opportunity to demonstrate knowledge around competencies in help desk operations. This competitive event consists of an objective test and a role-play scenario. It aims to inspire members to learn about the skills in the general operations of the various components of the help desk sector.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 5-minute role play with a 10-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 10-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Hospitality & Event Management – Role Play, Individual/Team, 3 Entries Per Chapter**

Hospitality & Event Management provides members with the opportunity to gain knowledge in the hospitality management and event planning industries. This competitive event consists of an objective test and a role play scenario

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Human Resource Management – Objective Test, Individual, 4 Entries Per Chapter**

Human Resource Management provides members with the opportunity to demonstrate knowledge about staffing, training and development. This competitive event consists of an objective test. This event aims to inspire members to learn about human resource management.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Insurance & Risk Management – Objective Test, Individual, 4 Entries Per Chapter**

Insurance & Risk Management provides members with the opportunity to demonstrate knowledge about risk management processes and different types of insurance. This competitive event consists of an objective test. This event aims to inspire members to learn about insurance and risk management.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **International Business – Role Play, Individual/Team, 3 Entries Per Chapter**

The global economy is a complex; continually flowing and constantly changing network of information, goods, services, and culture. International Business offers members a chance to dive into these concepts. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Introduction to Business Communication – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Business Communication provides members with the opportunity to demonstrate knowledge around introductory competencies in communication. This competitive event consists of an objective test. It aims to inspire members to learn about the process of sharing information in and outside of a company.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Business Concepts – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Business Concepts provides members with the opportunity to demonstrate knowledge around introductory competencies in business. This competitive event consists of an objective test. It aims to inspire members to learn about the different functions of businesses.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Business Procedures – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Business Procedures provides members with the opportunity to demonstrate knowledge around introductory competencies in the procedures of a business. This competitive event consists of an objective test. It aims to inspire members to learn about offices skills, procedures, and business decisions.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Event Planning – Role Play, Individual/Team, 3 Entries Per Chapter**

Introduction to Event Planning provides members with the opportunity to gain knowledge in the event planning industry. This competitive event consists of an objective test and a role play scenario.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Introduction to FBLA – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to FBLA provides members with the opportunity to demonstrate knowledge around introductory competencies in the FBLA organization. This competitive event consists of an objective test. It aims to inspire members to learn about the background and current information of FBLA.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Financial Math – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Financial Math provides members with the opportunity to demonstrate knowledge around introductory competencies in the area of math relating to business. This competitive event consists of an objective test. It aims to inspire members to learn about various math concepts used in business and industry.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Information Technology – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Information Technology provides members with the opportunity to demonstrate knowledge around introductory competencies information technology. This competitive event consists of an objective test. It aims to inspire members to learn about the various aspects of technology to manage and deliver information.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Marketing Concepts – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Marketing Concepts provides members with the opportunity to demonstrate knowledge around introductory competencies in marketing. This competitive event consists of an objective test. It aims to inspire members to learn about basic marketing principles, actions needed to promote and sell products or services.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Introduction to Parliamentary Procedure – Objective Test, Individual, 4 Entries Per Chapter**

Introduction to Parliamentary Procedure provides members with the opportunity to demonstrate knowledge around introductory competencies in principles of parliamentary procedure. This competitive event consists of an objective test. It aims to inspire members to learn about the structure, the order, and the rules of how to conduct a meeting.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Journalism – Objective Test, Individual, 4 Entries Per Chapter**

Journalism provides members with the opportunity to demonstrate knowledge around competencies in the area of journalism. This competitive event consists of an objective test. It aims to inspire members to learn about the economics and business of journalism.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Management Information Systems – Role Play, Individual/Team, 3 Entries Per Chapter**

Management Information Systems provides members with the opportunity to gain knowledge around outlining a small business' environment and needs. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Marketing – Role Play, Individual/Team, 3 Entries Per Chapter**

Marketing provides members with the opportunity to gain knowledge around marketing. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Network Design – Role Play, Individual/Team, 3 Entries Per Chapter**

Network Design provides members with the opportunity to gain knowledge around networking in technology. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Networking Infrastructures – Objective Test, Individual, 4 Entries Per Chapter**

Networking Infrastructures provides members with the opportunity to demonstrate knowledge around competencies in network administration. This competitive event consists of an objective test. It aims to inspire members to learn about networks in today's connected workplace.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Organizational Leadership – Objective Test, Individual, 4 Entries Per Chapter**

Organizational Leadership provides members with the opportunity to demonstrate knowledge around competencies in the leadership of an organization. This competitive event consists of an objective test. It aims to inspire members to learn about the different leadership concepts in the business environment.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Parliamentary Procedure – Role Play, Team of 4 or 5, 3 Entries Per Chapter**

Parliamentary Procedure provides members with the opportunity to showcase their knowledge around parliamentary procedure concepts. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 9-11-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props or visuals are allowed)

### **Personal Finance – Objective Test, Individual, 4 Entries Per Chapter**

Personal Finance provides members with the opportunity to demonstrate knowledge around introductory competencies in financial skills. This competitive event consists of an objective test. It aims to inspire members to learn how to manage personal finances.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Public Policy & Advocacy – Objective Test, Individual, 4 Entries Per Chapter**

Public Policy & Advocacy provides members with the opportunity to demonstrate knowledge around competencies in policy and advocacy. This competitive event consists of an objective test. It aims to inspire members to learn about the government's role in society and the interaction between economic and political life.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Securities & Investments – Objective Test, Individual, 4 Entries Per Chapter**

Securities & Investments provides members with the opportunity to demonstrate knowledge around competencies in securities and investments. This competitive event consists of an objective test. It aims to inspire members to learn about an individual's knowledge of investing.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Sports & Entertainment Management – Role Play, Individual/Team, 3 Entries Per Chapter**

