

COLORADO



Competitive Events Handbook

2013-2014

The following information pertains to specific Colorado FBLA procedures, which deviate from the National FBLA guidelines.

Review the FBLA National Competitive Event guidelines for general Competencies, Eligibility, and Procedures.

COLORADO COMPETITIVE EVENT HANDBOOK

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Colorado Competitive Events 2013-2014

- Accounting I (I)
- Accounting II (I)
(Objective test plus school site application test)
- Agribusiness (I) - NEW
- American Enterprise Project (C) - Modified
(State & National Event)
- Banking & Financial Systems (I)
(Event Modified at Districts)
- Business Calculations (I)
- Business Communication (I)
- Business Ethics (T) – Modified
- Business Financial Plan (I) or (T)
- Business Law (I)
- Business Math (I)
(9th & 10th Grade Only)
- Business Plan (I) or (T)
- Business Presentation (I) or (T)
- Business Procedures (I)
- Businessperson of the Year (R)
(State & National Event)
- Client Services (I)
(Role Play)
- Community Service Project (C) – Modified
(State & National Event)
- Computer Applications (I)
(Objective test plus school site production test)
- Computer Game & Simulation Programming (I) (T)
(Prejudged Program – Event Modified at Districts)
- Computer Problem Solving–A+ Concepts (I)
- Cyber Security – (I)
- Database Design & Applications (I)
(Objective test plus school site production test)
- Desktop Application Programming (I)
(Prejudged Program, Event modified at Districts)
- Desktop Publishing (T of 2) – Modified
(Objective test plus)
- Digital Design & Promotion (I or T of 2)
(Event Modified at Districts)
- Digital Video Production (I) or (T)
(Event Modified at Districts)
- E – Business (I) or (T)
(Event Modified at Districts)
- Economics (I)
- Electronic Career Portfolio (I)
- Emerging Business Issues (T)
- Entrepreneurship (T)
(Event Modified at District)
- FBLA Principles and Procedures (I)
(9th & 10th Grade Only)
- Future Business Leader (I)
- Global Business (T)
(Event Modified at Districts)
- Healthcare Administration (I)

(Objective Test)

Help Desk (I)

(Objective Test and Role Play)

Hospitality Management (T) – Modified

(Objective Test and Role Play)

Impromptu Speaking (I)

Insurance and Risk Management (I) - NEW

Introduction to Business (I)

(9th & 10th Grade Only)

Introduction to Business Communication (I)

(9th & 10th Grade Only)

Introduction to Parliamentary Procedure (I)

(9th & 10th Grade Only)

Introduction to Information Technology (I) - NEW

(9th & 10th Grade Only)

Job Interview (I)

Local Chapter Annual Business Report (C)

(State & National Event)

Management Decision Making (T)

(Event Modified at Districts)

Management Information Systems (T)

(Event Modified at Districts)

Marketing (T)

(Objective Test and Role Play)

Mobile App Development (I)(T) - NEW

Name Tag (C)

(District Event Only)

Network Design (T) (Team of 2 or 3)

(Event Modified at Districts)

Networking Concepts (I)

Outstanding Local Adviser (R)

(State & National Event)

Parliamentary Procedure (T)

(Event Modified at Districts)

Partnership with Business Project (C) - Modified

(State & National Event)

Peak Awards (C) – Modified

(State Event Only)

Personal Finance (I)

(Objective test)

Public Service Announcement (I)(T) - NEW

Public Speaking I (I)

(9th & 10th Grade Only)

Public Speaking II (I)

Sports Management (T) - Modified

(Objective Test and Role Play)

Spreadsheet Applications (I)

(Objective test and school site production test)

Technology Concepts (I)

Web Site Design (I) or (T)

(Event Modified at Districts)

Who's Who in FBLA (I) (Seniors Only)

Word Processing (I) – Modified

(Objective test and school site production test)

Note: (I) – Individual Event
(T) – Team Event
(C) – Chapter Event
(R) – Recognition Event

