



2023-24 NJ FBLA MIDDLE SCHOOL

# ADVISER HANDBOOK

Last Updated:

December 21, 2023

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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 Middle School Dues

\$14 per student member (\$10 national and \$4 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.

**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:

State and National Leadership Conferences: **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

There are no course requirements for Middle School 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.

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:

- a. reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- b. and that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or d. has the effect of insulting or demeaning any student or group of students; or e. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

New Jersey Law requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. New Jersey FBLA will adhere to all policies and procedures of the student's home district, wherein appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student

conduct and N.J.A.C. 6A:16- 7. New Jersey FBLA policy requires the administration at each school to be responsible for receiving all complaints alleging violations of this policy. All New Jersey FBLA staff, volunteers, and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the State Adviser or State Chair on the same day when the individual witnessed or received reliable information regarding any such incident. The State Adviser will report such incidents to the individual school's administration.

## NJ FBLA REPORTING POLICY

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

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

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

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

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

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

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

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

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

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

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

## ABUSE PREVENTION POLICY FOR THE PROTECTION OF YOUTHS AND VULNERABLE PERSONS

### INTRODUCTION

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

Kean University & New Jersey FBLA will implement orientations and training seminars for persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities, as required by the organization's employment and training



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

#### SCOPE

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

#### ETHICS POLICY

##### Statement of Policy

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

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

#### DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

#### SCREENING FOR VOLUNTEERS OR STAFF

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

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

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

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

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

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

Results of screens shall be kept confidential.

#### TRAINING

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

#### SUPERVISION

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

#### REPORTING OF INCIDENTS

All incidents should be immediately reported to management and an incident report should be filed. Management should retain all incident reports for reference. When the necessity of reporting



occurs, the protection of children, youth and adults with developmental disabilities must be paramount.

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

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

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

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

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

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

If a formal complaint is made, the Crisis Management Team shall provide the respondent with 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 SLC registration.**

Chapter Name | Chapter Number  
Bunker Hill Middle School | 2741849  
Carl Sandburg Middle School | 3514175  
Halsted Middle School | 3621869  
Heritage Middle School | 1796611  
Iselin Middle School | 3386742  
Ogdensburg Public School | 2971724  
Sayreville Middle School | 3508431  
South River Middle School | 3246896  
Woodrow Wilson Middle School | 3241094

# NJ FBLA MIDDLE 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!

## 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 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! *Registration closes on September 29.*

## 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! *Registration closes on September 29.*

## 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/>

## MONDAY OCTOBER 16, 2023

### Fall LifeSmarts Begins

Price: FREE

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

## 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

## **FRIDAY NOVEMBER 10, 2023**

### **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 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.

## 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.

## WEDNESDAY DECEMBER 6, 2023

### 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

## WEDNESDAY DECEMBER 13, 2023

### December Adviser Meeting

Time: 4:00–5:00pm

Location: Zoom

## FRIDAY DECEMBER 15, 2023

### Fall Stock Market Game Ends

## SUNDAY DECEMBER 31, 2023

### Early Bird Membership Registration Deadline

Middle School Dues: \$14 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/>

### **WEDNESDAY JANUARY 10, 2024**

#### **January Adviser Meeting**

Time: 4:00-5:00pm

Location: Virtual

### **MONDAY JANUARY 29, 2024**

#### **Spring LifeSmarts Begins**

Price: FREE

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

### **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/>

### **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

#### **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

### **WEDNESDAY FEBRUARY 14, 2024**

#### **FBLA Week!**

Sunday February 11, 2024 - Saturday February 17, 2024

### **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 LifeSmarts Ends**

Price: FREE

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

## **FRIDAY MARCH 1, 2024**

### **MS SLC Registration Deadline**

Time: 5:00pm

Price: \$40 per student attendee; \$0 per adviser/chaperone

The MS SLC will occur on April 10 from 9am-5pm at Kean University and will feature presentation competitive events, workshops, lunch, and an awards ceremony. Due to our phenomenal growth, objective testing will occur online March 25-27.