Sports & Entertainment Management provides members with the opportunity to gain knowledge around understanding of sports and entertainment issues within today's society. This competitive event consists of an objective test and a role play scenario.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 7-minute role play with a 20-minute preparation time. Qualifiers will receive their role play scenario at the beginning of their 20-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Spreadsheet Applications – Production, Individual, 4 Entries Per Chapter**

Spreadsheet Applications provides members with the opportunity to demonstrate knowledge around competencies in converting data to information in business. This competitive event consists of an objective test and production test. It aims to inspire members to learn about the skills for spreadsheet development.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 1-hour production test

### **Supply Chain Management – Objective Test, Individual, 4 Entries Per Chapter**

Supply Chain Management provides members with the opportunity to demonstrate knowledge around competencies supply chain management. This competitive event consists of an objective test. It aims to inspire members to learn about the management of the flow of goods, data, and finances related to a product or service.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **UX Design – Objective Test, Individual, 4 Entries Per Chapter**

UX Design provides members with the opportunity to demonstrate knowledge around competencies in user experience design. This competitive event consists of an objective test. It aims to inspire members to learn about the process of building products that are easy and enjoyable for people to use.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 50-minute 100 question objective test

### **Word Processing– Production, Individual, 4 Entries Per Chapter**

Word Processing provides members with the opportunity to demonstrate knowledge around competencies in the utilization of word processing software. This competitive event consists of an objective test and production test. It aims to inspire members to learn about how to use a computer to create, edit, save, and print documents.

RCE Procedure: 50-minute 100 question objective test

SLC Procedure: 1-hour production test

### **Battle of the Chapters – Chapter Event, Team of 3, 1 Entry Per Chapter**

Battle of the Chapters provides NJ FBLA members the opportunity to display their knowledge of NJ and National FBLA.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

RCE Procedure: 50-minute 100 question objective test (NOTE: The top 2 scoring teams in each region will advance to SLC)

SLC Procedure – Preliminary Round: Teams take turns, in alphabetical order, answering questions relating to FBLA topics. The first team member will have 10 seconds to answer the question. If the team member answers incorrectly or doesn't answer within 10 seconds, the next chapter's team member will attempt to answer the same question. If more than one answer is provided by a member, the first answer will be the only one considered. When a team member answers incorrectly, he/she must leave the team and join the audience. If the question is answered incorrectly by one full rotation of the chapters, the question will be discarded and a new question will be asked; those answering that question incorrectly will not be disqualified. Team members are not allowed to discuss the questions. The audience is asked to remain quiet and not respond to the questions. Questions will be asked of team members until only two schools are represented. The panel of judges have the final say regarding correct answers.

SLC Procedure – Final Round: All three team members of the final two teams will participate in the final round. A moderator will ask each question. 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.



## STATE LEADERSHIP CONFERENCE

The State Leadership Conference is the second stage of the competitive event process. All competitive events found in this section do not have an objective test component and are not administered as part of Regional Competitive Events. All events found in this section include a performance and some require a prejudged submission as well.

The SLC process for events that require competitors to qualify through RCE can be found in the previous section of the handbook.

The top 4 scoring individuals/teams in each SLC competitive event will advance to the National Leadership Conference. The top 10 scoring individuals/teams in each event will receive a medal and the top 4 scoring individuals/teams in each event will receive a trophy. NOTE: Battle of the Chapters, Pin Design, Open Events, Scholarship, and Scrapbook are NJ FBLA ONLY events and the winners of these events do NOT advance to NLC.

Students who did not qualify for SLC through RCE or students who did not wish to participate in an event with a testing component, may participate in a straight-to-state presentation event at SLC. Information on straight-to-state events can be found in below.

State Leadership Conference registration is due on January 26, 2024. Prejudged materials are due by February 9, 2024. All SLC registrants MUST stay at least one night at SLC. SLC will be held March 11-13 at Harrah's in Atlantic City. Costs for SLC can be found in the conference section of this handbook.

Each team event may comprise of 1, 2, or 3 chapter members. NOTE: If a member of a team that registers or qualifies for SLC or NLC cannot attend, the team CANNOT substitute another member to fill that slot.

Below, you will find the list of events that begin at the State Leadership Conference stage and their requirements. More information for each event including rating sheets can be found here: <https://connect.fbla.org/headquarters/files/High%20School%20Competitive%20Events%20Resources/23-24-High-School-Guidelines-All-in-One.pdf>

Note: The above document was created by the National Center and therefore the deadlines and on-site procedures refer to NLC and may differ from what you have read in the NJ handbook (this document). Please always defer to the NJ policies, if different.

### American Enterprise Project – Chapter Event, Individual/Team, 1 Entry Per Chapter

American Enterprise Project provides chapter members with the opportunity to showcase their understanding of the economic system under which they live and to develop a concept in which they share it with their community. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

### **Broadcast Journalism – Presentation, Individual/Team, 2 Entries Per Chapter**

Broadcast Journalism provides members with the opportunity to emphasize communication, with the creating and presentation of a news broadcast to judges on a variety of stories. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: You are part of your school's broadcast program. Deliver a LIVE broadcast event that includes the following:

- Highlight of a community service project
- College preparation tips
- Career/military exploration information
- Cafeteria offerings
- A story of an inspiring person in your school or community

### **Business Plan – Presentation, Individual/Team, 1 Entry Per Chapter**

Business plans are an effective tool for evaluating, organizing, and selling a new business concept. A well-developed business plan can be a key component of a successful business start-up. Business Plan provides members with the opportunity to prepare a business plan. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

### **Client Service – Role Play, Individual, 2 Entries Per Chapter**

Client Service provides members with an opportunity to develop and demonstrate skills in interacting with internal and external clients to provide an outstanding client service experience. The competitor engages clients in conversations regarding products, handles inquiries, and solves problems. This competitive event consists of a role play scenario.