Red – NEW

Blue – Modified

COLORADO FBLA EVENTS AT-A-GLANCE 2013-2014

FBLA District and State Competitive Events - Those in red are modified or new events for this year	Individual Event	Team Event	Chapter Event	DLC Collaborative Online Objective Test Time	DLC Online Individual Objective Test Time	Pre-Judged report/Project	School-site Production Test/Time - Districts	School-site Production Test/Time - State	Performance at Districts	Equipment Set Up time	Prep Time	Performance time	Judges Q & A Time	Interactive Role Play	State & National Only	*Preliminary Round	Final Round
Accounting I	X				1 hr												
Accounting II	X						1 hr	1 hr									
Agribusiness	X				1 hr												
American Enterprise			X			X				5		7	3		X	X	
Banking & Financial		2-3		1 hr					X		20	7		X			X
Business Calculations	X				1 hr												
Bus Communications	X				1 hr												
Business Ethics		2-3							X	5		7	3			X	X
Business Financial Plan	X	2-3				X			X	5		7	3			X	X
Business Law	X				1 hr												
Business Math	X				1 hr												
Business Plan	X	2-3				X			X	5		7	3			X	X
Business Presentation	X	2-3							X	5		7	3			X	X
Business Procedures	X				1 hr												
*Client Service	X								X		10	5		X		X	X
Community Service			X			X				5		7	3		X	X	
Computer Applications	X				1 hr		1 hr	2 hrs									
Computer Game & Sim	X	2-3				X				5		7	3			x	x
Computer Problem Solving	X				1 hr												
Cyber Security	X				1 hr												
Database Design & App	X				1 hr		1 hr	1 hr									
Desktop App Programming	X					X				5		7	3			X	X
Desktop Publishing		2		1 hr			1 hr	2 hrs									
Digital Design & Promotion	X	2-3				X				5		7	3			X	X
Digital Video Production	X	2-3				X				5		7	3			X	X
E-business	X	2-3				X				5		7	3			X	X
Economics	X				1 hr												
*Electronic Career Portfolio	X								X	5		7	3			X	X
Emerging Business Issues		2-3							X		5	5	3			X	X
Entrepreneurship		2-3		1 hr					*X		20	7		X			X
FBLA Principles & Procedures	X				1 hr												
Future Business Leader	X				1 hr	X			X			10 & 15				X	X
Global Business		2-3		1 hr					*X		20	7					X

Colorado Competitive Events

Policies and Procedures

(Revised 2013-2014)

Eligibility

- FBLA members must have **paid** state and national dues to National FBLA before **December 1** in order to compete at district, state, and national leadership conferences.
- If dues are paid after **December 1**, the member may participate in a chapter event or as a voting delegate and may attend workshops but **MAY NOT** participate in any individual or team competitive events.

District Qualifiers

- Refer to the Event Limitations Form in this Colorado Competitive Event Handbook.
- Students may compete in two events, but **MAY NOT** compete in two judged events.
- Competitors may not compete in the same event if participated at a previous National Conference.

State Qualifiers

- If a student would qualify for the State Leadership Conference in two events, the student's adviser must notify the District Adviser within one week of the District Leadership Conference as to which event the student wishes to enter at the State Leadership Conference.
- Notification of the event choice should be made to the District Adviser. Should one student of a team choose an individual event, the chapter may substitute another member; however, at least two members of the Parliamentary Procedure team, one member of the Business Ethics, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion, Digital Video Production, E-business, Emerging Business Issues, Entrepreneurship, Global Business, Hospitality Services, Management Decision Making, Management Information Systems, Marketing, Network Design, Sports and Entertainment Management and Web Site Design, must be retained from district to state. Otherwise, the next place team will be eligible for competition at the Colorado FBLA State Leadership Conference.
- Students **MAY NOT** compete in two events. Competitors may not participate if competed at a previous National Leadership Conference.