### **National Dues Payment Deadline**

Middle School Dues: \$14 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/>

## **WEDNESDAY MARCH 20, 2024**

### **MS Pre-SLC Adviser Meeting**

Time: 4:00p-5:00pm

Location: Zoom

## **MONDAY MARCH 25, 2024**

### **MS SLC Online Testing**

Monday March 25, 2024 - Wednesday March 27, 2024

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

## **TUESDAY MARCH 26, 2024**

### **MS SLC Online Testing**

Monday March 25, 2024 - Wednesday March 27, 2024

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

## **WEDNESDAY MARCH 27, 2024**

### **MS SLC Online Testing**

Monday March 25, 2024 - Wednesday March 27, 2024

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

## **MONDAY APRIL 8, 2024**

### **MS State Leadership Conference**

Time: 9:00am-5:00pm

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

Price: \$40 per student attendee; \$0 per adviser/chaperone

The MS SLC will feature presentation competitive events, workshops, lunch, and an awards ceremony. Due to our phenomenal growth, objective testing will occur online March 25-27. *Registration closes on March 1.*

### **MS State Leadership Conference Payment Due**

Price: \$40 per student attendee

## **WEDNESDAY APRIL 10, 2024**

### **April Adviser Meeting**

Time: 4:00-5:00pm

Location: Zoom

## **MONDAY APRIL 15, 2024**

### **NLC Scholarship Deadline**

## **WEDNESDAY APRIL 17, 2024**

### **April Bridge 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**

### **NLC Registration Deadline for NJ**

Deadline: 5:00pm

### **Spring Stock Market Game Ends**

## **FRIDAY MAY 10, 2024**

### **2nd Lead for Change Deadline**

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

### WEDNESDAY MAY 15, 2024

#### LEAD Awards Submission Deadline for NLC Recognition

More Information: <https://www.fbla-pbl.org/divisions/fbla-middle-level/education-programs/>

#### MERIT Award Submission Deadline

More Information: <https://www.fbla-pbl.org/divisions/fbla-middle-level/member-benefits/>

#### 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

### 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 March 1, 2024

## MEMBERSHIP CHALLENGE

No submission necessary, as the membership numbers will be verified by the state office on March 1.

### 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

### 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. Submissions must include a resume (1-page). Nominees may only receive this award once during their FBLA Middle School 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=232>

### 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. Submissions must include a resume (1-page). Nominees may only receive this award once during their FBLA Middle School 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=233>

### LEAD Awards

The LEAD Awards are an individual achievement award program for active, paid middle 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 two levels of the LEAD Awards, Explore and Aspire. Students who complete any level will be recognized at the NJ FBLA SLC. More information can be found [here](#). To access the LEAD Awards, paid members should login to their FBLA Connect account and select the "More" tab and then select "Courses".

### Young Leader Award

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. Applicants must serve on the NJ FBLA Middle School Committee to be eligible for this award. 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=234>

## CHAPTER RECOGNITION

### Chapter Website Award of Merit

This event recognizes chapters who have worked to create and maintain local chapter websites. Recipients will be presented with a certificate of recognition at the State Leadership Conference. The submission form & more information can be found by local chapter advisers here: <https://connect.fbla.org/login.php?action=viewform&id=235>

### 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. 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 March 1.

### **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=236>

### **MERIT Award**

The Middle School Merit Award is a membership engagement-focused challenge that chapters may complete for national recognition. Chapters work toward building a basic program of work through a calendar of activities to complete throughout the year. Recognition will be given at the Middle School and High School National Leadership Conference to the top 10 states and top 10 local chapters based on the number of points accumulated and quality of entries. The deadline to complete this program is May 15, 2024. Click here for more information: <https://www.fbla.org/divisions/fbla-middle-level/member-benefits/> Chapters who submit the Merit Award by March 1 will receive recognition at SLC.

### **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. Participating chapters will receive ribbons, and the chapters with the most points will be recognized at the SLC. 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=242> 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=239>

## SERVICE EVENTS

### Statewide Community Service Project

This year, the NJ State Officer team is launching a Community Service Project centered around National Suicide Awareness Month. Anthony Monderine was an FBLA alumni who attended Sayreville War Memorial High School and recently passed away. Anthony was such a bright and kindhearted young man who touched the heart of the entire Sayreville community as well as throughout the state with his participation in FBLA. By developing kindness cards to distribute to local schools, libraries, and homeless shelters, the goal is to spread positivity, acceptance, and kindness cards that promote National Suicide Health Prevention and honor our alumni, Anthony.