SLC Procedure: 5-minute role play with a 10-minute preparation time. Competitors will receive their role play scenario at the beginning of their 10-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Coding & Programming– Presentation, Individual/Team, 2 Entries Per Chapter**

Coding & Programming provides members with the opportunity to design and implement a standalone application to accomplish a task. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create a program that allows your school's Career and Technical Education Department to collect and store information about business and community partners. This program should include information on at least 25 different partners (real or fictional), with details such as, but not limited to, the type of organization, resources available, and direct contact information for an individual. The program should enable users to search and filter the information as needed.

### **Community Service Project – Chapter Event, Individual/Team, 1 Entry Per Chapter**

Community Service Project provides chapter members with the opportunity to showcase their community service projects within their school and/or community. The project must be in the interest of the community and designed for chapter participation. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

### **Computer Game & Simulation Programming– Presentation, Individual/Team, 2 Entries Per Chapter**

Computer Game & Simulation Programming provides members with the opportunity to design and implement a computer game based on a specific topic. Interactive computer games and simulations have achieved broad implementation in a wide variety of business and educational disciplines.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create an adventure game with a storyline incorporating FBLA goals, concepts, and/or history. The game must:

- Be playable on the student device using Windows 10, Mac OS, or a modern web browser.
- Be compatible with a maximum ESRB rating of E10+.
- Be secure and bug-free.
- Include:
  - o A hero
  - o At least one villain
  - o Use of arrow keys for movement and can incorporate other keys for other actions
  - o Scoring (examples include points system, leaderboards, etc.)
  - o Win/lose screens
  - o At least two levels of play

FBLA Goals

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

### **Data Analysis– Presentation, Individual/Team, 2 Entries Per Chapter**

Data Analysis provides members with the opportunity to deep dive into a data set and provide analysis. This competitive event consists of a presentation component for the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Sun Motor Company is a fictitious auto manufacturer selling internal combustion (gas-powered) vehicles primarily in the United States. Sun Motor Company executives have expressed interest in the potential that electric vehicles could bring to the business. Your team is a consultant making data-driven recommendations for the executives. Using the datasets given at [THIS LINK](#) analyze the data and provide analyses and recommendations about the opportunities and challenges facing the business. Not all datasets need to be included in the analysis and you are encouraged to include outside research.

### **Digital Animation– Presentation, Individual/Team, 2 Entries Per Chapter**

Digital Animation provides members with the opportunity to design an animated video. This event is designed to measure understanding and application of basic animation design. This competitive event consists of a pre-judged project and presentation component.

SLC Procedure: Prejudged 2-minute video and 7-minute presentation based upon the topic below

Topic: Create an animated video for incoming freshmen that teaches a business concept related to any FBLA competitive event.

### **Digital Video Production– Presentation, Individual/Team, 2 Entries Per Chapter**

Digital Video Production has become a prominent and effective way of conveying new ideas and products. This event provides recognition for members who demonstrate the ability to create an effective video to present an idea to a specific audience. This competitive event consists of a pre-judged project and presentation component.

SLC Procedure: Prejudged 2-minute video and 7-minute presentation based upon the topic below

Topic: Create a video that instructs others how to use a technology tool (hardware or software) found in a business setting. All video content must be original.

### **Electronic Career Portfolio– Presentation, Individual/Team, 2 Entries Per Chapter**

Sometimes, a basic resume is not always enough. Electronic Career Portfolio provides members with the opportunity to present a portfolio showcasing their ability to combine all of their achievements, growth, vision, skills, education, training and career goals into an electronic format. This competitive event consists of a presentation component where the portfolio is shown to the judges.

SLC Procedure: 7-minute presentation

### **Financial Statement Analysis– Presentation, Individual/Team, 2 Entries Per Chapter**

Financial Statement Analysis provides members with the opportunity to apply knowledge in accounting and analyzing financial information. This competitive event consists of a presentation component, with a specific topic.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your CFO has asked you to prepare a presentation for your company's Board of Directors to describe the financial condition of Intel Corp and articulate your guidance on investment decisions. Show analysis performed on each financial statement and use that analysis to tell the company's Board of Directors a story of Intel Corp's performance and where you see the company going.

### **Future Business Educator – Presentation, Individual, 2 Entries Per Chapter**

Future Business Educator provides competitors with the opportunity to demonstrate their skills in the business education field. This competitive event consists of pre-judged materials and presentation components.

SLC Procedure: Prejudged 3-page lesson plan and 7-minute presentation

### **Graphic Design– Presentation, Individual/Team, 2 Entries Per Chapter**

Graphic Design provides members with the opportunity to showcase their skills in designing. This competitive event consists of a presentation component where the program is demonstrated for the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your marketing firm has been asked to create a branding package for a new business in your community. The branding package needs to showcase your unique style and highlight your skills in today's design industry. Branding package to include:

- Brand and logo design
- Infographic or brochure of the business
- Advertisements for the promotion of the business
  - o Magazine advertisement
  - o Billboard (14 feet high and 48 feet wide)
  - o Two different social media posts

### **Impromptu Speaking – Presentation, Individual, 1 Entry Per Chapter**

Impromptu Speaking provides members with the opportunity to demonstrate their skills around preparing and delivering a speech extemporaneously. This competitive event consists of a speech, with the topic being given on site.