National Qualifiers

- If eligible winners to the National Leadership Conference are unable to attend, please contact the State Adviser and substitutes will be appointed.
- Competitors may not have entered the same event at a previous National Leadership Conference to be eligible to compete at the State Leadership Conference except in Parliamentary Procedure where two team members may have participated at a previous National Leadership Conference. Only one team member may have participated at a previous National Leadership Conference in Business Ethics, Business Financial Plan, Business Plan, Business Presentation, Computer Game & Simulation, Desktop Publishing, Digital Design & Promotion Digital Video Production, E-business, Emerging Business Issues, Entrepreneurship, Global Business, Hospitality Services, Management Decision Making, Management Information Systems, Marketing, Network Design, Sports and Entertainment Management and Web Site.

State Registration

- The **received** registration deadline for the State Leadership Conference is March 5, 2014.
- No substitutions are allowed in competitive events except for team events and chapter events after March 5.
- Since event qualifiers are determined at the District Leadership Conferences, all substitutions must be cleared by the state adviser and must be submitted in writing before March 31, 2014.
- Voting Delegate substitutions will be allowed through April 20, 2014. **ALL** substitutions must be submitted in writing to the state adviser and will be subject to a \$10 fee if submitted after the March 75 deadline.
- All materials submitted with state registration become the property of Colorado FBLA-PBL.

District Leadership Conference Online Testing

- For all objective tests, members will take an online test.
- Directions and time frames for testing will be sent by the Vice Presidents and Advisers of your District.

State Voting Delegates and Observers

- State Voting Delegates
 - Under 50 members: two voting delegates
 - 50-100 members: three voting delegates
 - Over 100 members: four voting delegates
- No Observers will be allowed.

Computer Production Event Administration

Computer production events will be administered by an impartial administrator or the adviser at the local level. District computer production events will be mailed to the Vice President/Adviser of their District. See contact sheet of the Official District Leadership Packet. State Computer Production events will be mailed to Colorado FBLA, 9101 E. Lowry Blvd., Denver, CO 80230.

The computer production events will be administered to **district participants** based on the dates set and received by your District Vice President/Adviser all material will be sent to the State Vice President of your District. Those qualifying for the **State** Leadership Conference will be tested between March 5 and March 15 with a March 15 **RECEIVED** deadline to the Colorado FBLA Office.

Students participating in the production events will be required to take an online knowledge test at their home school for the District Conference. The objective test for the State Leadership Conference will be taken on site at the State Conference.

Due to the overwhelming quantity of computer production grading, the following guidelines will be implemented at the district and state level.

<u>Computer Production Event Test</u>	<u>District</u>	<u>State</u>
Accounting II	1 hour test	1 hour test
Computer Applications	1 hour test	2 hour test
**Computer Game & Simulation Programming	No time limit	No time limit
Database Design & Application	1 hour test	1 hour test
**Desktop Application & Programming	No time limit	No time limit
Spreadsheet Applications	1 hour test	1 hour test
Word Processing	30 minute test	1 hour test
**Prejudged programs will be submitted with the other production events.		

State Officer Competition Eligibility

Current state officers are eligible to participate in one event at the State Leadership Conference. In addition, they may also enter Who's Who in FBLA.

State officers wishing to run for a state/national office a second time must obtain the signature approval of the state officer team adviser and the state adviser.

Due to the time limitations of state officer candidates at the State Leadership Conference, candidates may only compete in individual written tests at State. Performance and team events are restricted due to schedule conflicts.

District Officer Campaigns

Officer campaigns at district conference will be restricted. No campaign materials will be allowed at the District Leadership Conference. Only the officer candidate and one campaign manager will be allowed to participate in the campaign speech. The candidates for District Reporter and District Secretary will deliver a campaign speech at the second general session of the District Leadership Conference. Election is held immediately following. The officers are elected by a majority vote of the voting delegates representing each school within the district. The newly elected District Reporter and District Secretary will be installed at the awards session of the District Leadership Conference. Candidates must have a 2.5 grade point average.