The chapters with the greatest number of donated kindness cards will be recognized on the NJ FBLA social media and at the 2024 State Leadership Conference. For more information click [here](#).

The submission form can be found here by advisers:

<https://connect.fbla.org/login.php?action=viewform&id=244>

### Community Service Challenge

This event recognizes the top 5 chapters 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=240>

### 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=241>

# 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.

- \* States can submit four entries in each competitive event
- \* 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, Role Play
- \* Objective test time has been reduced from 45 minutes to 30 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

### Annual Chapter Activities Presentation

Increase presentation time to 7 minutes

### Business Ethics

Increase presentation time to 7 minutes  
Source citing added to the rating sheet

### Career Research

Increase presentation time to 7 minutes  
Source citing added to the rating sheet

### Critical Thinking

Increase presentation time to 7 minutes

### Elevator Speech

Increase presentation time to 3 minutes  
Removed business card and flyer requirement

### Exploring Business Issues

Increase presentation time to 7 minutes  
Added that technology can be used, 3-minute set up time added  
Source citing added to the rating sheet

### FBLA Mission & Pledge

Reduce presentation time to 3 minutes

### Marketing Mix Challenge

Increase presentation time to 7 minutes  
Source citing added to the rating sheet

### Video Game Challenge

Source citing added to the rating sheet



## 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 the State Leadership Conference, students must be dues paid members by March 1, 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.

Competitors cannot be refunded, replaced, or substituted after the registration deadline. All registrations are final after the registration deadline. All SLC competitive event registrations MUST be received by the state office by March 1, 2024. ALL NLC competitive event registrations and prejudged materials MUST be received by the state office by April 19, 2024.

Objective testing will occur at your school March 25-27, 2024. Presentation events will take place at the SLC on April 10, 2024.

Each competitor may only compete in one (1) testing only event and (1) performance event. Students participating in Business Ethics may not compete in an additional event, as Business Ethics includes a test and a presentation.

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

A team shall consist of one to three members.

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

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.

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.

Role Play: Two parts: An extemporaneous response to a prompt. Judges will interact with competitors. The prompt is provided on-site.

### **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 (Annual Chapter Activities Presentation and Community Service Presentation).

**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.

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

**Role Plays/Performance Events:** Judges must break ties. All judges' decisions are final.

### **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: Multimedia & Website Development, Video Game Challenge

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/LEAD%20Explore/Choose%20Your%20Event%20Final%20-%20Storyline%20output/story.html>

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

<https://connect.fbla.org/login.php?action=viewFolder&folder=Middle%20School%20CE%20Prep%20Resources/&folderid=804>

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

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

## GUIDELINES BY EVENT

- When preparing for an event with a rating sheet, it is imperative to use the rating sheet as a guide. The top performing competitors are those who understand and execute the expectations of the rating sheets.
- Competitors must complete all parts for award eligibility. If the first component is not completed, competitors will not be permitted to complete subsequent components of the event.
- Team/chapter events may have 1-3 members unless otherwise specified.
- The top ten (10) winning individuals/teams in each event at SLC will receive a medal. All members of a winning team will receive a medal.
- The top four (4) winning individuals/teams in each event at SLC will qualify for the NLC.

### Annual Chapter Activities Presentation – Presentation, Chapter Event, 1 Entry Per Chapter

Annual Chapter Activities Presentation provides members with the opportunity to present their chapter's program of work for the year. This competitive event consists of a presentation component where the activities are presented to the judges.

SLC Procedure: 7-minute presentation

### Business Ethics – Objective Test, Presentation, Individual/Team, Unlimited Entries Per Chapter

Business Ethics provides members with the opportunity to demonstrate knowledge around competencies in business ethics. This competitive event consists of an individual objective test and presentation. It aims to inspire members to learn about the standards for morally right and wrong conduct in business.