SLC Procedure: 5-minute speech with a 10-minute preparation time. Competitors will receive their topic at the beginning of their 10-minute preparation time (NOTE: No props, visuals, or handouts are allowed)

### **Introduction to Business Presentation– Presentation, Individual/Team, 2 Entries Per Chapter**

Introduction to Business Presentation provides members with the opportunity to showcase their skills in using a presentation software program as an aid in delivering a business presentation. This competitive event consists of a presentation component.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Develop a presentation exploring the reasons behind business failures and explain strategies that a business can use to avoid failures.

### **Introduction to Programming– Presentation, Individual/Team, 2 Entries Per Chapter**

Introduction to Programming provides members with the opportunity to code a program based on a specific topic. This competitive event consists of a presentation component where the program is demonstrated for the judges.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create a program that allows students at your school to calculate their grade point average. Use your school's grading scale to calculate both weighted and unweighted grade point averages.

### **Introduction to Public Speaking – Presentation, Individual, 1 Entry Per Chapter**

Introduction to Public Speaking provides members with the opportunity to develop and present a speech on a topic. This competitive event consists of a presentation component.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

SLC Procedure: 5-minute speech based upon the topic below:

Topic: Develop and deliver a speech based on the following topic: What skills are essential to secure your first job?

### **Introduction to Social Media Strategy– Presentation, Individual/Team, 2 Entries Per Chapter**

Introduction to Social Media Strategy provides members with the opportunity to showcase their skills in developing a marketing strategy using one social media platform. This competitive event consists of a presentation component.

NOTE: Competitors in this event MUST be in 9<sup>th</sup> or 10<sup>th</sup> grade only

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your marketing firm has been asked to present a social media strategy for the online summer fundraising event for your state FBLA chapter. This event is used to secure new donors and increase existing donor support. You are being asked to present your social media strategy to the state FBLA Board of Directors at their annual meeting.

Address the following in your social media strategy, focusing on ONE social media platform:

- A schedule of social media posts
- An example of a social media post
- A plan to develop awareness of the fundraising event and organization.

Do not create live accounts.

### **Job Interview – Presentation, Individual, 2 Entries Per Chapter**

Job Interview is a competitive event demonstrating members creation of job materials and interviewing techniques. This competitive event consists of pre-judged materials and presentation (interview) components

SLC Procedure: Prejudged resume and cover letter and a 10-minute interview (NOTE: No props or visuals are allowed)

### **Local Chapter Annual Business Report – Chapter Event, Individual/Team, 1 Entry Per Chapter**

Local Chapter Annual Business Report provides chapter members with the opportunity to share their chapter's Program of Work and activities for the year. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

### **Mobile Application Development– Presentation, Individual/Team, 2 Entries Per Chapter**

Mobile Application Development provides members with the opportunity to develop a mobile application based on a given topic. This competitive event consists of a presentation component where the application is demonstrated for the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Create a mobile application that enables students to create a portfolio of their high school experiences. This app should allow students to showcase any of the following: their academic achievements, athletic participation, performing arts experience, clubs and organization memberships, community service hours, honors classes, and other related items.

### **Partnership with Business Project – Chapter Event, Individual/Team, 1 Entry Per Chapter**

Partnership with Business Project provides chapter members with the opportunity to share their chapter's development and implementation of an innovative, creative, and effective partnership with a business to benefit the greater good. This competitive event consists of a pre-judged report and presentation component.

SLC Procedure: Prejudged 17-page report and 7-minute presentation

### **Public Service Announcement– Presentation, Individual/Team, 2 Entries Per Chapter**

Public Service Announcements are basic messages to the public that raise awareness on a specific issue. Public Service Announcement (PSA) provides members with the research, form an objective and create a 30-second video on a topic. This competitive event consists of a presentation component where the PSA is shown for the judges and the development process explained.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: There's more to FBLA than competitions! Create a public service announcement to share the benefits and opportunities around FBLA that are not a part of the Competitive Events Program.

### **Public Speaking – Presentation, Individual. 1 Entry Per Chapter**

Public Speaking provides members with the opportunity to develop and present a speech on a topic. This competitive event consists of a presentation component.

SLC Procedure: 5-minute speech based upon the topic below (NOTE: No props, visuals, or handouts are allowed)

Topic: Develop and deliver a speech based on the following topic: Based on the legal and ethical implications of cybercrime, what can be done to help combat cybercrime?

### **Sales Presentation– Presentation, Individual/Team, 2 Entries Per Chapter**

Sales Presentation provides members with the opportunity to demonstrate their ability to sell a product or service they choose. This competitive event consists of an interactive presentation.

SLC Procedure: 7-minute presentation Note: This event is an interactive presentation with judges asking questions throughout



### **Social Media Strategies– Presentation, Individual/Team, 2 Entries Per Chapter**

Social Media Strategies provides members with the opportunity to showcase their skills in developing a marketing strategy using multiple social media platforms. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Your marketing firm has been asked to create a social media campaign for your local animal shelter to promote adoptions.

Address the following in your social media strategy:

- A schedule of social media posts
- Three examples of social media posts on multiple platforms
- Promotional plan of the campaign
- A plan to develop awareness of the animal shelter.

Do not create live accounts without permission from the animal shelter.

### **Visual Design– Presentation, Individual/Team, 2 Entries Per Chapter**

Visual Design provides members with the opportunity to showcase their skills in designing. This competitive event consists of a presentation component where the use of design principles are shared with the judges.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: Design a storefront display for a local business' holiday promotion. Include pictures or sketches of a window, door, and sidewalk display highlighting the promotion for the business.