Preparing for Competition

The FBLA-PBL National Awards Program is a very exciting part of the FBLA-PBL year. Each state is allowed to send three representative(s) in each event to the National Leadership Conference. Members prepare for months for the opportunity to shine nationally. The knowledge, experience, and motivation gained from competing makes every participant a winner.

Not everyone can go to the National Leadership Conference and take home an award. However, members can increase their chances by working with their advisers to ensure careful advanced preparation, adherence to all relevant guidelines and rules, and by following these tips:

Comply with entry procedures and regulations.

- Check the status of membership dues.
- Ensure that the entry forms are completed properly and submitted by the published deadline. This is the responsibility of the local adviser for district and state competitions and the state adviser for national events.

Be familiar with the event guidelines.

- Check the current edition of the National Competitive Event Handbook and Colorado Competitive Event Chapter Management Handbook for a complete listing of individual, team, and chapter events. Many events have been modified at the District Leadership Conference. Please refer to this Colorado Competitive Event Handbook.
- Make copies of the appropriate guidelines and rating sheets.
- Become completely familiar with the procedures to be followed in administering the event.
- Determine from the rating sheets and guidelines exactly what areas will be judged.

Identify and assemble needed resources.

- Obtain a variety of textbooks on your subject matter to study. FBLA-PBL provides a study guide with preparation tips and sample questions through the FBLA-PBL MarketPlace.
- Contact former and current chapter members who have entered this event in previous years.
- Find mentors and other experts who can help you prepare.

Prepare for the competition.

- Where appropriate, involve faculty, other members, advisory committee members, and business people. These are excellent resources—use them!!
- Practice makes perfect! Try to recreate as realistically as possible the conditions under which the competition will take place.

Comply with competition regulations.

- Be familiar with the information to be provided and the deadlines to be met.
- Make sure that copies of materials to be submitted to judges are error-free and that they are submitted in the proper format.
- Bring several No.2 pencils and erasers.

Do the best you can and enjoy!

Chapter advisers are also encouraged to keep the following points in mind as they prepare their students for participation in the Colorado and National Awards Program Competitive Events:

- Competitive events are excellent motivating devices; they help to instill the desire to learn and to achieve.
- To be the best generally requires innate ability, high motivation, and many hours of hard work.
- Travel and interaction with students from other schools are tremendous learning opportunities for students.
- Competitive events can be helpful in building school spirit and in publicizing a business program.
- Competitive events should not be used to determine curricula, teaching methodology, time spent on class activities, textbooks to be used, grading procedures, or for teacher evaluation.
- Too much effort should not be given to trying to compile test files by securing copies of previous tests and/or having competitors make copious notes following their events.
- Excessive class time should not be spent on areas covered in competitive events at the expense of other subject matter that should be taught.
- Delaying contestant selection as long as possible is encouraged so that more students are striving for mastery or excellence in a particular area.
- A teacher's competence should not be judged by the number of winners produced in a period of time. A teacher is not an excellent teacher simply because a student wins a competitive event any more than a teacher is a poor teacher because a student does not win.
- Likewise, the success of a local chapter should not be determined strictly by the performance of its members in competitive events. While an important element of the overall FBLA-PBL program, competitive events are just that—a part. Many activities and programs work together to build a successful chapter.
- Teachers should recognize the value of competitive events, maintain a professional attitude towards the events, and keep them in proper perspective!
- Any chapter forms or reports not abiding by the event guidelines or deadline dates may be disqualified at the district and state leadership conferences.

Colorado Chapter Projects/Reports

American Enterprise Project (C) (State and National Event Only)

Community Service Project (C) (State and National Event Only)

Local Annual Business Report (C) (State and National Event Only)

Name Tag (C) (District Event Only)

Partnership with Business (C) (State and National Event Only)

Peak Awards (C) (State Event Only)

Eligibility

- **District** – Name Tag. One entry per chapter.
- **State** – Up to three (3) members from each local FBLA Chapter may enter one (1) report at the State Leadership Conference. Members may not compete in another event.
- **National** – The top 3 place winners from the State Leadership Conference are eligible to compete at the National Leadership Conference.