Note: Competitors in Business Ethics may not compete in any other event, as Business Ethics contains both an objective test and a presentation component.

Topic: What implications will the invention of applications such as ChatGPT and DALL-E have on the world of business? [Click here](#) for the entire 2-page topic.

SLC Procedure: 30-minute, 35-question test AND a 7-minute presentation

**Business Etiquette – Objective Test, Individual, Unlimited Entries Per Chapter**

Business Etiquette provides members with the opportunity to demonstrate knowledge around competencies in business etiquette. This competitive event consists of an objective test. It aims to inspire members to learn about the expectations of social and business behavior, practices, and conduct.

SLC Procedure: 30-minute 50-question test

**Career Exploration – Objective Test, Individual, Unlimited Entries Per Chapter**

Career Exploration provides members with the opportunity to demonstrate knowledge around competencies in many career areas. This competitive event consists of an objective test. It aims to inspire members to learn about yourself, your options, and to create a plan to reach your career goals.

SLC Procedure: 30-minute 50-question test

**Career Research – Presentation, Individual, Unlimited Entries Per Chapter**

Career Research provides members with the opportunity to present their research on a career that appeals to them. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation

**Community Service Presentation – Presentation, Chapter Event, 1 Entry Per Chapter**

Community Service Presentation 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 presentation component.

SLC Procedure: 7-minute presentation

**Critical Thinking – Role Play, Individual/Team, Unlimited Entries Per Chapter**

Critical Thinking provides members with the opportunity to think on their feet and present a solution to a problem presented. This competitive event consists of a role play scenario.

SLC Procedure: 15-minute preparation time, 7-minute presentation

**Digital Citizenship – Objective Test, Individual, Unlimited Entries Per Chapter**

Digital Citizenship provides members with the opportunity to demonstrate knowledge around competencies in digital environments. This competitive event consists of an objective test. It aims to inspire members to learn how to navigate the digital world in a safe and responsible way.

SLC Procedure: 30-minute 50-question test

### **Elevator Speech – Presentation, Individual, Unlimited Entries Per Chapter**

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

Topic: You and the other FBLA Middle School members at your school have been asked to speak at the next school board meeting about the benefits of Future Business Leaders of America membership in middle school. Share with the school board how you have benefited from membership in FBLA and why more funding should be made available to allow more students to participate.

NOTE: NO materials/visuals may be used during the speech

SLC Procedure: 3-minute speech

### **Exploring Business Issues – Presentation, Individual/Team, Unlimited Entries Per Chapter**

Exploring Business Issues provides members with the opportunity to research a business topic and present their findings and solutions. This competitive event consists of a presentation component.

Topic: The traditional work environment is changing as technology provides employees with the ability to work from anywhere, including from their homes. More Americans are working from home, for longer periods of time. Employees are looking to push companies to break down the long-established structures and policies that traditionally have influenced workdays.

Include answers to the following questions during your presentation:

- How does this trend positively affect businesses?
- How does this trend negatively affect businesses?
- Examples of trends to discuss include collaboration, environmental impact, productivity, etc. (additional points/topics can be added)

SLC Procedure: 7-minute presentation

### **Exploring Computer Science – Objective Test, Individual, Unlimited Entries Per Chapter**

Exploring Computer Science provides competitors with the opportunity to demonstrate knowledge around introductory competencies in computer science. This competitive event consists of an objective test. It aims to inspire members to learn about computers and computational systems.

SLC Procedure: 30-minute 50-question test

### **Exploring Economics – Objective Test, Individual, Unlimited Entries Per Chapter**

Exploring Economics provides members with the opportunity to demonstrate knowledge around introductory competencies in economics. This competitive event consists of an objective test. It aims to inspire members to learn about the various areas of economics.

SLC Procedure: 30-minute 50-question test

### **Exploring Technology – Objective Test, Individual, Unlimited Entries Per Chapter**

Exploring Technology provides members with the opportunity to demonstrate knowledge around introductory competencies in technology. This competitive event consists of an objective test. It aims to inspire members to learn about the various areas of technology.