### **Website Coding & Development– Presentation, Individual/Team, 2 Entries Per Chapter**

Website Coding & Development provides members with the opportunity to code a website based on a specific topic. This competitive event consists of a presentation component where the website is shown to the judges. The focus of this event is the backend coding and development of the website.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: A business has approached your team and asked you to develop a website that advertises their open positions. The website must showcase your coding and creative design skills. Your website must include the following:

- A page including information about benefits and/or reasons to work at the company.
- A page including at least three different job openings at the company.
- An online job application form that allows applicants to apply for jobs at the company.

Note: Website does not have to be live. If partnering with an actual business, permission must be received from the business to make the website public.

### **Website Design– Presentation, Individual/Team, 2 Entries Per Chapter**

Website Design provides members with the opportunity to design a website based on a specific topic. This competitive event consists of a presentation component where the website is shown to the judges. The focus of this event is the forward-facing website design.

SLC Procedure: 7-minute presentation based upon the topic below

Topic: A local non-profit organization will hold a gala in the next 90 days to help raise funds to support their mission. You have been asked to design a website that promotes the benefits of partnering with them and the upcoming gala.

The website should include the following elements:

- Navigation menu
- A header that promotes the non-profit organization and its activities
- A sub-section highlighting the gala and relevant information.
- An online form page to donate to the non-profit organization.
- An online form page to register for the gala.

Note: Website does not have to be live. If partnering with an actual non-profit organization, permission must be received from the non-profit organization to make the website public.

### **Pin Design – Chapter Event, Individual, 2 Entries Per Chapter**

Pin Design provides NJ FBLA members with the chance to design the trading pin provided to all NJ FBLA NLC attendees.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event.

NEW THIS YEAR: Pin Design competitors will be registered as part of your chapter's SLC competitive event registration and the PDF of the design will be submitted through the prejudged process.

The State Officer Team will select the winning design. The winning design will be the design used for the pin that will be distributed to all NJ NLC participants. The final design may be altered by the state office.

All entries MUST:

- Be original creations of one student
- Be computer generated
- Consist of NO MORE than 4 colors plus black and white
- Relate to New Jersey and have the name New Jersey FBLA incorporated into the design

It is recommended, but not required, that the pin design reflect NJ FBLA's yearly theme. This year the theme is Amplify.

Blinking lights are acceptable, but not required.

The winning design will reduce to a 1" to 2" in pin.

The first-place winner will be recognized at SLC.

### **Open Events– Chapter Event, Teams of 2–4, 6 Entries Per Chapter**

Open Events provide NJ FBLA members with an additional opportunity to demonstrate their understanding of FBLA's three main pillars: Service, Education, and Progress.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

There will be three Open Events: Service Video, Education Video, and Progress Video. Each chapter may submit 2 entries (teams of 2–4) for each event, for a total of 6 Open Event entries per chapter. A member may not compete in more than one NJ FBLA Open Event each year.

Open Event prompts will be picked up during the designated day on the first day of SLC and completed entries will be due at the designated time on the second day of SLC.

NEW THIS YEAR: Open Event competitors will be registered as part of your chapter's SLC competitive event registration. Onsite registrations will not be accepted.

Each first-place team will be recognized with a trophy at SLC and all winning videos will be shown on stage.

### **Scholarship – Chapter Event, Individual, 1 Entry Per Chapter**

The Scholarship Competitive Event provides graduating NJ FBLA members who have demonstrated excellence and outstanding involvement within FBLA with the opportunity to compete for scholarship funds.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

All applicants must be graduating seniors.

Scholarship applications must include a resume outlining education, work experience, FBLA involvement, and involvement in other school and community activities; a letter of recommendation from the local chapter adviser; a transcript of grades through close of fall semester of the current year; and an essay not to exceed 300 words on how participation in FBLA has assisted the member in making his/her occupational choice.

The scholarship rubric can be found [here](#).

Scholarship competitors must be registered as part of your chapter's SLC competitive event registration. The prejudged materials will be submitted through the standard prejudged process.

Winners will receive a scholarship letter with instructions on how to redeem their scholarship. Scholarships can only be redeemed after completion of the winner's first semester of college and after becoming a paid member of FBLA Collegiate.

### **Scrapbook– Chapter Event, Individual, 1 Entry Per Chapter**

The Scrapbook Competitive Event provides FBLA chapters the opportunity to earn recognition for documenting their journey through the membership year!

Only one member per chapter can be registered for this event.

Note: Members who win this event DO NOT qualify for the NLC, as this event is a NJ only event. Competitors in this event may also compete in one individual/team event. All winners will be recognized.

Scrapbook competitors must be registered as part of your chapter's SLC competitive event registration. The physical scrapbook should be turned in to the SLC registration desk on the first day of SLC.

Must use a black or dark blue scrapbook without patterns. A simple lined border on the cover is acceptable.

You may decorate the cover of the scrapbook with stickers, markers, paint, etc. but may not use a scrapbook with a pre-decorated cover.

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 must contain the name of your chapter, the name of the student who completed the scrapbook and is competing in the event, and the year 2023-24

Must use state and national themes somewhere in book—does not have to be on every page. State theme – Amplify. National theme – Together We Achieve

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 2023 State Leadership Conference

Scrapbooks will be handed in during registration at the State Leadership 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 – Chapter Event**

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

# CONFERENCES

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

## NEW ADVISER TRAINING

**October 13, 2023**

**Time:** 9:00am-3:00pm

**Location:** Kean University, 1000 Morris Ave, Union, NJ 07083, USA

**Price:** FREE

**Registration Deadline:** September 22, 2023

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

## LOCAL CHAPTER OFFICER TRAINING

**October 10 & 12**

**Time:** 5:00-7:00pm

**Location:** Zoom

**Price:** FREE

**Registration Deadline:** September 29, 2023

Registrants should plan to attend both LCOT sessions. During Local Chapter Officer Training, local chapter 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!