Regulations

- **Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.**
- State conference registration must be completed by the local adviser or designee and must be received in the state office by the published State Leadership Conference registration deadline. The reports – **three copies** – must also be received in the state office by the same deadline.
- Reports must adhere to the National Written Report guidelines.
- Reports will be reviewed by a screening committee to determine if chapters have complied with event guidelines.
- Reports will be prejudged prior to the State Leadership Conference.
- All projects will present an oral presentation in the Preliminary Round. The top ten (or equal numbers from each section) of the preliminary round will be selected to make Final Oral Presentations at the State Leadership Conference.
- Students **may not** compete in two events at the State.
- Chapters must provide all equipment (including an extension cord) for the presentation. A screen will be provided.

Voting Delegates:

- 1 – 49 members: 2
- 50 – 100 members: 3
- Over 100: 4

Businessperson of the Year (I)

Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.

Eligibility

- **District** – None
- **State** – Each local FBLA chapter is encouraged to nominate one (1) candidate to be recognized at the State Leadership Conference. The nominees must be members of the business sector.
- **National** – Each state may enter one (1) person for national recognition.

Regulations

- Conference registration must be completed by the local adviser or designee and must be received in the state office by the published State Leadership Conference registration deadline.
- For the State Leadership Conference, chapters must **submit one (1) letter-size manila file folder** containing a Businessperson of the Year Entry Form and a one-page bio-sketch, to include the bullets under the Procedure Section of the National Handbook. The tab of the folder must have a typed label with the nominee's name, school, and event title. Include the nominee's name on all pages submitted.
- Materials must be received by the published State Conference registration deadline.
- Nominee's materials will be evaluated by a panel of judges.
- All judges' decisions are final.

Businessperson of the Year Entry Form

School Submitting Nomination _____

Please complete this form and attach the information requested below.

Nominee's Name: _____

Title: _____

Company Name: _____

Address: _____

City, State, ZIP: _____

Business Phone #: _____

Email Address: _____

Name of person submitting nomination who may be contacted for more information

Name: _____

Daytime Phone: _____

Email: _____

Attach a biographical sketch of the nominee's specific chapter involvement. Please limit the bio-sketch to one page and include the following criteria:

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to chapter projects and activities
- Financial assistance to and sponsorships of activities for local and/or state chapters

Will this person be attending the State Leadership Conference? Yes No

If YES, would he/she be interested in judging an event? Yes No

And/or presenting a workshop? Yes No

If YES, list the event preferences he/she would be qualified to judge.

1. _____

2. _____

3. _____

4. _____

5. _____

Outstanding Local Adviser

The FBLA Outstanding Local Adviser award honors local FBLA advisers who have made outstanding contributions to the association at the local, state, and national levels.

Eligibility

- **District** – None
- **State** – Each local chapter can nominate one Outstanding FBLA adviser.
- **National** – The FBLA Outstanding Local Adviser winner at the State Leadership Conference is eligible to represent Colorado at the National Leadership Conference

Regulations

- Conference registration must be completed by the local adviser or designee and must be received in the state office by the published State Leadership Conference registration deadline.
- For the State Leadership Conference, chapters must **submit one (1) letter-size manila file folders** each containing an Outstanding Adviser Entry Form, resume, and three letters of recommendation. The tab of each folder must have a typed label with the nominee's name, school, and event title. Include the nominee's name on all pages submitted.
- Materials must be received by the published State Conference registration deadline.
- Nominees' materials will be evaluated by a panel of judges.
- All judges' decisions are final.

Awards

- **District** – None
- **State** – All local advisers nominated for Outstanding Local Adviser will be recognized at the State Leadership Conference. One adviser will be awarded the Colorado Outstanding Local Adviser Award.
- **National** – The Colorado Outstanding Local Adviser will be recognized at the National Leadership Conference.