SLC Procedure: 30-minute 50-question test

### **FBLA Concepts – Objective Test, Individual, Unlimited Entries Per Chapter**

FBLA Concepts provides members with the opportunity to demonstrate knowledge about the various areas of the Future Business Leaders of America organization. This competitive event consists of an objective test.

SLC Procedure: 30-minute 50-question test

### **FBLA Mission & Pledge – Presentation, Individual, Unlimited Entries Per Chapter**

FBLA Mission & Pledge provides members with the opportunity to present the FBLA mission and pledge from memory and share their personal reflection and meaning with the judges. This competitive event consists of a presentation component.

NOTE: NO materials/visuals may be used during the speech

SLC Procedure: 3-minute speech

### **Financial Literacy – Objective Test, Individual, Unlimited Entries Per Chapter**

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

SLC Procedure: 30-minute 50-question test

### **Interpersonal Communication – Objective Test, Individual, Unlimited Entries Per Chapter**

Interpersonal Communication provides members with the opportunity to demonstrate knowledge around competencies in interpersonal communication. This competitive event consists of an objective test. It aims to inspire members to learn about how communication, between two or more people, happens by exchanging messages, ideas, and information.

SLC Procedure: 30-minute 50-question test

### **Leadership – Objective Test, Individual, Unlimited Entries Per Chapter**

Leadership provides members with the opportunity to demonstrate knowledge around competencies in the area of leadership. This competitive event consists of an objective test. It aims to inspire members to learn how a set of behaviors is used to help people align and execute their collective direction.

SLC Procedure: 30-minute 50-question test

### **Learning Strategies – Objective Test, Individual, Unlimited Entries Per Chapter**

Learning Strategies provides members with the opportunity to demonstrate knowledge around competencies in learning strategies. This competitive event consists of an objective test. It aims to inspire members to learn about an individual's way of organizing and using skills to learn.

SLC Procedure: 30-minute 50-question test

### **Marketing Mix Challenge – Presentation, Individual/Team, Unlimited Entries Per Chapter**

Marketing Mix Challenge provides members with the opportunity to present the marketing strategy of a new, realistic product or service. This competitive event consists of a presentation component.

SLC Procedure: 7-minute presentation

### **Multimedia & Website Development – Presentation, Individual/Team, Unlimited Entries Per Chapter**

Multimedia & Website Development provides members with the opportunity to create a website over a topic. This competitive event consists of a presentation component.

Topic: You have been asked by a local small business in your community to develop a website that will promote their business. The website must include the following elements:

- Home Page/Navigation Menu
- A header that promotes the business and its products/services
- An “About Us/Contact” page
- A page to register for the business’ rewards program, sign up for newsletters or emails

Feel free to include any other elements to enhance the website.

Note: Partnering with an actual local business is encouraged, but not mandated. 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.

SLC Procedure: 7-minute presentation

### **Running an Effective Meeting – Objective Test, Individual, Unlimited Entries Per Chapter**

Running an Effective Meeting provides members with the opportunity to demonstrate knowledge around competencies in meeting procedures. This competitive event consists of an objective test. It aims to inspire members to learn about the structure, the order, and the ground rules of how to conduct a meeting.

SLC Procedure: 30-minute 50-question test

### **Video Game Challenge – Presentation, Individual/Team, Unlimited Entries Per Chapter**

Video Game Challenge provides members with the opportunity to develop and present a video game they’ve created. This competitive event consists of a presentation component where the game is presented to the judges.

Topic: Create an animated game, in any programming language or game/animation engine, with keyboard and/or mouse input. The game must be playable on a PC or Mac.

SLC Procedure: 7-minute presentation



# 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.*

## STATE LEADERSHIP CONFERENCE

**April 8, 2024**

Location: Kean University

Registration Deadline: March 1, 2024

Payment Deadline: April 10, 2024

Recognition Events Deadline: March 1, 2024

SLC Objective Testing Window: March 25-27, 2024

Cost: \$40/student

## NATIONAL LEADERSHIP CONFERENCE

**June 29-July 2, 2024**

**Location:** Orlando, Florida

Price: \$195/attendee

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.