## STATE FALL LEADERSHIP CONFERENCE

**October 24, 2023**

**Time:** 9:00am-2:00pm

**Location:** Kean University, 1000 Morris Ave, Union, NJ 07083, USA

**Price:** \$30 per attendee

**Registration Deadline:** October 13, 2023

**Payment Deadline:** October 24, 2023

The SFLC is open to all members of NJ FBLA. Our FBLA State Officer Teams will be presenting engaging workshops including topics such as competitive event preparation, leadership development, community service, BAAs, networking, social media, transitioning to college, and MUCH more! *Note: SFLC attendance is capped at 400 total attendees. Registration closes on October 13.*

## REGIONAL COMPETITIVE EVENTS

### November 27-29, 2023

**Testing Times:** 7:00am–6:00pm

**Location:** Online

**Price:** \$5 per student

**Registration Deadline:** November 17, 2023

**Payment Deadline:** December 1, 2023

**Virtual Awards Session:** December 18, 2023

All NJ FBLA HS members are welcome to partake in Regional Competitive Events. Members must be registered members in order to register for RCE. All events offered during RCE will be 50-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.

For rules, a list of offices, and campaign processes, visit the Regional Competitive Events section of this handbook.

## REGIONAL SUMMITS

**January 8, 2024 (Northern Region @ Montville Township HS)**

**January 10, 2024 (Southern Region @ Stockton University)**

**January 12, 2024 (North Central & Central Region @ Sayreville War Memorial HS)**

**Registration Deadline:** December 6, 2023

**Price:** FREE

Hosted by the NJ FBLA Regional Vice Presidents, these interactive mid-year energizer 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. Chapters may only attend the summit for their assigned geographic region.

## STATE LEADERSHIP CONFERENCE

### March 11-13, 2024

**Location:** Harrah's in Atlantic City

**Registration Deadline:** January 26, 2024

**Payment Deadline:** February 9, 2024

**Recognition Events and Prejudged Submissions Deadline:** February 9, 2024

**SLC Objective/Production Testing Window:** February 12-14, 2024

**Cost:**

#### **Commuting Chapters (Cost Per Person)**

New: Chapters located within a 20-mile radius of Harrah's in Atlantic City may choose to be commuting chapters. To be a commuting chapter, **all** SLC attendees from an eligible chapter must commute.

**Registration Fee:** \$120

**Stay Over Monday Night Only (Includes 1 Lunch & Registration, Cost Per Person)**

**Occupancy Single:** \$275.00

**Double:** \$230.00

**Triple:** \$210.00

**Quad:** \$205.00

**Stay Over Tuesday Night Only (Includes 2 Lunches & Registration, Cost Per Person)**

**Occupancy Single:** \$310.00

Double: \$270.00

Triple: \$250.00

Quad: \$245.00

Stay Over Monday & Tuesday Nights (Includes 2 Lunches & Registration, Cost Per Person)

Occupancy Single: \$410.00

Double: \$315.00

Triple: \$280.00

Quad: \$265.00

Advisers and chaperones will be provided with complimentary SLC registration. This complimentary registration only includes the \$120.00 registration fee and NOT the cost of the hotel stay. To find the adviser/chaperone rate, deduct \$120 from the above rates.

The SLC will be held March 11-13, 2024 and will feature competitive events, officer elections, opening and closing sessions, and workshops. All registrants must be dues paid members by January 26. 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. ***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.***

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

**State Officer Candidates:** NJ FBLA conducts State Officer elections at SLC. For rules, a list of offices, and campaign processes, visit the State Officer Candidate section of this handbook.

**National Anthem:** FBLA members can apply to sing the National Anthem at SLC. Applications must be submitted by February 9, 2024. Local chapter advisers may nominate a student here:

<https://connect.fbla.org/login.php?action=viewform&id=189>

**SLC Scholarships:** NJ FBLA will provide 50, \$100 scholarships to help members attend SLC. Winners will not receive a check, and will automatically have \$100 removed from their chapter's SLC balance. Applications are due by January 26, 2024. Applicants must have a financial need and are required to answer two essays: 1. Please write a short essay on what FBLA means to you. (200 words or less) 2. This year's state theme is Amplify. Please write a short essay on how winning this scholarship and attending SLC will help amplify your FBLA journey, personal growth, and/or future career path. (300 words or less) The application must be submitted by the local chapter adviser and can be found here: <https://connect.fbla.org/login.php?action=viewform&id=190>

**Sponsors and Exhibitors:** Interested colleges/universities, businesses, and organizations can purchase an exhibit booth for \$500. Interested community members, businesses, colleges/universities, and organizations can sponsor a competitive event for \$100 each.

**Judges:** NJ FBLA is actively seeking judges for competitive events. Judges must be over 21 and have relevant experience in business or industry. Judging will occur March 12. Prejudging will occur in February. Judges can sign up at: <https://njctso.wufoo.com/forms/be-a-judge/>.



## NATIONAL LEADERSHIP CONFERENCE

**June 29–July 2, 2024**

**Location:** Orlando, Florida

**Price:** TBD

**Registration Deadline:** April 19, 2024

Members who qualify during SLC or who receive a move up will be eligible to compete at the NLC.

All qualifiers must be registered by April 19, 2024. 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.

# STATE OFFICER CANDIDATE INFORMATION

## GENERAL INFORMATION

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

FBLA State Officers are prohibited from driving themselves to any event and may only be driven to events and chaperoned by their FBLA adviser, a school approved chaperone (NJ FBLA must have official paperwork from the school admin if the chaperone is not a school employee), or their own parent(s).