OUTSTANDING LOCAL ADVISER Entry Form

Nominee _____

School _____

Address _____

City, State, Zip _____

Nominated by _____

Chapter _____

Address _____

City, State, Zip _____

Daytime Phone _____

Email _____

Include the following materials with the Entry Form:

- **Resume (not to exceed two (2) pages)**
 - Years of participation in FBLA-PBL
 - Specific contributions to FBLA-PBL at the local, district, state, and national level
 - Offices, chairmanships, and committee memberships held
 - Participation in other professional organizations
 - Community service involvement

- **Three (3) Letters of Recommendation**
 - Local chapter officer
 - School faculty member
 - Community member (businessperson, parent, etc.)

Virtual Business Challenge (National Event Only)

Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures.

Regulations

- Follow the National guidelines

Who's Who in FBLA (Seniors Only)

Review the National Competitive Event guidelines for general Competencies, Eligibility, and Procedures. The following information pertains to specific Colorado procedures, which deviate from National guidelines.

Competencies

This event at the District and State level consists of four (4) parts

1. **Cover Letter** - Participant's application letter stating why he/she is the best candidate for this award and how FBLA affects his/her future career goals (limit one page).
2. **Resume** – Format must follow the same sequence as the rating sheet including a paragraph about career goals.
3. **Adviser Letter of Recommendation** – Adviser's letter of recommendation validating the authenticity of the nominee's resume and overall qualifications for the award (limit one page).
4. **Adviser Validation Form** – Entry form authenticating applicant's documentation.
5. **Business Achievement Award**: Must complete the Future Level

Eligibility

- **District** – Each local chapter may enter one participant who is a senior member.
- **State** – The first place winner at the District Leadership Conference is eligible to compete at the State Leadership Conference.
- **National** – The first place winner at the State Leadership Conference will be recognized at the National Leadership Conference.

Regulations

- Participants must be registered on State and District registration forms by stated conference registration deadlines.
- For District and State conferences, participants must **submit three (3) letter-size manila file folders** each containing a cover letter, resume, and adviser's letter of recommendation and signed validation form. The tab of each folder must have a typed label with the participant's name, school, and event title. Include participant's name on all pages submitted.
- State officers are not required to submit a resume; however, if a state officer wishes to be considered for selection as Colorado's candidate for national recognition, a resume must be submitted with State Conference registration.
- In order to receive recognition at the State Leadership Conference, the chapter's nominee must be in attendance at the conference.
- Participants' materials will be evaluated by a panel of judges.
- All judges' decisions are final.

Awards

- **District** – The first place winner will be recognized.
- **State** - The first place winner will be recognized.
- **National** – The first place winner from each state will be recognized along with the national officers as recipients of the national Who's Who in FBLA award at the National Leadership Conference.

**WHO'S WHO IN FBLA
ADVISER VALIDATION FORM
(Seniors Only)**

Chapter Name: _____

Applicant Name: _____

Local Chapter Adviser

Name: _____

Daytime Phone Number: _____

Mailing Address: _____

Email: _____

I verify the application materials submitted by _____.

Adviser Signature

Date

WHO'S WHO IN FBLA

Rating Sheet

Name: _____
School: _____

Points given may range between zero and maximum number indicated. Years of participation are limited to grades 9-12.

	Possible Points	Maximum Points	Points Earned
CONTENT			
Paid member of FBLA	2/per year	8	_____
Offices held in FBLA	1/per local office	4	_____
	2/per district office	6	_____
	3/per state office	9	_____
	4/per national office	8	_____
FBLA conferences attended			
• Colorado Fall Leadership Conference	3/per conference	12	_____
• National Fall Leadership Conference	5/per conference	20	_____
• District	3/per conference	12	_____
• State	4/per conference	16	_____
• National Leadership Conference(NLC)	5/per conference	15	_____
Involvement in FBLA Service Projects (5 project limit per level)	3/local	15	_____
	2/state	10	_____
	1/national	5	_____
Member of FBLA committee(s) not serving as a chairperson (Maximum limit 12)	1/committee	12	_____
Served as FBLA committee chairperson (Maximum 12)	1/committee	12	_____
Participation in other school and community organization (5 Maximum)	1/organization	5	_____
Awards and honors received (5 maximum)	1/award	5	_____
Explain how your career goals reflect the goals of FBLA. (50 words or less)	10 points	10	_____
FORMAT:			
Clear and concise presentation with logical arrangement of information	10 points	10	_____
Correct grammar, punctuation, spelling, and acceptable business style	10 points	10	_____
SUBTOTAL			_____
Deductions for not adhering to guidelines	10 points	10	_____
TOTAL POINTS			_____