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

As part of the State Officer Candidate Application, students must submit adviser approval, administration approval, parent approval, the state officer candidate agreement, the state officer code of professional conduct and state officer infraction policies and procedures agreement, a full social media disclosure, an FBLA resume, and an expense report.

Each chapter can only have 2 state officers serving at the same time. While it is not prohibited to run more than 2 state officer candidates per year, it is **STRONGLY DISCOURAGED**. If a chapter runs more than 2 state officer candidates and more than 2 candidates are selected to serve, the student elected/appointed to the lowest ranking office, as per the NJ FBLA bylaws will be removed and the 2<sup>nd</sup> place student for that office will be announced instead.

Per the NJ FBLA Bylaws, a chapter cannot have students serve in the same office for more than 2 years in a row. For example, in 2021-22, the NJ FBLA State President was Jaya Singh from Old Bridge High School and in 2022-23, the NJ FBLA State President was Tamara Kasikovic from Old Bridge High School. Old Bridge High School was prohibited from running a State President candidate for the 2023-24 membership year, but was able to run a candidate for any other position.

The state officer application and required forms will be released in the coming months via adviser update.

### Time Commitment:

FBLA High School State Officers and their advisers (or an approved chaperone) are required to attend:

- \*Middle School State Leadership Conference (April 10, 2024)

- \*Officer Transition Meeting (May 20, 2024)

- \*National Leadership Conference (June 29-July 2, 2024)

Officer Training (July or August, 2024) NOTE: NJ FBLA cannot confirm training dates until June 2024. Therefore, all elected/appointed officers **MUST** keep the entirety of the months of July and August free. If an officer has a conflict with the training date, once confirmed in June 2024, and cannot attend, they will be resigned from the position and will not be eligible to serve on the State or National levels for the remainder of their time in FBLA High School.

- \*Local Chapter Officer Training (October 2024)

- \*State Fall Leadership Conference (October 2024)

- \*National Fall Leadership Conference (November 2024; 2 - 4 days)
- \*At least one Regional Summit (January 2025)
- \*Officer Candidate Bootcamp (February 2025)
- \*State Leadership Conference (March 2025; 3 days; must arrive one day early)
- \*One official meeting per month

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

NOTE: State Officers may NOT have more than 1 unexcused or 2 excused absences at required events for the duration of their term. Missing a 1-day event counts as 1 absence, missing a 2-day event counts as 2 absences, etc. The determination of what counts as an excused vs unexcused absence is at the discretion of the State Adviser. State Officers who incur more than the allowed number of absences will be resigned from their position and will not be eligible to serve on the State or National levels for the remainder of their time in FBLA High School.

### Requirements:

- \*All candidates must have at least 1 full year of high school 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 the Contributor, Leader, and Advocate levels of the Business Achievement Awards by the time their application is submitted
- \*Candidates for FBLA regional offices may only apply to serve the region in which their school is located.

## CAMPAIGN GUIDELINES

Application Deadline: January 26, 2024  
 In Person Bootcamp: February 2, 2024  
 Campaign Materials (Speech, Video, Campaign Booth) Due: February 9, 2024  
**SLC:** March 11-13, 2024 in Atlantic City; Candidates for State Office (and their school approved chaperone) MUST arrive at SLC on the morning of March 10. This extra night at the hotel will be covered by NJ FBLA.

All candidates/applicants for every office including Parliamentarian and Webmaster (and their school approved chaperone) must attend the full day in person bootcamp held at Kean University on February 2, 2024. Inability to attend Bootcamp is an automatic disqualification. There will be no virtual option or ability to "make up" what was missed.

### CAMPAIGN PROCESS FOR ELECTED OFFICES:

NOTE: There have been several changes to the campaign process for this year.

All candidates will take a state officer candidate test on-site at Bootcamp. Candidates will be tested on a combination of FBLA High School history, rules, the NJ FBLA High School Program of Work, position-specific responsibilities, etc. Scores will be disclosed to all voting delegates.

All candidates for elected office, except for President, will give a 1-minute speech. Candidates for President will give a 2-minute speech. No skits or giveaways are permitted during the campaign speech. Candidates for Regional Vice President positions will give their speeches at the region meetings. All other candidates will give their speeches on stage at Opening Session.

All candidates for elected office will create a 30-second engaging video that will play immediately before they begin their speech. This video should encompass the candidate's campaign theme and should be extremely creative. The candidate is the only individual who can speak in the video and must adhere to the FBLA dress code. Examples will be shown at Bootcamp.

Each candidate will create a flyer that will be posted on a general campaign website. However, candidates cannot have a personal campaign website.

Candidates will participate in a question & answer session.

Candidates will participate in campaigning during the State Leadership Conference. Beginning this year, candidates will be campaigning ALL day on March 12, rather than for just 2 hours.

Candidates are permitted to spend up to \$500 on the campaign and MUST submit receipts as well as an expense report. Candidates must report the fair market value for items that were donated or already owned. For example, if a candidate chooses to use a laptop to show a video at their booth, they will need to report the standard cost of renting a similar laptop for one day.

Candidates for any office CANNOT campaign before the adjournment of the regional meetings. This includes social media, email, word of mouth, and printed media. Only a candidate's adviser and local chapter can be aware of his/her candidacy before the announcement of candidates by the state office. Any candidate found to have violated this rule will be immediately disqualified.

Candidates CANNOT use social media campaigning or any form of online campaigning at ANY TIME. Anyone found to have posted anything remotely related to their campaign or found to have sent emails or DMs mentioning their campaign to members outside of their chapter, will be immediately disqualified. This rule also extends to a candidate's chapter members. If a member of a candidate's campaign team/chapter is found to be using social media/email/text/etc to campaign on the candidate's behalf, the candidate will be disqualified.

The rule regarding no word-of-mouth campaigning outside of campaign booth hours has been removed. Now, candidates can mention their campaign to other SLC attendees any time after the adjournment of the regional meetings. This should also help candidates avoid the temptation (that will lead to immediate disqualification) of reaching out to members via social media, email, text, etc.

#### **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 do not give a speech, create a video, or participate in any other campaigning activity.

Applicants will take the Parliamentary Procedures test at Bootcamp.

#### **FBLA WEBMASTER CANDIDATES:**

Applicants for the office of webmaster will participate in an interview with the 2023-24 FBLA State Officer Team who will vote to determine the appointee. This interview will take place at Bootcamp.

\*NOTE: More information for all offices will be announced prior to SLC

## OFFICER ROLES & RESPONSIBILITIES

### **PRESIDENT:**

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

### **SECRETARY:**

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

### **HISTORIAN:**

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

### **PARLIAMENTARIAN:**

- \*Advise the presiding officer and other executive board members on parliamentary procedure
- \*Have reference materials pertaining to parliamentary procedures available for each meeting
- \*Ensure that meetings are conducted in an orderly manner according to Robert's Rules of Order Newly Revised.
- \*Act as the timekeeper during the campaign rallies and caucuses.
- \*Review minutes of all meetings for accuracy
- \*Promote FBLA High School programs to local chapters

### **REGIONAL VICE PRESIDENTS:**

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

### **MEMBERSHIP VICE PRESIDENT:**

- \*Contact at least five (5) inactive chapters each semester
- \*Assist in the promotion of existing state membership recruitment and development programs
- \*Present membership workshops at the Regional Summits
- \*Work to encourage Middle Level growth
- \*Strive to increase member engagement, as well as the number of members

### **COMMUNITY SERVICE VICE PRESIDENT:**

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

### **WEBMASTER:**

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

### **Advisers of State Officers:**

- \*Accompany state officer for 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**

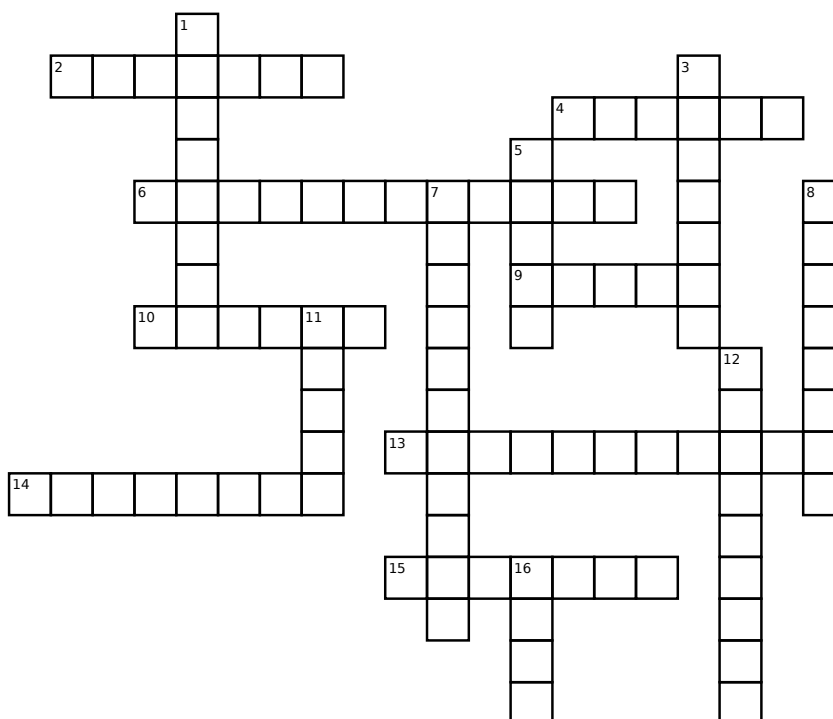
- \*NJ FBLA will pay for the conference registration fee for each officer to attend NFLC and NLC. NJ FBLA will reimburse officers for travel (airplane or train depending on distance) and for their hotel room (at the quad rate) for NFLC and NLC.
- \*State officers will not be expected to pay for any costs associated with SFLC, SLC, or officer training.
- \*NJ FBLA does not cover any chaperone expenses.

## **NATIONAL CANDIDATES**

Any student wishing to apply to be NJ FBLA's National Officer Candidate must complete the State Officer Candidate Application and select National Candidate as the position being applied for by January 26, 2023. This includes students wishing to apply for the appointed position of National Parliamentarian.

Interviews will occur after SLC.

# NJ FBLA Adviser Challenge



## Down:

1. the fourth level of the BAA
3. the adult leader of each chapter
5. number of minutes allowed to complete each objective test
7. the first level of the BAA
8. the third level of the BAA
11. the top \_\_\_\_ scoring entries in each Regional Competitive Event (except Future Business Leader and Battle of the Chapters) advance to SLC
12. SLC registration closes on January \_\_\_\_\_
16. the university where NJ FBLA is headquartered

## Across:

2. city where the 2024 National Leadership Conference will be held
4. first name of the founder of FBLA
6. city where the annual State Leadership Conference is held
9. maximum number of team members for all team events except for Parliamentary Procedure
10. the second level of the BAA
13. the name of the National database
14. \_\_\_\_\_ of Progress (a NJ FBLA Recognition Event)
15. last name of the founder of FBLA

Congratulations on making it to the end of the handbook! Complete this crossword and email a completed copy to Kimberly at [kclark@njfbla.org](mailto:kclark@njfbla.org) to receive a prize! *Note: advisers only*