CHAPTER NAME TAGS

DISTRICT LEADERSHIP CONFERENCE ONLY

This event is designed to promote FBLA through a display of enthusiasm and creativity on a competitive basis.

ELIGIBILITY

District – Each chapter may enter one name tag design.

State – None

Nationals – None

EVENT STRUCTURE

- All name tags must be completed by registration.
- Every member must wear a name tag of their school's design.
- All name tags must have school name and member/adviser/guest name.
- A sample name tag will be turned in at registration for judging.

JUDGING PROCEDURE

The judging will be based on:

- Arrangement
- Art and Design
- Presentation

REQUIRED ELEMENTS:

- School name
- Member/adviser/guest name
- Colorado Theme: Achievement in Motion

NAME TAG JUDGING

School Name _____

This event is designed to let each chapter use its imagination and creativity by designing a name tag with will represent its chapter.

PLEASE JUDGE THE NAME TAG ON THE FOLLOWING:

Arrangement

Eye appeal
Art principles considered _____ 25
Required Elements

Art and Design

Creativity
Originality
Technique
Neatness/readability _____ 35

Presentation

Development of the Colorado Theme
Effective use of promotional piece _____ 40

Total Score _____ 100



FBLA-PBL REPORTS CHECKLIST

- AMERICAN ENTERPRISE PROJECT BUSINESS FINANCIAL PLAN BUSINESS PLAN
- COMMUNITY SERVICE PROJECT LOCAL CHAPTER ANNUAL BUSINESS REPORT
- PARTNERSHIP WITH BUSINESS REPORT

Please make sure you can answer "yes" to all the questions. If you answer "no" to any of the following questions, the report will be assessed penalty points or disqualified. REMINDER: Follow the National Guidelines, pages V8-V10 of the National Chapter Management Handbook.

Report Cover	Yes	No	Pts Deduction if No
Front report cover contains the following information: Name of School Name of State Name of the Event Date (200x-200x)			5 pts
Front and back covers are of a weight such as cover stock, index stock, or card stock and include both a front and back cover. (Covers are not counted against the page limit)			5 pts
Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. (Cut out cover stock covers are allowed, but the page containing the cover information is counted in the page count)			5 pts
Reports must be bound. (e.g., tape binding, spiral binding, etc.) Two- or three-ring binders are not acceptable as report covers.			5 pts
Front and back covers should not exceed 9 ½" x 12".			5 pts
No items, such as labels or decals, may be attached to the cover.			DQ – Will not be judged

Report Contents	Yes	No	Pts Deduction if No
Original and three copies of the written event submitted			DQ – Will not be judged
The body of the written event contains over 50% of the required pages. Example: 8 pages of content (over 50%) of the 15 page reports			DQ – Will not be judged
Reports must not exceed 15 pages, including the title page, table of contents, divider pages, and appendices (front and back covers are not counted in the page limit). Each side of the paper providing information is counted as a page.			DQ – Will not be judged
Pages must be standard 8 ½" x 11".			DQ – Will not be judged
Pages are not to be laminated or bound in sheet protectors.			DQ – Will not be judged
Reports may not be less than single and no more than double spaced.			DQ – Will not be judged
No items may be attached or pasted to the report.			DQ – Will not be judged
The report does not contain loose or bulky exhibit or scrapbook type items.			DQ – Will not be judged

A motion was carried in the May, 2013 by the board of directors to educate chapter advisers and students of the particular requirements Colorado FBLA has with its report.